

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: July 16, 2025

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

Administration of Oath of Office to: Sibil Kuruvilla

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 June 16, 2025

6.2 Minutes of the Special Board Meetings of July 8 and July 9, 2025

7. MONTHLY REPORTS OF THE TREASURER

7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2025

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of FY26 Quarterly Payments to SWAN Library Consortium

8.2 Recommendation, Re: Approval of Library Closing to the Public on Friday, November 7, 2025 for Staff In-Service

8.3 Recommendation, Re: Approval of Cancellation of August 20, 2025 Library Board Meeting

8.4 Recommendation, Re: Approval of Security Camera System proposal from Vodotech, Inc.

9. DISBURSEMENTS

9.1 Approval of Disbursements of June 1-30, 2025 plus the Addendum for the Meeting of July 16, 2025

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

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

14.1 Recommendation, Re: Approval of the Executive Session Minutes of July 9, 2025

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

15. ADJOURN

Next Resolution: #307

Katelyn Foehner, Secretary
Board of Library Trustees

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

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

DATE: June 18, 2025

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Secretary Foehner called the Roll.

Present: Trustees Vernon, Gieser, Foehner and Rogers

Absent: Trustees Kossack and Leszczewicz

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Gieser moved and Trustee Vernon seconded the establishment of a Consent Agenda for the Regular Meeting of June 18, 2025. Motion approved.

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

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

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

5.1 Minutes of the Regular Board Meeting of May 21, 2025

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2025

5.3 Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2025

5.4 Recommendation, Re: Re: Approval of Amendment to FY26 Capital Maintenance & Repair Funds Budget for Klein Creek Outlook Project

5.5 Recommendation, Re: Approval of Library Director to Authorize Irrigation Expenses and Change Orders for Front Renovation Project

4

5.6 Approval of Disbursements of May 1-31, 2025 plus the Addendum for the Meeting of June 18, 2025

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

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

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

Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2025

Background information:

The Library's Annual Report is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2024-April 30, 2025). The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc. The report is due to the State Library by July 1.

Recommendation, Re: Approval of Amendment to FY26 Capital Maintenance & Repair Funds Budget for Klein Creek Outlook Project

Background information:

On November 20, 2024 the Library entered into an IGA (Intergovernmental Agreement) with the Village of Carol Stream for some of the costs of the Village's Klein Creek Overlook Project, located on the west side of the Library property. This necessitates adding an additional expense line to the Capital Maintenance & Repair budget for the Klein Creek Overlook project for \$211,000.

Recommendation, Re: Approval of Library Director to Authorize Irrigation Expenses and Change Orders for Front Renovation Project

Background information:

Irrigation expenses will be occurring at different times during the project as the irrigation company will be working closely with the contractor for the project to install new piping and sprinkler heads during the process. The Library will be charged on a time and material basis for their work. On large projects change orders may occur due to property conditions and/or changes to materials, etc. that require immediate action/approval to move forward with the project. To avoid delays it is a common practice to provide authorization to someone in authority to approve these changes.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of May 1-31, 2025 plus the Addendum for the Meeting of June 18, 2025 in the amount of \$161,668.19.

6. NEW BUSINESS

6.1 Discussion: Trustee Candidate Interviews

Background information:

The Director will check the availability of Library Board members in order to schedule two Special Meetings to conduct Trustee Candidate interviews the week of July 7.

7. Report of the Library Director

Background information:

The Carol Stream Independence Day Parade will be on Friday July 4th. Trustees, staff and their family members are welcome to participate. The Library will have a float and be handing out bookmarks and candy to the parade watchers along the route. The bids for the outdoor projects at the Library came in higher than expected. This may be a result of contractors ensuring that their bid will cover any potential increase in materials costs, such as steel, that is being used for some of the structures at the Klein Creek Overlook as well as the decorative metal pieces that are part of the Library's Front Renovation Project.

8. Monthly Staff Reports

Background information:

The Department Managers, HR, Marketing and IT prepare a monthly report of the activities of their departments. It includes information on programs, services, collections and special projects as well as Outreach services. There has been recent changes in staffing. A part-time Adult Services Librarian was promoted to full time to fill a recent vacancy and a part-time Patron Services Clerk was hired as a part-time Library Associate in Adult Services.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Gieser moved** and **Trustee Vernon seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:14 p.m.

July 16, 2025
Date approved

Secretary Katelyn Foehner
for the Board of Library Trustees

**MINUTES FOR THE SPECIAL 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: July 8, 2025

TIME: 6:30 p.m.

PLACE: Library Meeting Room

I. CALL TO ORDER

President Rogers called the Special Meeting of the Board of Library Trustees to order at 6:30 p.m.

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

II. ROLL CALL

Secretary Foehner called the roll.

Present: Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Kossack moved and **Trustee Leszczewicz** seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(3) for the selection of a person to fill a public office and for the review of Executive Session minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

Ayes 6 Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 6:32 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:37 p.m.

Secretary Foehner called the roll:

Present: Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Absent: None

V. NEW BUSINESS

- A. Recommendation, Re: Approval of the Human Resources Committee Executive Session Minutes of April 16, 2025

Trustee Rogers moved and **Trustee Kossack** seconded that the Board of Library Trustees approve the Human Resources Committee Executive Session Minutes of April 16, 2025 and that they remain closed at this time. Motion approved.

Ayes 2 Trustees Leszczewicz and Rogers
Nays 0
Abstain 4 Trustees Kossack, Vernon, Gieser and Foehner
Absent..... None

VI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Leszczewicz** moved and **Trustee Foehner** seconded that the meeting be adjourned. Motion approved.

Ayes 6 Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers
Nays 0
Absent..... None

Meeting adjourned at 7:39 p.m.

July 16, 2025

Date approved

Katelyn Foehner, Secretary for the Board of Library Trustees

8/

**MINUTES FOR THE SPECIAL 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: July 9, 2025

TIME: 6:30 p.m.

PLACE: Library Meeting Room

I. CALL TO ORDER

President Rogers called the Special Meeting of the Board of Library Trustees to order at 6:30 p.m.

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

II. ROLL CALL

Secretary Foehner called the roll.

Present: Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. Executive Session

Trustee Gieser moved and **Trustee Kossack** seconded that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(3) for the selection of a person to fill a public office and for the review of Executive Session minutes as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

Ayes 6 Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 6:32 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:24 p.m.

Secretary Foehner called the roll.

Present: Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Absent: None

V. NEW BUSINESS

A. Recommendation, Re: Approval of the Appointment of Trustee to Fill Vacancy

Trustee Leszczewicz moved and **Trustee Kossack** seconded that the Board of Library Trustees approve the appointment of Sibil Kuruvilla as Carol Stream Public Library Trustee. Motion approved.

Ayes 6 Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers
Nays 0
Absent..... None

B. Recommendation, Re: Approval of the Human Resources Committee Executive Session Minutes of July 8, 2025

Trustee Gieser moved and **Trustee Leszczewicz** seconded that the Board of Library Trustees approve the Executive Session Minutes of July 8, 2025 and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers
Nays 0
Absent..... None

VI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Gieser** moved and **Trustee Leszczewicz** seconded that the meeting be adjourned. Motion approved.

Ayes 6 Trustees Kossack, Vernon, Gieser, Foehner, Leszczewicz and Rogers
Nays 0
Absent..... None

Meeting adjourned at 7:26 p.m.

July 16, 2025

Date approved

Katelyn Foehner, Secretary for the Board of Library Trustees

10

**Carol Stream Public Library
Treasurer's Report
Month Ending June 30, 2025**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,185,914.68	1,226,530.85	\$ 3,412,445.53
Working Cash	58,043.61	210.91	58,254.52
FICA	73,779.54	61,858.93	135,638.47
IMRF	192,854.63	53,164.66	246,019.29
Liability Insurance	17,939.36	16,013.02	33,952.38
Audit	5,457.28	6,000.54	11,457.82
Capital Maintenance & Repair	2,029,675.35	(25,159.18)	2,004,516.17
Building Renovation Loan	<u>9,463.96</u>	<u>41,836.89</u>	<u>51,300.85</u>
TOTAL ALL FUNDS	<u>\$ 4,573,128.41</u>	<u>\$ 1,380,456.62</u>	<u>\$ 5,953,585.03</u>

See attached for a schedule of cash and investments.

Tim Rogers, Board President

6/30/25

Kim Gieser, Board Treasurer

6/30/25

Susan Westgate, Library Director

6/30/25

**Carol Stream Public Library
Treasurer's Report
Month Ending June 30, 2025**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 235,497.98
PNC	PAYROLL	132,774.98
PNC	INVESTMENT	2,108,167.04
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,475,450.19
PROPAY	ELECTRONIC	668.58
ASPEN/PAYPAL	ELECTRONIC	326.26
CASH BANK	CASH DRAWER	<u>700.00</u>
TOTAL		<u>\$ 5,953,585.03</u>

12

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JUNE 30, 2025

TABLE OF CONTENTS

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

Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis -- all funds as of June 30, 2025 and May 31, 2025, and the related combined statements of revenues and expenses - modified cash basis -- all funds for the month and year-to-date June 30, 2025, 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

