

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

DATE: September 17, 2025
PLACE: Library Meeting Room

TIME: 7:00 p.m.

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

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

1. WELCOME AND CALL TO ORDER – Board President
2. PLEDGE TO THE FLAG
3. ROLL CALL
4. PUBLIC PARTICIPATION
5. ADOPTION OF THE CONSENT AGENDA*
6. APPROVAL OF MINUTES
 - 6.1 Minutes of the Regular Board Meeting of July 16, 2025
7. MONTHLY REPORTS OF THE TREASURER
 - 7.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2025 and August 31, 2025
8. NEW BUSINESS
 - 8.1 Recommendation, Re: Approval of Resolution #307, 2025 Request for Tax Levy
 - 8.2 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
 - 8.3 Recommendation, Re: Approval of Revision to Policy #413 Separation of Employment
 - 8.4 Review of FY25 Statement of Cash Receipts and Disbursements
9. DISBURSEMENTS
 - 9.1 Approval of Disbursements of July 1-31, 2025, August 1-31, 2025 plus the Addendum for the Meeting of September 17, 2025
10. REPORT OF THE LIBRARY DIRECTOR
11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #308

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: July 16, 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

President Rogers Administered the Oath of Office to appointed Trustee Sibil Kuruvilla. Notarized by Illinois Notary Lena Saltiel.

3. Roll Call

Secretary Foehner called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Human Resources Manager Lena Saltiel, Patron Services Manager Melanie Johnson and Youth Services Manager Amy Teske

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Gieser moved and Trustee Leszczewicz seconded the establishment of a Consent Agenda for the Regular Meeting of July 16, 2025. Motion approved.

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

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

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

5.1 Minutes of the Regular Board Meeting of June 18, 2025

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

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

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

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

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

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

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

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

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

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

Background information:

The annual quarterly payments to SWAN, the Library's integrated library system consortium, will be in the amount of \$10,580.50 for a total annual fee of \$42,322. Board approval is required for payments exceeding \$10,000.

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

Background information:

Management requested the closure of the Library to the public for Friday, November 7 to conduct a staff development day for Library employees. Human Resources Coordinator Lena Saltiel is developing the agenda for the day. Incorporating staff development into the Library's 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.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of June 1-30, 2025 plus the Addendum for the Meeting of July 16, 2025 in the amount of \$126,454.94.

6. NEW BUSINESS

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

Trustee Foehner moved and Trustee Kossack seconded that the Carol Stream Library Board of Trustees approve the Security Camera System proposal from Vodotech, Inc. Motion approved.

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

Background information:

The Library's current system was installed in 2015 and is nearing end of life and has been experiencing many camera failures. It is also cumbersome for reviewing footage. The IT Staff recommended that the Library get a proposal from the vendor being used at the Public Works facilities. They demonstrated the product with several staff members and it is intuitive to use and has more additional features than the current system.

7. Report of the Library Director

Background information:

Four Trustees, thirteen staff, two family members and five Friends of the Library participated in the Independence Day parade. The Library handed out over 100 pounds of candy and thousands of bookmarks. Several Trustees plan to participate at the National Night out event on August 5.

8. Monthly Staff Reports

Background information:

Youth Services Manager Amy Teske shared that there are currently over 900 children enrolled in the Summer Reading Program. The Trustees inquired about the proctoring process.

9. EXECUTIVE SESSION

Trustee Leszczewicz 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)(21) for the review of minutes. Motion approved.

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:16 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:32 p.m.

Secretary Foehner called the roll.

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

Absent: None

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

Trustee Rogers moved and **Trustee Foehner seconded** that the Carol Stream Library Board of Trustees approve the Executive Session minutes of July 9, 2025 and that they remain closed at this time. Motion approved.

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

Nays 0

Abstain..... 1 Trustee Kuruvilla

Absent..... None

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

Trustee Rogers moved and **Trustee Foehner seconded** that the Carol Stream Library Board of Trustees approve the release of the Executive Session minutes of January 15, 2025 and July 8, 2025 and a partial release of the Executive Session minutes of October 16, 2024 and April 16, 2025 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 7 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner, Leszczewicz and Rogers

Nays 0

Absent..... None

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Gieser moved** and **Trustee Kossack seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:34 p.m.

September 17, 2025

Date approved

Secretary Katelyn Foehner
for the Board of Library Trustees

**Carol Stream Public Library
Treasurer's Report
Month Ending July 31, 2025**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,412,445.53	(257,241.32)	\$ 3,155,204.21
Working Cash	58,254.52	222.64	58,477.16
FICA	135,638.47	(10,889.02)	124,749.45
IMRF	246,019.29	(13,012.12)	233,007.17
Liability Insurance	33,952.38	(1,101.48)	32,850.90
Audit	11,457.82	121.27	11,579.09
Capital Maintenance & Repair	2,004,516.17	6,921.11	2,011,437.28
Building Renovation Loan	<u>51,300.85</u>	<u>737.58</u>	<u>52,038.43</u>
TOTAL ALL FUNDS	<u><u>\$ 5,953,585.03</u></u>	<u><u>\$ (274,241.34)</u></u>	<u><u>\$ 5,679,343.69</u></u>

See attached for a schedule of cash and investments.

Tim Rogers, Board President

7/31/25

Kim Gieser, Board Treasurer

7/31/25

Susan Westgate, Library Director

7/31/25

**Carol Stream Public Library
Treasurer's Report
Month Ending July 31, 2025**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 208,714.92
PNC	PAYROLL	126,619.99
PNC	INVESTMENT	1,853,333.37
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,488,565.42
PROPAY	ELECTRONIC	1,021.10
ASPEN/PAYPAL	ELECTRONIC	388.89
CASH BANK	CASH DRAWER	<u>700.00</u>
TOTAL		<u><u>\$ 5,679,343.69</u></u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
JULY 31, 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 July 31, 2025 and June 30, 2025, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date July 31, 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

August 5, 2025

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 JUL 31, 2025	AS OF JUN 30, 2025 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	208,714.92	235,497.98	-26,783.06
10-1002 PNC Payroll Checking	126,619.99	132,774.98	-6,154.99
10-1003 PNC Money Market (savings)	1,853,333.37	2,108,167.04	-254,833.67
10-1014 Illinois Funds-Prime	3,488,565.42	3,475,450.19	13,115.23
10-1025 ProPay	1,021.10	668.58	352.52
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	388.89	326.26	62.63
10-1090 Allocated Cash-General Fund	-2,524,139.48	-2,541,139.50	17,000.02
Total 10-1000 Library Fund Cash	3,155,204.21	3,412,445.53	-257,241.32
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	58,477.16	58,254.52	222.64
30-1190 Allocated Cash-FICA Fund	124,749.45	135,638.47	-10,889.02
40-1090 Allocated Cash-IMRF Fund	233,007.17	246,019.29	-13,012.12
50-1090 Allocated Cash-Liability Fund	32,850.90	33,952.38	-1,101.48
60-1090 Allocated Cash-Audit Fund	11,579.09	11,457.82	121.27
70-1090 Allocated Cash-Capital R&M Fund	2,011,437.28	2,004,516.17	6,921.11
80-1090 Allocated Cash-Debt Service	52,038.43	51,300.85	737.58
Total 1190 Allocated Cash-Fund Balances	2,524,139.48	2,541,139.50	-17,000.02
Total Bank Accounts	\$5,679,343.69	\$5,953,585.03	\$ -274,241.34
Total Current Assets	\$5,679,343.69	\$5,953,585.03	\$ -274,241.34
TOTAL ASSETS	\$5,679,343.69	\$5,953,585.03	\$ -274,241.34
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	1,085,306.47	1,359,547.81	-274,241.34
Total Equity	\$5,679,343.69	\$5,953,585.03	\$ -274,241.34

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 JUL 31, 2025	AS OF JUN 30, 2025 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$5,679,343.69	\$5,953,585.03	\$ -274,241.34

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

	Jul 25	May25-Jul25	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	28,695.64	1,967,504.21	3,715,352.00	52.96%
Total 3000 Property Taxes	28,695.64	1,967,504.21	3,715,352.00	52.96%
3100 PPR Taxes	8,295.26	22,810.07	60,000.00	38.02%
3200 Interest Income		0.00	0.00	
3202 Interest Income Investments	18,047.07	49,953.37	111,100.00	44.96%
Total 3200 Interest Income	18,047.07	49,953.37	111,100.00	44.96%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	710.52	1,939.35	6,750.00	28.73%
3302 Public Copy Payments	1,134.98	3,372.33	13,000.00	25.94%
3303 Non-Resident Card Fees	490.29	1,465.16	6,000.00	24.42%
Total 3300 Patron Payments	2,335.79	6,776.84	25,750.00	26.32%
3400 Donations	1,475.00	1,475.00	5,000.00	29.50%
3500 Developer Contributions	296.02	542.90	500.00	108.58%
3600 RBP/ILL Reimbursements	123.65	170.64	500.00	34.13%
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	106.32	337.33	3,000.00	11.24%
Total Income	59,374.75	2,049,570.36	3,980,402.00	51.49%
Gross Profit	59,374.75	2,049,570.36	3,980,402.00	51.49%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	52,804.76	150,627.07	698,000.00	21.58%
5102 Non-Exempt Staff Salaries	107,962.32	296,008.91	1,390,000.00	21.30%
5103 Custodial Salaries	7,726.65	21,846.06	102,000.00	21.42%
5105 Professional Education		3,305.46	15,000.00	22.04%
5106 Membership	352.00	412.00	5,000.00	8.24%
5107 Life Insurance	179.54	359.13	1,200.00	29.93%
5108 Health Insurance	44,499.57	77,480.53	255,000.00	30.38%
5109 Benefits, other	342.03	649.91	3,000.00	21.66%
5110 Trustee Development	92.55	428.77	3,000.00	14.29%
Total 5100 Salaries	213,959.42	551,117.84	2,472,200.00	22.29%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,939.44	4,279.05	22,000.00	19.45%
5202 Maintenance/Repair	300.00	2,009.00	10,000.00	20.09%
5203 Maintenance Contracts	4,368.00	13,329.00	56,500.00	23.59%
5204 Landscape Maintenance/Snow Remo	736.00	2,208.00	15,000.00	14.72%
5205 Furniture/Equipment	578.03	818.72	3,000.00	27.29%
5206 Electric-Comm Edison		0.00	42,000.00	0.00%
5207 Water/Sewer	565.27	1,523.54	8,000.00	19.04%
5208 Insurance (Property)		0.00	9,300.00	0.00%
Total 5200 Plant Maint.	8,486.74	24,167.31	165,800.00	14.58%

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

	Jul 25	May25-Jul25	Annual Budget	% of Budget
5300 Business Exp.		0.00	0.00	
5301 Postage		91.29	2,000.00	4.56%
5302 Office & Equipment Supplies	500.74	1,844.29	8,000.00	23.05%
5303 Printing		2,725.00	7,500.00	36.33%
5304 Equipment Leasing	1,197.69	5,068.14	16,000.00	31.68%
5305 Mileage Reimbursement	113.33	584.68	1,600.00	36.54%
5306 Legal Notices		0.00	500.00	0.00%
5308 Business Phone	504.38	1,513.92	6,000.00	25.23%
5309 Accounting Service	1,600.00	4,336.00	16,000.00	27.10%
5310 Material Recovery Fees	128.05	315.20	1,500.00	21.01%
5311 Payroll Service	695.55	1,899.31	10,000.00	18.99%
5312 Attorney Fees	3,940.00	4,117.00	5,000.00	82.34%
5315 Other Expenditures	276.69	1,203.04	8,000.00	15.04%
5317 Bank & Credit Card Fees	78.50	65.97	500.00	13.19%
5320 Donation Recd Expense		85.66	5,000.00	1.71%
5321 Human Resources	741.98	2,658.66	14,000.00	18.99%
Total 5300 Business Exp.	9,776.91	26,508.16	101,600.00	26.09%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	1,232.45	2,449.20	10,000.00	24.49%
5402 ISP and Web page hosting	882.41	3,647.23	14,000.00	26.05%
5403 Computer Software	-107.10	13,276.69	20,000.00	66.38%
5404 Tech Support & Repair	405.85	10,218.36	25,000.00	40.87%
5405 Technical Services Supplies	508.61	957.77	2,500.00	38.31%
5406 Circulation Supplies		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	10,580.50	10,580.50	43,000.00	24.61%
5411 Village IT Services	9,329.69	37,318.76	114,000.00	32.74%
Total 5400 Automat. & Dept. Oper.	22,832.41	80,069.77	248,000.00	32.29%
5500 Services		0.00	0.00	
5501 Youth Services Programs	3,334.23	19,255.73	42,000.00	45.85%
5503 Adult/Teen Programs	2,405.00	7,985.33	30,000.00	26.62%
5505 Library Newsletter		8,022.26	42,000.00	19.10%
5509 Library Publicity and Promotion	2,390.42	5,511.38	20,000.00	27.56%
Total 5500 Services	8,129.65	40,774.70	134,000.00	30.43%
5600 Collection		0.00	0.00	
5601 Youth Services Books	3,571.45	7,926.99	60,500.00	13.10%
5606 Youth Services Media	683.10	1,061.43	13,000.00	8.16%
5630 Adult Books	5,721.05	13,972.76	73,000.00	19.14%
5634 Online Resources		3,232.46	20,000.00	16.16%
5635 Magazines & Newspapers	1,729.05	7,964.03	10,000.00	79.64%
5637 Adult Media	1,561.08	3,347.57	20,000.00	16.74%
5651 Digital Media	15,624.33	41,530.91	150,000.00	27.69%
5652 Grant/Award Expense	11,845.00	35,518.47	59,200.00	60.00%

