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

DATE: April 17, 2024

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 February 21, 2024

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2024 and March 31, 2024

8. NEW BUSINESS

8.1 Recommendation, Re: Review and Approval of FY2025 Working Budget

8.2 Recommendation, Re: Approval of Funds Transfer of \$200,000 from the General Fund to the Capital Maintenance & Repair Fund

8.3 Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Building Renovation Loan Fund

8.4 Recommendation, Re; Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund

8.5 Recommendation, Re: Approval of Additional Payment of \$150,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

8.6 Recommendation, Re: Approval of Revision of Library Accounts Policy

9. DISBURSEMENTS

9.1 Approval of Disbursements of February 1-29, 2024, March 1-31, 2024 plus the Addendum for the Meeting of April 17, 2024

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

13.1 Announcement: COD (College of DuPage) Employees Receive National Awards for Excellence in Teaching

14. ADJOURN

Mansi Patel, Secretary
Board of Library Trustees

Next Resolution: #301

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

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

DATE: February 21, 2024

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:01 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel and Lynch. Trustee Larimer attended electronically, was out of town for work.

Absent: Trustee Rogers

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of February 21, 2024. Motion approved.

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

Nays 0

Absent..... Trustee Rogers

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, Patel, Larimer and Lynch

Nays 0

Absent..... Trustee Rogers

5.1 Minutes of the Regular Board Meeting of January 17, 2023

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

5.3 Recommendation, Re: Approval of Updates and Revisions of Employee Handbook

5.4 Recommendation, Re: Approval of Merit Increase for FY25

5.5 Recommendation, Re: Approval of LFI Proposal for Youth Services Shelving

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5.6 Approval of Disbursements of January 1-31, 2024 plus the Addendum for the Meeting of February 21, 2024

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

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

Nays 0

Absent..... Trustee Rogers

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

Approval of Updates and Revisions of Employee Handbook

Background information:

The Employee Handbook and policies has been fully reviewed, updated, revised and edited. It has also been fully vetted by an Employment Law attorney at HRSource, the Library’s HR consulting firm. The Handbook has been updated so that all language is gender neutral. New and/or updated policies of note are 304 Paid Leave For All Workers, 306 Floating Holidays, 307 Bereavement Leave, 402 Anti-Bullying, 403 Inclusion, Equity & Diversity and 605 Infectious Disease Control. It was reviewed by the Board at the HR Committee meeting of February 21, 2024.

Approval of Merit Increase for FY25

Background information:

The twelve month annual CPI (Consumer Price Index) for January 2023-December 2023, was 4.1%. CPI represents changes in prices of all goods and services purchased for consumption by urban households. At the HR Committee meeting of February 21, 2024, the Director recommended a merit increase budget of 0-6% for FY25 (May 2024-April 2025). This provides employees with the ability to maintain a current cost of living wage, with the potential of an additional increase based upon their performance. It was reviewed by the Board at the HR Committee meeting of February 21, 2024.

Approval of LFI Proposal for Youth Services Shelving

Background information:

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of January 1-31, 2024 plus the Addendum for the Meeting of February 21, 2024 in the amount of \$116,074.72.

6. COMMITTEE REPORTS

6. 1 HUMAN RESOURCES COMMITTEE

Background Information:

Human Resources Committee Chair Mansi Patel reported that at the February 21, 2024 HR Committee meeting, the Committee reviewed the updates and changes to the revised employee Handbook and came to a consensus to approve the Handbook at the Regular Board meeting. The Committee discussed the Director’s recommendation of merit increase for FY 25 and came to a consensus to approve the recommended merit increases (0-6%) at the Regular Board meeting.

7. REPORT OF the LIBRARY DIRECTOR

Background Information:

The Director provided an update on the Klein Creek project. The trees/shrubs are in the process of being removed from both sides of the creek. The Director filled a FOIA request asking for all information on grants received in the past five years.

8. MONTHLY STAFF REPORTS

Background Information:

Adult Services Manager Athens Moreno showed the Board the new Memory Kits that will soon be available for check out. There are three different levels. Adult Services is also offering Book-a-Librarian for one-on-one assistance on a variety of needs and topics. Youth Services has begun a relationship with the Head Start program located in south Carol Stream, providing a storytime to the children. Trustees’ Lynch and Leszczewicz congratulated Human Resources Administrator Lena Saltiel for the nice Staff Appreciation Dinner that she coordinated.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:31 p.m.

April 17, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees

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**Carol Stream Public Library
Treasurer's Report
Month Ending February 29, 2024**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,346,868.22	\$ (227,567.92)	\$ 3,119,300.30
Working Cash	54,257.45	250.68	54,508.13
FICA	100,246.58	(10,624.05)	89,622.53
IMRF	144,034.63	(11,511.19)	132,523.44
Liability Insurance	11,884.32	(304.29)	11,580.03
Audit	4,370.04	31.31	4,401.35
Capital Maintenance & Repair	1,675,662.07	7,904.47	1,683,566.54
Building Renovation Loan	<u>2,317.83</u>	<u>13.31</u>	<u>2,331.14</u>
TOTAL ALL FUNDS	<u>\$ 5,339,641.14</u>	<u>\$ (241,807.68)</u>	<u>\$ 5,097,833.46</u>

See attached for a schedule of cash and investments.

Justin Lynch, Board President 2/29/24

Tim Rogers, Board Treasurer 2/29/24

Susan Westgate, Library Director 2/29/24

**Carol Stream Public Library
Treasurer's Report
Month Ending February 29, 2024**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 202,096.46
PNC	PAYROLL	94,490.46
PNC	INVESTMENT	1,545,032.77
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,254,567.28
PROPAY	ELECTRONIC	946.49
ASPEN/PAYPAL	ELECTRONIC	-
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 5,097,833.46</u>

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CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FEBRUARY 29, 2024

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of February 29, 2024 and January 31, 2024, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date February 29, 2024, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

March 4, 2024

Carol Stream Public Library

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

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	202,096.46	170,197.00	31,899.46
10-1002 PNC Payroll Checking	94,490.46	89,726.85	4,763.61
10-1003 PNC Money Market (savings)	1,545,032.77	1,836,950.78	-291,918.01
10-1014 Illinois Funds-Prime	3,254,567.28	3,240,660.99	13,906.29
10-1025 ProPay	946.49	1,286.42	-339.93
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	0.00	119.10	-119.10
10-1090 Allocated Cash-General Fund	-1,978,533.16	-1,992,772.92	14,239.76
Total 10-1000 Library Fund Cash	3,119,300.30	3,346,868.22	-227,567.92
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	54,508.13	54,257.45	250.68
30-1190 Allocated Cash-FICA Fund	89,622.53	100,246.58	-10,624.05
40-1090 Allocated Cash-IMRF Fund	132,523.44	144,034.63	-11,511.19
50-1090 Allocated Cash-Liability Fund	11,580.03	11,884.32	-304.29
60-1090 Allocated Cash-Audit Fund	4,401.35	4,370.04	31.31
70-1090 Allocated Cash-Capital R&M Fund	1,683,566.54	1,675,662.07	7,904.47
80-1090 Allocated Cash-Debt Service	2,331.14	2,317.83	13.31
Total 1190 Allocated Cash-Fund Balances	1,978,533.16	1,992,772.92	-14,239.76
Total Bank Accounts	\$5,097,833.46	\$5,339,641.14	\$ -241,807.68
Total Current Assets	\$5,097,833.46	\$5,339,641.14	\$ -241,807.68
TOTAL ASSETS	\$5,097,833.46	\$5,339,641.14	\$ -241,807.68
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	2,102,590.06	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	3,958,720.28	3,958,720.28	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,139,113.18	1,380,920.86	-241,807.68
Total Equity	\$5,097,833.46	\$5,339,641.14	\$ -241,807.68

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Carol Stream Public Library

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

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$5,097,833.46	\$5,339,641.14	\$ -241,807.68

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

	Fed 2024	May23-Feb24	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current		3,812,738.99	3,804,461.00	100.22%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	0.00	3,812,980.77	3,805,461.00	100.20%
3100 PPR Taxes	15,507.46	76,086.92	86,500.00	87.96%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	19,310.69	173,053.56	35,100.00	493.03%
Total 3200 Interest Income	19,310.69	173,053.56	35,600.00	486.11%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	278.85	4,120.77	6,000.00	68.68%
3302 Public Copy Payments	943.60	9,193.20	7,000.00	131.33%
3303 Non-Resident Card Fees	754.40	5,050.89	2,500.00	202.04%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	1,976.85	18,364.86	16,000.00	114.78%
3400 Donations		3,647.46	5,000.00	72.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements	0.00	10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
Total 3700 Grants	0.00	107,433.07	59,800.00	179.65%
3800 Other Income	227.90	35,960.77	3,000.00	1198.69%
Total Income	37,022.90	4,227,537.60	4,012,361.00	105.36%
Gross Profit	37,022.90	4,227,537.60	4,012,361.00	105.36%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	48,189.24	504,035.12	630,000.00	80.01%
5102 Non-Exempt Staff Salaries	93,410.83	985,688.13	1,385,000.00	71.17%
5103 Custodial Salaries	6,383.21	68,136.01	92,000.00	74.06%
5105 Professional Education		6,429.64	15,000.00	42.86%
5106 Membership	499.00	3,246.08	6,000.00	54.10%
5107 Life Insurance	85.40	913.99	1,500.00	60.93%
5108 Health Insurance	14,659.03	163,868.58	250,000.00	65.55%
5109 Benefits, other	127.63	2,494.37	2,750.00	90.70%
5110 Trustee Development		102.51	3,500.00	2.93%
Total 5100 Salaries	163,354.34	1,734,914.43	2,385,750.00	72.72%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	3,172.35	17,544.89	13,500.00	129.96%
5202 Maintenance/Repair	99.97	3,482.35	10,000.00	34.82%
5203 Maintenance Contracts	1,346.00	44,520.52	54,250.00	82.07%
5204 Landscape Maintenance/Snow Remo	2,750.00	12,000.68	16,000.00	75.00%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%

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

	Fed 2024	May23-Feb24	Annual Budget	% of Budget
5206 Electric-Comm Edison	8,937.70	24,340.74	52,000.00	46.81%
5207 Water/Sewer		5,545.68	6,000.00	92.43%
5208 Insurance (Property)		7,206.00	11,000.00	65.51%
Total 5200 Plant Maint.	16,306.02	116,057.99	167,050.00	69.48%
5300 Business Exp.		0.00	0.00	
5301 Postage		334.66	2,000.00	16.73%
5302 Office & Equipment Supplies	448.30	5,896.67	7,500.00	78.62%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,475.07	14,284.11	17,000.00	84.02%
5305 Mileage Reimbursement	10.18	1,028.68	1,000.00	102.87%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	427.10	4,240.78	5,500.00	77.11%
5309 Accounting Service	1,820.00	12,520.00	14,500.00	86.34%
5310 Material Recovery Fees	88.65	1,349.45	1,200.00	112.45%
5311 Payroll Service	1,556.57	7,419.60	8,000.00	92.75%
5312 Attorney Fees		731.25	5,000.00	14.63%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	161.48	3,690.08	6,000.00	61.50%
5317 Bank & Credit Card Fees	92.96	505.56	100.00	505.56%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense		3,234.90	5,000.00	64.70%
5321 Human Resources	2,617.38	11,733.76	14,000.00	83.81%
Total 5300 Business Exp.	8,697.69	71,387.75	113,900.00	62.68%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	42.78	2,396.47	7,000.00	34.24%
5402 ISP and Web page hosting	1,585.24	11,825.23	14,500.00	81.55%
5403 Computer Software		9,313.14	12,500.00	74.51%
5404 Tech Support & Repair		18,206.10	25,000.00	72.82%
5405 Technical Services Supplies	387.28	1,419.81	4,000.00	35.50%
5406 Circulation Supplies	19.99	1,517.45	4,000.00	37.94%
5408 Tech Serv Online Resources	4,653.00	14,993.92	14,500.00	103.41%
5409 RBP/ILL Expenses	57.89	1,497.82	500.00	299.56%
5410 SWAN Consortium		34,960.50	47,000.00	74.38%
5411 Village IT Services	8,584.94	94,434.34	103,000.00	91.68%
Total 5400 Automat. & Dept. Oper.	15,331.12	190,564.78	232,000.00	82.14%
5500 Services		0.00	0.00	
5501 Youth Services Programs	3,036.13	33,641.75	33,500.00	100.42%
5502 Summer Reading Program -- Youth (deleted)		0.00	0.00	
5503 Adult/Teen Programs	3,186.04	23,641.11	26,500.00	89.21%
5505 Library Newsletter	7,700.42	31,256.71	40,000.00	78.14%
5509 Library Publicity and Promotion	2,698.42	22,337.51	22,000.00	101.53%
Total 5500 Services	16,621.01	110,877.08	122,000.00	90.88%
5600 Collection		0.00	0.00	
5601 Youth Services Books	7,244.10	40,497.20	55,000.00	73.63%

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

	Fed 2024	May23-Feb24	Annual Budget	% of Budget
5606 Youth Services Media	1,101.79	8,903.28	18,300.00	48.65%
5630 Adult Books	8,377.97	55,107.93	72,000.00	76.54%
5634 Online Resources	7,560.00	15,267.14	20,000.00	76.34%
5635 Magazines & Newspapers	496.00	9,360.01	13,000.00	72.00%
5637 Adult Media	2,798.77	19,955.64	35,000.00	57.02%
5651 Digital Media	7,683.59	97,437.58	120,000.00	81.20%
5652 Grant/Award Expense		58,787.65	58,800.00	99.98%
Total 5600 Collection	35,262.22	305,316.43	392,100.00	77.87%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,019.85	122,143.98	160,000.00	76.34%
6620 Illinois Municipal Retirement F	11,900.33	133,245.58	205,000.00	65.00%
Total 6600 Payroll Expenses	22,920.18	255,389.56	365,000.00	69.97%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		18,547.00	22,250.00	83.36%
7102 Risk Management expense	338.00	2,221.90	4,750.00	46.78%
7103 Unemployment Compensation Insur		988.77	3,000.00	32.96%
7201 Audit Expense		12,520.00	13,000.00	96.31%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		6,464.18	10,000.00	64.64%
7402 Parking Lot Repair		9,116.37	15,000.00	60.78%
7403 Building Repair		5,390.00	50,000.00	10.78%
7404 Landscape		7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		1,590.18	50,000.00	3.18%
Total 7400 Capital Expenditures	0.00	30,198.65	176,000.00	17.16%
7500 Special Capital Projects		0.00	0.00	
7503 Front Entrance Outdoor Renovati		0.00	250,000.00	0.00%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	10,000.00	0.00%
7507 Automation Equipment		4,390.88	30,000.00	14.64%
7509 Security Upgrades		588.19	8,000.00	7.35%
Total 7500 Special Capital Projects	0.00	4,979.07	313,000.00	1.59%
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
Total Expenses	278,830.58	3,088,424.42	4,544,361.00	67.96%
Net Operating Income	-241,807.68	1,139,113.18	-532,000.00	-214.12%
Net Income	-241,807.68	1,139,113.18	-532,000.00	-214.12%

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	May 2023 - Feb 2024 (YTD)		May 2023 - Feb 2024 (YTD)		May 2023 - Feb 2024 (YTD)	
	Feb 2024		Feb 2024		Feb 2024	
Income						
3000 Property Taxes		3,212,090.77				125,703.33
3100 PPR Taxes	15,507.46	76,086.92				
3200 Interest Income	10,292.27	92,234.66	250.68	2,246.49	395.80	3,546.99
3300 Patron Payments	1,976.85	18,364.86				
3400 Donations		3,647.46				
3600 RBP/ILL Reimbursements	0.00	10.19				
3700 Grants		107,433.07				
3800 Other Income	227.90	35,960.77				
Total Income	28,004.48	3,545,828.70	250.68	2,246.49	395.80	129,250.32
Gross Profit	28,004.48	3,545,828.70	250.68	2,246.49	395.80	129,250.32
Expenses						
5100 Salaries	163,354.34	1,734,914.43				
5200 Plant Maint.	16,306.02	116,057.99				
5300 Business Exp.	8,697.69	71,387.75				
5400 Automat. & Dept. Oper.	15,331.12	190,564.78				
5500 Services	16,621.01	110,877.08				
5600 Collection	35,262.22	305,316.43				
6600 Payroll Expenses					11,019.85	122,143.98
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	255,572.40	2,529,118.46	0.00	0.00	11,019.85	122,143.98
Net Operating Income	-227,567.92	1,016,710.24	250.68	2,246.49	-10,624.05	7,106.34
Net Income	-227,567.92	1,016,710.24	250.68	2,246.49	-10,624.05	7,106.34