July 2, 2025

Carol Stream Public Library

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

	TOTAL		
	AS OF JUN 30, 2025	AS OF MAY 31, 2025 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	235,497.98	192,767.17	42,730.81
10-1002 PNC Payroll Checking	132,774.98	128,491.10	4,283.88
10-1003 PNC Money Market (savings)	2,108,167.04	787,562.01	1,320,605.03
10-1014 Illinois Funds-Prime	3,475,450.19	3,462,844.13	12,606.06
10-1025 ProPay	668.58	553.18	115.40
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	326.26	210.82	115.44
10-1090 Allocated Cash-General Fund	-2,541,139.50	-2,387,213.73	-153,925.77
Total 10-1000 Library Fund Cash	3,412,445.53	2,185,914.68	1,226,530.85
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	58,254.52	58,043.61	210.91
30-1190 Allocated Cash-FICA Fund	135,638.47	73,779.54	61,858.93
40-1090 Allocated Cash-IMRF Fund	246,019.29	192,854.63	53,164.66
50-1090 Allocated Cash-Liability Fund	33,952.38	17,939.36	16,013.02
60-1090 Allocated Cash-Audit Fund	11,457.82	5,457.28	6,000.54
70-1090 Allocated Cash-Capital R&M Fund	2,004,516.17	2,029,675.35	-25,159.18
80-1090 Allocated Cash-Debt Service	51,300.85	9,463.96	41,836.89
Total 1190 Allocated Cash-Fund Balances	2,541,139.50	2,387,213.73	153,925.77
Total Bank Accounts	\$5,953,585.03	\$4,573,128.41	\$1,380,456.62
Total Current Assets	\$5,953,585.03	\$4,573,128.41	\$1,380,456.62
TOTAL ASSETS	\$5,953,585.03	\$4,573,128.41	\$1,380,456.62
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
2900 Beginning Fund Balances			
10-2900 Fund Balance-General Fund	2,208,967.38	2,208,967.38	0.00
20-2900 Fund Balance-Working Cash	57,860.90	57,860.90	0.00
30-2900 Fund Balance-FICA Fund	78,756.96	78,756.96	0.00
40-2900 Fund Balance-IMRF Fund	202,070.76	202,070.76	0.00
50-2900 Fund Balance-Liability	16,759.76	16,759.76	0.00
60-2900 Fund Balance-Audit	4,371.30	4,371.30	0.00
70-2900 Fund Balance-Capital R&M	2,023,286.45	2,023,286.45	0.00
80-2900 Fund Balance-Debt Service	1,963.71	1,963.71	0.00
Total 2900 Beginning Fund Balances	4,594,037.22	4,594,037.22	0.00
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	1,359,547.81	-20,908.81	1,380,456.62
Total Equity	\$5,953,585.03	\$4,573,128.41	\$1,380,456.62

16

Carol Stream Public Library

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

	TOTAL		
	AS OF JUN 30, 2025	AS OF MAY 31, 2025 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$5,953,585.03	\$4,573,128.41	\$1,380,456.62

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

	Jun 2025	May25-Jun25	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	1,644,234.08	1,938,808.57	3,715,352.00	52.18%
Total 3000 Property Taxes	1,644,234.08	1,938,808.57	3,715,352.00	52.18%
3100 PPR Taxes	11,506.50	14,514.81	60,000.00	24.19%
3200 Interest Income		0.00	0.00	
3202 Interest Income Investments	17,096.24	31,906.30	111,100.00	28.72%
Total 3200 Interest Income	17,096.24	31,906.30	111,100.00	28.72%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	594.14	1,228.83	6,750.00	18.20%
3302 Public Copy Payments	1,119.64	2,237.35	13,000.00	17.21%
3303 Non-Resident Card Fees	743.97	974.87	6,000.00	16.25%
Total 3300 Patron Payments	2,457.75	4,441.05	25,750.00	17.25%
3400 Donations		0.00	5,000.00	0.00%
3500 Developer Contributions		246.88	500.00	49.38%
3600 RBP/ILL Reimbursements		46.99	500.00	9.40%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		0.00	59,200.00	0.00%
Total 3700 Grants	0.00	0.00	59,200.00	0.00%
3800 Other Income	154.09	231.01	3,000.00	7.70%
Total Income	1,675,448.66	1,990,195.61	3,980,402.00	50.00%
Gross Profit	1,675,448.66	1,990,195.61	3,980,402.00	50.00%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	53,203.43	97,822.31	698,000.00	14.01%
5102 Non-Exempt Staff Salaries	97,169.21	188,046.59	1,390,000.00	13.53%
5103 Custodial Salaries	7,709.67	14,119.41	102,000.00	13.84%
5105 Professional Education	-20.00	3,305.46	15,000.00	22.04%
5106 Membership	60.00	60.00	5,000.00	1.20%
5107 Life Insurance		179.59	1,200.00	14.97%
5108 Health Insurance	-3,661.06	32,980.96	255,000.00	12.93%
5109 Benefits, other		307.88	3,000.00	10.26%
5110 Trustee Development	211.27	336.22	3,000.00	11.21%
Total 5100 Salaries	154,672.52	337,158.42	2,472,200.00	13.64%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	896.38	2,339.61	22,000.00	10.63%
5202 Maintenance/Repair		1,709.00	10,000.00	17.09%
5203 Maintenance Contracts	4,593.00	8,961.00	56,500.00	15.86%
5204 Landscape Maintenance/Snow Remo	736.00	1,472.00	15,000.00	9.81%
5205 Furniture/Equipment	105.57	240.69	3,000.00	8.02%
5206 Electric-Comm Edison		0.00	42,000.00	0.00%
5207 Water/Sewer	566.55	958.27	8,000.00	11.98%
5208 Insurance (Property)		0.00	9,300.00	0.00%
Total 5200 Plant Maint.	6,897.50	15,680.57	165,800.00	9.46%

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

	Jun 2025	May25-Jun25	Annual Budget	% of Budget
5300 Business Exp.		0.00	0.00	
5301 Postage	91.29	91.29	2,000.00	4.56%
5302 Office & Equipment Supplies	1,213.85	1,343.55	8,000.00	16.79%
5303 Printing		2,725.00	7,500.00	36.33%
5304 Equipment Leasing	1,197.69	3,870.45	16,000.00	24.19%
5305 Mileage Reimbursement	86.17	471.35	1,600.00	29.46%
5306 Legal Notices		0.00	500.00	0.00%
5308 Business Phone	504.77	1,009.54	6,000.00	16.83%
5309 Accounting Service	1,486.00	2,736.00	16,000.00	17.10%
5310 Material Recovery Fees	98.50	187.15	1,500.00	12.48%
5311 Payroll Service	243.39	1,203.76	10,000.00	12.04%
5312 Attorney Fees		177.00	5,000.00	3.54%
5315 Other Expenditures	596.47	926.35	8,000.00	11.58%
5317 Bank & Credit Card Fees	-163.23	-12.53	500.00	-2.51%
5320 Donation Recd Expense		85.66	5,000.00	1.71%
5321 Human Resources	207.40	1,916.68	14,000.00	13.69%
Total 5300 Business Exp.	5,562.30	16,731.25	101,600.00	16.47%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	-222.90	1,216.75	10,000.00	12.17%
5402 ISP and Web page hosting	882.41	2,764.82	14,000.00	19.75%
5403 Computer Software	2,433.85	13,383.79	20,000.00	66.92%
5404 Tech Support & Repair	117.52	9,812.51	25,000.00	39.25%
5405 Technical Services Supplies	216.67	449.16	2,500.00	17.97%
5406 Circulation Supplies	1,170.00	1,214.99	3,500.00	34.71%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses		406.27	1,000.00	40.63%
5410 SWAN Consortium		0.00	43,000.00	0.00%
5411 Village IT Services	9,329.69	27,989.07	114,000.00	24.55%
Total 5400 Automat. & Dept. Oper.	13,927.24	57,237.36	248,000.00	23.08%
5500 Services		0.00	0.00	
5501 Youth Services Programs	10,912.26	15,921.50	42,000.00	37.91%
5503 Adult/Teen Programs	1,099.37	5,580.33	30,000.00	18.60%
5505 Library Newsletter	8,022.26	8,022.26	42,000.00	19.10%
5509 Library Publicity and Promotion	1,438.95	3,120.96	20,000.00	15.60%
Total 5500 Services	21,472.84	32,645.05	134,000.00	24.36%
5600 Collection		0.00	0.00	
5601 Youth Services Books	2,159.31	4,355.54	60,500.00	7.20%
5606 Youth Services Media	131.25	378.33	13,000.00	2.91%
5630 Adult Books	4,331.98	8,251.71	73,000.00	11.30%
5634 Online Resources		3,232.46	20,000.00	16.16%
5635 Magazines & Newspapers	13.22	6,234.98	10,000.00	62.35%
5637 Adult Media	1,326.75	1,786.49	20,000.00	8.93%
5651 Digital Media	12,363.08	25,906.58	150,000.00	17.27%
5652 Grant/Award Expense	16,192.33	23,673.47	59,200.00	39.99%

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

	Jun 2025	May25-Jun25	Annual Budget	% of Budget
Total 5600 Collection	36,517.92	73,819.56	405,700.00	18.20%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,737.81	30,097.79	170,000.00	17.70%
6620 Illinois Municipal Retirement F	14,149.34	35,931.30	200,000.00	17.97%
Total 6600 Payroll Expenses	25,887.15	66,029.09	370,000.00	17.85%
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	-2,479.74	-2,479.74	23,000.00	-10.78%
7102 Risk Management expense		329.89	5,000.00	6.60%
7103 Unemployment Compensation Insur		962.04	2,000.00	48.10%
7201 Audit Expense		0.00	13,000.00	0.00%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	3,106.31	3,106.31	10,000.00	31.06%
7402 Parking Lot Repair		0.00	15,000.00	0.00%
7403 Building Repair	21,003.00	21,003.00	50,000.00	42.01%
7404 Landscape		0.00	50,000.00	0.00%
7406 Other Capital Expenditures		0.00	50,000.00	0.00%
Total 7400 Capital Expenditures	24,109.31	24,109.31	175,000.00	13.78%
7500 Special Capital Projects		0.00	0.00	
7502 Klein Creek Overlook Project-IGA		0.00	211,000.00	0.00%
7503 Front Entrance Outdoor Renovati	8,425.00	8,425.00	300,000.00	2.81%
7504 Capital Replacement Study		0.00	15,000.00	0.00%
7506 Office & Staff Room Door Wraps		0.00	15,000.00	0.00%
7507 Automation Equipment		0.00	50,000.00	0.00%
7509 Security Upgrades		0.00	60,000.00	0.00%
Total 7500 Special Capital Projects	8,425.00	8,425.00	651,000.00	1.29%
8000 Debt Repayment Expense		0.00	95,002.00	0.00%
Total Expenses	294,992.04	630,647.80	4,861,402.00	12.97%
Net Operating Income	1,380,456.62	1,359,547.81	-881,000.00	-154.32%
Net Income	1,380,456.62	1,359,547.81	-881,000.00	-154.32%