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

	Jul 25	May25-Jul25	Annual Budget	% of Budget
Total 5600 Collection	40,735.06	114,554.62	405,700.00	28.24%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	12,471.49	42,569.28	170,000.00	25.04%
6620 Illinois Municipal Retirement F	14,951.59	50,882.89	200,000.00	25.44%
Total 6600 Payroll Expenses	27,423.08	93,452.17	370,000.00	25.26%
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	23,000.00	-10.78%
7102 Risk Management expense	1,041.60	1,371.49	5,000.00	27.43%
7103 Unemployment Compensation Insur	367.02	1,329.06	2,000.00	66.45%
7201 Audit Expense		0.00	13,000.00	0.00%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture		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	50,000.00	42.01%
7404 Landscape		0.00	50,000.00	0.00%
7405 Memorials	71.70	71.70	0.00	
7406 Other Capital Expenditures		0.00	50,000.00	0.00%
Total 7400 Capital Expenditures	71.70	24,181.01	175,000.00	13.82%
7500 Special Capital Projects		0.00	0.00	
7502 Klein Creek Overlook Project-IGA	792.50	792.50	211,000.00	0.38%
7503 Front Entrance Outdoor Renovati		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	792.50	9,217.50	651,000.00	1.42%
8000 Debt Repayment Expense		0.00	95,002.00	0.00%
Total Expenses	333,616.09	964,263.89	4,861,402.00	19.84%
Net Operating Income	-274,241.34	1,085,306.47	-881,000.00	-123.19%
Net Income	-274,241.34	1,085,306.47	-881,000.00	-123.19%

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 - Jul, 2025		May - Jul, 2025		May - Jul, 2025	
	Jul 2025	(YTD)	Jul 2025	(YTD)	Jul 2025	(YTD)
Income						
3000 Property Taxes	25,184.83	1,726,786.87			1,279.42	87,722.95
3100 PPR Taxes	8,295.26	22,810.07				
3200 Interest Income	8,862.00	24,529.58	222.64	616.26	303.05	838.82
3300 Patron Payments	2,335.79	6,776.84				
3400 Donations	1,475.00	1,475.00				
3500 Developer Contributions	296.02	542.90				
3600 RBP/ILL Reimbursements	123.65	170.64				
3800 Other Income	106.32	337.33				
Total Income	46,678.87	1,783,429.23	222.64	616.26	1,582.47	88,561.77
Gross Profit	46,678.87	1,783,429.23	222.64	616.26	1,582.47	88,561.77
Expenses						
5100 Salaries	213,959.42	551,117.84				
5200 Plant Maint.	8,486.74	24,167.31				
5300 Business Exp.	9,776.91	26,508.16				
5400 Automat. & Dept. Oper.	22,832.41	80,069.77				
5500 Services	8,129.65	40,774.70				
5600 Collection	40,735.06	114,554.62				
6600 Payroll Expenses					12,471.49	42,569.28
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	303,920.19	837,192.40	0.00	0.00	12,471.49	42,569.28
Net Operating Income	-257,241.32	946,236.83	222.64	616.26	-10,889.02	45,992.49
Net Income	-257,241.32	946,236.83	222.64	616.26	-10,889.02	45,992.49

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	
	Jul 2025	May - Jul, 2025 (YTD)	Jul 2025	May - Jul, 2025 (YTD)	Jul 2025	May - Jul, 2025 (YTD)
Income						
3000 Property Taxes	1,161.93	79,667.11	234.99	16,112.24	104.45	7,161.24
3100 PPR Taxes						
3200 Interest Income	777.54	2,152.19	72.15	199.71	16.82	46.55
3300 Patron Payments						
3400 Donations						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3800 Other Income						
Total Income	1,939.47	81,819.30	307.14	16,311.95	121.27	7,207.79
Gross Profit	1,939.47	81,819.30	307.14	16,311.95	121.27	7,207.79
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	14,951.59	50,882.89		-2,479.74		
7101 Liability Insurance			1,041.60	1,371.49		
7102 Risk Management expense						
7103 Unemployment Compensation Insur			367.02	1,329.06		
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	14,951.59	50,882.89	1,408.62	220.81	0.00	0.00
Net Operating Income	-13,012.12	30,936.41	-1,101.48	16,091.14	121.27	7,207.79
Net Income	-13,012.12	30,936.41	-1,101.48	16,091.14	121.27	7,207.79

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	
	Jul 2025	May - Jul, 2025 (YTD)	Jul 2025	May - Jul, 2025 (YTD)	Jul 2025	May - Jul, 2025 (YTD)
Income						
3000 Property Taxes			730.02	50,053.80	28,695.64	1,967,504.21
3100 PPR Taxes					8,295.26	22,810.07
3200 Interest Income	7,785.31	21,549.34	7.56	20.92	18,047.07	49,953.37
3300 Patron Payments					2,335.79	6,776.84
3400 Donations					1,475.00	1,475.00
3500 Developer Contributions					296.02	542.90
3600 RBP/ILL Reimbursements					123.65	170.64
3800 Other Income					106.32	337.33
Total Income	7,785.31	21,549.34	737.58	50,074.72	59,374.75	2,049,570.36
Gross Profit	7,785.31	21,549.34	737.58	50,074.72	59,374.75	2,049,570.36
Expenses						
5100 Salaries					213,959.42	551,117.84
5200 Plant Maint.					8,486.74	24,167.31
5300 Business Exp.					9,776.91	26,508.16
5400 Automat. & Dept. Oper.					22,832.41	80,069.77
5500 Services					8,129.65	40,774.70
5600 Collection					40,735.06	114,554.62
6600 Payroll Expenses					27,423.08	93,452.17
7101 Liability Insurance					0.00	-2,479.74
7102 Risk Management expense					1,041.60	1,371.49
7103 Unemployment Compensation Insur					367.02	1,329.06
7400 Capital Expenditures	71.70	24,181.01			71.70	24,181.01
7500 Special Capital Projects	792.50	9,217.50			792.50	9,217.50
Total Expenses	864.20	33,398.51	0.00	0.00	333,616.09	964,263.89
Net Operating Income	6,921.11	-11,849.17	737.58	50,074.72	-274,241.34	1,085,306.47
Net Income	6,921.11	-11,849.17	737.58	50,074.72	-274,241.34	1,085,306.47

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2025**

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 3,155,204.21	(161,663.68)	\$ 2,993,540.53
Working Cash	58,477.16	208.86	58,686.02
FICA	124,749.45	(10,663.47)	114,085.98
IMRF	233,007.17	(13,067.39)	219,939.78
Liability Insurance	32,850.90	364.68	33,215.58
Audit	11,579.09	(2,702.22)	8,876.87
Capital Maintenance & Repair	2,011,437.28	(170,224.61)	1,841,212.67
Building Renovation Loan	<u>52,038.43</u>	<u>929.74</u>	<u>52,968.17</u>
TOTAL ALL FUNDS	<u><u>\$ 5,679,343.69</u></u>	<u><u>\$ (356,818.09)</u></u>	<u><u>\$ 5,322,525.60</u></u>

See attached for a schedule of cash and investments.

Tim Rogers, Board President 8/31/25

Kim Gieser, Board Treasurer 8/31/25

Susan Westgate, Library Director 8/31/25

**Carol Stream Public Library
Treasurer's Report
Month Ending August 31, 2025**

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 207,641.96
PNC	PAYROLL	119,161.74
PNC	INVESTMENT	1,490,819.30
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,501,708.76
PROPAY	ELECTRONIC	2,089.00
ASPEN/PAYPAL	ELECTRONIC	404.84
CASH BANK	CASH DRAWER	<u>700.00</u>
TOTAL		<u><u>\$ 5,322,525.60</u></u>

CAROL STREAM PUBLIC LIBRARY
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
AUGUST 31, 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 August 31, 2025 and July 31, 2025, and the related combined statements of revenues and expenses - modified cash basis - all funds for the month and year-to-date August 31, 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

September 3, 2025

Carol Stream Public Library

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

	TOTAL		
	AS OF AUG 31, 2025	AS OF JUL 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	207,641.96	208,714.92	-1,072.96
10-1002 PNC Payroll Checking	119,161.74	126,619.99	-7,458.25
10-1003 PNC Money Market (savings)	1,490,819.30	1,853,333.37	-362,514.07
10-1014 Illinois Funds-Prime	3,501,708.76	3,488,565.42	13,143.34
10-1025 ProPay	2,089.00	1,021.10	1,067.90
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	404.84	388.89	15.95
10-1090 Allocated Cash-General Fund	-2,328,985.07	-2,524,139.48	195,154.41
Total 10-1000 Library Fund Cash	2,993,540.53	3,155,204.21	-161,663.68
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	58,686.02	58,477.16	208.86
30-1190 Allocated Cash-FICA Fund	114,085.98	124,749.45	-10,663.47
40-1090 Allocated Cash-IMRF Fund	219,939.78	233,007.17	-13,067.39
50-1090 Allocated Cash-Liability Fund	33,215.58	32,850.90	364.68
60-1090 Allocated Cash-Audit Fund	8,876.87	11,579.09	-2,702.22
70-1090 Allocated Cash-Capital R&M Fund	1,841,212.67	2,011,437.28	-170,224.61
80-1090 Allocated Cash-Debt Service	52,968.17	52,038.43	929.74
Total 1190 Allocated Cash-Fund Balances	2,328,985.07	2,524,139.48	-195,154.41
Total Bank Accounts	\$5,322,525.60	\$5,679,343.69	\$ -356,818.09
Total Current Assets	\$5,322,525.60	\$5,679,343.69	\$ -356,818.09
TOTAL ASSETS	\$5,322,525.60	\$5,679,343.69	\$ -356,818.09
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	728,488.38	1,085,306.47	-356,818.09
Total Equity	\$5,322,525.60	\$5,679,343.69	\$ -356,818.09

Carol Stream Public Library

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

	TOTAL		
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE
TOTAL LIABILITIES AND EQUITY	\$5,322,525.60	\$5,679,343.69	\$ -356,818.09

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

	25-Aug	May-25-Aug25	Annual Budget	% of Budget
Income				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	36,267.48	2,003,771.69	3,715,352.00	53.93%
Total 3000 Property Taxes	36,267.48	2,003,771.69	3,715,352.00	53.93%
3100 PPR Taxes	1,425.30	24,235.37	60,000.00	40.39%
3200 Interest Income		0.00	0.00	
3202 Interest Income Investments	16,930.28	66,883.65	111,100.00	60.20%
Total 3200 Interest Income	16,930.28	66,883.65	111,100.00	60.20%
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	470.38	2,409.73	6,750.00	35.70%
3302 Public Copy Payments	1,325.00	4,697.33	13,000.00	36.13%
3303 Non-Resident Card Fees	1,621.97	3,087.13	6,000.00	51.45%
Total 3300 Patron Payments	3,417.35	10,194.19	25,750.00	39.59%
3400 Donations	315.00	1,790.00	5,000.00	35.80%
3500 Developer Contributions	271.45	814.35	500.00	162.87%
3600 RBP/ILL Reimbursements		170.64	500.00	34.13%
3700 Grants		0.00	0.00	
3701 Per Capita Grants	58,784.65	58,784.65	59,200.00	99.30%
Total 3700 Grants	58,784.65	58,784.65	59,200.00	99.30%
3800 Other Income	103.18	440.51	3,000.00	14.68%
Total Income	117,514.69	2,167,085.05	3,980,402.00	54.44%
Gross Profit	117,514.69	2,167,085.05	3,980,402.00	54.44%
Expenses				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	55,649.31	206,276.38	698,000.00	29.55%
5102 Non-Exempt Staff Salaries	106,657.43	402,666.34	1,390,000.00	28.97%
5103 Custodial Salaries	7,537.33	29,383.39	102,000.00	28.81%
5105 Professional Education		3,305.46	15,000.00	22.04%
5106 Membership	100.00	512.00	5,000.00	10.24%
5107 Life Insurance	88.30	447.43	1,200.00	37.29%
5108 Health Insurance	17,615.01	95,095.54	255,000.00	37.29%
5109 Benefits, other	165.12	815.03	3,000.00	27.17%
5110 Trustee Development		428.77	3,000.00	14.29%
Total 5100 Salaries	187,812.50	738,930.34	2,472,200.00	29.89%
5200 Plant Maint.		0.00	0.00	
5201 Supplies	879.26	5,158.31	22,000.00	23.45%
5202 Maintenance/Repair	352.00	2,361.00	10,000.00	23.61%
5203 Maintenance Contracts	4,368.00	17,697.00	56,500.00	31.32%
5204 Landscape Maintenance/Snow Remo	961.00	3,169.00	15,000.00	21.13%
5205 Furniture/Equipment	47.91	866.63	3,000.00	28.89%
5206 Electric-Comm Edison		0.00	42,000.00	0.00%
5207 Water/Sewer	752.87	2,276.41	8,000.00	28.46%
5208 Insurance (Property)		0.00	9,300.00	0.00%
Total 5200 Plant Maint.	7,361.04	31,528.35	165,800.00	19.02%