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Feb 2024	May 2023 - Feb 2024 (YTD)	Feb 2024	May 2023 - Feb 2024 (YTD)	Feb 2024	May 2023 - Feb 2024 (YTD)
Income						
3000 Property Taxes		205,168.06		26,007.04		10,113.71
3100 PPR Taxes						
3200 Interest Income	389.14	3,487.25	33.71	302.11	31.31	280.57
3300 Patron Payments						
3400 Donations						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	389.14	208,655.31	33.71	26,309.15	31.31	10,394.28
Gross Profit	389.14	208,655.31	33.71	26,309.15	31.31	10,394.28
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection	11,900.33	133,245.58				
6600 Payroll Expenses				18,547.00		
7101 Liability Insurance				2,221.90		
7102 Risk Management expense			338.00			
7103 Unemployment Compensation Insur				988.77		
7201 Audit Expense						12,520.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	11,900.33	133,245.58	338.00	21,757.67	0.00	12,520.00
Net Operating Income	-11,511.19	75,409.73	-304.29	4,551.48	31.31	-2,125.72
Net Income	-11,511.19	75,409.73	-304.29	4,551.48	31.31	-2,125.72

Carol Stream Public Library
Supplementary Information

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Feb 2024	May 2023 - Feb 2024 (YTD)	Feb 2024	May 2023 - Feb 2024 (YTD)	Feb 2024	May 2023 - Feb 2024 (YTD)
Income						
3000 Property Taxes				233,897.86	0.00	3,812,980.77
3100 PPR Taxes					15,507.46	76,086.92
3200 Interest Income	7,904.47	70,836.20	13.31	119.29	19,310.69	173,053.56
3300 Patron Payments					1,976.85	18,364.86
3400 Donations					0.00	3,647.46
3600 RBP/ILL Reimbursements					0.00	10.19
3700 Grants					0.00	107,433.07
3800 Other Income					227.90	35,960.77
Total Income	7,904.47	70,836.20	13.31	234,017.15	37,022.90	4,227,537.60
Gross Profit	7,904.47	70,836.20	13.31	234,017.15	37,022.90	4,227,537.60
Expenses						
5100 Salaries					163,354.34	1,734,914.43
5200 Plant Maint.					16,306.02	116,057.99
5300 Business Exp.					8,697.69	71,387.75
5400 Automat. & Dept. Oper.					15,331.12	190,564.78
5500 Services					16,621.01	110,877.08
5600 Collection					35,262.22	305,316.43
6000 Payroll Expenses					22,920.18	255,389.56
7101 Liability Insurance					0.00	18,547.00
7102 Risk Management expense					338.00	2,221.90
7103 Unemployment Compensation Insur					0.00	988.77
7201 Audit Expense					0.00	12,520.00
7400 Capital Expenditures		30,198.65			0.00	30,198.65
7500 Special Capital Projects		4,979.07			0.00	4,979.07
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
Total Expenses	0.00	35,177.72	0.00	234,461.01	278,830.58	3,088,424.42
Net Operating Income	7,904.47	35,658.48	13.31	-443.86	-241,807.68	1,139,113.18
Net Income	7,904.47	35,658.48	13.31	-443.86	-241,807.68	1,139,113.18

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,119,300.30	\$ (218,070.20)	\$ 2,901,230.10
Working Cash	54,508.13	251.86	54,759.99
FICA	89,622.53	(10,867.61)	78,754.92
IMRF	132,523.44	(11,657.05)	120,866.39
Liability Insurance	11,580.03	33.87	11,613.90
Audit	4,401.35	31.45	4,432.80
Capital Maintenance & Repair	1,683,566.54	(1,692.50)	1,681,874.04
Building Renovation Loan	<u>2,331.14</u>	<u>13.37</u>	<u>2,344.51</u>
TOTAL ALL FUNDS	<u><u>\$ 5,097,833.46</u></u>	<u><u>\$ (241,956.81)</u></u>	<u><u>\$ 4,855,876.65</u></u>

See attached for a schedule of cash and investments.

3/31/24

Justin Lynch, Board President

3/31/24

Tim Rogers, Board Treasurer

3/31/24

Susan Westgate, Library Director

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 183,026.96
PNC	PAYROLL	95,515.04
PNC	INVESTMENT	1,306,187.55
OLD SECOND BANK	CHECKING	-
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,269,501.64
PROPAY	ELECTRONIC	872.09
ASPEN/PAYPAL	ELECTRONIC	73.37
CASH BANK	CASH DRAWER	<u>700.00</u>
	TOTAL	<u>\$ 4,855,876.65</u>

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

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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of March 31, 2024 and February 29, 2024, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date March 31, 2024, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

ATA Group, LLP

April 8, 2024

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Carol Stream Public Library

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

	TOTAL		
	AS OF MAR 31, 2024	AS OF FEB 29, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	183,026.96	202,096.46	-19,069.50
10-1002 PNC Payroll Checking	95,515.04	94,490.46	1,024.58
10-1003 PNC Money Market (savings)	1,306,187.55	1,545,032.77	-238,845.22
10-1014 Illinois Funds-Prime	3,269,501.64	3,254,567.28	14,934.36
10-1025 ProPay	872.09	946.49	-74.40
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	73.37	0.00	73.37
10-1090 Allocated Cash-General Fund	-1,954,646.55	-1,978,533.16	23,886.61
Total 10-1000 Library Fund Cash	2,901,230.10	3,119,300.30	-218,070.20
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	54,759.99	54,508.13	251.86
30-1190 Allocated Cash-FICA Fund	78,754.92	89,622.53	-10,867.61
40-1090 Allocated Cash-IMRF Fund	120,866.39	132,523.44	-11,657.05
50-1090 Allocated Cash-Liability Fund	11,613.90	11,580.03	33.87
60-1090 Allocated Cash-Audit Fund	4,432.80	4,401.35	31.45
70-1090 Allocated Cash-Capital R&M Fund	1,681,874.04	1,683,566.54	-1,692.50
80-1090 Allocated Cash-Debt Service	2,344.51	2,331.14	13.37
Total 1190 Allocated Cash-Fund Balances	1,954,646.55	1,978,533.16	-23,886.61
Total Bank Accounts	\$4,855,876.65	\$5,097,833.46	\$ -241,956.81
Total Current Assets	\$4,855,876.65	\$5,097,833.46	\$ -241,956.81
TOTAL ASSETS	\$4,855,876.65	\$5,097,833.46	\$ -241,956.81
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,102,590.06	2,102,590.06	0.00
20-2900 Fund Balance-Working Cash	52,261.64	52,261.64	0.00
30-2900 Fund Balance-FICA Fund	82,516.19	82,516.19	0.00
40-2900 Fund Balance-IMRF Fund	57,113.71	57,113.71	0.00
50-2900 Fund Balance-Liability	7,028.55	7,028.55	0.00
60-2900 Fund Balance-Audit	6,527.07	6,527.07	0.00
70-2900 Fund Balance-Capital R&M	1,647,908.06	1,647,908.06	0.00
80-2900 Fund Balance-Debt Service	2,775.00	2,775.00	0.00
Total 2900 Beginning Fund Balances	3,958,720.28	3,958,720.28	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	897,156.37	1,139,113.18	-241,956.81
Total Equity	\$4,855,876.65	\$5,097,833.46	\$ -241,956.81

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 MAR 31, 2024	AS OF FEB 29, 2024 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$4,855,876.65	\$5,097,833.46	\$ -241,956.81

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

	Mar 2024	May23-Mar24	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current		3,812,738.99	3,804,461.00	100.22%
3002 Property Taxes Non-Current		241.78	1,000.00	24.18%
Total 3000 Property Taxes	0.00	3,812,980.77	3,805,461.00	100.20%
3100 PPR Taxes		76,086.92	86,500.00	87.96%
3200 Interest Income		0.00	0.00	
3201 Interest Income Taxes		0.00	500.00	0.00%
3202 Interest Income Investments	19,401.18	192,454.74	35,100.00	548.30%
Total 3200 Interest Income	19,401.18	192,454.74	35,600.00	540.60%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	348.97	4,469.74	6,000.00	74.50%
3302 Public Copy Payments	1,068.95	10,262.15	7,000.00	146.60%
3303 Non-Resident Card Fees	636.45	5,687.34	2,500.00	227.49%
3304 Sale Items		0.00	500.00	0.00%
Total 3300 Patron Payments	2,054.37	20,419.23	16,000.00	127.62%
3400 Donations		3,647.46	5,000.00	72.95%
3500 Developer Contributions		0.00	500.00	0.00%
3600 RBP/ILL Reimbursements		10.19	500.00	2.04%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	58,800.00	99.97%
3702 Other Grants/Awards		48,648.42	1,000.00	4864.84%
Total 3700 Grants	0.00	107,433.07	59,800.00	179.65%
3800 Other Income	156.77	36,117.54	3,000.00	1203.92%
Total Income	21,612.32	4,249,149.92	4,012,361.00	105.90%
Gross Profit	21,612.32	4,249,149.92	4,012,361.00	105.90%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	48,189.24	552,224.36	630,000.00	87.65%
5102 Non-Exempt Staff Salaries	96,640.11	1,082,328.24	1,385,000.00	78.15%
5103 Custodial Salaries	6,361.95	74,497.96	92,000.00	80.98%
5105 Professional Education	2,372.79	8,802.43	15,000.00	58.68%
5106 Membership	166.00	3,412.08	6,000.00	56.87%
5107 Life Insurance		913.99	1,500.00	60.93%
5108 Health Insurance	-3,781.30	160,087.28	250,000.00	64.03%
5109 Benefits, other	7.50	2,501.87	2,750.00	90.98%
5110 Trustee Development		102.51	3,500.00	2.93%
Total 5100 Salaries	149,956.29	1,884,870.72	2,385,750.00	79.01%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	783.99	18,328.88	13,500.00	135.77%
5202 Maintenance/Repair	380.66	3,863.01	10,000.00	38.63%
5203 Maintenance Contracts	4,296.00	48,816.52	54,250.00	89.98%
5204 Landscape Maintenance/Snow Remo	1,024.00	13,024.68	16,000.00	81.40%
5205 Furniture/Equipment		1,417.13	4,300.00	32.96%

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

	Mar 2024	May23-Mar24	Annual Budget	% of Budget
5206 Electric-Comm Edison	12,606.61	36,947.35	52,000.00	71.05%
5207 Water/Sewer	213.23	5,758.91	6,000.00	95.98%
5208 Insurance (Property)		7,206.00	11,000.00	65.51%
Total 5200 Plant Maint.	19,304.49	135,362.48	167,050.00	81.03%
5300 Business Exp.		0.00	0.00	
5301 Postage	1,514.30	1,848.96	2,000.00	92.45%
5302 Office & Equipment Supplies	312.31	6,208.98	7,500.00	82.79%
5303 Printing		3,862.80	2,500.00	154.51%
5304 Equipment Leasing	1,197.69	15,481.80	17,000.00	91.07%
5305 Mileage Reimbursement	75.61	1,104.29	1,000.00	110.43%
5306 Legal Notices		555.45	600.00	92.58%
5308 Business Phone	427.10	4,667.88	5,500.00	84.87%
5309 Accounting Service	1,200.00	13,720.00	14,500.00	94.62%
5310 Material Recovery Fees	88.65	1,438.10	1,200.00	119.84%
5311 Payroll Service	234.70	7,654.30	8,000.00	95.68%
5312 Attorney Fees		731.25	5,000.00	14.63%
5314 Other Consultants		0.00	10,000.00	0.00%
5315 Other Expenditures	203.15	3,893.23	6,000.00	64.89%
5317 Bank & Credit Card Fees	-59.66	445.90	100.00	445.90%
5319 Security Service		0.00	14,000.00	0.00%
5320 Donation Recd Expense	250.00	3,484.90	5,000.00	69.70%
5321 Human Resources	1,098.82	12,832.58	14,000.00	91.66%
Total 5300 Business Exp.	6,542.67	77,930.42	113,900.00	68.42%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware		2,396.47	7,000.00	34.24%
5402 ISP and Web page hosting	1,024.99	12,850.22	14,500.00	88.62%
5403 Computer Software	870.00	10,183.14	12,500.00	81.47%
5404 Tech Support & Repair	245.92	18,452.02	25,000.00	73.81%
5405 Technical Services Supplies	397.60	1,817.41	4,000.00	45.44%
5406 Circulation Supplies	77.67	1,595.12	4,000.00	39.88%
5408 Tech Serv Online Resources		14,993.92	14,500.00	103.41%
5409 RBP/ILL Expenses	17.99	1,515.81	500.00	303.16%
5410 SWAN Consortium		34,960.50	47,000.00	74.38%
5411 Village IT Services	8,584.94	103,019.28	103,000.00	100.02%
Total 5400 Automat. & Dept. Oper.	11,219.11	201,783.89	232,000.00	86.98%
5500 Services		0.00	0.00	
5501 Youth Services Programs	628.79	34,270.54	33,500.00	102.30%
5502 Summer Reading Program -- Youth (deleted)		0.00	0.00	
5503 Adult/Teen Programs	1,576.42	25,217.53	26,500.00	95.16%
5505 Library Newsletter	8,000.00	39,256.71	40,000.00	98.14%
5509 Library Publicity and Promotion	1,307.00	23,644.51	22,000.00	107.48%
Total 5500 Services	11,512.21	122,389.29	122,000.00	100.32%
5600 Collection		0.00	0.00	
5601 Youth Services Books	4,650.43	45,147.63	55,000.00	82.09%

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

	Mar 2024	May23-Mar24	Annual Budget	% of Budget
5606 Youth Services Media	1,255.94	10,159.22	18,300.00	55.51%
5630 Adult Books	3,674.22	58,782.15	72,000.00	81.64%
5634 Online Resources	10,317.37	25,584.51	20,000.00	127.92%
5635 Magazines & Newspapers		9,360.01	13,000.00	72.00%
5637 Adult Media	1,125.96	21,081.60	35,000.00	60.23%
5651 Digital Media	11,063.15	108,500.73	120,000.00	90.42%
5652 Grant/Award Expense		58,787.65	58,800.00	99.98%
Total 5600 Collection	32,087.07	337,403.50	392,100.00	86.05%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,265.27	133,409.25	160,000.00	83.38%
6620 Illinois Municipal Retirement F	12,048.01	145,293.59	205,000.00	70.87%
Total 6600 Payroll Expenses	23,313.28	278,702.84	365,000.00	76.36%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance		18,547.00	22,250.00	83.36%
7102 Risk Management expense		2,221.90	4,750.00	46.78%
7103 Unemployment Compensation Insur		988.77	3,000.00	32.96%
7201 Audit Expense		12,520.00	13,000.00	96.31%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	5,907.50	12,371.68	10,000.00	123.72%
7402 Parking Lot Repair		9,116.37	15,000.00	60.78%
7403 Building Repair		5,390.00	50,000.00	10.78%
7404 Landscape		7,637.92	50,000.00	15.28%
7405 Memorials		0.00	1,000.00	0.00%
7406 Other Capital Expenditures		1,590.18	50,000.00	3.18%
Total 7400 Capital Expenditures	5,907.50	36,106.15	176,000.00	20.51%
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	3,726.51	8,117.39	30,000.00	27.06%
7509 Security Upgrades		588.19	8,000.00	7.35%
Total 7500 Special Capital Projects	3,726.51	8,705.58	313,000.00	2.78%
8000 Debt Repayment Expense		234,461.01	234,461.00	100.00%
Total Expenses	263,569.13	3,351,993.55	4,544,361.00	73.76%
Net Operating Income	-241,956.81	897,156.37	-532,000.00	-168.64%
Net Income	-241,956.81	897,156.37	-532,000.00	-168.64%