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

Carol Stream Public Library

	10-General Fund		20-Working Cash Fund		30-FICA Fund	
	Jun 2025	May - Jun, 2025 (YTD)	Jun 2025	May - Jun, 2025 (YTD)	Jun 2025	May - Jun, 2025 (YTD)
Income						
3000 Property Taxes	1,443,067.72	1,701,602.04			73,309.66	86,443.53
3100 PPR Taxes	11,506.50	14,514.81				
3200 Interest Income	8,395.11	15,667.58	210.91	393.62	287.08	535.77
3300 Patron Payments	2,457.75	4,441.05				
3500 Developer Contributions		246.88				
3600 RBP/ILL Reimbursements		46.99				
3800 Other Income	154.09	231.01				
Total Income	1,465,581.17	1,736,750.36	210.91	393.62	73,596.74	86,979.30
Gross Profit	1,465,581.17	1,736,750.36	210.91	393.62	73,596.74	86,979.30
Expenses						
5100 Salaries	154,672.52	337,158.42				
5200 Plant Maint.	6,897.50	15,680.57				
5300 Business Exp.	5,562.30	16,731.25				
5400 Automat. & Dept. Oper.	13,927.24	57,237.36				
5500 Services	21,472.84	32,645.05				
5600 Collection	36,517.92	73,819.56				
6600 Payroll Expenses					11,737.81	30,097.79
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	239,050.32	533,272.21	0.00	0.00	11,737.81	30,097.79
Net Operating Income	1,226,530.85	1,203,478.15	210.91	393.62	61,858.93	56,881.51
Net Income	1,226,530.85	1,203,478.15	210.91	393.62	61,858.93	56,881.51

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	
	May - Jun, 2025	May - Jun, 2025	May - Jun, 2025	May - Jun, 2025	May - Jun, 2025	May - Jun, 2025
	(YTD)	(YTD)	(YTD)	(YTD)	(YTD)	(YTD)
	Jun 2025	Jun 2025	Jun 2025	Jun 2025	Jun 2025	Jun 2025
Income						
3000 Property Taxes	66,577.43	78,505.18	13,464.93	15,877.25	5,984.61	7,056.79
3100 PPR Taxes						
3200 Interest Income	736.57	1,374.65	68.35	127.56	15.93	29.73
3300 Patron Payments						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3800 Other Income						
Total Income	67,314.00	79,879.83	13,533.28	16,004.81	6,000.54	7,086.52
Gross Profit	67,314.00	79,879.83	13,533.28	16,004.81	6,000.54	7,086.52
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	14,149.34	35,931.30				
7101 Liability Insurance			-2,479.74	-2,479.74		
7102 Risk Management expense				329.89		
7103 Unemployment Compensation Insur				962.04		
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	14,149.34	35,931.30	-2,479.74	-1,187.81	0.00	0.00
Net Operating Income	53,164.66	43,948.53	16,013.02	17,192.62	6,000.54	7,086.52
Net Income	53,164.66	43,948.53	16,013.02	17,192.62	6,000.54	7,086.52

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	
	Jun 2025	May - Jun, 2025 (YTD)	Jun 2025	May - Jun, 2025 (YTD)	Jun 2025	May - Jun, 2025 (YTD)
Income						
3000 Property Taxes			41,829.73	49,323.78	1,644,234.08	1,938,808.57
3100 PPR Taxes					11,506.50	14,514.81
3200 Interest Income	7,375.13	13,764.03	7.16	13.36	17,096.24	31,906.30
3300 Patron Payments					2,457.75	4,441.05
3500 Developer Contributions					0.00	246.88
3600 RBP/ILL Reimbursements					0.00	46.99
3800 Other Income					154.09	231.01
Total Income	7,375.13	13,764.03	41,836.89	49,337.14	1,675,448.66	1,990,195.61
Gross Profit	7,375.13	13,764.03	41,836.89	49,337.14	1,675,448.66	1,990,195.61
Expenses						
5100 Salaries					154,672.52	337,158.42
5200 Plant Maint.					6,897.50	15,680.57
5300 Business Exp.					5,562.30	16,731.25
5400 Automat. & Dept. Oper.					13,927.24	57,237.36
5500 Services					21,472.84	32,645.05
5600 Collection					36,517.92	73,819.56
6600 Payroll Expenses					25,887.15	66,029.09
7101 Liability Insurance					-2,479.74	-2,479.74
7102 Risk Management expense					0.00	329.89
7103 Unemployment Compensation Insur					0.00	962.04
7400 Capital Expenditures	24,109.31	24,109.31			24,109.31	24,109.31
7500 Special Capital Projects	8,425.00	8,425.00			8,425.00	8,425.00
Total Expenses	32,534.31	32,534.31	0.00	0.00	294,992.04	630,647.80
Net Operating Income	-25,159.18	-18,770.28	41,836.89	49,337.14	1,380,456.62	1,359,547.81
Net Income	-25,159.18	-18,770.28	41,836.89	49,337.14	1,380,456.62	1,359,547.81

ESTIMATE

Vodotech inc
15 Bonnie Ct
Lake in the Hills, IL 60156

info@vodotech.com
+1 (773) 470-0071
www.vodotech.com



Bill to

Carol Stream Public Library
616 Hiawatha Dr
Carol Stream, Illinois 60188
United States

Ship to

Carol Stream Public Library
Carol Stream Public Library
616 Hiawatha Dr,
Carol Stream, Illinois 60188
United States

Estimate details

Estimate no.: 1913
Estimate date: 06/30/2025

Down Payment Prior Start: \$42,778.00
Job Completed payment NET 30 :
\$4,400.00

#	Date	Product or service	Description	Qty	Rate	Amount
1.		server1	Custom CCTV Dell Server for IPVMS Spectrum PowerEdge R550 8x3.5" SAS/SATA, 1 CPU, V3 Intel Xeon Silver 4309Y 2.8G, 8C/16T, 10.4GT/s, 12M Cache, Turbo, Windows Server 2022 Standard,16CORE 16GB RDIMM, 3200MT/s, Dual Rank x 2 Total : 32GB Broadcom 5720 Dual Port 1Gb Broadcom 5720 Quad Port 1GbE BASE-T Adapter BOSS-S2 controller card + with 2 M.2 240GB (RAID 1) Dual, Hot-Plug, Redundant Power Supply (1+1), 600W ProSupport and Next Business Day Onsite 24 Month Period From Purchase date Setup and 5 day testing before deployment included	1	\$5,500.00	\$5,500.00
2.		6K-SPECLSC01	1 DW SPECTRUM LICENSE	50	\$119.00	\$5,950.00
3.		ST10000VEZ01	Seagate Skyhawk AI 10TB Video Internal Hard Drive HDD – 3.5 Inch SATA 6Gb/s 256MB Cache for DVR NVR Security Camera System with in-house Rescue Services	6	\$299.00	\$1,794.00

24 / 4.

	DWC-XSDA05BI	Indoor AI Dome Digital Watchdog MEGApix Ai 5MP Ultra Low-Profile IR Vandal Dome IP Camera, 2.8mm Fixed Lens Intelligent Video Analytics (IVA+): Features advanced analytic capabilities like object detection and tracking, zone intrusion, and line crossing, which enhance perimeter security and reduce false alarms.	26	\$550.00	\$14,300.00
5.	DWC-XSBE05Mi 5MP	Outdoor AI Bullet Digital Watchdog Intelligent Video Analytics (IVA+): Features advanced analytic capabilities like object detection and tracking, zone intrusion, and line crossing, which enhance perimeter security and reduce false alarms.	21	\$699.00	\$14,679.00
6.	DWC-B7JUNCW	Junction Box For Bullet Cameras	25	\$15.00	\$375.00
7.	HX-CBXS	Junction Box For Dome Cameras	12	\$15.00	\$180.00
8.	LABOR	Replace total of 47 existing Ip Cameras To new Replace existing 2 x NVRS To Server based system Program all 47 cameras with spectrum , adjust each camera to match lighting conditions for better image results Silicone outdoor brick to cover holes from previews bulky Camera outdoor brackets if necessary Provide documentation after Installation including Indoor and Outdoor Floor plans showing cameras / server / poe switches / bridges if any Install latest Spectrum Version for End users Vodotech Inc provides 90 Days labor Warranty	1	\$4,400.00	\$4,400.00