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

	25-Aug	May-25-Aug25	Annual Budget	% of Budget
5300 Business Exp.		0.00	0.00	
5301 Postage		91.29	2,000.00	4.56%
5302 Office & Equipment Supplies	826.46	2,670.75	8,000.00	33.38%
5303 Printing		2,725.00	7,500.00	36.33%
5304 Equipment Leasing	1,475.07	6,543.21	16,000.00	40.90%
5305 Mileage Reimbursement	108.42	693.10	1,600.00	43.32%
5306 Legal Notices		0.00	500.00	0.00%
5308 Business Phone	1,022.88	2,536.80	6,000.00	42.28%
5309 Accounting Service	1,300.00	5,636.00	16,000.00	35.23%
5310 Material Recovery Fees	98.50	413.70	1,500.00	27.58%
5311 Payroll Service	1,242.68	3,141.99	10,000.00	31.42%
5312 Attorney Fees	947.50	5,064.50	5,000.00	101.29%
5315 Other Expenditures	24.36	1,227.40	8,000.00	15.34%
5317 Bank & Credit Card Fees	258.52	324.49	500.00	64.90%
5320 Donation Recd Expense		85.66	5,000.00	1.71%
5321 Human Resources	892.71	3,551.37	14,000.00	25.37%
Total 5300 Business Exp.	8,197.10	34,705.26	101,600.00	34.16%
5400 Automat. & Dept. Oper.		0.00	0.00	
5401 Automation Hardware	1,454.93	3,904.13	10,000.00	39.04%
5402 ISP and Web page hosting	882.41	4,529.64	14,000.00	32.35%
5403 Computer Software	1,641.06	14,917.75	20,000.00	74.59%
5404 Tech Support & Repair	70.72	10,289.08	25,000.00	41.16%
5405 Technical Services Supplies	39.98	997.75	2,500.00	39.91%
5406 Circulation Supplies	19.96	1,234.95	3,500.00	35.28%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses	32.95	439.22	1,000.00	43.92%
5410 SWAN Consortium		10,580.50	43,000.00	24.61%
5411 Village IT Services	9,329.69	46,648.45	114,000.00	40.92%
Total 5400 Automat. & Dept. Oper.	13,471.70	93,541.47	248,000.00	37.72%
5500 Services		0.00	0.00	
5501 Youth Services Programs	4,563.35	23,819.08	42,000.00	56.71%
5503 Adult/Teen Programs	2,255.64	10,240.97	30,000.00	34.14%
5505 Library Newsletter		8,022.26	42,000.00	19.10%
5509 Library Publicity and Promotion	6,029.44	11,540.82	20,000.00	57.70%
Total 5500 Services	12,848.43	53,623.13	134,000.00	40.02%
5600 Collection		0.00	0.00	
5601 Youth Services Books	4,818.67	12,745.66	60,500.00	21.07%
5606 Youth Services Media	123.83	1,185.26	13,000.00	9.12%
5630 Adult Books	5,942.35	19,915.11	73,000.00	27.28%
5634 Online Resources		3,232.46	20,000.00	16.16%
5635 Magazines & Newspapers		7,964.03	10,000.00	79.64%
5637 Adult Media	1,493.34	4,840.91	20,000.00	24.20%
5651 Digital Media	16,110.56	57,641.47	150,000.00	38.43%
5652 Grant/Award Expense	7,945.00	43,463.47	59,200.00	73.42%

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

	25-Aug	May-25-Aug25	Annual Budget	% of Budget
Total 5600 Collection	36,433.75	150,988.37	405,700.00	37.22%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	12,564.78	55,134.06	170,000.00	32.43%
6620 Illinois Municipal Retirement F	15,265.33	66,148.22	200,000.00	33.07%
Total 6600 Payroll Expenses	27,830.11	121,282.28	370,000.00	32.78%
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	23,000.00	-10.78%
7102 Risk Management expense		1,371.49	5,000.00	27.43%
7103 Unemployment Compensation Insur		1,329.06	2,000.00	66.45%
7201 Audit Expense	2,850.00	2,850.00	13,000.00	21.92%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	8,032.00	11,138.31	10,000.00	111.38%
7402 Parking Lot Repair		0.00	15,000.00	0.00%
7403 Building Repair	4,000.00	25,003.00	50,000.00	50.01%
7404 Landscape		0.00	50,000.00	0.00%
7405 Memorials		71.70	0.00	
7406 Other Capital Expenditures		0.00	50,000.00	0.00%
Total 7400 Capital Expenditures	12,032.00	36,213.01	175,000.00	20.69%
7500 Special Capital Projects		0.00	0.00	
7502 Klein Creek Overlook Project-IGA	272.25	1,064.75	211,000.00	0.50%
7503 Front Entrance Outdoor Renovati	122,445.90	130,870.90	300,000.00	43.62%
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	42,778.00	42,778.00	60,000.00	71.30%
Total 7500 Special Capital Projects	165,496.15	174,713.65	651,000.00	26.84%
8000 Debt Repayment Expense		0.00	95,002.00	0.00%
Total Expenses	474,332.78	1,438,596.67	4,861,402.00	29.59%
Net Operating Income	-356,818.09	728,488.38	-881,000.00	-82.69%
Net Income	-356,818.09	728,488.38	-881,000.00	-82.69%

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	
	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)
Income						
3000 Property Taxes	31,830.29	1,758,617.16			1,617.02	89,339.97
3100 PPR Taxes	1,425.30	24,235.37				
3200 Interest Income	8,313.62	32,843.20	208.86	825.12	284.29	1,123.11
3300 Patron Payments	3,417.35	10,194.19				
3400 Donations	315.00	1,790.00				
3500 Developer Contributions	271.45	814.35				
3600 RBP/ILL Reimbursements		170.64				
3700 Grants	58,784.65	58,784.65				
3800 Other Income	103.18	440.51				
Total Income	104,460.84	1,887,890.07	208.86	825.12	1,901.31	90,463.08
Gross Profit	104,460.84	1,887,890.07	208.86	825.12	1,901.31	90,463.08
Expenses						
5100 Salaries	187,812.50	738,930.34				
5200 Plant Maint.	7,361.04	31,528.35				
5300 Business Exp.	8,197.10	34,705.26				
5400 Automat. & Dept. Oper.	13,471.70	93,541.47				
5500 Services	12,848.43	53,623.13				
5600 Collection	36,433.75	150,988.37				
6600 Payroll Expenses					12,564.78	55,134.06
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	266,124.52	1,103,316.92	0.00	0.00	12,564.78	55,134.06
Net Operating Income	-161,663.68	784,573.15	208.86	825.12	-10,663.47	35,329.02
Net Income	-161,663.68	784,573.15	208.86	825.12	-10,663.47	35,329.02

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	
	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)
Income						
3000 Property Taxes	1,468.52	81,135.63	297.00	16,409.24	132.00	7,293.24
3100 PPR Taxes						
3200 Interest Income	729.42	2,881.61	67.68	267.39	15.78	62.33
3300 Patron Payments						
3400 Donations						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
Total Income	2,197.94	84,017.24	364.68	16,676.63	147.78	7,355.57
Gross Profit	2,197.94	84,017.24	364.68	16,676.63	147.78	7,355.57
Expenses						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	15,265.33	66,148.22				
7101 Liability Insurance				-2,479.74		
7102 Risk Management expense				1,371.49		
7103 Unemployment Compensation Insur				1,329.06		
7201 Audit Expense					2,850.00	2,850.00
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	15,265.33	66,148.22	0.00	220.81	2,850.00	2,850.00
Net Operating Income	-13,067.39	17,869.02	364.68	16,455.82	-2,702.22	4,505.57
Net Income	-13,067.39	17,869.02	364.68	16,455.82	-2,702.22	4,505.57

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	
	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)	Aug 2025	May - Aug, 2025 (YTD)
Income						
3000 Property Taxes			922.65	50,976.45	36,267.48	2,003,771.69
3100 PPR Taxes					1,425.30	24,235.37
3200 Interest Income	7,303.54	28,852.88	7.09	28.01	16,930.28	66,883.65
3300 Patron Payments					3,417.35	10,194.19
3400 Donations					315.00	1,790.00
3500 Developer Contributions					271.45	814.35
3600 RBP/ILL Reimbursements					0.00	170.64
3700 Grants					58,784.65	58,784.65
3800 Other Income					103.18	440.51
Total Income	7,303.54	28,852.88	929.74	51,004.46	117,514.69	2,167,085.05
Gross Profit	7,303.54	28,852.88	929.74	51,004.46	117,514.69	2,167,085.05
Expenses						
5100 Salaries					187,812.50	738,930.34
5200 Plant Maint.					7,361.04	31,528.35
5300 Business Exp.					8,197.10	34,705.26
5400 Automat. & Dept. Oper.					13,471.70	93,541.47
5500 Services					12,848.43	53,623.13
5600 Collection					36,433.75	150,988.37
6600 Payroll Expenses					27,830.11	121,282.28
7101 Liability Insurance					0.00	-2,479.74
7102 Risk Management expense					0.00	1,371.49
7103 Unemployment Compensation Insur					0.00	1,329.06
7201 Audit Expense					2,850.00	2,850.00
7400 Capital Expenditures	12,032.00	36,213.01			12,032.00	36,213.01
7500 Special Capital Projects	165,496.15	174,713.65			165,496.15	174,713.65
Total Expenses	177,528.15	210,926.66	0.00	0.00	474,332.78	1,438,596.67
Net Operating Income	-170,224.61	-182,073.78	929.74	51,004.46	-356,818.09	728,488.38
Net Income	-170,224.61	-182,073.78	929.74	51,004.46	-356,818.09	728,488.38

BOARD OF LIBRARY TRUSTEES of the
VILLAGE OF CAROL STREAM, ILLINOIS
RESOLUTION # 307

RE: 2025 REQUEST FOR TAX LEVY

WHEREAS, the Board of Library Trustees passed its Fiscal 2026 Budget / Appropriation, on March 19, 2025 and Amended June 18, 2025 as attached hereto and included in Exhibit A; and

WHEREAS, Exhibit A, which also describes the FY 2026 appropriation, and describes anticipated expenditures in the amount of \$4,861,302; and

WHEREAS, funds derived as income from sources other than tax receipts are anticipated to total \$212,100 for the fiscal year 2026.

WHEREAS, a total amount of \$3,696,200 is needed from tax receipts in addition to the amount from other sources to satisfy the anticipated financial needs of the Library for fiscal year 2026.

RESOLVED that:

Section 1: The President and Board of Trustees of the Village of Carol Stream, Illinois are hereby requested to include in their appropriation ordinance for the fiscal year commencing on the first day of May 2025 and ending on the thirtieth day of April 2026 the following:

- A. Taxes to be levied to maintain the Public Library pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 3-4 shall be: \$3,360,200 or as much thereof as may be authorized by law, but in no event shall such tax levy for maintenance and operation of the Carol Stream Public Library exceed 0.60 percent of the value of all such taxable property as equalized or assessed by the Department of Revenue pursuant to the anticipated expenditures and financial requirements detailed in Exhibit A.
- B. Taxes to be levied for participation in the Illinois Municipal Retirement Fund, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$130,000.
- C. Taxes to be levied for participation in the FICA, as provided in Illinois Compiled Statutes Ch. 40, Act 5, Section 22-403, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$170,000.
- D. Taxes to be levied for the Liability Insurance Fund, as provided in Illinois Compiled Statutes Chapter 745, Act 10, Section 9-107, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$23,000.
- E. Taxes to be levied for the Annual Audit as provided in Illinois Compiled Statutes, Chapter 50, Act 310, Section 9, *et sec.*, in addition to all other taxes heretofore levied, in the sum of \$13,000.

Section 2: That pursuant to Illinois Compiled Statutes, Chapter 75, Act 5, Sec. 5-8, the Board of Library Trustees shall accumulate and set apart as a Capital Improvement and Repair Fund for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for repairs and alterations of library buildings and equipment, the unexpended balances of the proceeds annually received from taxes not in excess of the statutory limits and pursuant to plans to be developed by the Board of Library Trustees.