**Carol Stream Public Library
Supplementary Information**

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

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)
Income						
3000 Property Taxes		3,212,090.77				125,703.33
3100 PPR Taxes		76,086.92				
3200 Interest Income	10,340.50	102,575.16	251.86	2,498.35	397.66	3,944.65
3300 Patron Payments	2,054.37	20,419.23				
3400 Donations		3,647.46				
3600 RBP/ILL Reimbursements		10.19				
3700 Grants		107,433.07				
3800 Other Income	156.77	36,117.54				
Total Income	12,551.64	3,558,380.34	251.86	2,498.35	397.66	129,647.98
Gross Profit	12,551.64	3,558,380.34	251.86	2,498.35	397.66	129,647.98
Expenses						
5100 Salaries	149,956.29	1,884,870.72				
5200 Plant Maint.	19,304.49	135,362.48				
5300 Business Exp.	6,542.67	77,930.42				
5400 Automat. & Dept. Oper.	11,219.11	201,783.89				
5500 Services	11,512.21	122,389.29				
5600 Collection	32,087.07	337,403.50				
6600 Payroll Expenses					11,265.27	133,409.25
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	230,621.84	2,759,740.30	0.00	0.00	11,265.27	133,409.25
Net Operating Income	-218,070.20	798,640.04	251.86	2,498.35	-10,867.61	-3,761.27
Net Income	-218,070.20	798,640.04	251.86	2,498.35	-10,867.61	-3,761.27

Carol Stream Public Library
Supplementary Information

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

	40-IMRF Fund		50-Liability Fund		60-Audit Fund	
	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)
Income						
3000 Property Taxes		205,168.06		26,007.04		10,113.71
3100 PPR Taxes						
3200 Interest Income	390.96	3,878.21	33.87	335.98	31.45	312.02
3300 Patron Payments						
3400 Donations						
3500 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	390.96	209,046.27	33.87	26,343.02	31.45	10,425.73
Gross Profit	390.96	209,046.27	33.87	26,343.02	31.45	10,425.73
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	12,048.01	145,293.59				
7101 Liability Insurance				18,547.00		
7102 Risk Management expense				2,221.90		
7103 Unemployment Compensation Insur				988.77		
7201 Audit Expense						12,520.00
7400 Capital Expenditures						
7500 Special Capital Projects						
8000 Debt Repayment Expense						
Total Expenses	12,048.01	145,293.59	0.00	21,757.67	0.00	12,520.00
Net Operating Income	-11,657.05	63,752.68	33.87	4,585.35	31.45	-2,094.27
Net Income	-11,657.05	63,752.68	33.87	4,585.35	31.45	-2,094.27

**Carol Stream Public Library
Supplementary Information**

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

	70-Capital Maint. & Repair Fund		80-Debt Service		TOTAL	
	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)	Mar 2024	May 2023 - Mar 2024 (YTD)
Income						
3000 Property Taxes				233,897.86	0.00	3,812,980.77
3100 PPR Taxes					0.00	76,086.92
3200 Interest Income	7,941.51	78,777.71	13.37	132.66	19,401.18	192,454.74
3300 Patron Payments					2,054.37	20,419.23
3400 Donations					0.00	3,647.46
3600 RBP/ILL Reimbursements					0.00	10.19
3700 Grants					0.00	107,433.07
3800 Other Income					156.77	36,117.54
Total Income	7,941.51	78,777.71	13.37	234,030.52	21,612.32	4,249,149.92
Gross Profit	7,941.51	78,777.71	13.37	234,030.52	21,612.32	4,249,149.92
Expenses						
5100 Salaries					149,956.29	1,884,870.72
5200 Plant Maint.					19,304.49	135,362.48
5300 Business Exp.					6,542.67	77,930.42
5400 Automat. & Dept. Oper.					11,219.11	201,783.89
5500 Services					11,512.21	122,389.29
5600 Collection					32,087.07	337,403.50
6600 Payroll Expenses					23,313.28	278,702.84
7101 Liability Insurance					0.00	18,547.00
7102 Risk Management expense					0.00	2,221.90
7103 Unemployment Compensation Insur					0.00	988.77
7201 Audit Expense					0.00	12,520.00
7400 Capital Expenditures	5,907.50	36,106.15			5,907.50	36,106.15
7500 Special Capital Projects	3,726.51	8,705.58			3,726.51	8,705.58
8000 Debt Repayment Expense				234,461.01	0.00	234,461.01
Total Expenses	9,634.01	44,811.73	0.00	234,461.01	263,569.13	3,351,993.55
Net Operating Income	-1,692.50	33,965.98	13.37	-430.49	-241,956.81	897,156.37
Net Income	-1,692.50	33,965.98	13.37	-430.49	-241,956.81	897,156.37

**FY 24/25 Working Budget Draft
Overview of Notable Changes in Budget Lines
from FY 23/24 to FY 24/25**

GENERAL FUND REVENUES

The Library's General Fund revenues increased by 1.32% (\$45,000) from FY 23/24 revenues. There was an increase in the allocation of the tax levy dollars to the General/Operating Fund of \$25,000, a \$23,500 decrease in the PPR taxes (Personal Property Replacement Tax) and an increase in interest income of \$40,000*. The total tax levy dollar amount for General and Special funds combined is an increase of \$42,000 (1.1%) over last year. The General Fund Revenues does not include the portion of the corporate levy that is allocated for the loan repayment in the amount of \$234,461. It has its own Fund Line (80-3001) in the overall budget. We have also been experiencing an increase in our printing revenues and fees for non-resident cards, so these revenue lines have been modestly increased.

**The Library will be seeing a decrease in the 2024 PPR Taxes that we receive versus what we received in 2023 (calendar year). So far this FY we have received over \$76,087 in PPR taxes. Due to improved interest rates the Library continues to experience a significant increase in interest income over what we have been budgeting for in the past few years. So far this FY we have received over \$102,000 in interest income for the General Fund budget.*

GENERAL FUND EXPENDITURES

SALARIES

5102 Non-Exempt Staff Salaries

Decreased to reflect a change in salary for newly filled positions with less tenure. Several long term employees have either retired or pursued other career paths.

5108 Health Benefits

Decreased as more benefit eligible employees are opting out for benefits. We currently have nine benefit eligible employees that have opted out. Additional funds in this line are always budgeted to cover any changes in an employee's benefit options that may occur during the course of the year. I budget for two additional family health benefits and one additional single health benefit.

PLANT MAINTENANCE

5201 Supplies

Increased to accommodate the cost of café supplies. More and more patrons are enjoying the café.

BUSINESS EXPENSE

5303 Library Printing

Increased to accommodate the outsource printing of the 2024 Summer Reading Program participant brochures. There has also been a significant increase in the in-house printing of brochures and other promotional pieces. The Library is charged for allowance overages once a year and it has been increasing due to the increase in printing-brochures, craft directions, handouts, etc.

5319 Security Services

Budget eliminated as staff have been very effective in managing the after school crowds.

CIRCULATION & MATERAILS PROC., INCLUDING AUTOMATED SERVICES

5403 Computer Software

Increased to accommodate software renewals and the addition of some new software. KnowB4 – training software to increase staff knowledge of how to identify and avoid online phishing, scams and other security risks. Change from Webroot to Threat Locker for next gen computer security. SonicWall-Firewall and VPN. Barracuda email archiving product.

5410 SWAN Consortium

Decrease in fees. As more libraries join the consortium, the expenses are spread out, resulting in a reduction of fees.

SERVICES

5501 Youth Services Programs & 5503 Adult/Teen Programs

Increased in response to increased spending for the ongoing offerings from the departments. (Binge Boxes, take& makes, programs, etc.)

5509 Library Publicity and Promotion

Increased so that we can explore additional avenues and marketing resources to expand our presence in the community.

COLLECTION DEVELOPMENT

5606 Youth Services Media & 5637 Adult Services Media

Decreased to reflect the reduction in DVD purchases. Not as many titles are being released. Use of this collection appears to be on the decline as many people have on demand streaming services.

5651 Digital Media

Increased to accommodate for the continued increase in monthly Hoopla expenses and Overdrive title requests/demands purchases.

CAPITAL MAINTENANCE & REPAIR EXPENDITURES

70-7500 Special Projects

70-7503 Front Entrance Renovation

Outdoor renovation project of the front of the building. Plans include the removal of the pavers and potted trees. Project to take place following the completion of the Klein Creek Stabilization Project on the west side of the Library's property.

70-7507 Automation Equipment

Increased in anticipation of computer replacements in FY25.

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		FY 23/24	FY 24/25
		FY 24	FY25
		Approved 04/19/23	Draft
ACCT #	Account Name		
	GENERAL FUND REVENUES		
3000	Property Taxes		
3001	Property Tax -- Current	3,205,000	3,230,000
3002	Property Tax -- Non-Current	1,000	0
3100	PPR Taxes	86,500	63,000
3200	Interest Income		
3201	Interest Income -- Taxes	500	0
3202	Interest Income -- Investments	35,000	75,000
3300	Patron Payments		
3301	Fines & Fees	6,000	5,000
3302	Public Copier Payments	7,000	11,000
3303	Non-Resident Card Fees	2,500	6,000
3304	Sale items	500	500
3400	Donations	5,000	5,000
3500	Developer Contributions	500	0
3600	RBP/ILL Reimbursements	500	500
3700	Grants		
3701	Per Capita Grant	58,800	58,800
3702	Other Grants/Awards	1,000	0
3800	Other Income	3,000	3,000
	TOTAL REVENUES	3,412,800	3,457,800
	GENERAL FUND EXPENDITURES		
5100	SALARIES		
5101	Exempt Staff Salaries	630,000	665,000
5102	Non-exempt Staff Salaries	1,385,000	1,365,000
5103	Custodial Salaries	92,000	96,000
5104	Benefits-Med/Life/Dental		
5105	Professional Education	15,000	15,000
5106	Memberships	6,000	5,000
5107	Benefits -- Life insurance	1,500	1,200
5108	Benefits -- Health Insurance	250,000	220,000
5109	Benefits -- Other	2,750	3,500
5110	Trustee Development	3,500	3,000
	TOTAL	2,385,750	2,373,700
5200	PLANT MAINTENANCE		
5201	Supplies	13,500	22,000
5202	Maintenance/Repair	10,000	10,000
5203	Maintenance Contracts	54,250	57,000
5204	Landscape Maintenance/Snow Removal	16,000	16,000
5205	Furniture/Equipment	4,300	4,000
5206	Electric-Com Ed	52,000	50,000
5207	Water/Sewer	6,000	7,000
5208	Insurance (Property)	11,000	10,000
	TOTAL	167,050	176,000
5300	BUSINESS EXPENSE		
5301	Postage	2,000	2,500
5302	Office & Equipment Supplies	7,500	7,900

		FY 23/24	FY 24/25
		FY 24	FY25
		Approved 04/19/23	Draft
ACCT #	Account Name		
5303	Library Printing	2,500	8,500
5304	Equipment Leasing	17,000	17,000
5305	Mileage Reimbursement	1,000	2,000
5306	Legal Notices	600	600
5308	Business Phone	5,500	6,000
5309	Accounting Service	14,500	16,000
5310	Material Recovery Fees	1,200	1,600
5311	Payroll Service	8,000	8,900
5312	Attorney Fees	5,000	5,000
5314	Other Consultants	10,000	10,000
5315	Other Expenditures	6,000	6,000
5317	Bank & Credit Card Fees	100	500
5319	Security Service	14,000	0
5320	Donation Received Expense	5,000	5,000
5321	Human Resources Expense	14,000	15,000
	TOTAL	113,900	112,500
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES		
5401	Automation Hardware	7,000	10,000
5402	ISP and Web Page Hosting	14,500	15,000
5403	Computer Software	12,500	24,000
5404	Tech Support & Repair	25,000	27,000
5405	Technical Services Supplies	4,000	3,500
5406	Circulation Supplies	4,000	3,500
5408	Tech Serv Online Resources	14,500	15,000
5409	RBP/ILL Expenses	500	1,300
5410	SWAN Consortium	47,000	43,000
5411	Village IT Services	103,000	108,500
	TOTAL	232,000	250,800
5500	SERVICES		
5501	Youth Services Programs	33,500	40,000
5503	Adult/Teen Programs	26,500	30,000
5505	Library Newsletter	40,000	41,000
5509	Library Publicity and Promotion	22,000	30,000
	TOTAL	122,000	141,000
5600	COLLECTION DEVELOPMENT		
5601	Youth Services Books	55,000	58,500
5606	Youth Services Media	18,300	15,000
5630	Adult Services Books	72,000	75,500
5634	Online Resources	20,000	20,000
5635	Magazines & Newspapers	13,000	11,000
5637	Adult Services Media	35,000	25,000
5651	Digital Media	120,000	140,000
5652	Grant/Award Expense (Databases)	58,800	58,800
	TOTAL	392,100	403,800
	GENERAL FUND EXPENDITURES		
5100	SALARIES	2,385,750	2,373,700

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		FY 23/24	FY 24/25
		FY 24	FY25
		Approved 04/19/23	Draft
ACCT #	Account Name		
5200	PLANT MAINTENANCE	167,050	176,000
5300	BUSINESS EXPENSE	113,900	112,500
5400	CIRCULATION & MATERIAL PROC...	232,000	250,800
5500	SERVICES	122,000	141,000
5600	COLLECTION DEVELOPMENT	392,100	403,800
	TOTAL EXPENDITURES	3,412,800	3,457,800
GENERAL FUND REVENUES			
	LIBRARY TAX	3,205,000	3,230,000
	OPERATING REVENUE	207,800	227,800
	TOTAL REVENUES	3,412,800	3,457,800
OTHER FINANCING SOURCES/FUNDS			
Class 80 BUILDING RENOVATION LOAN FUND (new Fund line)			
80-3001	Special Debt Service Tax Levy	234,461	234,461
80-3002	Interest income		
80-8000	Loan payment expense	234,461	234,461
	Net Difference	0	0
	Fund Balance April 30	0	0
WORKING CASH FUND			
20-3001	Working Cash Levy	0	0
20-3202	Interest on investments	100	100
	TOTAL	100	100
20-6920	Transfer to General Fund	-100	-100
	Fund Balance April 30	48,361	48,361
Class 50 LIABILITY INSURANCE FUND			
50-3001	Liability Insurance Levy	25,000	30,000
50-3202	Interest on Investments	0	0
50-3300	LIMRIC UCGA Dividend	0	0
	TOTAL	25,000	30,000
50-7101	Liability Insurance	22,250	22,000
50-7102	Risk Management expense	4,750	5,000
50-7103	Unemployment Comp. Insurance	3,000	3,000
	TOTAL	30,000	30,000
	Net Difference	-5,000	0
	Fund Balance, May 1	22 Audit 12,751	23 Audit 7,029
	Reserve Balance April 30	7,751	7,029
	Reserve in Months	3.10	2.81

		FY 23/24		FY 24/25	
		FY 24		FY25	
		Approved 04/19/23		Draft	
ACCT #	Account Name				
Class 30	FICA FUND				
30-3001	FICA Tax Levy		125,000		135,000
30-3202	Interest on Investments		0		0
30-5104	FICA Benefit		160,000		165,000
	Net Difference		-35,000		-30,000
	Fund Balance, May 1	22 Audit	94,438	23 Audit	82,517
	Reserve Balance April 30		59,438		52,517
	Reserve in Months		4.46		3.82
Class 40	IMRF FUND				
40-3001	IMRF Tax Levy		205,000		205,000
40-3202	Interest on Investments - IMRF				
40-5104	IMRF Benefit		205,000		205,000
	Net Difference		0		0
	Fund Balance, May 1	22 Audit	72,854	23 Audit	57,113
	Reserve Balance April 30		72,854		57,113
	Reserve in Months		4.26		3.34
Class 60	AUDIT FUND				
60-3001	Audit Levy		10,000		12,000
60-3202	Interest on Investments				
60-7201	Audit Expense		13,000		13,000
	Net Difference		-3,000		-1,000
	Fund Balance, May 1	22 Audit	6,827	23 Audit	6,527
	Reserve Balance April 30		3,827		5,527
	Reserve in Months		3.53		5.10
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	TOTAL				
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES				
70-7301	MAJOR REPAIRS				

				FY 23/24		FY 24/25
				FY 24		FY25
				Approved 04/19/23		Draft
ACCT #	Account Name					
70-7301						
70-7400	OTHER CAPITAL EXPENDITURES					
7401	Furniture			10,000		10,000
7402	Parking Lot Repair/Maintenance			15,000		15,000
7403	Building Repair			50,000		50,000
7404	Landscape			50,000		50,000
7405	Memorials			1,000		0
7406	OTHER EXPENDITURES			50,000		50,000
	Subtotal			176,000		175,000
70-7500	Special Projects					
7503	Front Entrance/Outdoor Renovation			250,000		300,000
7504	Capital Replacement Study			15,000		15,000
7506	Office & Staff Room Door Wraps			10,000		15,000
7507	Automation Equipment			30,000		50,000
7509	Security Upgrades			8,000		10,000
	Total			489,000		565,000
	FUND BALANCE, MAY 1		22 Audit	1,593,710	23 Audit	1,647,909
	Transfer from Gen. Fund			TBD		TBD
	FUND BALANCE, APRIL 30			1,104,710		1,082,909

**CAROL STREAM PUBLIC LIBRARY
LIBRARY ACCOUNTS POLICY**

(Approved 8/19/15, Revised 9/15/21, Revised 4/17/2024)

1. General Information

Illinois Compiled Statutes states, "Every library ... shall be forever for the use of the residents and taxpayers of the village...subject to such reasonable rules and regulations as the library board may adopt in order to render the use of the library of the greatest benefit to the greatest number of such residents and taxpayers." (75 ILCS 5/1-3)

To open a library account or obtain a replacement library card, proof of identity and residency in the form of a current government issued photo identification or valid receipt of Library issued mail are required along with a current telephone number and birthdate. Resident accounts do not expire until you move from your current residence.