Total \$47,178.00

Note to customer

Down Payment Prior Start : \$42,778.00

Final Payment for Labor After Job is Fully Completed : \$4,400.00

Terms : Net 30

Accepted date

Accepted by

Disbursements, Expenses by Vendor
Carol Stream Public Library
June 2025

Date	Num	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
06/09/2025	13362	Asma Bohra	-200.00
06/09/2025	13363	Amazon Business Prime/AMEX	-4,493.49
06/10/2025	13364	AllOne Health	-157.40
06/10/2025	13365	Arrayscape Gaming, Inc.	-350.00
06/10/2025	13366	ATA Group, LLP	-1,486.00
06/10/2025	13367	Bugs Anonymous, Inc.	-225.00
06/10/2025	13368	Case Lots, Inc.	-596.65
06/10/2025	13370	Center Point for Large Print Books	-148.62
06/10/2025	13372	Comcast - (Business Phone)	-504.77
06/10/2025	13371	Comcast (Fiber Optic/Internet)	-882.41
06/10/2025	13373	Complete Cleaning Co., Inc.	-2,995.00
06/10/2025	13374	Demco	-216.67
06/10/2025	13375	Engler, Tanya D.	-350.00
06/10/2025	13376	Envision3, LLC	-8,022.26
06/10/2025	13378	Garvey's Office Products	-515.28
06/11/2025	13369	Cengage Group	-504.58
06/11/2025	13377	Frederick Quinn Corporation (FQC)	-5,000.00
06/11/2025	13379	Language Labs	-195.00
06/11/2025	13380	MacKay, Vanessa	-65.00
06/11/2025	13382	OverDrive, Inc.	-3,428.84
06/11/2025	13383	Paylocity	-243.39
06/11/2025	13385	Precision Control Systems of Chicago, Inc.	-14,783.00
06/11/2025	13386	Proquest LLC	-16,192.33
06/11/2025	13384	Pitney Bowes, Inc.	-91.29
06/11/2025	13387	Reyes, Ignacio	-500.00
06/11/2025	13389	Sebert Landscaping, Inc.	-736.00
06/11/2025	13388	Scholastic, Inc.	-3,521.41
06/11/2025	13381	Noah's Ark Animal Workshop	-459.70
06/11/2025	13392	Twietmeyer, Michael	-180.00
06/11/2025	13391	Today's Business Solutions, Inc.	-55.00
06/11/2025	13390	Team One Repair, Inc.	-1,170.00
06/11/2025	13393	Unique Management Services, Inc.	-98.50
06/11/2025	13394	Upland Design Ltd.	-3,425.00
06/11/2025	13397	Village of Carol Stream - Benefits	-587.25
06/11/2025	13395	Village of Carol Stream	-9,329.69
06/11/2025	13398	Village of Carol Stream - Water Dept.	-566.55
06/11/2025	13396	Warehouse Direct	-799.94
06/16/2025	13399	Home Depot Credit Services	-39.45
06/16/2025	13400	Northern Power Washing LLC	-5,204.46
06/16/2025	13401	School Outlet	-3,106.31
06/16/2025	13402	Sir Speedy Printing	-636.40
06/17/2025	13404	Crown Trophy #116	-75.00

26

06/17/2025	13406	Midwest Tape LLC	-10,155.51
06/17/2025	13405	EBSCO Information Services	-13.22
06/17/2025	13407	Playaway Products, LLC	-87.94
06/17/2025	13403	Baker & Taylor	-4,661.58
06/17/2025	13408	MNJ Technologies Direct, INC.	-988.00
06/26/2025	13410	PNC Bank	-7,599.94
06/30/2025	13411	Carol Stream Chamber of Commerce	-30.00
06/30/2025	13412	GreatAmerica Financial Svcs.	-1,197.69
06/30/2025	13413	House of the Loving Energy, LLC	-100.00
06/30/2025	13414	Strictly Self Defense, LLC	-99.00
06/30/2025	13416	Village of Carol Stream - IMRF	-14,149.34
06/30/2025	13415	Village of Carol Stream	-500.00
Total for 10-1001 PNC General Checking			<u>-\$131,719.86</u>
Total for 10-1000 Library Fund Cash with sub-accounts			<u>-\$131,719.86</u>
TOTAL			<u>-\$131,719.86</u>

Accrual Basis Thursday, July 03, 2025 02:28 PM GMTZ

Total Disbursements for June 1 through June 30, 2025
Approved by the Library Board of Trustees on July16, 2025.

President

Date

Carol Stream Public Library

Reimbursements

June 2025

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
06/30/2025	Journal Entry	ATA250604	10-General Fund	Record June, 2025 Employee Reimbursements	-Split-	122.26	122.26
Total for 2400 Payroll Liabilities						\$122.26	
5300 Business Exp.							
5305 Mileage Reimbursement							
06/30/2025	Journal Entry	ATA250604	10-General Fund	Record June, 2025 Employee Reimbursements	-Split-	86.17	86.17
Total for 5305 Mileage Reimbursement						\$86.17	
Total for 5300 Business Exp.						\$86.17	
5500 Services							
5503 Adult/Teen Programs							
06/30/2025	Journal Entry	ATA250604	10-General Fund	Record June, 2025 Employee Reimbursements	-Split-	36.09	36.09
Total for 5503 Adult/Teen Programs						\$36.09	
Total for 5500 Services						\$36.09	

28

Deduction Listing

Check Dates: 06/13/2025 to 06/27/2025

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2025061301 - 2025062701

Pay Periods: 05/25/2025 to 06/21/2025

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-4.27
Anderson, Ronald	1068		15	-7.00
Carlson, Linda K.	1204		11	-25.75
Garcia, Crystal	1191		11	-9.80
Moreno, Athens M.	1216		02	-17.90
Saltiel, Lena M.	1225		01	-18.90
Wilson, Leigh Anne	1188		12	-38.64

Totals for REIMB -- REIMBURSEMENT

7 Employees

-122.26

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-122.26
Totals			7	-122.26



Paylocity Corporation
(888) 873-8205

User: lhays

Run on 6/23/2025 at 1:11 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
July 16, 2025

Approval of SWAN Quarterly Payments July 2025-June 2026 (FY26)

I am requesting the Board approve the annual quarterly payments to SWAN. Our quarterly payments will be in the amount of \$10,580.50 for a total annual fee of \$42,322. This is a decrease of \$97 under last year's fees. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY25 each member library received a reduction of their fees of \$5,213 due to the grant from RAILS. For FY26 each member library received a reduction of \$5,223 to their fees due to the RAILS grant, a difference of \$10. This is a slight increase of grant funds from the FY25 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Staff In-Service November 7

Management is requesting the closure of the Library to the public for Friday, November 7 to conduct a staff development day for Library employees. At this in-service, we are planning to focus on customer service. Part of the day will be providing each department time to have a department meeting with all of their staff. This is difficult during the year, due to our hours of public service and the combination of full and part time staff. Human Resources Coordinator Lena Saltiel is developing the agenda for the day. Incorporating staff development into our annual schedule will ensure that the Library is meeting the needs of the public as well as addressing the training and wellbeing of our employees resulting in exceptional services for our patrons and retention of high quality well trained staff.

August Board Meeting Cancellation

Due to lack of business that could not otherwise be considered at the next regularly scheduled Board meeting in September, the Library Board has the option to cancel the August 20 Board meeting. The September Board packet will include the manager reports, financial reports and statistics for both July and August.

Security Camera System Proposal

Included in the packet is a proposal/estimate from Vodotech, Inc. for a new Security Camera System. Our current system was installed in 2015 and is nearing end of life and we have been experiencing many camera failures. It is also not very user friendly for reviewing footage. The Village IT Staff recommended that we get a proposal from the vendor they are using at their Public Works facilities. They demonstrated the product with several staff members and it is easy to use and has many more features than our existing system. The new system includes a standard Dell Server with a three year warranty and the cameras have a five year warranty. The software license for the system is a onetime purchase for life and includes all future upgrades at a cost of \$47,178. The FY26 Capital Budget included \$60,000 for security upgrades, so the money for the project has been included in our annual budget. Board approval is required for expenses exceeding \$10,000.

Executive Session Minutes Review

It is time for the Board to do the six-month review of past Executive Session Minutes and determine if they will be released or will remain closed. The Executive Session packets will be handed out to the Board that evening for the review of closed minutes and the approval of new Executive Session minutes from July 9, 2025.

Facility Update

The temporary entrance into the library went into effect on Monday, July 7 and will be in place for approximately a month. Currently the project is on schedule. The south parking lot light pole is not working. It started flickering and then went out. Maintenance has contacted an electrician to come out to service it.

State Fair Local Officials Picnic

If anyone has plans to attend the Illinois State Fair this August, Trustees are invited to attend a Local Officials Appreciation Picnic, hosted by the Illinois State Treasurer, on August 16. A copy of the invitation is included in the Board packet.

Audit Trustee Questionnaire

All Trustees should have received an email correspondence from the auditor firm (Sikich) regarding fraud that will need to be completed and returned to them in order for them to complete the auditing process.

National Night Out, August 5

The Library will be participating at the National Night Out event hosted by the Carol Stream Police Department and Outreach Community Center on Tuesday, August 5 at the Town Center. We are planning to have a table with Library information and small give-aways. Trustees are welcome to attend. The event is from 5-8:00 p.m. It is a great way to interact with our patrons and celebrate the summer.

Other Upcoming Library Summer Outreach Events

- July 30-Backpack Giveaway event-Carol Wood apartments
- July 31-Movie in the Park- Carol Stream Town Center
- August 7-Backpack Giveaway event-Quail Run (Wellington Place) apartments
- Sunday TBD- Backpack Giveaway event-Village Brook apartments

2025 Per Capita Funds

The Library received the 2025 Per Capita Grant award letter from the Secretary of State of Illinois in the amount of \$58,784.65. It was slightly reduced than the amount awarded last FY by \$398.54. The Library uses the Per Capita Grant funds for the purchase of the majority of the annual cost of the Library's online databases.

ILA Annual Conference

The 2025 ILA Conference: "You Belong Here" will take place October 14-16 at the Donald E. Stephens Convention Center in Rosemont. Trustee Day is Thursday, October 16 and includes breakfast and lunch. Please let me know if you are interested in attending and I can get you registered. I have included the schedule of Trustee programs for that day. Additional information about the Conference can be found here: <https://www.ila.org/events/annual-conference>.

2025 Parade!

Thank you to everyone that participated in this year's parade. Four Trustees, thirteen staff, two family members and five Friends of the Library participated. We handed out over 100 pounds of candy and thousands of bookmarks.

Library Blood Drive-Thursday, July 24

Reminder: The next Blood Drive is scheduled for Thursday, July 24. The Carol Stream community has been actively participating in the quarterly Blood Drives that the Library has been hosting.