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

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

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

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

Section 6: That the President and the Board of Trustees of the Village of Carol Stream be aware that the Illinois Statutes require that the levy ordinance be duly passed and a certified copy be recorded with the DuPage County Clerk on or before the last Tuesday in December 2025.

Resolution passed this 17th day of September, 2025 by a vote of:

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

Approved:

Tim Rogers, President
Board of Library Trustees

Attest:

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

2025 REQUEST FOR TAX LEVY

was duly adopted by said Board of Trustees at a valid meeting on September 17, 2025.

Seal:

Katelyn Foehner, Secretary
Board of Library Trustees

			FY 25/26
			FY26
			Approved March 19, 2025
			Amended June 18, 2025
ACCT #	Account Name		
	GENERAL FUND REVENUES		
3000	Property Taxes		
3001	Property Tax -- Current		3,360,200
3002	Property Tax -- Non-Current		0
3100	PPR Taxes		40,000
3200	Interest Income		
3201	Interest Income -- Taxes		0
3202	Interest Income -- Investments		50,000
3300	Patron Payments		
3301	Fines & Fees		50,000
3302	Public Copier Payments		5,000
3303	Non-Resident Card Fees		2,800
3304	Sale items		0
3400	Donations		5,000
3500	Developer Contributions		0
3600	RBP/ILL Reimbursements		500
3700	Grants		
3701	Per Capita Grant		58,800
3702	Other Grants/Awards		0
3800	Other Income		0
	TOTAL REVENUES		3,572,300
	GENERAL FUND EXPENDITURES		
5100	SALARIES		
5101	Exempt Staff Salaries		698,000
5102	Non-exempt Staff Salaries		1,390,000
5103	Custodial Salaries		102,000
5104	Benefits-Med/Life/Dental		
5105	Professional Education		15,000
5106	Memberships		5,000
5107	Benefits -- Life insurance		1,200
5108	Benefits -- Health Insurance		255,000
5109	Benefits -- Other		3,000

			FY 25/26	
			FY26	
			Approved March 19, 2025	
			Amended June 18, 2025	
ACCT #	Account Name			
5110	Trustee Development		3,000	
	TOTAL		2,472,200	
5200	PLANT MAINTENANCE			
5201	Supplies		22,000	
5202	Maintenance/Repair		10,000	
5203	Maintenance Contracts		56,500	
5204	Landscape Maintenance/Snow Removal		15,000	
5205	Furniture/Equipment		3,000	
5206	Electric-Com Ed		42,000	
5207	Water/Sewer		8,000	
5208	Insurance (Property)		9,300	
	TOTAL		165,800	
5300	BUSINESS EXPENSE			
5301	Postage		2,000	
5302	Office & Equipment Supplies		8,000	
5303	Library Printing		7,500	
5304	Equipment Leasing		16,000	
5305	Mileage Reimbursement		1,600	
5306	Legal Notices		500	
5308	Business Phone		6,000	
5309	Accounting Service		16,000	
5310	Material Recovery Fees		1,500	
5311	Payroll Service		10,000	
5312	Attorney Fees		5,000	
5314	Other Consultants		0	
5315	Other Expenditures		8,000	
5317	Bank & Credit Card Fees		500	
5319	Security Service		0	
5320	Donation Received Expense		5,000	
5321	Human Resources Expense		14,000	
	TOTAL		101,600	

			FY 25/26	
			FY26	
			Approved March 19, 2025	
			Amended June 18, 2025	
ACCT #	Account Name			
5400	CIRCULATION & MATERIALS PROCESSING, INCLUDING AUTOMATED SERVICES			
5401	Automation Hardware		10,000	
5402	ISP and Web Page Hosting		14,000	
5403	Computer Software		20,000	
5404	Tech Support & Repair		25,000	
5405	Technical Services Supplies		2,500	
5406	Circulation Supplies		3,500	
5408	Tech Serv Online Resources		15,000	
5409	RBP/ILL Expenses		1,000	
5410	SWAN Consortium		43,000	
5411	Village IT Services		114,000	
	TOTAL		248,000	
5500	SERVICES			
5501	Youth Services Programs		42,000	
5503	Adult/Teen Programs		30,000	
5505	Library Newsletter		42,000	
5509	Library Publicity and Promotion		20,000	
	TOTAL		134,000	
5600	COLLECTION DEVELOPMENT			
5601	Youth Services Books		60,500	
5606	Youth Services Media		13,000	
5630	Adult Services Books		73,000	
5634	Online Resources		20,000	
5635	Magazines & Newspapers		10,000	
5637	Adult Services Media		20,000	
5651	Digital Media		150,000	
5652	Grant/Award Expense (Databases)		59,200	
	TOTAL		405,700	

			FY 25/26	
			FY26	
			Approved March 19, 2025	
			Amended June 18, 2025	
ACCT #	Account Name			
	GENERAL FUND EXPENDITURES			
5100	SALARIES		2,472,200	
5200	PLANT MAINTENANCE		165,800	
5300	BUSINESS EXPENSE		101,600	
5400	CIRCULATION & MATERIAL PROC...		248,000	
5500	SERVICES		134,000	
5600	COLLECTION DEVELOPMENT		405,700	
	TOTAL EXPENDITURES		3,527,300	
	GENERAL FUND REVENUES			
	LIBRARY TAX		3,360,200	
	OPERATING REVENUE		212,100	
	TOTAL REVENUES		3,572,300	
	OTHER FINANCING SOURCES/FUNDS			
Class 80	BUILDING RENOVATION LOAN FUND (new Fund line)			
80-3001	Special Debt Service Tax Levy		0	
80-3002	Interest income		0	
80-8000	Loan payment expense		95,002	
	Net Difference		-95,002	
	Fund Balance April 30		0	
	WORKING CASH FUND			
20-3001	Working Cash Levy		0	
20-3202	Interest on investments		100	
	TOTAL		100	

			FY 25/26	
			FY26	
			Approved March 19, 2025	
			Amended June 18, 2025	
ACCT #	Account Name			
20-6920	Transfer to General Fund		-100	
	Fund Balance April 30		48,361	
Class 50	LIABILITY INSURANCE FUND			
50-3001	Liability Insurance Levy		23,000	
50-3202	Interest on Investments		0	
50-3300	LIMRIC UCGA Dividend		0	
	TOTAL		23,000	
50-7101	Liability Insurance		23,000	
50-7102	Risk Management expense		5,000	
50-7103	Unemployment Comp. Insurance		2,000	
	TOTAL		30,000	
	Net Difference		-7,000	
	Fund Balance, May 1		11,261	
	Reserve Balance April 30		4,261	
	Reserve in Months		1.70	
Class 30	FICA FUND			
30-3001	FICA Tax Levy		170,000	
30-3202	Interest on Investments		0	
30-5104	FICA Benefit		170,000	
	Net Difference		0	
	Fund Balance, May 1		68,014	
	Reserve Balance April 30		68,014	
	Reserve in Months		4.80	

			FY 25/26	
			FY26	
			Approved March 19, 2025	
			Amended June 18, 2025	
ACCT #	Account Name			
Class 40	IMRF FUND			
40-3001	IMRF Tax Levy		130,000	
40-3202	Interest on Investments - IMRF			
40-5104	IMRF Benefit		200,000	
	Net Difference		-70,000	
	Fund Balance, May 1		159,112	
	Reserve Balance April 30		89,112	
	Reserve in Months		5.35	
Class 60	AUDIT FUND			
60-3001	Audit Levy		13,000	
60-3202	Interest on Investments			
60-7201	Audit Expense		13,000	
	Net Difference		0	
	Fund Balance, May 1		4,462	
	Reserve Balance April 30		4,462	
	Reserve in Months		4.12	
Class 70	CAPITAL MAINTENANCE & REPAIR FUND			
	CAPITAL MAINTENANCE & REPAIR REVENUE			
70-3001	Interest on Investments			
70-3202	Grant Funds			
70-3203	Building Renovation Loan			

			FY 25/26
			FY26
			Approved March 19, 2025
			Amended June 18, 2025
ACCT #	Account Name		
70-3702	TOTAL		
	CAPITAL MAINTENANCE & REPAIR EXPENDITURES		
70-7301	MAJOR REPAIRS		
70-7301			
70-7400	OTHER CAPITAL EXPENDITURES		
7401	Furniture		10,000
7402	Parking Lot Repair/Maintenance		15,000
7403	Building Repair		50,000
7404	Landscape		50,000
7405	Memorials		0
7406	OTHER EXPENDITURES		50,000
	Subtotal		175,000
70-7500	Special Projects		
7502	Klein Creek Overlook Project-IGA		211,000
7503	Front Entrance/Outdoor Renovation		300,000
7504	Capital Replacement Study		15,000
7506	Office & Staff Room Door Wraps		15,000
7507	Automation Equipment		50,000
7509	Security Upgrades		60,000
	Total		826,000
	FUND BALANCE, MAY 1		1,886,491
	Transfer from Gen. Fund FY25		TBD
	FUND BALANCE, APRIL 30		1,060,491



Carol Stream Public Library		
Insurance Premium Summary		
Coverage	Expiring	Renewal
Package	\$10,628	\$12,248
Business Auto	Included	Included
Umbrella	\$5,075	\$5,075
Workers Compensation	\$3,915	\$3,804
Directors & Officers/EPL	\$4,722	\$5,170
Crime	\$2,729	\$2,729
Cyber	\$1,618	\$1,683
Total	\$28,687	\$30,709
Increase		7.05%



Carol Stream Public Library		
Summary of Insurance		
2025-2026		
Carrier & Type of Coverage	Description of Coverage	Coverage Amount
Commercial Property		
Hanover Policy # ZBCJ559487 10/08/2025-10/08/2026	Loss of property due to fire, theft, etc.	
Loc. 1: 616 Hiawatha Drive, Carol Stream, IL 60188		
	Building	\$9,639,243 (Exp. \$8,113,841)
	Business Personal Property	\$5,508,043 (Exp. \$5,100,040)
	EDP Computer Coverage	Included in BPP
	Collections	Included in BPP
	Business Income	ALS
	Earthquake	\$1,000,000
	Flood	\$100,000
	Equipment Breakdown	\$15,517,801
	Deductible	\$2,500
	Windstorm/Hail Deductible	\$50,000
	Earthquake Deductible	\$50,000
	Flood Deductible	\$25,000
General Liability		
Hanover Policy # ZBCJ559487 10/08/2025-10/08/2026	Provides protection for Bodily Injury & Property Damage claims	
	General Liability Per Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Personal & Advertising Injury Liability	\$1,000,000
	Sexual Abuse Liability	\$1,000,000/\$1,000,000
	Medical Expense Limit	\$10,000
	Damage to Rented Premises	\$100,000



Carol Stream Public Library		
Business Auto		
Hanover Policy #ZBCJ559487 10/08/2025-10/08/2026	Protects your business in the event of an injury to an employee traveling in a rented or personal automobile on company business	
	Liability	\$1,000,000
	Uninsured Motorist	\$1,000,000
	Underinsured Motorist	\$1,000,000
Umbrella		
Hanover Policy #ZBCJ559487 10/08/2025-10/08/2026	Provides an additional layer of liability coverage to the General Liability	
	Each Occurrence/Aggregate	\$5,000,000
	Retention	\$0
Workers Compensation		
Hanover Policy #WZCJ520862 10/08/2025-10/08/2026	Provides coverage for Employees for accidents or injuries that happen during work hours	
	Workers Comp Employers Liability	\$500K/\$500K/\$500K
	8810 - Clerical Office Employees NOC	\$1,965,600
	9101 - Public Library or Museum: All Other Employees	\$78,200
	Total	\$2,043,800
Directors & Officers Liability		
Travelers Policy #107917166 10/08/2025-10/08/2026		
	Each Claim/Aggregate	\$1,000,000
	Retention	\$0
	Prior & Pending/Continuity Date	10/08/23



Carol Stream Public Library		
Employment Practices Liability		
Travelers	Provides protection for "decisions" made by Directors, Officers, Volunteers, Trustees, Committee Members & The Entity	
Policy #107917166		
10/08/2025-10/08/2026		
	Each Claim/Aggregate	\$1,000,000
	Retention	\$0
	Prior & Pending/Continuity Date	10/08/23
Government Crime		
Travelers	Provides coverage for theft of funds	
Policy # 107707068		
10/20/2025-10/20/2026		
	Each Loss	\$2,000,000
	Retention	\$10,000
Cyber Liability		
Houston Casualty Co.	Provides coverage in the event of a Cyber Breach	
Policy #H24NGP24552100		
10/20/2025-10/20/2026		
	Each Loss	\$1,000,000
	Deductible	\$1,000
	Knowledge Date	9/19/2024



SEPARATION OF EMPLOYMENT

As mentioned elsewhere in this Handbook, all employment relationships with the Library are on an at-will basis. Thus, although the Library hopes that its relationship with employees is long-term and mutually rewarding, both the employee and the Library reserve the right to terminate the employment relationship at any time.