Residents under the age of 18 require a parent/legal guardian's signature to open a library account. Accounts for accountholders under 18 years old will expire on December 31 of the year of their 18th birthday.

The accountholder agrees to comply with all Library rules and policies and accepts responsibility for all use of card(s) issued under their signature.

A valid library account is required to check out, renew, and reserve library materials. A valid account is defined as:

- Account that has not expired.
- Patron address information on file is correct.
- Patron does not have fines or fees in excess of the current threshold.

Through a Reciprocal Borrowing Agreement with the Reaching Across Illinois Library System (RAILS), residents with valid Carol Stream Public Library accounts may borrow materials directly from any library participating in the Reciprocal Borrowing Program in the State of Illinois.

2. Confidentiality

Carol Stream Public Library complies with the Library Records Confidentiality Act (75ILCS 70/1). The registration and circulation records of the Library are confidential information. No person shall publish or make available to the public any information contained in those records, unless:

1. the information is requested pursuant to court order, or
2. the information is requested by a law enforcement officer as part of an investigation concerning a matter of public safety, the law enforcement officer represents either orally or in writing that immediate law enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until a court order could be obtained, and the information sought is limited to assisting in identifying a suspect, witness, or victim of a crime.

3. Lost Cards

Lost library cards should be reported to the Library immediately to prevent unauthorized use. The accountholder is responsible for all items borrowed on their lost card along with any fees for damages incurred prior to the date the library is notified.

4. Suspension of Privileges

Borrowing privileges may be suspended. Reasons for suspension include but are not limited to:

- Unpaid fees or overdue materials exceeding the Library's threshold on one or more associated accounts.
- Returned mail from the address on one or more associated accounts.
- Loss of borrowing privileges at another Illinois library due to outstanding fines/fees.
- Violation of the Carol Stream Public Library Policy Governing Patron Behavior and/or Code of Conduct.

The Library reserves the right to enforce its policies through the use of collection agencies, civil actions and/or criminal prosecution.

Administrators, Faculty and Staff Receive National Awards for Excellence in Teaching

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By: Angela Mennecke



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Several College of DuPage administrators, faculty and staff members are recipients of the 2024 National Institute for Staff and Organizational Development (NISOD) Excellence Award. The award recognizes community and technical college employees who have demonstrated an outstanding commitment and contribution to their students and colleagues.

College of DuPage President Dr. Brian Caputo said the honorees embody COD's commitment to students and the communities it serves.

"Within our college community, we are privileged to have devoted, forward-thinking and student-oriented administrators, faculty and staff," he said. "I commend each individual recognized for their dedication and invaluable service to our institution."

This year's COD NISOD honorees are:

(Awardees are pictured in order from top left.)

Administrators and Staff:

- > Director of Admissions and Outreach, International Students and Campus Central Kiantra Loza
- > Academic Affairs Administrative Assistant Rachel Anderson
- > Academic Division Administrative Assistant of Nursing and Health Sciences Pamela Dinucci
- > Bilingual Admissions Representative Edward Ortega

- > Accounting Supervisor Judy Vosicky

Full-time Faculty:

- > Professor of Biology Tara Leszczewicz

Part-Time Faculty:

- > Adjunct faculty member of Anatomy and Physiology Carla Lawrence
- > Adjunct faculty member of Mathematics Jennifer Jeffrey
- > Adjunct faculty member of English Bonnie McLean
- > Adjunct faculty member of Psychology Matthew Patton
- > Adjunct faculty member of Manufacturing Technology Sterling (Stu) Wright (*not pictured*)
- > Adjunct faculty member of ESL/ABE/ASE Kayla Ryan (*not pictured*)

Award recipients will be recognized during NISOD's annual International Conference on Teaching and Leadership Excellence, to be held May 25 to 28 in Austin, Texas.

NISOD is a membership organization committed to promoting and celebrating excellence in teaching, learning and leadership at community and technical colleges. NISOD provides faculty-focused programs and resources for community and technical colleges that want to make the most of their professional development dollars.

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More COD News

- > [Explore Science, Technology, Engineering and Math April 27 at STEMCON](#)
- > [Shop the Horticulture Plant Sale at the Greenhouse May 9 to 11](#)
- > [Explore Engaging Learning Opportunities April 18 at TEC Spotlight](#)

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**Carol Stream Public Library
Expenses by Vendor
February 2024**

Num	Date	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
12466	02/09/2024	Amazon Business Prime/AMEX	-2,814.48
12467	02/16/2024	ATA Group, LLP	-1,820.00
12469	02/16/2024	Asma Bohra	-200.00
12470	02/16/2024	Case Lots, Inc.	-684.04
12471	02/16/2024	Center Point for Large Print Books	-145.02
12472	02/16/2024	Esau, David	-375.00
12473	02/16/2024	Flourish Dance Academy	-150.00
12474	02/16/2024	Fox Valley Fire & Safety Company, Inc.	-338.00
12475	02/16/2024	Gale/Cengage Learning Inc.	-492.58
12476	02/16/2024	Garvey's Office Products	-568.75
12477	02/16/2024	Goddard, Leslie	-300.00
12478	02/16/2024	India For Everyone	-174.51
12479	02/16/2024	MacKay, Vanessa	-65.00
12480	02/16/2024	MPLC - Motion Picture Licensing Corp.	-279.18
12481	02/16/2024	OverDrive, Inc.	-80.98
12482	02/16/2024	Paylocity	-1,004.79
12483	02/16/2024	Pitney Bowes Global Financial Services LL	-277.38
12484	02/16/2024	Playaway Products, LLC	-786.05
12485	02/16/2024	Precision Control Systems of Chicago, Inc.	-1,346.00
12486	02/16/2024	Reaching Across IL Library System (RAILS)	-560.00
12487	02/16/2024	Sebert Landscaping, Inc.	-2,750.00
12488	02/16/2024	Staples	-499.75
12489	02/16/2024	Swan (System Wide Automated Network)	-57.89
12490	02/16/2024	Torralba, Ann M.	-500.00
12491	02/16/2024	Unique Management Services, Inc.	-88.65
12492	02/16/2024	University of Illinois Extension - DuPage	-150.00
12493	02/16/2024	Village of Carol Stream	-8,584.94
12494	02/16/2024	World Class Ice Sculpture, Inc.	-1,600.00
12495	02/16/2024	Pitney Bowes, Inc.	-58.08
12496	02/19/2024	St. Andrews Golf & Country Club	-1,790.60
12498	02/20/2024	Baker & Taylor	-13,604.40
12499	02/20/2024	Midwest Tape LLC	-10,086.95
12500	02/20/2024	Paylocity	-1,297.16
12501	02/20/2024	Village of Carol Stream - IMRF	-11,900.33
12502	02/21/2024	ComEd	-8,937.70
12503	02/26/2024	PNC Bank	-1,989.17
12504	02/28/2024	ABC Parade Floats	-748.00
12505	02/28/2024	Baker & Taylor	-4,653.00
12506	02/28/2024	Carahsoft Technology Corp.	-7,000.00
12507	02/28/2024	Chicago Sun-Times Media, Inc.	-496.00
12508	02/28/2024	Comcast (Fiber Optic/Internet)	-875.00
12509	02/28/2024	Envision3, LLC	-7,700.42
12510	02/28/2024	GreatAmerican Financial Svcs.	-1,197.69
12511	02/28/2024	Village of Carol Stream - Benefits	-18,736.16

12512	02/28/2024	Comcast - (Business Phone)	-427.10
12513	02/29/2024	Amazon Business Prime/AMEX	-5,541.25

Total for 10-1001 PNC General Checking -5,968.35
Total for 10-1000 Library Fund Cash -5,968.35

Monday, Mar 04, 2024 02:14:58 PM GMT-8

Total Disbursements for February 1 through February 29, 2024
Approved by the Library Board of Trustees March 20, 2024.

President

Date

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Carol Stream Public Library

Reimbursements

February 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
02/29/2024	Journal Entry	ATA0204	10-General Fund	Allocate February, 2024 Reimbursements	-Split-	66.59	66.59
Total for 2400 Payroll Liabilities						\$66.59	
5300 Business Exp.							
5305 Mileage Reimbursement							
02/29/2024	Journal Entry	ATA0204	10-General Fund	Allocate February, 2024 Reimbursements	-Split-	10.18	10.18
Total for 5305 Mileage Reimbursement						\$10.18	
Total for 5300 Business Exp.						\$10.18	
5500 Services							
5503 Adult/Teen Programs							
02/29/2024	Journal Entry	ATA0204	10-General Fund	Allocate February, 2024 Reimbursements	-Split-	56.41	56.41
Total for 5503 Adult/Teen Programs						\$56.41	
Total for 5500 Services						\$56.41	

Deduction Listing

Check Dates: 02/09/2024 to 02/23/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024020901 - 2024022301

Pay Periods: 01/21/2024 to 02/17/2024

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Carlson, Linda K.	1204		11	-38.12
Mucha, Pierce	1226		11	-18.29
Westgate, Susan	1139		01	-4.02
Wilson, Leigh Anne	1188		12	-6.16
Totals for REIMB -- REIMBURSEMENT			4 Employees	-66.59

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-66.59
Totals			4	-66.59



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Carol Stream Public Library
Expenses by Vendor
March 2024

Num	Date	Vendor	Amount
12514	03/04/2024	Village of Carol Stream - Benefits	-90.30
12515	03/15/2024	ATA Group, LLP	-1,200.00
12516	03/15/2024	Case Lots, Inc.	-533.25
12517	03/15/2024	Cebula, John J.	-75.00
12518	03/15/2024	Center Point for Large Print Books	-145.02
12519	03/15/2024	Complete Cleaning Co., Inc.	-2,950.00
12520	03/15/2024	D & Z House of Books	-784.44
12521	03/15/2024	Forest Preserve District of DuPage Co.	-200.00
12522	03/15/2024	Gale/Cengage Learning Inc.	-260.16
12523	03/15/2024	Garvey's Office Products	-337.94
12524	03/15/2024	GovConnection, Inc.	-3,726.51
12525	03/15/2024	Chef Cherise LLC	-395.00
12526	03/15/2024	Holmes, Melanie A.	-225.00
12527	03/15/2024	HR Source	-2,250.00
12528	03/15/2024	Library Furniture International (LFI)	-5,907.50
12529	03/15/2024	Mango Languages	-9,697.37
12530	03/15/2024	OverDrive, Inc.	-3,782.75
12531	03/15/2024	Paylocity	-234.70
12532	03/15/2024	PermaBound Books	-150.98
12533	03/15/2024	Pitney Bowes - Reserve Account	-9,500.00
12534	03/15/2024	Playaway Products, LLC	-557.92
12535	03/15/2024	Precision Control Systems of Chicago, Inc.	-1,346.00
12536	03/15/2024	Sebert Landscaping, Inc.	-1,024.00
12537	03/15/2024	Staples	-315.59
12538	03/15/2024	Today's Business Solutions, Inc.	-245.92
12539	03/15/2024	Unique Management A Services, Inc.	-88.65
12540	03/15/2024	Village of Carol Stream	-8,584.94
12541	03/15/2024	Wheaton Public Library	-17.99
12542	03/15/2024	Pitney Bowes, Inc.	-91.29
12543	03/15/2024	Village of Carol Stream - Water Dept.	-213.23
12544	03/15/2024	Got Comics, Inc.	-174.00
12545	03/15/2024	Reaching Across IL Library System (RAILS)	-795.00
12546	03/18/2024	All American Flag Company	-380.66
12547	03/18/2024	Baker & Taylor	-6,282.85
12548	03/18/2024	Demco	-397.60
12549	03/18/2024	Midwest Tape LLC	-8,606.58
12550	03/20/2024	Comcast (Fiber Optic/Internet)	-875.00
12551	03/20/2024	Village of Carol Stream - IMRF	-12,048.01
12552	03/20/2024	Comcast - (Business Phone)	-427.10
12553	03/29/2024	ComEd	-12,606.61
12554	03/29/2024	GreatAmerican Financial Svcs.	-1,197.69

12555	03/29/2024	PNC Bank	-4,001.05
12556	03/29/2024	Reaching Across IL Library System (RAILS)	-620.00
12557	03/29/2024	World Book, Inc.	-1,199.00
Total for 10-1001 PNC General Checking			<u>-\$ 104,542.60</u>
Total for 10-1000 Library Fund Cash			<u>-\$ 104,542.60</u>

Total Disbursements for March 1 through March 31, 2024
Approved by the Library Board of Trustees April 17, 2024.

President

Date

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Carol Stream Public Library

Reimbursements

March 2024

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	359.60	359.60
Total for 2400 Payroll Liabilities						\$359.60	
5300 Business Exp.							
5301 Postage							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	14.30	14.30
Total for 5301 Postage						\$14.30	
5305 Mileage Reimbursement							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	75.61	75.61
Total for 5305 Mileage Reimbursement						\$75.61	
5321 Human Resources							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	69.00	69.00
Total for 5321 Human Resources						\$69.00	
Total for 5300 Business Exp.						\$158.91	
5500 Services							
5501 Youth Services Programs							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	131.37	131.37
Total for 5501 Youth Services Programs						\$131.37	
5503 Adult/Teen Programs							
03/31/2024	Journal Entry	ATA0305	10-General Fund	Allocate Employee Reimbursements	-Split-	69.32	69.32
Total for 5503 Adult/Teen Programs						\$69.32	
Total for 5500 Services						\$200.69	

Deduction Listing

Check Dates: 03/08/2024 to 03/22/2024

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2024030801 - 2024032201

Pay Periods: 02/18/2024 to 03/16/2024

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-93.47
Farrell, Joyce C.	1103		10	-37.20
Moreno, Athens M.	1216		02	-51.08
Mucha, Pierce	1226		11	-54.65
Raygoza, Leticia	1233		12	-42.05
Saltiel, Lena M.	1225		01	-42.16
Wilson, Leigh Anne	1188		12	-38.99

Totals for REIMB -- REIMBURSEMENT

7 Employees

-359.60

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-359.60
Totals			7	-359.60



LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
April 17, 2024

2024/2025 Working Budget

The working budget for the upcoming fiscal year has been prepared for Trustee review and approval. To prepare as accurate a budget as possible, I use the past two years' audits, which have the final numbers for each budget line for that fiscal year, our current budget and compare it to our current expenses from each budget line. I review all of our current contracts, and assess our special fund accounts past, current and future costs. In addition, I include any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IT expenses, etc.). An overview of notable changes to any budget lines from the current year's budget to the FY24/25 budget are included. I am planning to review the FY24/25 budget with Finance Committee Chair and Treasurer Trustee Rogers prior to Wednesday's meeting.

Fund Transfers

The average monthly expenses over the past eleven months is \$250,885. Using this figure as a model for estimated April expenses, I anticipate surplus revenues after expenses in the General Fund for FY24 to be around \$500,000+. The excess revenues were much higher this year due to the FEMA grant funds we received and a large refund check from COMED. I am recommending that we transfer \$400,000 of these revenues into three of our existing Special Funds.