July Employee Anniversaries

Ron Anderson, Maintenance — 7/17/06

Omar Kushad, Adult Services — 7/11/11

Cheryl Walek, Patron Services — 7/18/11

Mikayla Frigo, Marketing Coordinator — 7/25/22

Julie Mohedano, Youth Services — 7/05/22

Jessica Buttell, Adult Services — 7/09/24

Susan Westgate, Library Director

Carol Stream Public Library - Monthly Librarian's Report FY 2025-2026

June 2025

	FY 24-25	FY 25-26	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	15,832	15,224	28,773
Total Teen	727	827	1,489
Total Youth	20,053	19,187	33,864
Physical material use by format			
Books	26,606	25,965	47,010
Videos	6,340	5,195	9,826
Audiobooks and Music CDs	1,897	2,175	4,018
Periodicals and Magazines	217	263	397
Other	1,551	1,640	2,825
Total Physical Item Circulation	36,611	35,238	64,076
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	2,885	2,963	5,798
ILL - Borrowed from Non-SWAN	53	46	84
ILL - Loaned to SWAN	1,009	1,040	1,922
ILL - Loaned to Non-SWAN	41	62	137
RBP Loans - SWAN (incl. above)	830	770	1,490
RBP Loans (non-SWAN) - (incl. above)	533	608	1,016
Digital media use			
Bingepasses (hoopla)	36	25	59
E-books	3,559	2,966	6,253
E-Audio	3,678	3,534	7,747
E-Video	392	516	1,010
Museum Adventure Pass / Explore More Illinois	41 / 0	39 / 0	61 / 3
Total use of Electronic Materials	7,706	7,080	15,133
Total Circulation (physical materials and digital media)	44,317	42,318	79,029
Digital magazine retrievals	742	725	1,621
Total Electronic Retrievals (e-mags and databases)	6,519	7,503	14,282
Other circulation activities			
Items checked out in the Library	18,713	18,258	31,755
Self Check - # of Items Checked out	13,482	14,009	23,598
Self Check - % of items checked out in the Library	72.05%	76.73%	74.31%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	46 / 851	35 / 884	69 / 1,501
Teen Number/Attendance	8 / 219	9 / 123	24 / 430
Youth - Number/Attendance	127 / 2,2135	66 / 1,964	131 / 6,798
General Interest - Number/Attendance	1 / 38	1 / 15	6 / 186
Total - Number/Attendance	182 / 3,3243	111 / 2,886	224 / 8,729
Library Events - Number / Attendance	1 / 125	0 / 0	2 / 1,150
Outreach - Number / Attendance	16 / 334	24 / 709	61 / 5,554
Facility Usage			
Library Visits (Door Count)	15,703	15,374	18,618
Curbside Pickup Transactions	46	32	70
Study Rooms - # of Users	375	375	812

Electronic Usage			
# of Internet Sessions/Total Time	1,585 / 1,324	1598 / 1435	3 014 / 2,509
# of Library Website Visits	11,458	15,522	30,871
# Mobile App Views	571	618	1,219
# of Wireless Users	1,704	1,847	3,904
Aspen catalog usage # engaged sessions	7,645	7,871	14,958

Reference Transactions			
Adult	2,071	1,923	3,587
Youth	1,997	2,575	3,970
Patron Services	352	617	1,087
Chat	41	41	61
Total Reference Transactions	4,461	5,156	8,705

Total One-on-One Tutorials			
Adult	46	55	116
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,755	19,347	
# of Non-Resident Cards	43	58	
Total Registered Users	18,798	19,405	

Resources Owned/Licensed			
Books	69,196	65,926	
Newspapers (Print only)	20	19	
Periodicals (Print only)	98	90	
Total Print Materials	69,314	66,035	
Current Subscriptions (Print Only)	118	109	
Current E-Subscriptions	5,354	6,004	
E-Books: Downloadable	87,345	88,154	
Audio Recordings	6,845	5,714	
Audio Recordings (Downloadable)	41,966	45,854	
Videos	9,696	8,407	
Other: Video Games, Puzzles, Devices	886	898	
Databases	63	99	
Total Resources Owned/Licensed	220,794	221,165	

Professional Development Hours			
Total staff hours	42.25	32.50	71.00

Marketing and Social Media engagement			
Facebook Followers: total count	not available	3,462	6,909
Facebook post reach for the month	not available	11,672	16,250
Instagram Followers: total count	not available	1,521	3,027
Instagram post reach for the month	not available	569	1,514
e-newsletter open rate %	not available	38.85%	39.80%

324
Michael W. Frerichs
ILLINOIS STATE TREASURER

Michael Frerichs, Illinois State Treasurer Invites You to the

Local Officials Appreciation Picnic

Michael Frerichs, Illinois State Treasurer Invites You to

Save the Date

8 • 16 • 25

Friends and Colleagues,

To honor your service to communities across the state, I am hosting a Local Officials Appreciation Picnic on the **Director's Lawn** at the **Illinois State Fair** between **12 p.m. and 2 p.m.** on **August 16, 2025**.

Please join me for lunch, fun and prizes.

I look forward to seeing you!

Michael Frerichs

Michael Frerichs, Illinois State Treasurer

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Please RSVP by scanning the QR code

For more information, please email
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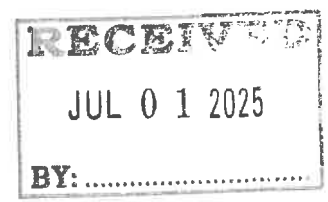
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CAROL STREAM, IL 60188



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Michael W. Frerichs
ILLINOIS STATE TREASURER





OFFICE OF THE SECRETARY OF STATE
ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 27, 2025

Ms. Susan Westgate, Director
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, Illinois 60188-1634

Dear Ms. Westgate:

I am pleased to award the Carol Stream Public Library a Fiscal Year 2025 Illinois Public Library Per Capita Grant in the amount of \$58,784.65.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.Subpart A, State Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in cursive script that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State and
State Librarian

AG:isl

Trustee Program Schedule

If you plan to attend the Trustee Day Breakfast and/or Luncheon, you **MUST** register for either of the Trustee Day options. See the 2025 Annual Conference Registration Instructions page for full details.



Library Trustee Forum

Illinois Library Association

The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. [Click here to view the full schedule of conference programming.](#)

Thursday, October 16

8:00 – 9:00 a.m.

Trustee Day Breakfast

This [breakfast](#) is included in the registration price for trustees. This is the start to a day designed to support library trustee education by providing programming and networking opportunities. The Trustee Breakfast is hosted by the Library Trustee Forum and is made possible by the generous support of [Klein, Thorpe & Jenkins, LTD.](#)



9:00 – 10:00 a.m.

A Mock Board Meeting - Learn the Basics While Having Fun!

Board meetings need to be done right. And they don't have to be long. (Really, there is nothing in the statute or your by-laws that mandates 2+hour board meetings!) But regardless of how long they are, Board meetings are boring. (That's why they're called 'board' meetings right?). Alex Todd and Jim Deiters will conduct a mock board meeting that will help ensure your meetings are done right and are as efficient (and therefore brief) as possible. And while they can't make your board meetings fun, they do ensure you will enjoy this one! The mock board meeting will cover common issues such as consent agendas, public comment, the Freedom of Information Act and the Open Meetings Act.

Presented by the [Library Trustee Forum](#)

Speakers: Alex Todd, Jim Deiters, Christyn Rayford, Jamie Paicely, Jenny Cutshall, Mary Adamowski, Roberta Richter, and Sarah Cottonaro

9:00 – 10:00 a.m.

Be the BEST Trustee You Can Be

This session is for the newbie and seasoned trustees in IL. Topics covered will include: Public Library Board of Trustees Ethics Statement History of the Illinois Public Libraries Statutes Related to Public Library Board Meetings Open Meetings (5 ILCS 120) Closed Meetings (5 ILCS 120) Freedom of Information Act (5 ILCS 140) Statement of Economic Interest (5 ILCS 420) Anti Sexual Harassment Training (Public Act 101-0221) Best Practices for Effective Board Meetings Parliamentary Procedure Board Structure and Roles Library Director Role vs. Library Trustee Role Finance Basics Intellectual Freedom and Censorship Illinois Anti-Book Banning Legislation (PA 103-0100) Privacy and Confidentiality (Statutes 75 ILCS 70) Policies and Procedures Utilizing the iLEAD Trustee Learning Portal

Speaker: Leanne Furby

10:00 a.m. – 11:00 a.m.

Coffee Break in the Exhibits Hall

Visit our library partners with free coffee and a chance to win prizes by participating in Passport to Prizes. Each exhibitor that is participating has invested \$100 in the [ILA Diversity Scholarship Fund](#).

11:00 a.m. – 12:00 p.m.

Serving Our Public: Illinois Public Library Standards 5.0

This program is for all public library staff and board trustees. Participants in this program will be introduced to the new 5.0 edition of the Serving Our Public: Illinois Library Standards. The 5.0 edition includes 4 new topics, Advocacy and Community Engagement; Finance and Budget; Human Resources; and Information Services. Also, included are action plan guides, for each topic, that can be used as a tool to track progress for each standard. ILA's strategic goal of diversity, equity, and inclusion were considered during the creation of this 5.0 edition. Participants, who attend this program, will be able to discover ways to incorporate Serving Our Public in their library vision and strategic planning, discover ways to track library progress towards each standard and how to incorporate the topic of library standards in board and staff discussions.

Speakers: Betsy Adamowski, Kathy Parker, Veronica De Fazio, Jennifer Cottrill, Jim Deiters

11:00 a.m. – 12:00 p.m.

Book Bans and Intellectual Freedom for Trustees

Be prepared for book challenges at your library. We'll provide essential information on relevant laws, how

EVENTS

[Calendar](#)

[Events Registration Process](#)

[Statement of Appropriate Conduct](#)

[Library Trustee Forum Spring Webinars](#)

[Directors University](#)

Annual Conference

- [Call for Annual Conference Program Proposals](#)
- [Community Project](#)
- [Conference Advertising](#)
- [Conference Preview](#)
- [Events & Activities](#)
- [Exhibitor Information](#)
- [Featured Speakers](#)
- [Hotel Information](#)
- [Libraries Count](#)
- [Registration Rates & Deadlines](#)
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- [Trustee Program Schedule](#)
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[Webinar Archive](#)

Thank you for the wonderful support of our 2025 sponsors.

librarians select and organize materials, the procedures for residents to challenge materials, and firsthand experiences from trustees.

Speakers: Elizabeth Lynch, Erin Monforti, Sheri Doniger, Becky Keane

12:00 – 1:30 p.m.