It is preferred that part-time positions provide at least two (2) weeks' notice and full-time positions provide at least four (4) weeks' notice of their intended termination date. Such notice preferably should be given in writing to the employee's Manager. Proper notice generally allows the Library sufficient time to make appropriate staffing decisions, as well as to calculate all accrued overtime and accumulated vacation credit (if applicable) to be paid out in addition to regular pay on their final paycheck.

Once an employee has submitted their notice of resignation, any new requests for Floating Holidays and Personal days will not be approved unless the time off was authorized prior to the submission of the notice. Remaining Floating Holidays and Personal days are forfeit after notice of resignation is received. Vacation requests made after submitting notice of resignation is within the right of the Manager to deny. In the event of unforeseen circumstances requiring time away from work, any necessary absences will be deducted from full-time or part-time benefit eligible employee's accrued Vacation or Sick leave balances, as applicable.

Exit interviews are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all property that may be in the employee's possession (keys, proxy card, credit cards, phones, laptops, etc.), and to provide employees with an opportunity to discuss their job-related experiences.

An employee who has resigned from Library employment and is subsequently re-hired will not be credited with prior service for the purpose of computing the accrual of vacation time, sick time or seniority. If an employee is eligible for PLFAW paid leave and is re-hired within 12 months, they will resume their paid leave accrual balance that remained at the time of their previous termination date.

CAROL STREAM PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
May 1, 2024 through April 30, 2025

GENERAL FUND

Fund Balance – Beginning	\$2,172,605
<u>Revenues</u>	
Taxes	3,281,046
Fines and Fees	27,742
Intergovernmental	59,183
Interest	121,140
Miscellaneous	9,460
Total Revenues	3,498,571
<u>Expenditures</u>	
Salaries/Benefits	2,165,297
Plant Maintenance	151,022
Business	93,078
Automation & Dept. Operations	230,364
Services	121,277
Collection Development	382,034
Total Expenditures	3,143,072
Transfer (Out) to CM&R Fund	(200,000)
Transfer (Out) to FICA Fund	(25,000)
Fund Balance – Ending	\$2,303,104

Payments to vendors: 4imprint \$4,120; A&A Paving \$9,906; AllOne Health \$6,443; Amazon Business Prime/AMEX \$47,793; Assa Abloy Entrance Systems, Inc. \$3,566; ATA Group, LLP \$16,389; Baker & Taylor \$111,294; Bridgeall Libraries Limited \$9,622; Case Lots, Inc. \$5,965; Cengage Group \$5,631; Comcast \$16,200; ComEd \$41,791; Complete Cleaning Co. Inc. \$35,535; Ebsco Information Services \$5,615; Envision3, LLC \$31,488; Fox Valley Fire & Safety Co. Inc. \$3,429; Fun Express, LLC \$3,704; Garvey's Office Products \$4,363; GovConnections, Inc. \$19,980; Great America Financial Services \$14,372; Hanover Insurance Co. \$19,790; Heritage Technology Solutions \$5,186; HR Source \$3,124; Illinois Library Association \$2,868; Impact Networking, LLC \$3,936; InfoUSA Mktg, Inc. \$7,545; KnowBe4 \$7,006; Latitude Signage+Design \$20,388; Library Furniture International (LFI) \$5,908; Library Market \$27,900; MAC Systems LTD. \$5,037; Midwest Tape \$115,285; Niche Academy LLC \$3,449; OverDrive, Inc. \$42,914; Paylocity \$14,272; Payroll Federal Deposit FICA \$153,477; Peek-A-Book LLC \$2,540; Pitney Bowes \$8,149; Playaway Products, LLC \$7,559; PNC Bank \$51,976; Precision Control Systems of Chicago, Inc. \$17,563; ProQuest LLC \$22,829; Reaching Across IL Library System (RAILS) \$12,793; Scholastic, Inc. \$6,601; Sebert Landscaping, Inc. \$57,525; Service Express LLC \$4,680; SHI International Corp. \$5,121; Sikich LLP \$11,880; Sir Speedy Printing \$3,546; Staples \$6,909; SWAN (System Wide Automated Network) \$50,332; Today's Business Solutions, Inc. \$6,061; Travelers \$7,451; Tutor.com \$3,975; Upland Design Ltd. \$33,636; Value Line Publishing LLC \$5,000; Village of Carol Stream-Benefits \$233,929; Village of Carol Stream-IMRF \$158,459; Village of Carol Stream-IT Services \$124,251; Village of Carol Stream-Loan \$234,461; Village of Carol Stream-Water Dept. \$9,116.

Payroll: Under \$25,000-Atherton, Megan; Bobysud, Lauren; Bonner-Baker, Jacob; Buttell, Jessica; Carlson, Linda; Donaldson, Jeremy; Emerson, Molly; Enerson, Michelle; Ficarella, Nicola; Fonseca, Antonio; Geshkewich, Joseph; Grippando, Sarah; Hayes, Carol; Ikhtiar, Andleeb; Klimczak, Elizabeth; Liszka, Carrie; Lorenzetti, Michael; McKinnie, Vanessa; McVey, Merlene; Patel, Bindiya; Paustian, Anthony; Raygoza, Leticia; Rentfleish, Anjali; Shaw, Catherine; Smith, Marlys; Southwell, Michael; Steadman, John; Temesvary, Autumn; Walek, Cheryl; Walther, Renee; Willey, Richard; \$25,000 to \$49,999.99- Farrell, Joyce; Harwood, Robin; Jaime, Kelsey; Karney, Richard; Lee, Claire; McDonald, Rebecca; Namboodiri, Devaki; Rentfleish, Anjali; \$50,000 to \$74,999.99-Albers, Adriana; Anderson, Ronald; Costuna, Marie; Dexheimer, Steven; Elder, Jessica; Frigo, Mikayla; Garcia, Crystal; Johnson, Melanie; Kushad, Omar; McDonald, Paul; Mohedano, Julie; Mucha, Pierce; Saltiel, Lena; Wilson, Leigh Anne;

Wright, Samantha; \$75,000 to 99,999.99-Moreno, Athanasios; Teske, Amy; \$100,000 to \$124,999.99-Hays, Laura; over \$125,000-Westgate, Susan.

FICA FUND

Fund Balance – Beginning	\$ 68,014
--------------------------	-----------

Revenues

Taxes	135,529
Interest	3,691
Transfer (In)	25,000
Total Revenues	164,220

Expenditures

FICA	153,477
Total Expenditures	153,477

Fund Balance – Ending	\$78,757
-----------------------	----------

Cash Disbursements: Payroll Federal Deposit FICA \$153,477.

IMRF FUND

Fund Balance – Beginning	\$159,112
--------------------------	-----------

Revenues

Taxes	205,629
Interest	8,512
Total Revenues	214,141

Expenditures

IMRF	171,183
Total Expenditures	171,183

Fund Balance – Ending	\$202,070
-----------------------	-----------

Cash Disbursements: Village of Carol Stream (IMRF) \$171,183.

LIABILITY INSURANCE FUND

Fund Balance – Beginning	\$11,261
--------------------------	----------

Revenues

Taxes	31,156
Interest	652
Total Revenues	31,808

Expenditures

Liability Insurance	20,380
Risk Management	3,193
Unemployment Insurance	745
Total Expenditures	24,318

Fund Balance – Ending	\$ 18,751
-----------------------	-----------

Payments to vendors: Cook & Kocher Ins. Group \$1,618; Fox Valley Fire & Safety Company Inc. \$2,839; Fredriksen Fire Equipment \$182; Hanover Insurance Co. \$11,483; LIMRiCC Unemployment Compensation Group \$745; Travelers \$7,451.

AUDIT FUND

Fund Balance – Beginning	\$6,527
--------------------------	---------

Revenues

Taxes	12,463
Interest	246
Total Revenues	12,709

Expenditures

Audit	12,800
-------	--------

Fund Balance – Ending	\$6,436
-----------------------	---------

Payments to vendors: ATA Group, LLC \$920; \$Sikich LLP \$11,880.

BUILDING RENOVATION LOAN FUND

Fund Balance – Beginning	\$2,357
--------------------------	---------

Revenues

Taxes	233,685
Interest	383
Total Revenues	234,068

Expenditures

Debt Repayment Expense	234,461
------------------------	---------

Fund Balance – Ending	\$1,964
-----------------------	---------

Payments to vendors: Village of Carol Stream \$234,461.

CAPITAL MAINTENANCE & REPAIR FUND

Fund Balance – Beginning	\$1,886,491
--------------------------	-------------

Revenues

Interest	98,361
Transfer (In)	200,000
Total Revenues	298,361

Expenditures

Major Repairs	15,793
Special Capital Projects	50,823
Other Capital Expenditures	94,948
Total Expenditures	161,564

Fund Balance – Ending	\$2,023,288
-----------------------	-------------

Payments to vendors: A & A Paving \$9,906; Assa Abloy Entrance Systems \$2,282; Bedrock Earthscapes \$1,500; GovConnections Inc. \$17,187; Heritage Technology Solutions \$941; Home Depot \$964; Latitude Signage+Design

\$20,388; Library Furniture International \$5,908; Library Market \$24,900; Sebert Landscaping, Inc. \$43,953; Upland Design Ltd. \$33,636.

WORKING CASH FUND

Fund Balance – Beginning	\$54,997
<u>Revenues</u>	
Interest	2,863
Transfer (Out) to General Fund	0
Fund Balance – Ending	\$57,860

Disbursements, Expenses by Vendor
Carol Stream Public Library
July 2025

Date	Num	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
07/10/2025	13420	Case Lots, Inc.	-953.51
07/10/2025	13426	Demco	-460.28
07/10/2025	13428	Fox Valley Fire & Safety Company, Inc.	-714.60
07/10/2025	13427	Flourish Dance Academy	-50.00
07/10/2025	13429	Garvey's Office Products	-459.23
07/14/2025	13417	American Express - Lowe's	-223.21
07/14/2025	13430	J Lani Gerszonovicz	-300.00
07/14/2025	13432	Language Labs	-195.00
07/14/2025	13431	Lambrecht, Catherine	-251.80
07/14/2025	13433	Library Furniture International (LFI)	-337.00
07/14/2025	13435	MacKay, Vanessa	-65.00
07/14/2025	13436	OverDrive, Inc.	-652.99
07/14/2025	13418	Ancel Glink, P.C.	-3,940.00
07/14/2025	13423	Comcast (Fiber Optic/Internet)	-882.41
07/14/2025	13424	Comcast - (Business Phone)	-504.38
07/14/2025	13446	Today's Business Solutions, Inc.	-334.88
07/14/2025	13419	ATA Group, LLP	-1,600.00
07/14/2025	13437	Paylocity	-1,084.83
07/14/2025	13438	PermaBound Books	-215.54
07/14/2025	13439	Playaway Products, LLC	-580.68
07/14/2025	13440	Precision Control Systems of Chicago, Inc.	-1,373.00
07/14/2025	13441	Reaching Across IL Library System (RAILS)	-13,470.00
07/14/2025	13442	Scholastic, Inc.	-178.96
07/14/2025	13445	Staples	-1,071.27
07/14/2025	13444	Sir Speedy Printing	-770.24
07/14/2025	13443	Sebert Landscaping, Inc.	-736.00
07/14/2025	13448	Twietmeyer, Michael	-180.00
07/14/2025	13451	Vodotech inc.	-300.00
07/14/2025	13434	LIMRiCC - UCGA	-367.02
07/14/2025	13447	Tutor.com, Inc.	-3,975.00
07/14/2025	13454	Village of Carol Stream - Water Dept.	-565.27
07/14/2025	13453	Village of Carol Stream - Benefits	-23,709.84
07/14/2025	13450	Village of Carol Stream	-9,329.69
07/14/2025	13449	Unique Management Services, Inc.	-128.05
07/14/2025	13452	Zeus Battery Products	-80.40
07/15/2025	13422	Chase, Kellie	-200.00

07/15/2025	13425	Complete Cleaning Co., Inc.	-2,995.00
07/15/2025	13421	Center Point for Large Print Books	-152.22
07/15/2025	13455	Midwest Tape LLC	-10,728.50
07/15/2025	13457	Swan (System Wide Automated Network)	-10,580.50
07/15/2025	13456	Baker & Taylor	-8,082.67
07/16/2025	13458	Amazon Business Prime/AMEX	-4,594.07
07/24/2025	13459	PNC Bank	-3,822.96
07/29/2025	13460	GreatAmerica Financial Svcs.	-1,197.69
07/29/2025	13461	Impressions in Stone	-71.70
07/29/2025	13463	NobleTec LLC	-738.26
07/29/2025	13462	New York Times	-1,729.05
07/29/2025	13464	Playaway Products, LLC	-396.61
07/29/2025	13467	Village of Carol Stream - IMRF	-14,951.59
07/29/2025	13465	Upland Design Ltd.	-792.50
07/29/2025	13466	Village of Carol Stream - Benefits	-26,330.66
Total for 10-1001 PNC General Checking			<u>-\$157,404.06</u>
Total for 10-1000 Library Fund Cash with sub-accounts			<u>-\$157,404.06</u>
TOTAL			<u>-\$157,404.06</u>

Accrual Basis Wednesday, August 06, 2025 03:06 PM GMTZ

Total Disbursements for July 1 through July 31, 2025

Approved by the Library Board of Trustees on September 17, 2025.