- Transfer of \$200,000 to the Capital Maintenance & Repair Fund
- Transfer of \$150,000 to the Building Renovation Loan Fund
- Transfer of \$50,000 to the IMRF Fund
- Total of \$400,000 to be transferred

Any remaining excess revenues at the end of the fiscal year would remain in the General Fund reserves. The General Fund will maintain its recommended reserve balance of 6-8 months of operational costs following the transfer.

Additional Principal Payment on Village Renovation Loan

A transfer of \$150,000 of FY24 surplus funds to the Building Renovation Loan Fund is recommended. Once the transfer is approved and completed, the Library will make an additional payment to the Village of Carol Stream in the amount of \$150,000 towards the renovation loan. This will reduce the amount of interest that the Library will be paying on the loan as well as the length of the loan. Approval for the payment is on the agenda.

Revision to Library Accounts Policy

In order to accommodate online physical card registration, a modification to the Library Accounts Policy is required. Once we have the online form added to our website, patrons will be able to register for their card and it will be mailed to them. They can then activate their card by either coming in and registering it at the front desk or calling Patron Services and verifying their card#, phone# and birthday. Several local libraries also have this process in place for physical cards (St. Charles, Geneva, Westmont and Morton Grove). Patron Services Manager

Melanie Johnson researched this and made recommendations on how best to implement it. Another revision was also needed for when a young patron reached the age of 18. Since our library cards do not expire unless they are no longer a resident, a mechanism was needed to be put in place so that once they are at the age of 18, their card will expire. To simplify the process, children’s cards will expire on Dec. 31 of the year that they turn 18 years of age. The policy revisions are included in the packet for your review. The revisions are highlighted.

Klein Creek Update

There has been extensive progress completed on the Klein Creek Stabilization project on the west side of the Library. A controlled burn was performed on the Library’s north lot to eradicate any of the remaining non-native ground vegetation. A wildflower mix of shade plants was planted throughout the lot this past week as part of the project. I will be working closely with the Village Project Engineer to complete the area just west of the Library where a large retaining wall was installed. Plans are for pavers or stamped concrete as well as a large sign/information board for that area. A Landscape Architect has been hired by the Village to assist with the project. We will be having concrete wheel stoppers installed in the parking stalls along the west side of the parking lot to prevent any danger of a vehicle inadvertently driving forward towards the creek. It is very steep there. There are also plans to put a railing along that side of the parking lot to match the railings that are to be installed along the retaining wall section. Once this is all complete, I will start the next steps for renovating the front of the library.

Facility Update

A new UPS (uninterruptible power supply) was installed in the Server Room.

We will be getting some additional inside signage and one outside sign to improve the patron experience. New inside signage will be “Holds Pickup”, “Spotlight”, “Youth Services”, “Study Rooms” and “World Languages.” Large outdoor signage will be installed along the west side of the building that will be visible to Armstrong Park visitors. Thank you, Justin for that great suggestion. I will bring the images to the meeting for the Board to view.

Community Blood Drive

The next Blood Drive is scheduled for Thursday, April 25 from 12-5pm. Our past Blood Drives have been very successful. The number of donors at these drives demonstrates the commitment and responsibility that the residents of Carol Stream feel for their community. The Drive will take place in the Library meeting room.

Statement of Economic Interest-SEI

You should have received an email from the County to complete and submit your annual Statement of Economic Interest with the DuPage County Clerk’s Office. May 1, 2024 is the deadline to file. According to law, the county office cannot accept any filings made after that date without charging a late fee. If you have any questions, please reach out to Chad Pierce at the DuPage County Clerk’s office at (630) 407-5572.

LACONI Trustee Banquet

The annual LACONI Trustee Banquet is scheduled for Friday, May 3 from 6-9pm in Oak Park, IL. It is an evening of networking with other library trustees. Featured speaker is John Chrastka, Executive Director of the advocacy group EveryLibrary and Kelly Jensen of Book Riot. Each Trustee and a guest are welcome to attend. Registration is required. Please let me know if you are interested in attending.

ATLAS Trustee Day 2024

The annual ATLAS Trustee Day is scheduled for Saturday, May 18 from 10am-noon at the Orland Park Public Library. I have included a copy in your packet of the registration information form. The program features information on Trustee/Director Relations. Registration is required. Please let me know if you are interested in attending.

Election Day March 19

Everything went smoothly for Election Day with no incidents. We had a steady stream of voters.

March Employee Anniversaries

Richard Karney-3/03/1998-Patron Services

Amy Teske-3/17-2014-Youth Services-Ten Year Anniversary

Carrie Liszka-3/15/2022-Patron Services

April Employee Anniversaries

Crystal Garcia-4/24/2018-Adult Services

Kels Norris-4/05/2023-Patron Services

Rhea McVey-4/10/2023-Youth Services

Devaki Namboodiri-4/11/2023-Patron Services

Susan Westgate, Library Director

Annual Trustee Banquet

- Friday, May 3, 2024
- 6:00 PM 9:00 PM
- The 19th Century Club ([map](#))

The LACONI Trustee Banquet is an evening of networking and learning alongside other Chicagoland Library Trustees. Held at the charitable organization, the Nineteenth Century Club in Oak Park attendees will have a chance to connect with fellow library trustees.

This year we are featuring a conversation between John Chrastka, Executive Director of [Everylibrary](#) and Kelly Jensen of [Book Riot](#). They will discuss the latest issues facing libraries and how library boards can better support their libraries.

A plated dinner will be served with a cash bar available. Meal options include:

- Panko Herb Crusted Salmon with seasonal vegetables, rosemary spaetzli and lemon sauce
- Hanger Steak with fried potatoes, cauliflower and a demi-glace sauce
- Tagliatelle pasta with asparagus, cherry tomato, garlic, lemon, basil, parmesan and pine nuts

Tickets must be purchased by Sunday, April 28th 2024. Refunds are available up to 7 days in advance of the event.

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ATLAS
AREA TRAINING FOR
LIBRARIES & STAFF

TRUSTEE DAY WORKSHOP

SATURDAY, MAY 18, 2024

10 A.M. - 12 P.M.

TRUSTEE / DIRECTOR RELATIONS?

Orland Park Public Library

14921 Ravinia Avenue Orland Park, IL 60462

I learned what Library Board of Trustees do. Now what?
How can I better connect my role as Trustee to advocate for the public.
We've made our goals and plans but how can my Library provide better
access to the community we serve? Trustee and Director relationships are
important to grow and maintain for a successful community collaboration.

Join Kate Buckson, Director of St. Charles Public Library as she shares her
experiences, learned lessons and tips to make your library thrive and
succeed.

The cost is \$15 for ATLAS Members. \$20 for Non-Members.

Eventbrite Registration fees not included.

To Register by mail, complete the form below
or use the QR Code for Eventbrite.

By Mail:

ATLAS c/o Jennifer Cutshall
Steger Public Library
54 E. 31st St. Steger, IL 60475

[Scan or
Click Here
to Register:](#)



Library Name: _____

Library Address: _____

Attendees: _____

Email: _____

Phone Number: _____

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

		February		
		FY 22-23	FY 23-24	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	16,073	14,485	151,682
	Total Teen	724	528	6,795
	Total Youth	16,883	13,289	157,738
Physical material use by format				
	Books	23,519	19,730	226,582
	Videos	6,252	5,281	56,185
	Audiobooks and Music CDs	2,064	1,910	18,017
	Periodicals and Magazines	290	140	2,201
	Other	1,555	1,241	13,230
	Total Physical Item Circulation	33,680	28,302	316,215
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	3,392	3,177	29,665
	ILL - Borrowed from Non-SWAN	42	20	281
	ILL - Loaned to SWAN	692	766	7,935
	ILL - Loaned to Non-SWAN	65	62	729
	RBP Loans - SWAN (incl. above)	495	640	6,212
	RBP Loans (non-SWAN) - (incl. above)	707	373	4,800
Digital media use				
	Bingepasses (hoopla)	13	23	226
	E-books	3,435	3,454	33,507
	E-Audio	2,816	3,181	30,835
	E-Video	588	437	5,265
	Museum Adventure Pass / Explore More Illinois	13 / 0	11 / 0	234 / 6
	Total use of Electronic Materials	6,865	7,106	70,073
Total Circulation (physical materials and digital media)				
		40,545	35,408	386,288
	Digital magazine retrievals	900	1,290	11,612
Total Electronic Retrievals (e-mags and databases)				
		6,628	6,966	66,989
Other circulation activities				
	Items checked out in the Library	16,923	13,428	151,951
	Self Check - # of Items Checked out	10,459	8,693	99,317
	Self Check - % of items checked out in the Library	61.80%	64.74%	65.36%
Programs - # of Programs/Attendance*				
	Adult - Number/Attendance	44 / 666	40 / 837	371 / 8,832
	Teen Number/Attendance	13 / 265	9 / 144	104 / 1,786
	Youth - Number/Attendance	108 / 1,403	114 / 1,593	1,126 / 18,919
	General Interest - Number/Attendance	0 / 0	3 / 280	21 / 2,134
Total - Number/Attendance				
		165 / 2,334	166 / 2,854	1,601 / 29,537
Library Events - Number / Attendance				
		0 / 0	1 / 50	11 / 927
Outreach - Number / Attendance				
		20 / 374	29 / 973	265 / 11,311
Facility Usage				
	Library Visits (Door Count)**	na	16,347	139,418
	Curbside Pickup Transactions	58	40	459
	Meeting Rooms - # of Public Bookings*	2	4	40
	Study Rooms - # of Users	375	432	3,575

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Electronic Usage			
# of Internet Sessions/Total Time	1,556 / 1,196	1,261 / 1,056	12,335 / 9 469
# of Library Website Visits	11,032	10,121	106213
# Mobile App Views***	4,742	442	20558
# of Wireless Users	2,033	1,560	15314
Aspen catalog usage # engaged sessions	7,251	7,392	70727

Reference Transactions			
Adult	1,625	1,680	16,555
Youth	868	731	10,330
Patron Services	384	223	3,863
Chat	35	36	270
Total Reference Transactions	2,912	2,670	31,018

Total One-on-One Tutorials*			
Adult	48	53	443
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,725	18,377	
# of Non-Resident Cards	58	46	
Total Registered Users	17,783	18,523	

Resources Owned/Licensed			
Books	65,838	68,587	
Newspapers (Print only)	25	21	
Periodicals (Print only)	118	104	
Total Print Materials	65,981	68,172	
Current Subscriptions (Print Only)	143	125	
Current E-Subscriptions	4,570	5,136	
E-Books: Downloadable	79,207	88,479	
Audio Recordings	6,567	6,753	
Audio Recordings (Downloadable)	32,399	39,114	
Videos	9,998	10,012	
Other: Video Games, Puzzles, Devices	852	870	
Databases	61	63	
Total Resources Owned/Licensed	199,635	219,139	

Professional Development Hours	72	392.25	879.00
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*The meeting rooms are not available for public reservations.

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

Program recordings are only counted during the first two months;

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

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

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

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

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

		March		
		FY 22-23	FY 23-24	Current YTD
Circulation Activity				
Physical material use by audience				
	Total Adult	15,085	15,485	167,167
	Total Teen	650	606	7,401
	Total Youth	15,109	14,735	172,473
Physical material use by format				
	Books	20,873	21,558	248,140
	Videos	5,758	5,690	61,875
	Audiobooks and Music CDs	1,961	1,998	20,015
	Periodicals and Magazines	219	180	2,381
	Other	2,033	1,400	14,630
	Total Physical Item Circulation	30,844	30,826	347,041
Interlibrary loans and Reciprocal borrowers (included above)				
	ILL - Borrowed from SWAN	3,163	3,332	32,987
	ILL - Borrowed from Non-SWAN	29	14	295
	ILL - Loaned to SWAN	746	979	8,914
	ILL - Loaned to Non-SWAN	66	75	804
	RBP Loans - SWAN (incl. above)	384	504	6,716
	RBP Loans (non-SWAN) - (incl. above)	494	502	5,302
Digital media use				
	Bingepasses (hoopla)	7	32	258
	E-books	3,002	3,791	37,298
	E-Audio	2,795	3,396	34,231
	E-Video	471	396	5,661
	Museum Adventure Pass / Explore More Illinois	10 / 0	9 / 1	243 / 7
	Total use of Electronic Materials	6,285	7,625	77,698
Total Circulation (physical materials and digital media)				
		37,129	38,451	424,749
	Digital magazine retrievals	780	1,164	12,776
Total Electronic Retrievals (e-mags and databases)				
		5,184	6,352	73,341
Other circulation activities				
	Items checked out in the Library	13,733	15,001	166,952
	Self Check - # of Items Checked out	8,398	7,793	107,110
	Self Check - % of items checked out in the Library	61.15%	51.95%	64.16%
Programs - # of Programs/Attendance*				
	Adult - Number/Attendance	39 / 1,028	39 / 994	410 / 9,826
	Teen Number/Attendance	3 / 9	15 / 185	119 / 1,971
	Youth - Number/Attendance	112 / 2,001	102 / 2,861	1,228 / 21m780
	General Interest - Number/Attendance	0 / 0	2 / 72	23 / 2,206
Total - Number/Attendance				
		154 / 3,038	158 / 4,112	1,757 / 33,577
Library Events - Number / Attendance				
		1 / 15	0 / 0	11 / 927
Outreach - Number / Attendance				
		30 / 1,144	22 / 463	287 / 11,774
Facility Usage				
	Library Visits (Door Count)**	na	13,190	152,608
	Curbside Pickup Transactions	58	42	501
	Meeting Rooms - # of Public Bookings*	2	4	44
	Study Rooms - # of Users	375	519	3,994

Electronic Usage			
# of Internet Sessions/Total Time	1,556 / 1,196	1,310 / 1,105	13,645 / 10,574
# of Library Website Visits	11,032	10,140	116,353
# Mobile App Views***	4,742	495	21,053
# of Wireless Users	2,033	1,560	16,874
Aspen catalog usage # engaged sessions	7,251	7,288	78,015

Reference Transactions			
Adult	1,625	2,015	18,570
Youth	868	810	11,140
Patron Services	384	324	4,187
Chat	35	23	293
Total Reference Transactions	2,912	3,172	34,190

Total One-on-One Tutorials*			
Adult	48	65	508
Youth	0	0	0

Patron Statistics			
# of Resident Cards	17,725	18,430	
# of Non-Resident Cards	58	47	
Total Registered Users	17,783	18,477	

Resources Owned/Licensed			
Books	65,838	69,063	
Newspapers (Print only)	25	21	
Periodicals (Print only)	118	102	
Total Print Materials	65,981	69,186	
Current Subscriptions (Print Only)	143	123	
Current E-Subscriptions	4,570	5,172	
E-Books: Downloadable	79,207	74,679	
Audio Recordings	6,567	6,945	
Audio Recordings (Downloadable)	32,399	39,580	
Videos	9,998	10,053	
Other: Video Games, Puzzles, Devices	852	874	
Databases	61	64	
Total Resources Owned/Licensed	199,635	206,553	

Professional Development Hours	72	51.50	930.50
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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.

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

Assistant Director's Report February – March 2024

Administration and Business Office

- Payroll processing week of 2/5, 2/19, 3/4, and 3/18
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- All staff completed self-evaluations and turned them into their Managers, who then wrote reviews for all staff.
- EBSCO magazine subscriptions renewal order submitted. We will be invoiced in May.
- Postage Reserve fund remittance for fiscal year.
- Amazon Business Prime renewed.
- Record retention – Disposal authorization request submitted to ILSOS and approved.
- Garvey's - provided our current tax-exempt letter.

Monthly Librarian's Report updates

- Databases added to count include Era Books Online, Teen Health and Wellness, and Fold3

Tech Services

	February	March
Items ordered	890	1357
Items put into circulation	760	1213
Items catalogued, including imported bib records and original cataloging	114	164
Item record edits and database cleanup	589	941
Repair items including disc cleaning	29	27
Serial record edits	7	2
Claimed missing and damaged issues	1	3
Conversion projects - items processed Projects included: Juvenile award books (2025 Bluestem, Caudill, and Monarch titles) Lincoln awards	26	28

- Technical Services Associate Richard Willey started on February 13.
- Memory Kits added to Adult collection.
- Ordering cutoff for FY2024 was March 30. No pending carts from B&T and MWT as of April 1. Pending orders in Workflows, not received items (Youth, 302; Adult, 274)
- Sustainable Shelves - 917 titles were submitted; 233 items were approved for submission resale to B&T for a credit value of \$96.02.
- Spotlight Displays - Processed Spotlight Displays back to original Home Location:
 - February - Youth Meet Someone New (MEET), Science Fiction, How Does that Work, and Black History Month (BHM) DVDs
 - March - Guess the Theme, Best-Sellers, Crafts and Hobbies, Health & Wellness, Home & Garden, Money & Business, and Science and Technology
- New item and Spotlight home location changes in Adult Services – worked with SWAN staff to add new home locations in Workflows. SWAN staff also did a global update to update the new AV items to their new home location.
- Nintendo Switch storage box was replaced.
- Midwest Tape processing specifications reviewed and confirmed.