Trustee Day Luncheon

This **luncheon** is included in the registration price for trustees. This is a great break to meet fellow trustees and share what you've learned. **Library Trustee Forum** President, Tom Stagg will provide an update on the activities of the forum.

The Trustee Luncheon is made possible by the generous support of **Illinois Heartland Library System (IHLS)** and the **iLEAD Trustee Learning Portal**.

1:45 – 2:45 p.m.

DiversiTEA Closing Keynote

Roy Kinsey is a Chicago-based rapper, librarian, and the founder of Rapbrary, an innovative platform dedicated to preserving hip-hop as a literary art form while advocating for literacy, banned books, and marginalized voices in literature. As both an artist and an educator, Roy seamlessly weaves storytelling, identity, and cultural preservation into his work, making him a powerful voice at the intersection of hip-hop and literature.

Speakers: **Roy Kinsey**

3:00 – 4:00 p.m.

You Truly Belong At Our Library: How Embedding Belonging in Your Planning and Policies Creates A Better Library Experience for Staff and Patrons

As one of our country's most egalitarian civic organizations, the public library welcomes and serves all. Trustees, directors, and staff know this, but in our current political climate, it is easy to get lost in animosity and lose sight of the fundamental tenets that drew us all to the library in the first place. Chief among those tenets is belonging. But it is not too late to restore our priorities. Hear examples of trustees and directors who intentionally centered belonging in their strategic planning and policies and then watched it flow down to their staff, fostering an environment where employees feel valued, supported, and empowered to excel. Those staff then in turn create services which center genuine care for people. The result is an organization that thrives by fulfilling its mission to better the lives of everyone in their respective communities.

Presented by the **Library Trustee Forum**

Speakers: Becky Spratford, Jennifer Hovanec, Joe Filapek, Sam Daly, Sandra Hill

3:00 – 4:00 p.m.

Keeping it Legal on Social Media

Use of social media by libraries and their officials and employees continues to grow, and library officials and employees need to know the legal implications of that use. The U.S. Supreme Court and other courts have issued a number of recent decisions providing guidance on comment moderation, blocking and banning, and other social media activities that implicate the First Amendment. In this session, Julie will discuss these recent cases and provide best practices for moderating comments and administering library social media accounts. She will also provide tips for avoiding copyright violations and discuss new and emerging legal issues with use of Artificial Intelligence (AI).

Presented by the **Library Trustee Forum**

Speaker: Julie Tappendorf

3:00 – 4:00 p.m.

Advocacy Tips & Tricks from Legislators

The Illinois Library Association's Advocacy Committee wants to provide some insights about how to communicate with local legislators – and who better to provide those insights than lawmakers themselves. Join Advocacy Committee members as they host a panel discussion with a few of our legislators. Hear what these lawmakers have to say about best practices and their recommendations for delivering your message. After the moderator-led discussion, there will be plenty of time for questions from the audience.

Speakers: John Fischer, Cyndi Robinson, Amanda McKay, Sara Murray



Assistant Director's Report June 2025

Administration and Business Office

- Payroll processed on June 9 and June 23
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Banking signatories updated with new trustee officers.
- Annual Audit – Reports were prepared for the preliminary fieldwork visit on June 26.
- Record Retention – Shredding company came out on June 26 for document disposal.

Tech Services

- Items ordered – 841 and Items put into Circulation – 575
- Items catalogued – imported bib records & original cataloging – 37
- Item record edits/database clean-up – 272
- Merged records (includes both Workflows and Aspen catalog records) – 11
- Repair items – 66
- Serial record edits – 1 and Claimed Issues – 1
- Conversion projects – 17 items processed
- Glenbard Parent Series updated to 2026 list.
- Pending orders in Workflows, not received items as of July 3, 2025 (Youth, 411; Adult, 322)
No pending cart from B&T and MWT as of July 3, 2025
- Sustainable Shelves – 452 titles were submitted; 50 items were approved for submission resale to B&T for a credit value of \$57.33.
- Ingram book ordering and processing setup started. Ingram will supplement the ordering that we will continue to do through Baker & Taylor.

Meeting Attendance

- Weekly Director meetings – Laura
- June 9 – Audit planning meeting – Laura
- June 10 – Front entry landscape project meeting – Laura
- June 11 – CollectionHQ Director Summit – Laura
- June 12 – Management Team – Laura
- June 17 – Monthly IT meeting – Laura
- June 18 – Board meeting – Laura
- June 19 – Anderson vendor setup conversation with Amy – Laura
- June 20 – Ingram processing specs discussion with TS – Laura
- June 24 – CCTV demo (name?) – Laura
- June 24 – SWAN chat – Laura

Information technology

- There were 24 support tickets in June.
- Public Web Browser license keys renewed. ???
- Webpage and announcements added for new front entry landscape project
- Speaker in Receiving connected to the public address system.
- OWL camera software update installed.
- Barcode scanners – Older barcode scanners should be updated over the next month.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

June 2025

Department News:

- We welcomed Vanessa into her new full-time role, as well as welcomed a new part-time associate, Jessica, who had been working in circulation for the past year. Linda, who was part-time, will now be moved to a 20-hour part-time position with benefits.
- Summer Reading is off to a great start, a month in, as we look to hit 500 participants. People are liking the prizes as well as the simple format that carried over from the first-ever winter reading club. In our first month, we're almost at 400 patrons with a month to go!
- Database usage saw an increase, as well as desk interactions climbing nearly 20% compared to last month. Some of that traffic, especially at the desk, can be due to the summer reading months bringing in more foot traffic
- Our teen volunteer program started the summer sessions, where twice a week we'll have two-hour program slots for teens to help with community and for cause projects and crafts. The turnout has been great, with each session consistently filled, averaging around 40 teens per week.

Outreach Activities:

- Homebound delivery – 45 registered, delivered to 30 patrons, 179 items delivered
- Held an in-person program for students from the WSDRA program
- ESL classes started for the Summer, and it's a fully booked class, as they meet twice a week at the library
- Omar attended a Chamber event, State of the Village
- Athens held a table at the DuPage Senior Awareness fair at the County Fairgrounds
 - Highlighting homebound services, memory kits, and other library services for seniors, such as 1 on1 book a librarian appointment
- Developed partnerships with two resources that will donate seeds for our Seed Library, including donations incoming from Barn Owl and My Health Forward, based out of Colorado.
- Partnered with the Historical Society to offer a History of Carol Stream presentation
- Working with a past College of DuPage ESL instructor, we have a weekly conversation class being held
- With the help of our teen volunteers, we'll be donating No Sew pet blankets to animal shelters, hair ribbon ties to children's hospitals, greeting cards to cancer patients, and decorated Meals on Wheels lunch bags to the DuPage Senior County

Programs & Displays:

- Monthly Bookclubs, Pages through the Ages
- ESL testing session and 2x a week, Monday/Wednesday class
- History of Carol Stream Presentation
- June Pride Month Display

40
Athens Moreno Adult Services Manager

- Take N Makes for Adults and Teens all went out of stock
- Historical Society info table
- ESL conversation group offered weekly through mid-August
- AARP competent driver program
- Diamond Painting Class
- Zumba class
- DuPage Awareness outreach event
- Meditation program
- Car Maintenance 101 class from a COD professor
- DuPage Garden Club event
- Spice of the month kit
- Decorate a water bottle craft project, three sessions
- Donuts and Dice board game monthly program

Meetings:

- Biweekly Management Meetings
- Staff 1on1's

Resources and Collection News:

- Udemy and our Patron Academy continue to do well, as well as our digital collection resources. We'll be working on a significant shifting and display project aimed at making browsing much easier and collections more accessible, especially for senior and limited patrons.
- Hold ratios are doing fantastically, as we are looking at monthly reports for hold ratios and doing excellent buying of what is in demand
- Proctoring picked up a little bit this month, with three requests

PICTURES:

Athens Moreno Adult Services Manager



Some of our teen volunteer projects. Making no-sew pet beds, cat toys, paracords for troops, hair ties for children's hospitals, and decorating Senior Meals on Wheels bags. We have over 500 items already to donate.

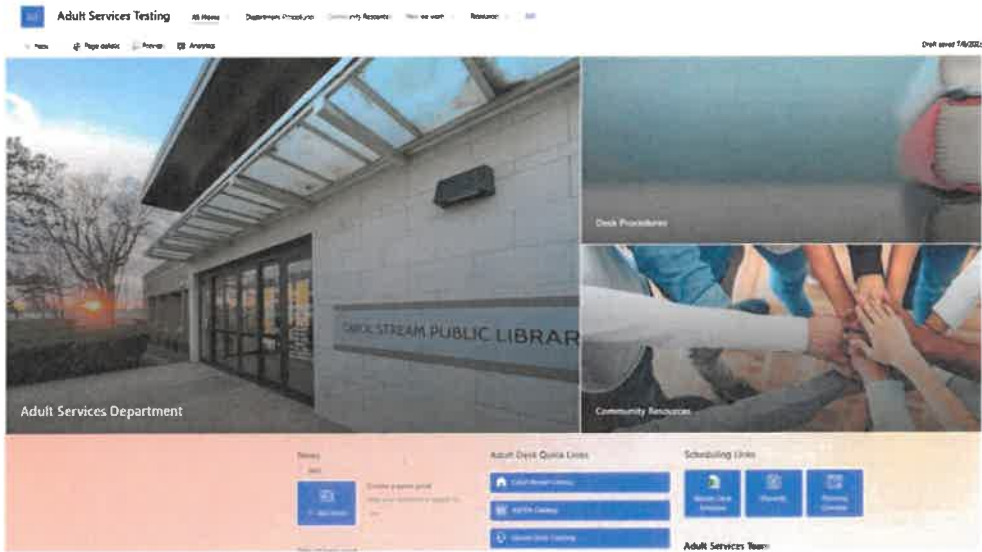
42

Athens Moreno Adult Services Manager

was to make the memory kits more visible



in ESL-filled classes.



A new intranet page

for AS is being developed, making it easier and more accessible for staff to find information related to AS.