President

Date

Carol Stream Public Library

Reimbursements

July 2025

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
07/31/2025	Journal Entry	ATA250704	10-General Fund	Allocate Employee Reimbursements	-Split-	187.67	187.67
Total for 2400 Payroll Liabilities						\$187.67	
5300 Business Exp.							
5305 Mileage Reimbursement							
07/31/2025	Journal Entry	ATA250704	10-General Fund	Allocate Employee Reimbursements	-Split-	113.33	113.33
Total for 5305 Mileage Reimbursement						\$113.33	
Total for 5300 Business Exp.						\$113.33	
5500 Services							
5501 Youth Services Programs							
07/31/2025	Journal Entry	ATA250704	10-General Fund	Allocate Employee Reimbursements	-Split-	54.01	54.01
Total for 5501 Youth Services Programs						\$54.01	
5503 Adult/Teen Programs							
07/31/2025	Journal Entry	ATA250704	10-General Fund	Allocate Employee Reimbursements	-Split-	20.33	20.33
Total for 5503 Adult/Teen Programs						\$20.33	
Total for 5500 Services						\$74.34	

Deduction Listing

Check Dates: 07/11/2025 to 07/25/2025

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2025071101 - 2025072501

Pay Periods: 06/22/2025 to 07/19/2025

REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-15.68
Anderson, Ronald	1068		15	-9.10
Garcia, Crystal	1191		11	-29.82
Mucha, Pierce	1226		11	-48.33
Teske, Amy	1151		03	-13.09
Wilson, Leigh Anne	1188		12	-33.32
Wright, Samantha	1217		03	-38.33

Totals for REIMB -- REIMBURSEMENT

7 Employees

-187.67

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	7	-187.67
Totals			7	-187.67

Paylocity Corporation
(888) 873-8205

User: lsaltiel

Run on 7/21/2025 at 1:40 PM

Disbursements, Expenses by
Carol Stream Public Library
August 2025

Date	Num	Vendor	Amount
10-1000		Library Fund Cash	
10-1001		PNC General Checking	
08/04/2025	13468	DuPage Electrical Service	-4,000.00
08/08/2025	13469	E. Hoffman, Inc.	-122,445.90
08/08/2025	13470	Vodotech inc.	-42,778.00
08/11/2025	13471	Amazon Business Prime/AMEX	-4,872.62
08/12/2025	13473	ATA Group, LLP	-1,300.00
08/12/2025	13472	Ancel Glink, P.C.	-947.50
08/12/2025	13476	Cengage Group	-296.15
08/12/2025	13480	Complete Cleaning Co., Inc.	-2,995.00
08/12/2025	13478	Chan, Karen M.	-250.00
08/12/2025	13477	Center Point for Large Print Books	-152.22
08/12/2025	13475	Case Lots, Inc.	-530.10
08/12/2025	13481	Flourish Dance Academy	-50.00
08/12/2025	13483	Goding Electric Company	-352.00
08/12/2025	13482	Garvey's Office Products	-301.88
08/12/2025	13485	J Lani Gerszonovicz	-300.00
08/12/2025	13484	Ingram Library Services	-1,896.24
08/12/2025	13486	Language Labs	-195.00
08/12/2025	13487	Library Furniture International (LFI)	-5,366.00
08/12/2025	13488	MacKay, Vanessa	-65.00
08/12/2025	13489	Matonis, Sherry	-50.00
08/12/2025	13491	Nub Games, Inc.	-457.00
08/12/2025	13493	OverDrive, Inc.	-6,648.23
08/12/2025	13492	Outreach Community Ministries	-1,000.00
08/12/2025	13494	Paylocity	-1,175.66
08/12/2025	13496	Pitney Bowes Global Financial Services LL	-277.38
08/12/2025	13495	PermaBound Books	-568.94
08/12/2025	13497	Precision Control Systems of Chicago, Inc.	-1,373.00
08/12/2025	13499	Scholastic, Inc.	-1,604.48
08/12/2025	13500	Sebert Landscaping, Inc.	-961.00
08/12/2025	13501	Sikich, LLP	-2,850.00
08/12/2025	13502	Solonickne, Lara	-350.00
08/12/2025	13503	Thompson, Jennifer	-300.00
08/12/2025	13504	Twietmeyer, Michael	-180.00
08/12/2025	13507	Village of Carol Stream	-9,329.69
08/12/2025	13512	Village of Carol Stream - Water Dept.	-752.87
08/12/2025	13505	Unique Management Services, Inc.	-98.50

08/12/2025	13508	Warehouse Direct	-551.88
08/13/2025	To print	Comcast - (Business Phone)	-511.44
08/13/2025	13479	Comcast (Fiber Optic/Internet)	-882.41
08/13/2025	13498	Rosen Publishing	-400.00
08/14/2025	13510	Zeus Battery Products	-37.42
08/14/2025	13490	Midwest Tape LLC	-10,668.83
08/15/2025	13506	Upland Design Ltd.	-272.25
08/15/2025	13509	Wheaton Public Library	-32.95
08/15/2025	13474	Baker & Taylor	-6,635.09
08/18/2025	13511	Comcast - (Business Phone)	-511.44
08/19/2025	13514	Village of Carol Stream - IMRF	-15,265.33
08/19/2025	13513	Paylocity	-845.58
08/27/2025	13516	InfoUSA Mkting, Inc. (sub. Data Axel Inc)	-7,545.00
08/27/2025	13515	GreatAmerica Financial Svcs.	-1,197.69
08/27/2025	13517	Library Furniture International (LFI)	-2,666.00
08/27/2025	13518	OverDrive, Inc.	-99.75
08/27/2025	13520	Village of Carol Stream - Benefits	-22,968.41
08/28/2025	13519	PNC Bank	-8,595.91
Total for 10-1001 PNC General Checking			-\$296,757.74
Total for 10-1000 Library Fund Cash with sub-accounts			-\$296,757.74
TOTAL			-\$296,757.74

Accrual Basis Monday, September 08, 2025 04:36 PM GMTZ

Total Disbursements for August 1 through August 31, 2025.

Approved by the Library Board of Trustees on September 17, 2025.

President

Date

Carol Stream Public Library

Reimbursements

August 2025

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
08/31/2025	Journal Entry	ATA250805	10-General Fund	Reclass August, 2025 Employee Reimbursements	-Split-	108.42	108.42
Total for 2400 Payroll Liabilities						\$108.42	
5300 Business Exp.							
5305 Mileage Reimbursement							
08/31/2025	Journal Entry	ATA250805	10-General Fund	Reclass August, 2025 Employee Reimbursements	-Split-	108.42	108.42
Total for 5305 Mileage Reimbursement						\$108.42	
Total for 5300 Business Exp.						\$108.42	

Deduction Listing

Check Dates: 08/08/2025 to 08/22/2025

Page 1 of 1

Carol Stream Public Library (9366)

Processes: 2025080801 - 2025082201

Pay Periods: 07/20/2025 to 08/16/2025

REIMB -- REIMBURSEMENT**Company: (9366)**

Employee	ID	SSN	Location	Amount
Anderson, Ronald	1068		15	-3.50
Farrell, Joyce C.	1103		10	-24.57
Moreno, Athanasios M.	1216		02	-7.68
Mucha, Pierce	1226		11	-49.57
Wilson, Leigh Anne	1188		12	-23.10
Totals for REIMB -- REIMBURSEMENT				-108.42
5 Employees				

Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	5	-108.42
Totals			5	-108.42

Paylocity Corporation
(888) 873-8205

User: lhays

Run on 8/18/2025 at 3:04 PM

LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY
September 17, 2025

Tax Levy Prepared

The 2025 Request for Tax Levy needs to be approved and submitted to the Village for their approval. The 2025 Levy amount has a decrease of \$22,152 over last year. The decrease is a result of the Library no longer needing to levy for additional funds for the renovation loan. Our final payment will be this December in a reduced amount of \$95,002.13. The FICA Fund levy was increased by \$5,000 over last year's Levy, the IMRF Fund Levy was decreased by \$20,000, the Liability Fund was decreased by \$7,000 and the Audit Fund Levy remained the same. The Funds will maintain an adequate reserve amount. A \$97,850 increase to the General Fund Levy is needed in response to added operational costs. *If we experience excess revenues at the end of the current FY, I will recommend transfer of funds to any of the Special Funds that may be below the recommended minimum of four months of reserves.* A copy of the levy is included in your Board packets which also includes an Exhibit A showing the FY26 budget. Included below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

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

FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease
2021 Levy	\$3,744,461	+\$70,000
2022 Levy	\$3,804,461	+\$60,000
2023 Levy	\$3,846,461	+\$40,000
2024 Levy	\$3,718,352	-\$128,109
2025 Levy	\$3,696,200	-\$22,152

Insurance Renewal

The Library's current insurance policies are up for renewal in October. A brief summary of the coverage is included in the Board packet. Our total insurance costs increased by \$2,022 from last year, an increase of 7.05%. Our Insurance broker shared that there has been an average increase of 7-11% in insurance premiums for libraries. Our increase is at the low end of these averages and our policy reflects an increase in our building limit from 8.1 million to 9.6 million. Approval for the insurance renewal is included as an action item for the Board as required by our policy for expenditures exceeding \$10,000.

Revision to Policy #403-Separation of Employment

The Library currently provides three personal days and two floating holidays to full-time employees and two floating holidays for part-time employees. These additional paid time-off benefits are awarded at the start of each fiscal year with the intention to provide employees with opportunities for time-off throughout the upcoming year. We are requesting a modification to our current Separation of Employment policy to state that remaining Personal

Days or Floating Holidays become forfeit once the Library has received a notice of resignation. The time period following an employee's resignation until their final day of employment is crucial as we transfer responsibilities and acquire needed knowledge/information of the departing employee's projects and tasks. Any necessary absences during this time will be deducted from accrued Vacation or Sick leave balances as applicable. A copy of the policy with the added section is included in the Board packet for your review.

Statement of Cash Receipts and Disbursements

I prepared and have included a copy of the Library's Cash Receipts and Disbursements Statement for May 1, 2024-April 30, 2025 for your review. This is not something that needs to be voted upon. It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2025 is also included. This will be published in a local newspaper and then submitted to the Village and the County Clerk with a signed letter from the Library Treasurer.

Outdoor Front Entrance Renovation and Klein Creek Project Update

The five steel leaf structures have been installed as well as two small concrete platforms for the Library's tall corton steel planters. Five River Birch trees have also been planted as well as a few of the smaller plantings along the windows. The irrigation system installation should occur the week of September 15. Following the completion of the irrigation system, the final plantings will be installed as well as the benches and bike tool station. There are four large planters that will also be located along the front area of the Library near the benches and the large stones. There was an error in the Site Amenities Schedule that listed only three benches, so only three were ordered by the contractor. An additional bench will need to be purchased for the garden path. This bench will be a Memorial Bench for deceased resident Margaret LeaBrue. We received a significant amount of donations in her honor at her passing several years ago. We will be using these funds towards this purchase and will include a memorial plaque in her memory on the bench. They have begun working on the Klein Creek Project. They have prepared the area for the concrete pours and the footings for the large leaf shelters.

Facility Update

The repair of the south parking lot light has been completed. The annual maintenance of the parking lot for crack filling, sealing and re-striping will be delayed until spring this year due to the large amount of construction activity this fall. We usually schedule this over Labor Day weekend, in the spring we will schedule it over Memorial weekend. The installation of the new security camera system will begin on Monday, September 15. Both systems will run during the project so that we will still have video coverage during the transition. Roto-Rooter is scheduled to come out on September 17 and rod all of the building's lines. We have this done annually to prevent buildup and back-up of the Library's drainage systems. The Library will also be scheduling the annual roof inspection for early October to ensure we are water tight for the upcoming year.

New Offerings-Pickle Ball Sets and Library Bags & Mugs

As of Tuesday, September 9 the Library now has Pickle Ball sets available for check-out at the Patron Services Desk. Each set contains two paddles and two balls and a QR is provided linking to the Park District Pickle Ball information page. They are available for a three week check-out with no-renewals, no-holds and one set per library card. We purchased ten sets. A Green Team initiative was to decrease the use of plastic bags and the paper cups and lids in the café. The Library is now offering canvas book bags for a donation of \$10 and covered ceramic mugs for \$5.00 at the Patron Services Desk. The donation covers the cost of the item.

Hosted Events

On July 22 we hosted the Rotary Club Meeting. I did a presentation for them about our outdoor renovation and a Q&A about the Library, followed by a tour. On August 11 we hosted the Park District Board Meeting while their normal meeting space was not available.