Meeting Attendance

- Weekly Director and bi-weekly Management Team meetings - Laura
- February 1 – TS department meeting
- February 2 – Assistant Director Networking Group Quarterly Meeting – Laura

- February 2 – RAILS Collection Development Networking Group - Anjali
- February 6 – SWAN Committee of the Whole meeting – Laura
- February 8 - SWAN Acquisitions and Cataloging Users - Anjali
- February 15 – Staff appreciation dinner
- February 20 – IT meeting – Laura with Susan and Marc
- February 23 – Staff In-Service Day – Laura, Joyce, Marie, Anjali, and Richard
- February 27 – SWAT monthly chat zoom – Laura
- February 27 – monthly meeting with VOCS IT – Laura
- February 28 – Discussion about Spotlight area with Athens - Laura
- March 4 – Disc cleaning machine discussion with TS staff - Laura
- March 6 – Claiming missing magazine issues – Laura and Richard
- March 7 – SWAN quarterly Board meeting - Laura
- March 8 – Disc repair machine replacement discussion – Laura with TS
- March 11 – Adult Spotlight display changes – Laura and TS staff
- March 13 – First month check-in - Laura and Richard
- March 19 – IT meeting – Laura with Susan and Marc
- March 19 – SWAN Acquisitions office hours - Anjali
- March 20 – Latitude sign company rep meeting with Laura and Susan
- March 26 – SWAN chat – Laura
- March 28 – SWAN technology group meeting – Laura and Anjali
- March 28 – SWAN DUX Advisory group - Laura
- March 29 – SWAN MessageBee list feature demo - Laura

Information technology

- There were 34 support tickets in February and 21 in March.
- Proxy card server – MAC Systems replaced the hardware and updated the client.
- Photo printing – IT came up with a quick solution that works with our operating system. The solution was deployed to the computer labs and staff workstations.
- Aspen catalog – Athens added a feed from the Library Market calendar to highlight our programs.
- Renewals spreadsheet shared with Susan for budget planning.
- Remote printing issue fixed by TBS.
- TechSoup – updated credit card information so upcoming zoom and Quickbooks renewal will be processed on schedule.
- Hotspot collection – 10 more devices were ordered.
- Symphony Workflows 4.1 upgrade coming in early May

Laura Hays
Assistant Library Director

Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

February 2024

Department News:

- Database traffic is showing some uptick over the last few months in certain subject areas, largely connected to a new consolidated tri-fold flyer highlighting library resources (see flyer pic)
- Desk traffic rose 12% vs January as we saw about 1700 transactions.

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 27 patrons, Items delivered 160
- Continued partnership programming with DuPage Garden Club, hosting a monthly program

EDI Activities (EDI Committee & Dept):

- Black History Month display
- WDSRA library visit and tour
- Glenbard North class visit and tour

Programs & Displays:

- Binge Box packages for both adults and teens with 100 kits passed out to adults
- Blind Date with a Book Promotion
- Binge boxes for both adult and teens
- Volunteer Teen kits
- ESL classes 3x a week
- Take n Make Year of the Dragon Kit
- Glenbard Parent Series Movie Screening
- African Dance Program
- A Parent's Guide to Teen Apps
- Computer Class with PRC
- DIY Paper Wreath Program
- The History of Bob Marley Zoom program
- DIY Craft program, tote bags
- Donuts and Dice program
- Stories in Stone Genealogy online program
- Last Wednesday movie program

Meetings:

- Bi Weekly Management Meetings
- Department Meetings and 1on1s

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Athens Moreno Adult Services Manager

Resources and Collection News:

- New homebound trifold flyers were created (see image)



Phone: (630) 344-6123
Email: cstream@cslibrary.org
Chat: cslibrary.org/contact-us

Library Hours

Monday – Thursday	9 a.m. – 9 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	1 p.m. – 5 p.m.

We look forward to seeing you!

Introducing Memory Kits
Now available for checkout. Memory kits are preassembled with memory games, puzzles and more. Giving caregivers and their loved ones a fun and interactive

WEBSITE
www.cslibrary.org/seniors

Scan Here

Homebound Delivery Program

What is the Homebound Delivery Program?
Home delivery service is provided free to Carol Stream Public Library cardholders who live in participating senior facilities and nursing homes, as well as people who can't visit the Library for 30 days or more due to illness or disability. Once delivery service is approved, Library staff will visit you monthly to deliver and pickup materials. Items will be checked out on your library card prior to arrival.

How we can help
Each member of our homebound delivery service gets connected with a librarian, who then will work with

What you can check out
Items will be checked out prior to delivery, and can be returned upon delivery of the following month's selection. Available for checkout are books both in regular and large type, music CDs, audiobooks, as well as Playaways.

Questions?
Call Crystal Garcia at (630) 344-6112 or email cgarcia@cslibrary.org

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Athens Moreno Adult Services Manager





Athens Moreno Adult Services Manager

Adult Services Department Monthly Report

March 2024

Department News:

- Database traffic is showing some uptick over the last few months in certain subject areas, largely connected to a new consolidated tri-fold flyer highlighting library resources (see flyer pic)
- March was booming as far as desk traffic, as interactions soared about 20% with over 2,000 inquiries. This could be a heavy program filled month along with lots of creative passive opportunities for engagement. Program related questions at the desk was nearly 300% vs February, with about 275 questions about programs at the desk either in person, chat, or via phone.
- Our Book a librarian Services helped 10 patrons for the month of March, and with a soft launch, meaning no promotion, just word of mouth from desk interactions.
- For March we completed our Spotlight restructure, where we ordered new signs and arranged the new book areas to make it easier to browse, and find materials. We also organized the AV material so that “new” items are all lined up.
- Completed a new flyer that combines promotion of library and community ESL resources (Spanish text version also)
- This month we started two new program offerings, a Cookbook Book Club, and a Monday Workspace, offering a dedicated large space for open seating studying or remote work.

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 32 patrons, Items delivered 176
- Continued partnership programming with DuPage Garden Club, hosting a monthly program
- Partnered with the Village of Carol Stream to now have a dedicated page in the Carol Stream print version Senior Newsletter. We’ll promote library resources and programs related to adults and seniors. This printed publication will be available around Carol Stream monthly.
- ESL classes continued here at the library, 3 classes per week, minus one week of Spring Break
- Our March session of computer training in partnership with People’s Resource Center once again was a filled class of 11 students.
- Connected with local high school partners to promote and share our Teen Week, a week of dedicated high school aged events such as CPR training, pizza and movie, and self-defense training.

EDI Activities (EDI Committee & Dept):

- Held a Women’s History Month display and will prepare for Arab heritage Month displays for April
- Working with WDSRA organization to start monthly library visits

Programs & Displays:

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Athens Moreno Adult Services Manager

- Binge Box packages for both adults and teens with 100 kits passed out to adults featuring scratch bookmark art and Shamrock mosaics
- Sold out Spice Club with 50 kits being taken
- Teen Volunteer Kits
- Teen Volunteering Club had 4 teens this month volunteer hours at the library
- Zumba in person program
- Computer Basics computer class with PRC weekly
- Around the World Bookclub
- New debut program of Cookbook Bookclub
- Monday Morning Workspace Commons
- Garden Club Program
- Grow with Google Class
- Monthly Homebound
- Donuts and Dice Board Game Program
- Cicada U of I presentation program
- Teen CPR class
- Teen Self Defense program
- Drop in Hang out High School lounge
- NASA Scientist Eclipse Presenter
- Leslie Goddard Online Program

Meetings:

- Bi Weekly Management Meetings
- Department Meetings and 1on1s

Resources and Collection News:

- Our new handouts were launched including some coming in Feb. For January we created a new Homebound Flyer as well as organized the homebound webpage

Athens Moreno Adult Services Manager



Teen Week

Monday March 25 to Saturday March 30

<p>High School Hangout P Mon., Mar. 25 to Thurs., Mar. 28, 2-4 p.m. Drop by the High School Hangout social lounge in the Create & Learn Center from 2-4 p.m. Monday through Thursday for games, treats, crafts and listening to music with your friends.</p> <p>Self Defense RP Mon., March 25, 7 p.m. Instructor Peter Horngmann takes simple and effective defensive techniques from multiple arts, and then focuses on providing training that is tailored to the student's skills and abilities.</p>	<p>High School Grades 9-12</p> <p>First Aid & CPR Training Certification RP Friday, March 29, 10 a.m.-2:30 p.m. <i>Taught by staff from the Carol Stream Fire Department</i> The Carol Stream Fire Department will teach the paAHA's Heartsaver First Aid CPR AED course. It trains participants to provide first aid, CPR & how to use an automated external defibrillator (AED) in a safe, timely & effective manner.</p>	<p>Headshot Photos P Saturday, March 30, 10 a.m.-12 p.m. High schoolers are welcome to drop by the Library to get a headshot taken for use on your professional profiles like LinkedIn. Please provide your email to receive the photo file.</p> <p>Movie Screening & Pizza Party P Sat., March 30, 2 p.m. Drop in for a screening of <i>Spider-Man: Across the Spider-Verse</i> while enjoying tasty pizza.</p>
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R - Registration Required
O - Online Event
P - In-Person Event

Special Teen Week events

The Latest from Your Library

Coming Soon: Senior Week!
The Carol Stream Public Library will host a Senior Week this spring with a full week of programs and events for anyone in our community, ages 65 and older. Sign up to join! Some of our programs for the week include:

- AARP SmartDriver Course
- Job Search Strategies for Older Workers
- Self-Defense for Seniors
- Library Resource Information Session
- Live Streaming the Seniors
- Coffee & Conversation: Meet Fellow Card
- Screen Seniors
- Mobile DNA
- Fall Planning

Call to register starting April 1.

Library Resources
Homebound Delivery: Home delivery service is provided free to Library cardholders. Call for registration information.

Book-a-Librarian: Schedule a one-on-one appointment with one of our finest librarians to help with your book questions and more. Call to book an appointment.

Member Mile: Our Member Mile are specially selected collections of games and activities designed to celebrate registered borrowers. Available for about 100.

Phone: (630) 544-6123 Email: info@carolstream.org Website: library.org

Village Newsletter page dedicated space for Library

News

THRIVE

Monday Morning Coworking Commons

Mondays, March to May
9 a.m.-12:30 p.m.

The Library will offer a coworking space in the Create & Learn Center. This program offers a space where entrepreneurs or small business owners can work in the comfort of the Library & plug in laptops or other electronic devices. A printer, copier & scanner and public computers with Microsoft Office will be available.



One on One Consultation

Have a business, career, or job search question? Need help with our resources or don't know where to begin? Book an appointment with a librarian by visiting www.cslibrary.org/bookalibrarian

Business Library Card

Incorporated Carol Stream business owners can request a library card granting access to the library resources such as it's study rooms, collections, and resources.

Study and Meeting Spaces

The library offers five study spaces for individual or small group working space, including a conference room with accommodations up to 10 people. Library cardholders may reserve up to 1 week in advance, with up to two hours of usage time

Collections

Access books, magazines, and newspapers (print or online) on the latest trends in business and career happenings, plus find information for those looking to get started or continue their journey.

Databases

Business
Business, Education, Find business

CONTACT

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Sunday	1 p.m. - 5 p.m.

WEBSITE

www.cslibrary.org

THRIVE

Business | Career | Lifelong Learning



Record Information Services

Search public records for new businesses, real estate transactions, foreclosures, auctions, and bankruptcies by Illinois County.

Business Source Premier

Discover trends in marketing, management, and finance, plus market research and industry/economic reports

LinkedIn Learning

Watch video courses to learn social media marketing, business strategy, sales techniques, and more.



Investing

Morningstar

Access analyst reports of stocks, mutual funds, and ETFs; fund screening tools; college and retirement calculators.

Value Line

Research large, mid-cap, and small stocks; mutual funds, and options.

Jobs & Careers

LinkedIn Learning

Learn how to grow your network, write a resume, interview, get a job, and get promoted.

Tutor.com

Connect with a live job coach, submit resume for review, or browse resources to search for jobs, or to take practice exams.

Reference Solutions

Research the job market, evaluate a job offer, and use the salary estimator.

Lifelong Learning

Carol Stream Academy

Watch video tutorials on demand covering library resources and services, as well as learn new skills on a variety of topics



Athens Moreno Adult Services Manager



Spotlight wall now in dewey range and having more categories listed

Spotlight wall now in dewey range and having more categories listed



"new" items

new setup gives us a whole aisle of



the wall

new organization of blu rays now along

Youth Services Report February / March 2024

Program Highlights

- During February and March, Youth Services serviced 1,949 participants through 80 in person and passive programs.
- Eight CSPL Kits were distributed during February and March. 75 each of the Preschool kits – Chinese Lantern Sun Catcher, Paper Bag Frog Puppet, Popcorn Cherry Blossoms, Fire Breathing Dragon. 50 each of School Age kits – Woven Hearts, Mardi Gras Mask, Paper Roll Windmill, Lucky Green Catapult.
- Adriana Albers hosted Family Valentine’s Day Dance Party on 2/7 with 45 in attendance.
- Leigh Anne Wilson hosted a Sensory Series: Cracking Dinosaur Eggs on 2/5 with 44 in attendance.
- Leticia presented a Spanish Family Storytimes on 2/26 and 3/11 in the evening with 6 and 4 in attendance respectively.
- Julie Mohedano hosted a Bilingual Mingle on 3/9 with 13 in attendance.
- Adriana Albers and Julie Mohedano hosted a Hoppy Leap Day program on 2/29 with 26 in attendance.
- Little Miss Ann presented a concert on 2/24 with 56 in attendance.
- Leigh Anne Wilson hosted a Ramadan party on 3/28 with 57 in attendance.
- Rhea McVey hosted Snowflakeology: The Science of Snow on 2/3 with 12 in attendance.
- Rhea McVey hosted a Brush Bot Battle on 3/20 with 6 in attendance.
- Youth staff hosted 33 storytimes during February and March with 719 preschoolers and their adults in attendance.

Outreach Events

- Leigh Anne Wilson provided 13 Outreach Storytimes during February and March reaching 564 children.
- Samantha Wright represented the Library at a Literacy Night at St. Isidore Catholic School on 3/7 as well as at Cloverdale School’s Open House on 2/28.
- Leticia Raygoza represented the Library at Family Literacy Night at Elsie Johnson School on 2/29.

Patron Service and Reference

- 59 Youth Binge Box requests were filled in February. 91 Youth Binge Box requests were filled during March.
- Youth Staff had 1,541 interactions with the public during February and March.

Meeting Attendance

- 2/7, 14, 21, 28, 3/6, 13, 27– Amy and Sam regular meeting
- 2/13, 12 – Meeting with Susan – Amy Teske
- 2/23 Staff In-Service
- 2/22, 3/14, 28 – Management Team Meeting – Amy Teske

Respectfully Submitted,
Amy Teske, Youth Services Manager



Valentine Dance Party



Little Miss Ann Concert



Ramadan Party

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**Patron Services Monthly Report
February 2024**

Circulation Statistics:

- Total Checkouts and Renewals: 28,302
- Staff-initiated material renewals: 184
- Curbside deliveries: 40
- New resident accounts: 105
- New Digital Accounts: 26
- Check-ins: 14,515
- Holds Filled: 3,996

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 7+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In February, 268 accounts were reviewed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 5,671
- Checkouts at Youth Services machine: 3,022

Melanie participated in the following:

- Monthly 1:1 with Susan
- Management team meetings
- Coordinator Meetings (2/1 & 2/15)
- Staff Appreciation Dinner
- SWAN Circulation Users Group
- Staff In-Service Day
- Perspectives Leadership Training (Establishing Working Agreements)

Other News:

- RAILS quarterly bin count completed.
- Internal posting for PT Patron Services Coordinator posted. Patron Services Clerk, Kelsey Norris, promoted to Coordinator as of 2/26.
- Received self-appraisals from all department staff.
- Thirteen (13) Patron Services staff attended the Staff In-Service day.
- Devaki Namboodiri attended Cloverdale Open House with Sam from YS and registered 17 patrons for library cards.
- Michael Southwell attended Literacy Night at Elsie Johnson with Leticia from YS and registered 5 patrons for library cards.