Athens Moreno Adult Services Manager



History of CS presentation



One piece of the collection shift



DuPage Senior Fair table,



AARP program on driving

safety

Athens Moreno Adult Services Manager



The trial run of the Seed library was successful in June, with all packets distributed, exceeding 200. A new webpage and promotion will be launched in July/August, ready for the Fall.

Youth Services Report June 2025

Program Highlights

- June is when Summer Reading begins. Summer Reading is the busiest and most important seasons for Youth Services. Research shows that students who participate in public library summer reading programs scored higher on reading achievement tests at the beginning of the next school year than those who did not participate. Our goal is to help participants stop the summer slide of the skills they learned in the previous school year. Children ages birth through 8th grade track the amount of time spent reading and earn prizes at 200 and 400 minutes and then earn a book at 600 minutes. We also have prize baskets that are awarded to 8 winners at the end of the summer. Each child earns one entry in the drawing for each 200 minutes read. After finishing 600 minutes, they can continue with bonus logs and get extra entries in the prize basket drawings. During June, 699 children checked in for Summer Reading by logging at least 200 minutes. Of those 699, 250 reached 600 minutes of reading and took home a book to keep.
- During June, Youth Services connected with 1,939 participants through 69 in person, virtual and passive programs onsite as well as offsite. Of those, Youth Services hosted 56 in person programs during June with 1,307 in attendance with 5 of those being Spanish or bilingual programs. In addition, Youth Services had 549 participants serviced through 9 self-directed programs.
- Four CSPL Kits were distributed during June. During the Summer, we increase the CSPL Kits produced to 100 each for Preschool and School Age children from 75 and 50 respectively. 100 each of the Preschool kits – Rainbow Fun and a Magnetic Caterpillar Clip and 100 each of School Age kits – Wave Art and Dinosaur Boat.
- We offered 5 Spanish or bilingual programs reaching 19 people this month. These included three storytimes, a Minute to Win It program and a board game program.
- Julie Mohedano and Samantha Wright hosted two DIY Drive-In Movie programs on 6/16, one for preschoolers age 3-6 (45 in attendance) and one for grades 2-5 (19 in attendance). They each received a box to decorate like a car so that they could watch Disney Mickey racing short movies for the younger kids and Cars for the older kids. Great fun was had by all!
- Lauren Bobysud began a “Color Our World” art series of programs aimed at Kindergarten to 3rd grade. They focused on Picasso on 6/13 (20 in attendance) and O’Keeffe on 6/27 (15 in attendance). Lauren’s plan is to continue an art series through the school year for this age group.
- Samantha Wright hosted a Juneteenth program with Tanya and Friends Musical Ensemble on 6/19 with 12 in attendance.
- Steve Dexheimer hosted The Mobile Game Show Experience with the same company that brings us mobile escape rooms on 6/29 with 23 in attendance.

Outreach Events

- Leigh Anne Wilson provided 7 Outreach Storytimes during June reaching 266 children. She took Summer Reading logs to each of the daycare/preschools that she visits and each class is participating in Summer Reading which is a nice way to reach families who do not regularly come inside our doors.
- Julie Mohedano represented the Library at the CCSD93 Dual Language End of Year Celebration on 6/4 in the evening with 56 in attendance. She distributed Summer Reading booklogs in English and Spanish and gave away Spanish and English books as well as toys that were left over from previous Summer Reading programs.

Patron Service and Reference

- 85 Youth Binge Box requests were filled during June.
- Youth Staff had 2,575 interactions with the public during June.
- At the school age DIY Drive-In program on 6/16, Sam and Julie welcomed a special needs adult who is a frequent visitor to Youth Services to make a car of his own since Cars is his favorite movie. He was so proud of his car and happy to take it home with him.

Meeting Attendance

- 6/4, 11, 18 – Amy and Sam regular meetings
- 6/10 – Meet with Susan – Amy Teske
- 6/12, 26 – Management – Amy Teske
- 6/12 – Outside performer team planning meeting
- 6/23 – Green Team meeting

Respectfully Submitted,
Amy Teske, Youth Services Manager



Color Our World: Picasso

WHY SUMMER READING IS IMPORTANT



BUILD A BRIDGE

Children who participate in Summer Reading Programs and read a minimum of six books over the summer score higher in reading AND math when they return to school.



PREVENT "SUMMER SLIDE"

Children who don't read during the summer can lose up to two months of learning by the time they return to school in the fall.

Summer Reading Facts

- **The benefits of summer reading are clear.** National research from Dominican University finds that students who participate in public library summer reading programs scored higher on reading achievement tests at the beginning of the next school year than those who did not participate.
- **Parents of children enrolled in the public library summer reading program** reported that their children spent more time reading over the summer, read more books, were well prepared for school in the fall, and read more confidently.
- **Young people experience learning losses when they don't engage in educational activities during the summer.** Research spanning 100 years shows that students typically score lower on standardized tests at the end of summer vacation than they do on the same tests at the beginning of the summer. Libraries are part of the solution.
- **To succeed in school and life,** children and young adults need ongoing opportunities to learn and practice essential skills. Summer Reading Club reminds kids that reading is for fun—as well as for learning.
- **There's so much to see, so much to do at your library!** There's no better place to take your kids. The library is a place to learn, read, and have fun...a place the whole family can enjoy. In fact, more than 82 million children attend library programs every year.
- **Studies show** that children who are read to in the home and who use the library perform better in school and are more likely to continue to use the library as a source of lifetime learning.
- **The amount of time children spend reading** outside of school is linked to gains in reading achievement. Numerous studies show that access to books and magazines is directly related to higher reading achievement.

Source: Dominican University (MLS-funded research), Public Library Summer Reading Programs: Close the Reading Gap, <https://bit.ly/domeu-rls> (PDF)

IREAD **ILA** **CL**
 Summer reading at its best! Illinois Library Association CALIFORNIA LIBRARY ASSOCIATION
www.ireadprogram.org



DIY PS Drive-In



Juneteenth Celebration



Mobile Game Show Experience

Patron Services Monthly Report June 2025

Circulation Statistics:

- Total Checkouts and Renewals: 35,238
- Staff-initiated material renewals: 406
- Curbside deliveries: 32
- New accounts: 224
- Online registrations: 87
- Check-ins: 17,976
- Holds placed by staff: 888
- Holds Filled: 3,780
- Accounts sent to Unique Materials Recovery: 13
- Checkouts at self-check machines: 14,009

Patron Purge Update:

- SWAN provides a monthly report of all accounts with a last activity date of 5+ years that are set to be removed from the system. Accounts on the monthly report are manually reviewed by staff to verify addresses.
- In June, 52 accounts were reviewed.

Melanie's Month:

- Monthly 1:1 with Susan
- Management team meetings
- Met with Patron Services Coordinators
- Coordinated with SWAN to modify our fine-free configuration. Updated information on the website. Accounts will now only be locked from use if there is more than \$20 owed for lost materials.
- Notified frequent Curbside Delivery users of the upcoming, temporary suspension of the service during the renovation. Coordinated with Mikayla to create an informational bookmark that was put in curbside pickups throughout the month.
- Conducted four in-person interviews for the vacant Patron Services Clerk positions.

Other news:

- Hired two new Clerks, Alex Walton and Abby Sullivan, and began their training process.
- We saw a huge uptick in numbers across the board as a result of the beginning of Summer Reading.
- Our online library card application continues to be a frequently utilized service, accounting for 39% of this month's registrations.
- Devaki accompanied Crystal from Adult Services to visit Windsor Park where she registered residents for library cards.

Submitted By:

Melanie Johnson
Patron Services Manager
7/11/25

Human Resources

Monthly Report – June 2025

Administration

- Navigated day to day employee incidents and attendance issues with managers
- Utilized HR Source, PAEP, AllOne Health, and Ancel Glink as beneficial resources
- Attended Village Pride Concert Event with Library on 6/19/25
- Green Team meeting 6/23/25
- Attended State of the Village event with Library on 6/25/25
- Reported contractors to IDES
- Friday Fuel post 6/6 “Workplace Differences; A Matter of Style” training resource
- Friday Fuel post 6/26 “RAILS L2 Account Info” for employees to sign up (if they haven’t yet)
- IPBC Disability Census request completed
- Enrolled in GovDocs annual posted update service (3rd year)
- Adjusted my own procedures for recording EE incidents due to attending HR Source training

Benefits

- Navigated internal promotions and benefit eligibilities of two employees
- Enrolled two employees in IMRF
- Researched ADA accommodations and researched ASD
- Updated benefit deductions in Paylocity (effective 7/1/25)
- Navigated errors in PlanSource billing and corrected for future

Staffing & Onboarding

- PT AS Librarian Vanessa Mckinnie promoted internally to FT Librarian 6/22/25
- PT Patron Services Clerk Jessica Buttell promoted internally to PT AS Associate 6/22/25
- PT AS Librarian Linda Carlson promoted internally to PTBE 6/22/25
- Posted Patron Services Clerk opening on RAILS, Paylocity job boards, COD 6/3/25
- Worked with Melanie Johnson to update in-person interview questions prior to recruiting
- Conducted 7 phone interviews for Patron Services Clerk position opening
- Conducted 4 in-person interviews with Melanie Johnson for Patron Services Clerk position
- Patron Services Clerk Alex Walton hired effective 6/25/25; Conducted HR Orientation
- Contacted 2 references for Alex Walton
- Offered another Patron Services Clerk position to Abby Sullivan; Accepted and will start July

Training

- HR Source: Conducting Effective Workplace Investigations training (5 hours)

Compensation

- Updated GTL for management
- Updated compensation for internal departmental transfer

Marketing Report: Mikayla Frigo

June 2025

Count of Authored on by Referral Source



Promotions resulted in

717 event registrations.