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>.

Upcoming Library Events and Outreach

- September 20-Fall Fest- Village Town Center
- October 25- Trick or Treat Trail-Red Hawk Park
- October 31-Trick or Treat at the Library
- December 5-Village Tree Lighting-Village Town Center

August Employee Anniversaries

Carol Hayes, Circulation – 8/2/11

Catherine Shaw, Circulation – 8/11/14

Marie Costuna, Technical Services – 8/08/17

September Employee Anniversaries

Lauren Bobysud, Youth Services-9-16-24

Linda Carlson, Adult Services-9/04/19

Antonio Fonseca, Maintenance-9/09/14

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

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

Robin Harwood, Youth Services-9/27/22

Susan Westgate, Library Director

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

July 2025

	FY 24-25	FY 25-26	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	17,401	15,226	43,949
Total Teen	773	916	2,405
Total Youth	19,472	19,525	53,389
Physical material use by format			
Books	26,566	26,826	73,836
Videos	6,871	5,238	15,064
Audiobooks and Music CDs	2,381	1,813	5,831
Periodicals and Magazines	208	239	636
Other	1,620	1,551	4,376
Total Physical Item Circulation	37,646	35,667	99,743
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	3,331	3,115	8,913
ILL - Borrowed from Non-SWAN	33	34	118
ILL - Loaned to SWAN	1,125	1,087	30,019
ILL - Loaned to Non-SWAN	41	59	196
RBP Loans - SWAN (incl. above)	825	621	2,111
RBP Loans (non-SWAN) - (incl. above)	617	624	1,640
Digital media use			
Bingepasses (hoopla)	29	35	94
E-books	3,788	4,053	10,306
E-Audio	3,835	4,804	12,551
E-Video	511	580	1,590
Museum Adventure Pass / Explore More Illinois	41 / 0	37 / 2	98 / 5
Total use of Electronic Materials	8,204	9,511	24,644
Total Circulation (physical materials and digital media)	45,850	45,178	124,387
Digital magazine retrievals	806	863	2,300
Total Electronic Retrievals (e-mags and databases)	7,532	7,349	21,631
Other circulation activities			
Items checked out in the Library	18,078	17,132	48,887
Self Check - # of Items Checked out	12,812	11,383	34,981
Self Check - % of items checked out in the Library	70.87%	66.44%	71.55%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	36 / 535	26 / 547	95 / 2,048
Teen Number/Attendance	8 / 255	12 / 161	36 / 591
Youth - Number/Attendance	120 / 1,849	64 / 1,885	195 / 8,683
General Interest - Number/Attendance	0 / 0	2 / 55	8 / 241
Total - Number/Attendance	164 / 2,639	104 / 2,648	326 / 11,322
Library Events - Number / Attendance	1 / 16	1 / 4	3 / 1,154
Outreach - Number / Attendance	13 / 277	26 / 590	87 / 6,144
Facility Usage			
Library Visits (Door Count)	15,626	15258 *	43,876
Curbside Pickup Transactions	49	5 **	75
Study Rooms - # of Users	417	391	1,203

Electronic Usage			
# of Internet Sessions/Total Time	1,634 / 1,314	1,586 / 1,342	4,600 / 3,851
# of Library Website Visits	10,964	15,451	46,322
# Mobile App Views	370	883	2,102
# of Wireless Users	1,723	1,882	5,786
Aspen catalog usage # engaged sessions	7,862	8,283	23,241

Reference Transactions			
Adult	1,986	1,775	5,362
Youth	1,824	2,314	6,284
Patron Services	362	522	1,609
Chat	34	29	90
Total Reference Transactions	4,206	4,640	13,345

Total One-on-One Tutorials			
Adult	35	34	120
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,827	19,458	
# of Non-Resident Cards	53	54	
Total Registered Users	18,880	19,512	

Resources Owned/Licensed			
Books	69,196	66,159	
Newspapers (Print only)	20	17	
Periodicals (Print only)	98	96	
Total Print Materials	69,314	66,272	
Current Subscriptions (Print Only)	118	113	
Current E-Subscriptions	5,354	6,112	
E-Books: Downloadable	87,345	88,947	
Audio Recordings	6,845	5,455	
Audio Recordings (Downloadable)	41,966	45,338	
Videos	9,696	8,413	
Other: Video Games, Puzzles, Devices	886	902	
Databases	63	99	
Total Resources Owned/Licensed	221,469	221,538	

Professional Development Hours			
Total staff hours	34		

Marketing and Social Media engagement			
Facebook Followers: total count	na	3,484	10,393
Facebook post reach for the month	na	10,224	26,474
Instagram Followers: total count	na	1,531	4,558
Instagram post reach for the month	na	890	2,404
e-newsletter open rate %	na	38.16%	38.84%

* This includes an estimate of the July 2025 door count as the main entrance was closed July 7-25, 2025.

** Curbside Service was closed during the Front Landscape Project July - August, 2025.

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

August 2025

	FY 24-25	FY 25-26	Current YTD
Circulation Activity			
Physical material use by audience			
Total Adult	15,738	14,793	58,742
Total Teen	758	761	3,166
Total Youth	16,000	17,239	70,628
Physical material use by format			
Books	22,864	23,849	97,685
Videos	5,712	5,447	20,511
Audiobooks and Music CDs	2,101	1,826	7,657
Periodicals and Magazines	274	216	852
Other	1,545	1,455	5,831
Total Physical Item Circulation	32,496	32,793	132,536
Interlibrary loans and Reciprocal borrowers (included above)			
ILL - Borrowed from SWAN	3,148	2,023	11,936
ILL - Borrowed from Non-SWAN	36	42	160
ILL - Loaned to SWAN	1,150	979	3,988
ILL - Loaned to Non-SWAN	70	60	356
RBP Loans - SWAN (incl. above)	642	636	2,747
RBP Loans (non-SWAN) - (incl. above)	435	562	2,202
Digital media use			
Bingepasses (hoopla)	26	26	120
E-books	3,475	3,335	13,641
E-Audio	3,755	4,191	16,742
E-Video	389	442	2,032
Museum Adventure Pass / Explore More Illinois	37 / 16	34 / 1	132 / 6
Total use of Electronic Materials	7,698	8,029	32,673
Total Circulation (physical materials and digital media)	40,194	40,822	165,209
Digital magazine retrievals	972	892	3,192
Total Electronic Retrievals (e-mags and databases)	8,408	6,563	28,194
Other circulation activities			
Items checked out in the Library	15,274	13,785	62,672
Self Check - # of Items Checked out	10,659	10,194	45,175
Self Check - % of items checked out in the Library	69.79%	73.95%	72.08%
Programs - # of Programs/Attendance*			
Adult - Number/Attendance	35 / 988	21 / 974	116 / 3,022
Teen Number/Attendance	5 / 201	109 / 33	45 / 700
Youth - Number/Attendance	104 / 2,890	43 / 2,596	238 / 11,279
General Interest - Number/Attendance	0 / 0	4 / 50	12 / 291
Total - Number/Attendance	144 / 4,079	77 / 3,729	399 / 15,001
Library Events - Number / Attendance	0 / 0	0 / 0	3 / 1,154
Outreach - Number / Attendance	16 / 363	9 / 226	96 / 6,370
Facility Usage			
Library Visits (Door Count)	14,289	13,240	57,116
Curbside Pickup Transactions	42	3	78
Study Rooms - # of Users	390	357	1,560

*

**

Electronic Usage			
# of Internet Sessions/Total Time	1,692 / 1,382	1,515 / 1,252	6,115 / 5,106
# of Library Website Visits	11,532	14,944	61,266
# Mobile App Views	473	809	2,911
# of Wireless Users	1,704	2,011	7,797
Aspen catalog usage # engaged sessions	7,154	7,674	30,915

Reference Transactions			
Adult	1,945	1,632	6,994
Youth	1,317	1,201	7,485
Patron Services	324	486	2,095
Chat	24	29	124
Total Reference Transactions	3,610	3,347	16,698

Total One-on-One Tutorials			
Adult	54	42	192
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,878	19,585	
# of Non-Resident Cards	52	63	
Total Registered Users	18,930	19,648	

Resources Owned/Licensed			
Books	68,802	66,565	
Newspapers (Print only)	20	17	
Periodicals (Print only)	98	96	
Total Print Materials	68,920	66,678	
Current Subscriptions (Print Only)	118	113	
Current E-Subscriptions	5,499	6,203	
E-Books: Downloadable	88,062	88,675	
Audio Recordings	6,711	5,455	
Audio Recordings (Downloadable)	42,340	45,411	
Videos	9,723	8,403	
Other: Video Games, Puzzles, Devices	888	906	
Databases	84	99	
Total Resources Owned/Licensed	222,227	221,830	

Professional Development Hours			
Total staff hours	70.75	57.00	164.75

Marketing and Social Media engagement			
Facebook Followers: total count	na	3,501	13,894
Facebook post reach for the month	na	9,002	35,476
Instagram Followers: total count	na	1,541	6,099
Instagram post reach for the month	na	651	3,055
e-newsletter open rate %	na	41.15%	39.42%

* This includes an estimate of the July 2025 door count as the main entrance was closed July 7-25, 2025.

** Curbside Service was closed during the Front Landscape Project July - September, 2025.

Assistant Director's Report July – August 2025

Administration and Business Office

- Payroll processing week of 7/7, 7/21, 8/4, and 8/18
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Quarterly Check-in meetings were held in July
- Tax exempt letter for 2025-2030 provided to vendors as needed.
- Audit final fieldwork visit occurred on August 27. Joyce and Laura provided reports and support documentation as requested.

Statistics for the Board

- The door count for July is an estimate based on daily average in June and July while the Front entrance was closed for the Landscape project.
- Curbside service was also suspended during this project.

Tech Services

	July	August
Items ordered	751	908
Items put into circulation	514	758
Items catalogued, including imported bib records and original cataloging	83	111
Item record edits and database cleanup	370	625
Merged records (Workflows and Aspen catalog)	19	18
Repair items	85	84
Serial record edits	8	0
Claimed missing and damaged issues	4	1
Conversion projects - items processed	37	11

- Sustainable Shelves – 1494 titles were submitted; 239 items were approved for submission resale to B&T for a credit value of \$137.49. CollectionHQ was sold to a new company so we will no longer be able to use the software credit towards the CHQ annual invoice
- Spotlight Displays - process on and off display
- Catalog pending orders in Workflows, not received items as of September 2, 2025 (Youth, 522; Adult, 503) No pending cart from B&T, MWT, and Ingram as of September 2, 2025.
- Ingram EDI ordering setup for book orders. Thank you to Anjali for setting up staff user accounts, confirming EDI setup, writing up instructions and providing staff training. We are now in the queue to get pre-processing setup for our book orders.
- Completed the updating of bibliographic records that are listed with a date cataloged of NEVER in Workflows.
- Books that were “donated” to us were mailed back to the owning library in Oakland, CA.

Meeting Attendance

- Weekly Director meetings and monthly Director meetings with other Managers – Laura
- July 4 – Parade – Laura and Marie
- July 9 – SWAN cataloging working group - Marie
- July 10 – IT meeting to discuss CCTV proposal and new front WAP - Laura
- July 10 – Management Team – Laura
- July 15 – Monthly IT meeting – Laura
- July 15 – Ingram rep meeting and training – Anjali and Marie
- July 24 – Allstaff meeting – Marie, Anjali, Richard, and Joyce
- July 24 – SWAN DUX working group – Anjali

- July 25 – RAILS Techserv networking group - Anjali
- July 28 – Green Team meeting - Joyce
- August 7 – Tech Services discussion of new pickleball kits
- August 13 – LAANG meeting – Joyce
- August 19 – Monthly IT meeting – Laura
- August 26 – SWAN monthly chat – Laura
- August 28 – Management Team meeting - Laura

Information Technology

- 56 Tickets in July and August
- Updated barcode scanners purchased for Patron Services and Tech Services desks and for mobile use by Youth Services and Adult Services staff.
- Wifi access point by front entrance replaced.
- CCTV quote for Vodotech reviewed and approved by the Board of Trustees. Vendor has started purchasing equipment.
- Website alert and information page added for the Front Landscape project.
- Seed Library in Adult Services – An information page and services content was added.
- Trustee profile added to website for new Trustee Sibil Kuruvilla.
- August 8th power outage in Carol Stream/Wheaton area – IT powered down network server and brought it back online when power was restored. Some printers did not reconnect initially, but IT was able to troubleshoot. We did not have to close the building, so we were able to serve as a cooling center for the neighborhood.
- Zoom desktop issues – Staff are still able to use zoom in a browser.
- Hotspots – ordered an additional 11 devices through TechSoup for the collection.