Submitted by:
Melanie Johnson
Patron Services Manager
3/19/24

**Patron Services Monthly Report
March 2024**

Circulation Statistics:

- Total Checkouts and Renewals: 30,826
- Staff-initiated material renewals: 201
- Curbside deliveries: 42
- New resident accounts: 133
- New Digital Accounts: 23
- Check-ins: 15,498
- Holds placed by staff: 1,090
- Holds Filled: 4,232

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 7+ years. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In March, 106 accounts were reviewed.

Self-Check-out Activity:

- Checkouts at Lobby machines: 4,965
- Checkouts at Youth Services machine: 2,828

Melanie participated in the following:

- Monthly 1:1 with Susan
- Coordinator Meetings (3/7 & 3/26)
- SWAN Circulation Advisory
- Met with SWAN staff to discuss library card expiration dates
- Met with Carol Hayes to discuss shelf reading updates
- Worked on preparing for the launch of online library card registration

Other News:

- Cathy Shaw worked with Athens in Adult Services and shifted the entire adult DVD collection.
- Due to high demand, 10 new WiFi hotspots were ordered and added to the existing collection.
- Updated internal procedure for processing lost and found items.
- Michael Southwell, Patron Services Clerk, turned in his resignation effective April 15. We appreciate all of his hard work over the past four years!
- All staff evaluations have been completed. Melanie will meet with staff in April.

Submitted by:
Melanie Johnson
Patron Services Manager
4/11/24

Human Resources

Monthly Report – February 2024

Administration

- Navigating a timecard issue via Paylocity with exempt staff (still in progress)
- Final review of handbook policies
- Hosted a wonderful Staff Appreciation dinner February 16th!
- Ordered and organized in-service day catering for lunch and breakfast
- Had a great in-service day on February 23rd!
- PSLF form for employee
- Posted Board approved employee handbook on Intranet; acknowledgement through Paylocity
- New COVID CDC guidelines sent to managers as a heads up for March changes

Benefits

- Short term disability Excel sheet completed for new benefit platform PlanSource
- Looking for a new EAP to switch to

Staffing & Onboarding

- Contacted three references for new hire Richard Willey
- Onboarded Richard Willey – fully staffed CSPL team
- HR Orientation for Tech Services Associate Richard Willey
- Posted internal opportunity for part-time benefit eligible Patron Services Coordinator role
- Promoted part-time Patron Services Clerk Kelsey Norris to part-time benefit eligible Patron Services Coordinator position

Training

- SHRM webinar: Why Leadership is More Than a Job Title (1 hour)
- ILA HR & Admin Forum meeting (1 hour)
- SHRM webinar: 2024 Well-Being Trends to Watch (1 hour)
- SHRM webinar: Top FMLA Mistakes (1 hour)
- LAANG meeting: In-service days (1 hour)
- Webinar: The Future of Emotional Intelligence (1 hour)
- Perspectives meeting (1.5 hours)
- ILA EDI webinar (1 hour)

Compensation

- Notified employees about staff self-appraisals/ due dates

Human Resources

Monthly Report – March 2024

Administration

- Reviewed department performance reviews and provided feedback
- Launched post-in-service day training survey for employee feedback
- New hire reporting for contractors submitted
- Launched revised handbook and signed acknowledgement for staff via Paylocity
- Paylocity configuration edits replacing Circulation with Patron Services
- Paylocity configuration updating all current Library positions and assigned to employees
- Ordered dry erase board for staff breakroom for birthdays, polls, fun, and team bonding
- Organized catered lunch for April 9th National Library Week
- Organized employee files; terminated employee files moved to storage

Benefits

- Compared alternative EAP platforms
- Met with our EAP Perspectives/ AllOne about concerns
- PTO reminders to staff to ensure they use available days that will expire
- Dependent documentation audit to all employees and retirees with dependents
- Benefit invoice from PlanSource
- Sent FMLA information to employee who is expecting

Staffing & Onboarding

- Rehired Jacob Bonner-Baker, PT Youth Services Librarian
- HR orientation for rehire
- Edited onboarding checklist to include location of emergency procedures

Training

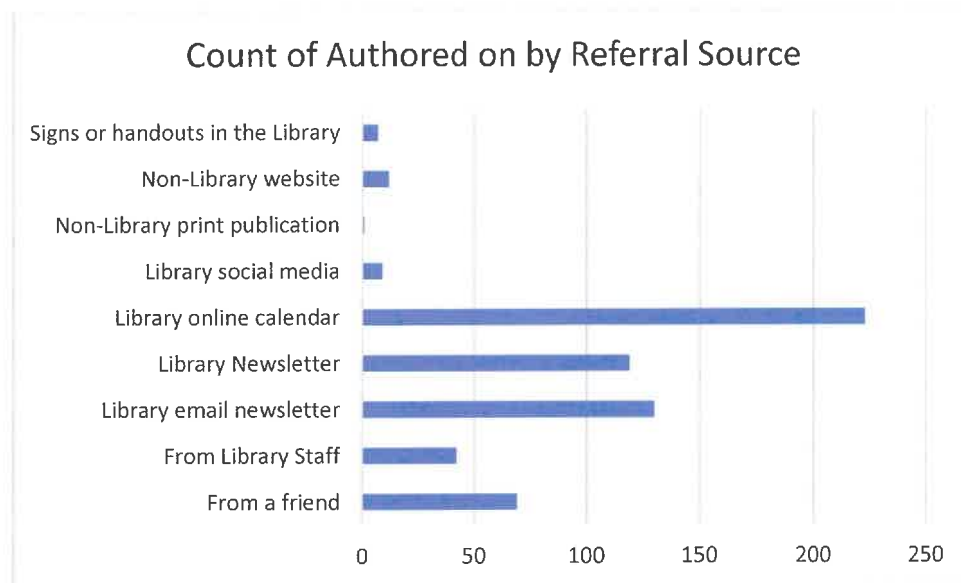
- ComPsych overview video (1 hour)
- SHRM webinar 2024 HR Outlook (1 hour)
- SHRM webinar Working Moms (1 hour)
- SHRM webinar Nurturing DEI (1 hour)
- Paylocity new payroll process training video (40 minutes)
- LACONI webinar Four Strategies for Smooth Task Management (1 hour)
- BizLibrary Boost Sessions
 - HR Confidential (1 hour)
 - The Future of Learning (45 minutes)
 - The Future of Workplace Health (30 minutes)
- SHRM webinar Behavioral Approach to Neurodiversity (1 hour)

Compensation

- Pay increase to Acquisitions Associate who completed LTA

Marketing Report: Mikayla Frigo

February 2024



Promotions resulted in 612 event registrations

- Requested quotes from printers for summer reading logs printing and selected Sir Speedy to print summer reading logs.
- 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.
- Created a timeline of all Library Outreach events and volunteers needed for each event.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced 5 weekly e-newsletter blasts.
- Produced 5 weekly Examiner columns.

Marketing Request Forms/ Marketing Materials Created

- Created 3 decorative picture boards for the 2024 Staff Appreciation Dinner
- Edited March Youth Services Programs pamphlet.
- Edited March Adult and Teen monthly program calendar.
- 3- 8.5 x 11 Program signs
- Edited End of Adult Service End of aisle sign.
- Created 11 x 17 Youth Services policy sign (children must remain with parents).
- 11 x 8.5 signs for book bins in Youth Services.
- 8.5 x 11 sign for Adult Services eclipse glasses giveaway.
- 8.5x 11 sign for Adult Services eclipse glasses giveaway line.
- 8.5 x 11 flyer for shelf to promote Memory Kits.
- Edited main lobby display sign (Spring).
- Edited 11 x 17 (3.14) book display sign

- Edited Thrive trifold
- Designed Senior Resources Brochure

Statistics:

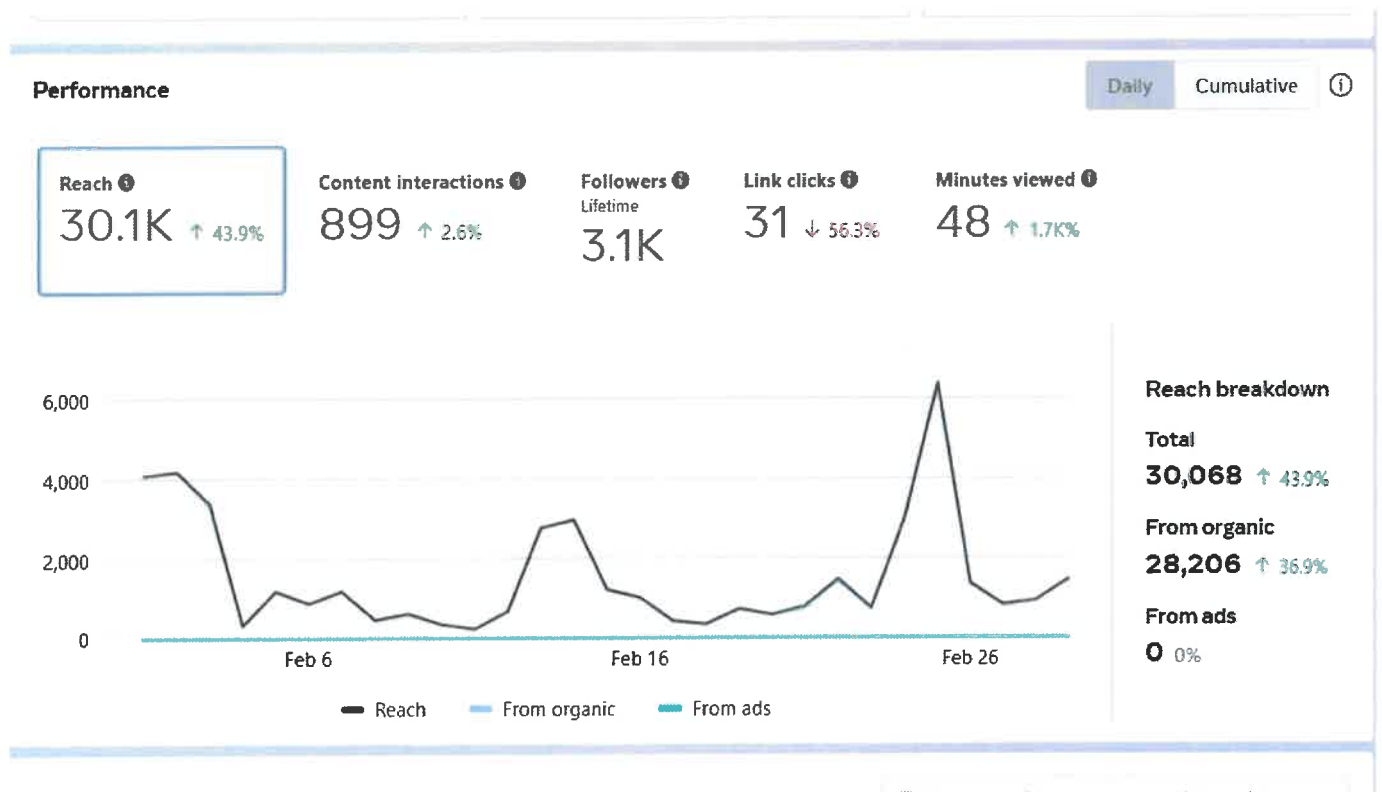
Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page.

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

Facebook: February

Followers: 3,126 (55 new followers)

February Post Reach: 30.1 K



78

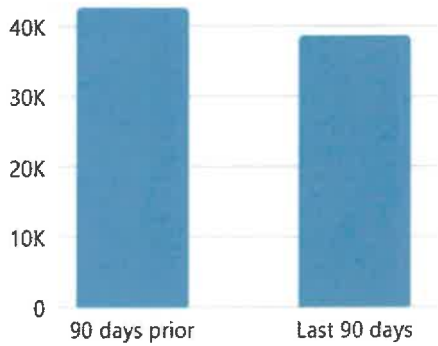
Post Reach Last 90: 38.6 K

Reach

Post reach ⓘ

38.6K ↓ 9.3%

Total from last 90 days vs 90 days prior



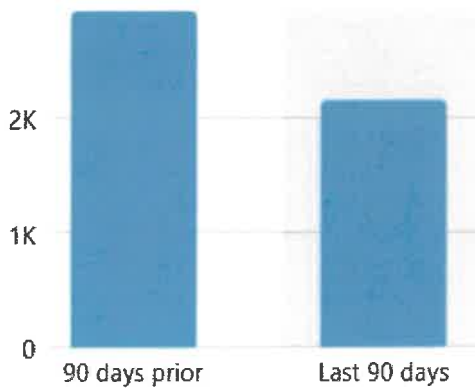
Post Engagement Last 90 Days: 2.2 K

Engagement

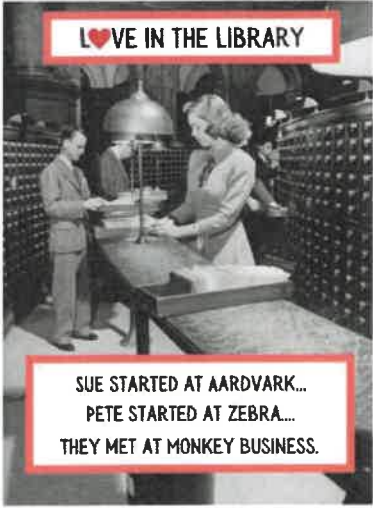
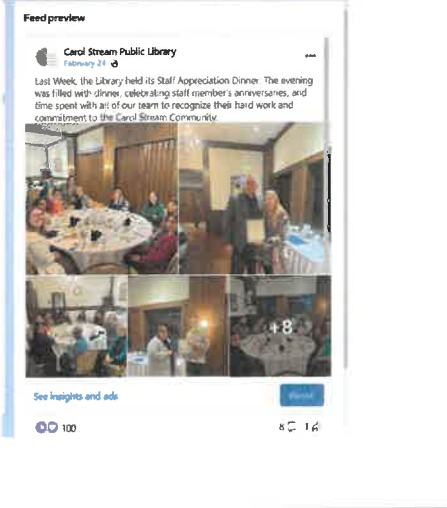
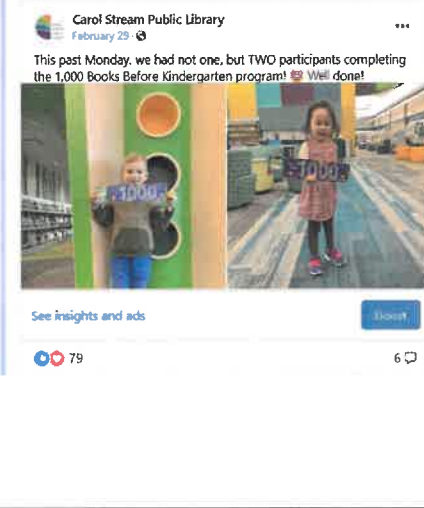
Post reactions, comments and shares ⓘ

2.2K ↓ 26.6%


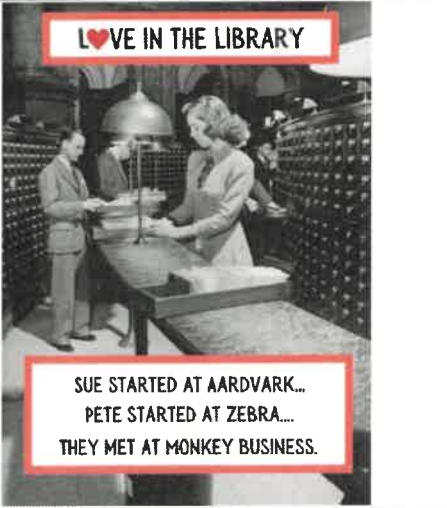
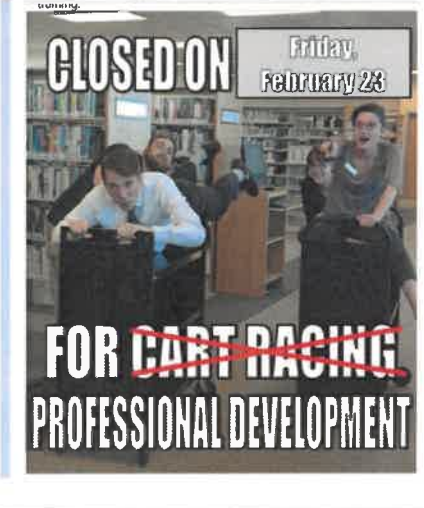
Total from last 90 days vs 90 days prior