- Started editing and publishing all Fall programs in Library Market.
- Designed and ordered 64, 34" x 6" shelf signs through vendor Sir Speedy.
- Designed and ordered 2 sandwich board signs for the Temporary Entrance.
- Coordinated and prepped marketing materials for the Concert in the Park on 6/19.
- Attended the State of the Village 2025 on 6/25.
- Watched the recording of the ILA Marketing Forum Mini-Conference.
- Updated graphics for TV displays to promote the Library's resources & upcoming events.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
 - Worked with the Assistant Director to create the new Front of House Project and Seed Library web pages.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced four weekly eNews blasts.
- Submitted monthly graphic to the Village eNews.

Meetings

- Quarterly meeting with Adult Services Manager on 6/10.
- Met with Adult Service Librarian on 6/18 to discuss the Library's Google Business Profile.
- Monthly meeting with the Director on 6/24.

Marketing Request Forms/ Marketing Materials Created

- Marketing Request #598 for July Adult Program Calendar
- Edited the August Youth Services Program pamphlet.
- Edited the July Youth Services Outreach pamphlet.
- Marketing Request #592 Main Lobby Display Sign (Color Our World).
- Created 12 - 8.5 x 11, Adult Program Signs, 4 Teen Program Signs & 6 - Kids Program Signs.

- Marketing Request #589 for Reading Recommendation Bookmarks (7 bookmarks).
- Marketing Request #590 for YS SRP Prize Store Sign.
- Marketing Request #591 for Sign for the YS SRP Prize Basket Table.
- Marketing Request #593 for High School Summer Break Book Club promo bookmark.
- Marketing Request #594 Sign for Mystery Book.
- Marketing Request #595 for Curbside service - temporarily suspended.
- Marketing Request #596 for SRP Weekly Winner Book Cart Label.
- Marketing Request #599 for Sign for Bilingual Mingle with updated program time.
- Marketing Request #600 for Sign for Spanish storytime with updated program time.

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: June Followers: 3,462

15 new followers

June Post Reach: 11,672

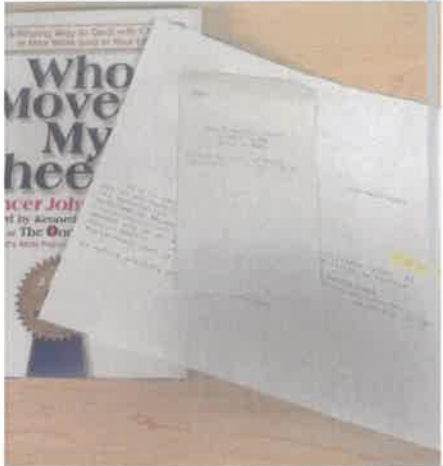


Reach ⓘ

↓ Export ▼

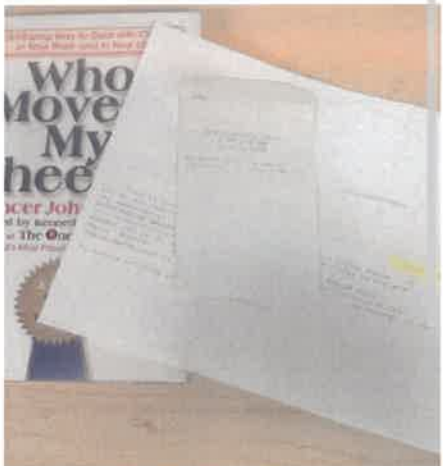






11,672 ↑ 157.5%



Top Three Reach Posts from June:

<p>Carol Stream Public Library June 3 · 🌐</p> <p>Who moved my cheese? More like—who returned our long-lost book from 2001! 📖🏠 Nearly 25 years later, it's finally made its way home.</p>  <p>People Reached: 3.7 K Engagements: 103</p>	<p>Carol Stream Public Library June 23 at 5:00 PM · 🌐</p> <p>Did you know that the Carol Stream Public Library offers 6 different Memory Kits? With a CSPL card, you can check out these kits filled with hands-on activities that help stimulate and support those with dementia.</p> <p>For more information, visit https://www.cslibrary.org/devices-kits/memory-kits</p>  <p>People Reached: 2.8 K Engagements: 49</p>	<p>Carol Stream Public Library June 24 at 4:22 PM · 🌐</p> <p>The front entry renovation project has begun! The Library Green Team is excited to see the new features to come 🌿 river birch trees, stepping stones, upgraded bike racks- and a tie in with the the new Klein Creek Overlook project.</p>  <p>People Reached: 2.1 K Engagements: 80</p>
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Top Three Engagement Posts from June:

<p>Carol Stream Public Library June 3 · 🌐</p> <p>Who moved my cheese? More like—who returned our long-lost book from 2001! 📖🏠 Nearly 25 years later, it's finally made its way home.</p>  <p>People Reached: 3.7 K Engagements: 103</p>	<p>MEET THE STAFF</p> <p>FAVORITE BOOK:  FAVORITE MOVIE:  FAVORITE ARTIST:  FAVORITE SNACK: </p> <p>Books give you wings!  <i>Ang</i></p> <p>People Reached: 925 Engagements: 88</p>	<p>Carol Stream Public Library June 24 at 4:22 PM · 🌐</p> <p>The front entry renovation project has begun! The Library Green Team is excited to see the new features to come 🌿 river birch trees, stepping stones, upgraded bike racks- and a tie in with the the new Klein Creek Overlook project.</p>  <p>People Reached: 2.1 K Engagements: 80</p>
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Followers: 1,521

15 new followers

June Post Reach: 569




Reach ⓘ

📄 Export ▼




569 ↓ 38.9%



Top Three Reach Posts from June:

<p>Instagram</p> <p>carolstreamp!</p>  <p>carolstreamp! If you missed the best Summer Reading Kickoff of all time, here's a recap and know that... more</p>	<p>Instagram</p> <p>carolstreamp!</p>  <p>carolstreamp! Happy Father's Day to all of our Dads. We appreciate your consistent participation and su... more</p>	<p>Instagram</p> <p>carolstreamp!</p>  <p>carolstreamp! In celebration of World Bicycle Day, here's a photo of one of our little patrons' sweet ride! ... more</p>
<p>People Reached: 194</p> <p>Engagements: 28</p>	<p>People Reached: 181</p> <p>Engagements: 26</p>	<p>People Reached: 152</p> <p>Engagements: 27</p>

Top Three Engagement Posts from June:

 <p>carolstreamp! If you missed the best Summer Reading Kickoff of all time, here's a recap and know that... more</p>	 <p>carolstreamp! Happy Father's Day to all of our Dads. We appreciate your consistent participation and su... more</p>	 <p>carolstreamp! Pride Month is celebrated annually to honor the 1969 Stonewall riots and works to ac... more</p>
<p>People Reached: 194 Engagements: 28</p>	<p>People Reached: 181 Engagements: 26</p>	<p>People Reached: 151 Engagements: 17</p>

Promotional Emails June:

June 5	Upcoming Summer Fun!	Open Rate: 40.4%	Click Rate: 2.3%
June 12	Happy Father's Day Weekend!	Open Rate: 38.9%	Click Rate: 0.8%
June 19	Donate Blood, Offer Hope!	Open Rate: 35.9%	Click Rate: 0.8%
June 26	What's New at the Library?	Open Rate: 40.2%	Click Rate: 2.2%



Monthly Report of IT Service

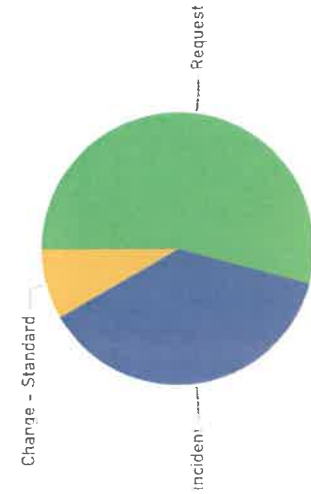
Report Range 6/1/2025 6/30/2025

Support Tickets

24

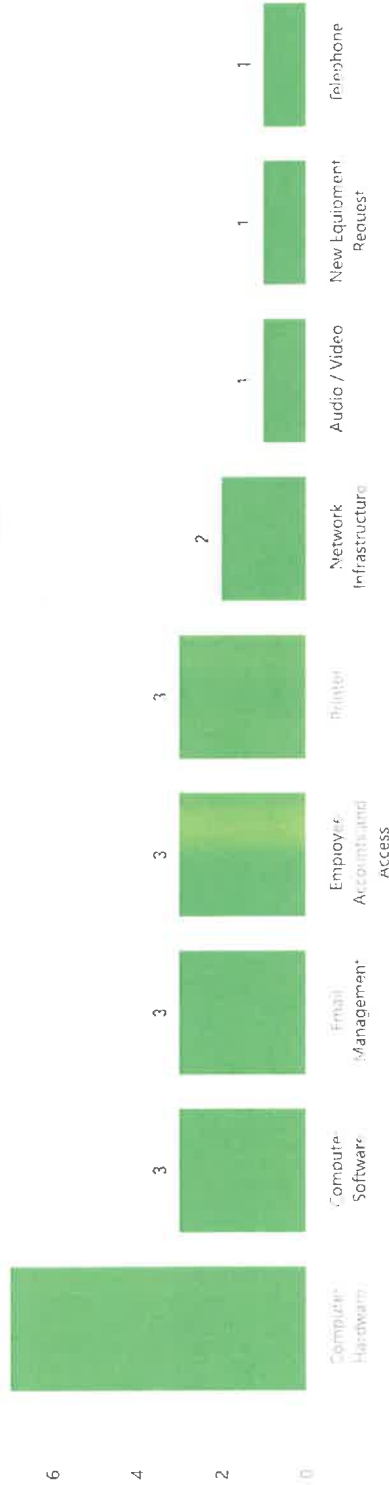
Information Technology Closed Support Tickets by Category

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



Request Type	Count
Change - Standard	2
Incident	9
Request	13
Total	24

CategoryName	Count
Audio / Video	1
Computer Hardware	7
Computer Software	3
Email Management	3
Employee Accounts and Access	3
Network Infrastructure	2
New Equipment Request	1
Printer	3
Telephone	1
Total	24



Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer 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.