Top Three Reach Posts from February

		
<p>People Reached: 11.5 K Engagements: 108</p>	<p>People Reached: 11.2 K Engagements: 111</p>	<p>People Reached: 5.2 K Engagements: 85</p>

Top Three Engagement Posts from February

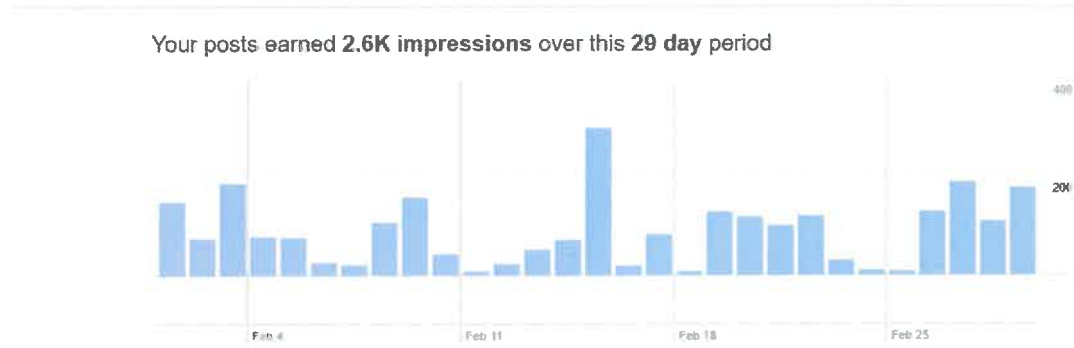
		
<p>People Reached: 11.2 K Engagements: 111</p>	<p>People Reached: 11.5 K Engagements: 108</p>	<p>People Reached: 1.5K Engagements: 88</p>

Twitter

Followers: 1,719 (6 new followers)

Total Impressions: 2.6 k

Impressions from February



Total Engagements for February: 82

Engagement Rate for February: 4.2%

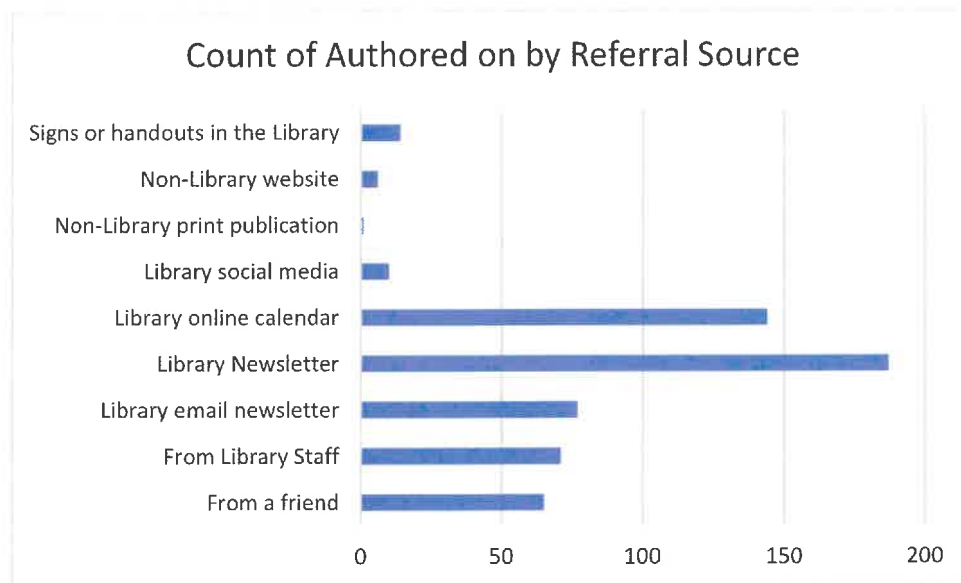


Promotional Emails February:

February 1	Save a Seat for February Events!	Open Rate: 35.1%	Click Rate: 2.1%
February 8	February Fun Awaits	Open Rate: 35.6%	Click Rate: 2.1%
February 15	Library Fun at Home!	Open Rate: 36.7%	Click Rate: 1.9%
February 22	Spring is Just around the Corner!	Open Rate: 40.1%	Click Rate: 2.1%
February 29	Exciting March Updates	Open Rate: 35.9%	Click Rate: 2.9%

Marketing Report: Mikayla Frigo

March 2024



Promotions resulted in 575 event registrations

- Requested quotes from printers for summer reading logs printing and selected Sir Speedy to print summer reading logs.
- Created youth services English and Spanish Summer Reading Logs, Youth Services Outreach Summer Reading Log, Adult and Teen, English and Spanish Summer Reading logs.
- Designed Summer Reading t-shirt.
- Started editing and publishing Summer events in Library Market.
- 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.
- Created signage location floor map per the Director's (Susan's) request.
- Produced graphics and signage for TV displays, outdoor sign, and stanchions to promote the April Blood Drive.
- Created comment cards, "I Love My Library Because..." op, promotional signs for passive program to promote National Library Week.
- Created social media & e-news graphics to promote the passive program for National Library Week.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced 4 weekly e-newsletter blasts.
- Produced 4 weekly Examiner columns.

Marketing Request Forms/ Marketing Materials Created

- Created 3 signs for Youth Services March Madness Voting
- Created an additional 5 shelf signs and coordinated with the Village to print them.

- Edited April Adult monthly program calendar.
- Created the April Teen monthly program calendar.
- Edited April Youth Services Programs pamphlet
- 7- 8.5 x 11 Program signs
- Created 6 x 4 table topper signs for study room teen week promotion.
- Created 6 x 4 table topper signs for study room Monday Morning Coworking Commons week promotion.
- Social media graphic for Teen Week.
- Created 11 x 17, social media graphic, 4 x 6 table toppers and 8.5 x 11 signs for Taylor Swift New Album Listening Party.
- Edited main lobby display sign (May the 4th promo).
- Edited 11 x 17 (Senior Week) book display sign
- Created and edited ESL Resources trifold.

Statistics:

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

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

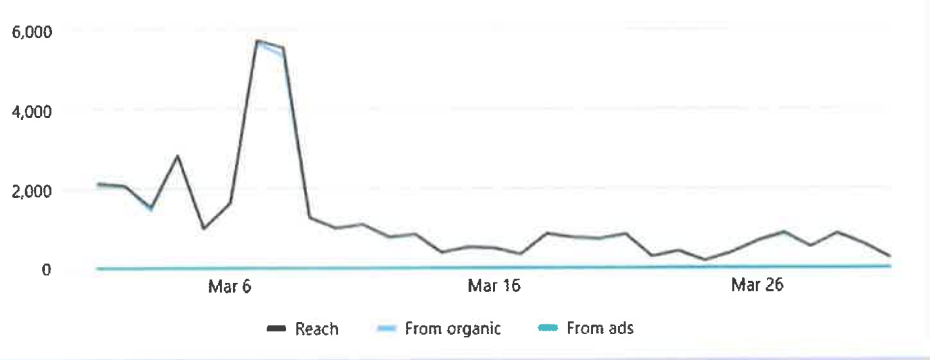
Facebook: March

Followers: 3,126

March Post Reach: 23.9 K

Performance

Reach ● 23.9K ↓ 21.3%	Content interactions ● 857 ↓ 9.5%	Followers ● Lifetime 3.1K	Link clicks ● 14 ↓ 63.2%	Minutes viewed ● 2 ↓ 94.1%
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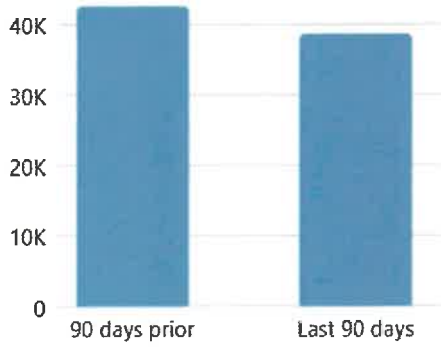
Post Reach Last 90: 38.6 K

Reach

Post reach ⓘ

38.6K ↓ 9.3%

Total from last 90 days vs 90 days prior



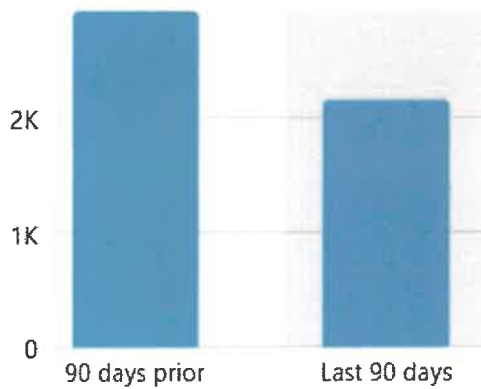
Post Engagement Last 90 Days: 2.2 K

Engagement




Post reactions, comments and shares ⓘ

2.2K ↓ 26.6%

Total from last 90 days vs 90 days prior



Top Three Reach Posts from March

		
<p>People Reached: 3.1 K Engagements: 28</p>	<p>People Reached: 2.5 K Engagements: 26</p>	<p>People Reached: 1.3 K Engagements: 38</p>

Top Three Engagement Posts from March

		
<p>People Reached: 1 K Engagements: 65</p>	<p>People Reached: 1.2 K Engagements: 56</p>	<p>People Reached: 1.3 K Engagements: 38</p>

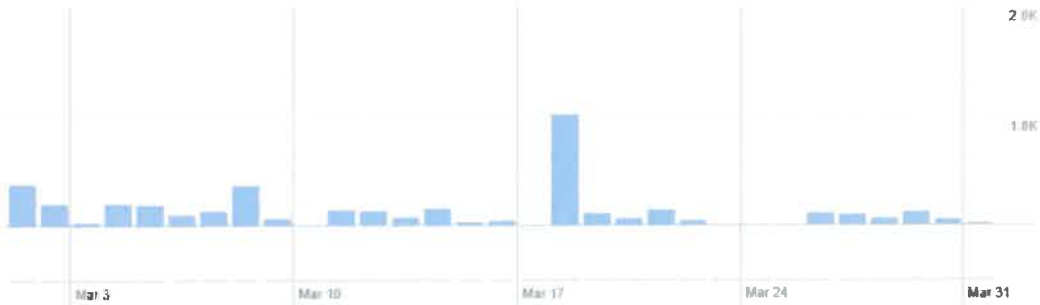
Twitter

Followers: 1,719

Total Impressions: 4.1 k

Impressions from March

Your posts earned **4.1K impressions** over this 31 day period



Total Engagements for March: 97

Engagement Rate for March: 4.4%



Promotional Emails March:

March 7	Help Make A Difference!	Open Rate: 39.8%	Click Rate: 1.7%
March 14	Happy St. Patrick's Day!	Open Rate: 36.6%	Click Rate: 1.2%
March 21	I Love My Library Because...	Open Rate: 35.5%	Click Rate: 1.6%
March 28	Exciting April Events!	Open Rate: 35.7%	Click Rate: 2.2%



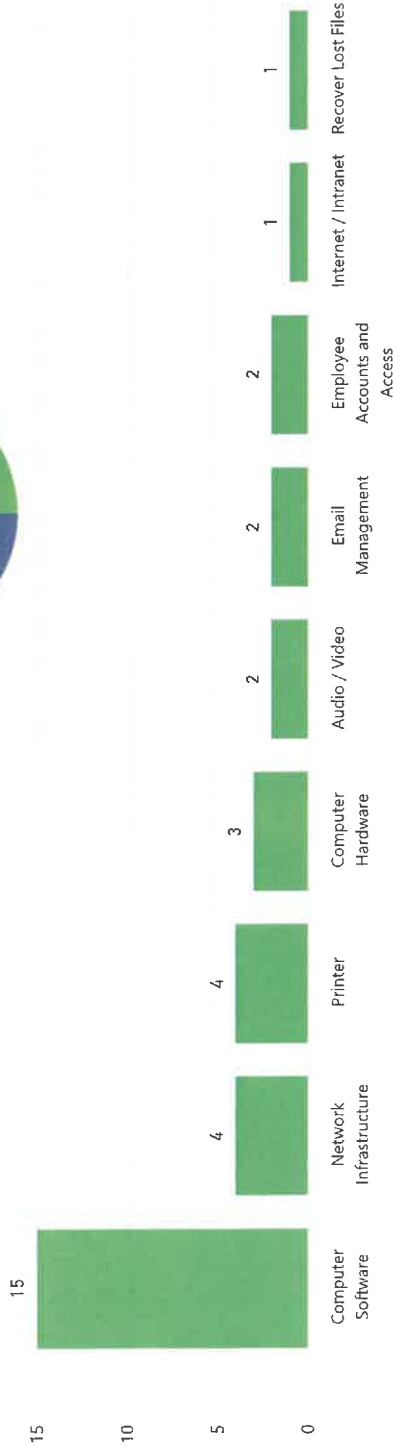
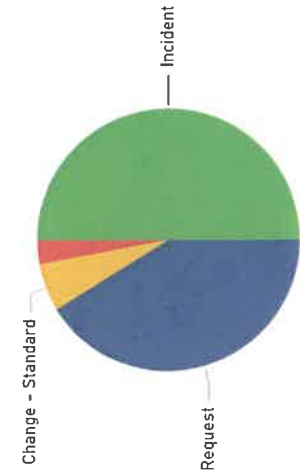
Monthly Report of IT Service

Report Range 2/1/2024 2/29/2024

Support Tickets 34

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 3/1/2024 3/31/2024

Support Tickets

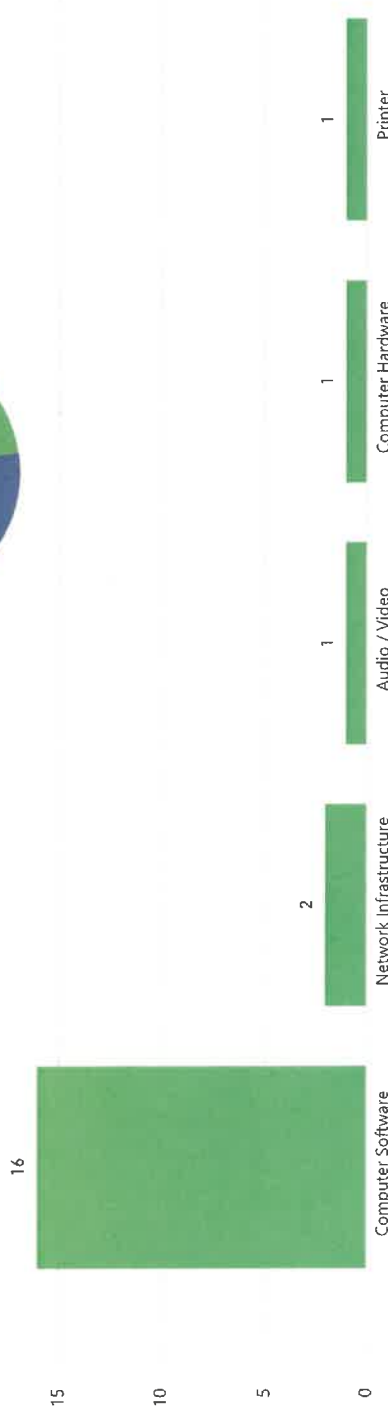
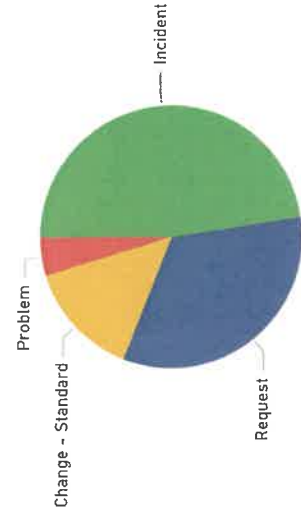
21

Information Technology Closed Support Tickets by Category

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

Request Type	Count
Change - Standard	3
Incident	10
Problem	1
Request	7
Total	21

CategoryName	Count
Audio / Video	1
Computer Hardware	1
Computer Software	16
Network Infrastructure	2
Printer	1
Total	21



Tickets Types

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