Laura Hays
Assistant Library Director

Adult Services Department Monthly Report

July 2025

Department News:

- Our 2025 Summer Reading Program ***eclipsed 550 participants***, which is our record for Summer Reading!! People enjoyed the apron prize and the simpler format for registering and completing. We were also able to offer an accessible option for our homebound patrons this year.
- Database usage went down a little bit as well, which is expected with the post-school summer months. We're seeing, however, excellent traction with our CSPL academy, as well as the Udemy online resource.
- Our shelving project is still ongoing as we await the new pieces for the A/V section, as well as the fiction area. We continue doing small amounts of weeding to help make the projected shift easier
- July saw renewals for our PressReader resource as well as our database package through Ebsco and RAILS
- July continued our weekly sessions of volunteer programs for our high schoolers, which have been fantastic! We have averaged about 25 teens each week, working on community craft projects for causes.

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 for the summer will end in early August, and due to funding, the program will not be held here at Carol Stream Public Library from now on, which ends a 3-year stretch of offering weekly ESL classes. The hope is that funding cuts will be awarded again so that we can offer them in the future.
- Omar ordered CSPL-branded magnet clips for his business outreach initiatives
- Athens, Vanessa, and Paul attended the backpack outreach event
- Developed a partnership with Sustain DuPage to connect patrons to our Seed Library
- With the help of our teen volunteers, we donated several bags of crafts to the local Anderson Humane shelter, in Bloomingdale, off Army Trail Rd.
- Crystal visited the Lutheran Church of the Master to sign up new cardholders as well as give a talk about library resources

Programs & Displays:

- Monthly Bookclubs, Pages through the Ages
- ESL classes twice a week, as well as an outside offering, a Conversational ESL group meeting weekly
- July Disability Awareness book display
- Diamond Painting Class
- Take N Makes for Adults and Teens all went out of stock

Athens Moreno Adult Services Manager

- Meditation Saturday class
- ESL conversation group offered weekly through mid-August
- AARP competent driver program
- Diamond Painting Class
- Zumba class
- Rain Boot Planter craft class, three sessions
- Meditation program
- History of American Pies presentation
- Summer Break teen book discussion
- Spice of the month kit
- Donuts and Dice board game monthly program

Meetings:

- Biweekly Management Meetings
- All staff online meeting 815am
- Met with a mentoree as part of the RAILS BIPOC group, where I have been mentoring young librarians/library professionals the past couple of years who are people of color like myself. This year I'm paired with a young professional who, in their career sights, seeks to be an adult services manager one day 😊

Resources and Collection News:

- Udemmy continues doing well after being onboarded at the start of 2025
- Museum Passes demand has picked up because of the summer months
- Weeding and ordering of materials continued as usual, especially with the recent onboarded staff getting trained in Collection Development
- Hold ratios continue to be in check, and our Spotlight area continues excellent circulation
- Created new book displays such as Legal Thrillers, On the Run, and Disability Awareness
- Seed library has been a hit, receiving several compliments and positive feedback regarding the service, and usage has been significant. We allow up to 4 packets per person, and for July, we gave out almost 200.

Pictures:

Athens Moreno Adult Services Manager



Paul, Vanessa, and Athens are attending

the Backpack outreach event



About the Program

The RAILS BIPOC Library Workers Mentorship Program is for library professionals in all stages of development who identify as BIPOC. Students, library workers of all levels and library types are invited to apply. The goal is for individuals who identify as BIPOC to build relationships, share experiences, and develop skills to advance in their careers. We all have something to share.

Discover the importance of mentorship through the experiences of mentors and mentees of the prior year's program.

[Testimonials](#)



©

another young professional again this year. It's been a pleasure helping future librarians of color navigate their career choices and obstacles.

helping mentor

Athens Moreno Adult Services Manager



Summer Teens vols'



Teen Vols project



Summer Teen Vol's

Athens Moreno Adult Services Manager



Our new study room acrylic laser engraved placards have been making study room interactions A LOT easier!



100 hair ties were donated to foster children living in Los Angeles, California. Another project with our Teen Volunteers.

Athens Moreno Adult Services Manager



Three bags of donated pet supplies made by our teen volunteers were delivered to Anderson Humane



Our Spring College of DuPage ESL program graduates

Adult Services Department Monthly Report

August 2025

Department News:

- Our 2025 Summer Volunteer program edition ended mid-August as high schoolers started school again. We offered over 25 sessions during the summer, with each one averaging about 8-10 high schoolers. Many of our in-house craft projects were for local causes, such as donating over 100 pet blankets to Anderson Pet shelter, sending hundreds of hair ribbons for kids in foster care, and sending paracords to troops.
- We'll be adding helpful signage to the blu ray to make it easier to browse and shelve
- Our study room acrylics to help us and patrons know when rooms are in use have been extremely helpful
- ESL classes through College of DuPage ended for the summer and for the immediate future, as C.O.D., unfortunately, will have grant funding cuts
- Summer reading was a big success which also included a club version for our homebound patrons as well as local disabilities groups playing a bingo version
- Seed library success continues, with an official launch and website, we had almost 100 visitors to the seed library taking over 250 packets of seeds. We partnered with several organizations to get seed packet donations and will aim to have our seed library stocked year round offer vegetables, herbs, and flowers

Outreach Activities:

- Homebound delivery – 46 registered, delivered to 28 patrons, 173 items delivered
- Held an in-person program for students from the WSDRA program
- ESL classes and conversation groups through College of DuPage
- Setup up PRC computer class that will begin in Sept, weekly computer training course that runs 7 weeks
- Set up PRC English learning class that will meet weekly
- Partnered with Ravinia to offer CSPL patrons free tickets to August program dates
- Partnered with DuPage Heart Health Coalition to offer a CPR and AED class

Programs & Displays:

- Pages through the ages book club
- ESL classes twice a week with College of DuPage as well as a conversation group weekly
- ESL classes twice a week, as well as an outside offering, a Conversational ESL group meeting ESL
- Sewing program
- Take and Makes for adults and teens, both were cleaned out
- Seed Library
- 6 teen volunteer sessions
- Diamond Painting class
- Ravinia ticket giveaway

Athens Moreno Adult Services Manager

- Meditation program
- Painting seashells craft classes
- CPR training class
- Godzilla anniversary presentation

Meetings:

- Biweekly Management Meetings
- Met with staff for 1on1s
- Met with a mentoree as part of the RAILS BIPOC group
- Database online group meeting

Resources and Collection News:

- Udemy usage continues doing well
- Our language resource Mango has been doing well
- Museum Passes demand has picked up because of the summer months
- Weeding and ordering of materials continued as usual
- Swapped out some new displays for the August
- Hold ratios continue to be in check, and our Spotlight area continues excellent circulation
- Our digital Libby holds have been improving with the extra funding this year
- Memory kits were placed in a better traffic and visual spot, they've continued to do well

Pictures:



Our Spring College of DuPage ESL program graduates

Athens Moreno Adult Services Manager



teen sessions



sewing program attendee

Athens Moreno Adult Services Manager



I (Athens) got accepted to speak at Public Library Association's 2026 conference, in partnership with a colleague from Downer's Grove library, where we'll be speaking on Teen Services initiatives and programming overhauls without renovations.



Youth Services Report July 2025

Program Highlights

- Summer Reading continued to bring many interactions for Youth Services during July. There are lots of interactions at the Youth Desk and lots of programs to keep the kids engaged while they are out of school. During July, 334 new participants checked in for Summer Reading by logging at least 200 minutes and 183 reached 600 minutes of reading and took home a book to keep. In all at the end of July, Youth Summer Reading had 1,031 participants of which 672 reported reading 600 minutes and earned a book.
- During July, Youth Services connected with 1,940 participants through 66 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 57 in person programs during July with 1,347 in attendance with 9 of those being Spanish or bilingual programs. In addition, Youth Services had 598 participants serviced through 9 self-directed programs.
- Four CSPL Kits were distributed during July. We distributed 100 each of the Preschool kits – Foil Painted Campfire and a Galaxy Chalk Pastel Art and 100 each of School Age kits – Rotating Star Wheel and Colorful Castle.
- We offered 9 Spanish or bilingual programs reaching 114 people this month. These included three storytimes, two STEM programs, an Encanto Experience, Pepino con Tajin cultural program, Family Loteria, and a Bilingual magic show “El Mago.”
- Adriana Albers and Meg Atherton hosted the Encanto Experience on July 28 with 29 in attendance. Julie Mohedano and Leticia Raygoza hosted the Spanish version in the evening with 16 in attendance. They watched the sing-along version of the movie and did different activities related to the movie as it was running.
- Steven Dexheimer, Robin Harwood and Lauren Bobysud ran Beginning Chess and Tournament Chess on 7 Wednesdays in June and July. Beginning Chess had a total of 111 in attendance averaging almost 16 at each week. Tournament Chess had a total of 150 in attendance averaging just over 21 each week. The Tournament Chess group sent 12 participants to an interlibrary Chess Tournament that Steve coordinates with a librarian at the Bloomingdale Public Library. This year they had 3 new area libraries (Glenside, Bartlett, and Batavia) join them and the hope is that they will continue. The Carol Stream Library team won first place and the kids were thrilled!

Outreach Events

- Leigh Anne Wilson provided 6 Outreach Storytimes during July reaching 201 children. She distributed Summer Reading prizes to two of the daycare/preschools that she visits who completed the Summer Reading program with the kids at their facility.
- Lauren Bobysud visited the summer school program at Outreach Community Center on 4 Wednesdays during July. She shared stories, and did art activities with students from 1st to 5th grade. They also participated in Summer Reading in each classroom in the same way that area preschools do. Prizes and books were distributed to 69 participants there.

Patron Service and Reference

- 127 Youth Binge Box requests were filled during July.
- Youth Staff had 2,314 interactions with the public during July.

Meeting Attendance

- 7/8 – Meet with Susan – Amy Teske
- 7/10 – Management – Amy Teske
- 7/15 – Team School Age Winter brainstorm meeting
- 7/17 – Team Preschool Winter brainstorm meeting
- 7/21 – Team Spanish Winter brainstorm meeting
- 7/28 – Green Team Meeting – Meg Atherton

Respectfully Submitted,
Amy Teske, Youth Services Manager

Pepino con Tajin



El Mago



Chess



Youth Services Report August 2025

Summer Reading 2025 Report

- Summer Reading officially concluded on August 10, but Youth Services accepts stragglers until the end of the month since children are not in charge of when they can be brought to the Library. Since we have already bought the prizes we would prefer to acknowledge the child's achievement and let them take the prizes that each has earned.
- Youth Services had a total of 1,345 children from birth through 8th grade participate in the Summer Reading program with 941 of those children read 600 minutes and earned a book for that reading. 1,134 of those were serviced inside the Library while 142 children participated in Summer Reading through the visits that Leigh Anne Wilson did at area preschools and 69 children participated in Summer Reading through the visits that Lauren Bobysud did at the Outreach Community Center.
- Summer Reading participants track the amount of time they spend reading by coloring in a shape for each 5 minutes read. This year 1,134 participants reported reading 884,200 minutes of reading. Most of our participants reported reading between 200 and 600 minutes accounting for 429,400 minutes of reading. Participants can choose to keep reading and turn in bonus logs for additional entries in to earn extra entries in the Prize Basket drawing at the end of the Summer. 207 participants turned in bonus logs with the participant who read the most turning in 7,000 minutes!
- We drew names from qualified participants and gave away 8 Prize Baskets including 2 Art Baskets, 2 Water Baskets, 2 Play Baskets and 2 Baking Baskets.



Infant Massage

Program Highlights

- During August, Youth Services connected with 1,925 participants through 48 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 37 in person programs during August with 856 in attendance with 4 of those being Spanish or bilingual programs. In addition, Youth Services had 1,783 participants serviced through 11 self-directed programs including Summer Reading.
- Four CSPL Kits were distributed during August. We distributed 100 of the Preschool kit – Musical Scarf & Shaker Egg and 75 of an Ocean Drum and 100 of School Age kit – Pool Noodle Fish and 50 of Paper Umbrella.
- We offered 4 Spanish or bilingual programs reaching 36 people this month. These included three storytimes and a Lunch y Loteria program.
- Leigh Anne Wilson and Samantha Wright hosted 20 for a Kindergarten Kids program on 8/1. These kids learn about what to expect at Kindergarten and practice activities that they will be doing during the school day.
- Adriana Albers hosted Caregiver Café: Infant Massage on 8/29 with 24 in attendance.

Outreach Events

- Leigh Anne Wilson provided 3 Outreach Storytimes during August reaching 125 children.

Patron Service and Reference

- 44 Youth Binge Box requests were filled during August.
- Youth Staff had 1,201 interactions with the public during August.

Personnel

- Julie Mohedano, Youth Services Bilingual Librarian, accepted a position at the Poplar Creek Public Library. Her last day was August 15.

Meeting Attendance

- 8/12 – Meet with Susan – Amy Teske
- 8/28 – Management – Amy Teske
- 8/13 – Team School Age Winter finalization meeting
- 8/14 – Team Preschool Winter finalization meeting
- 8/18 – Team Spanish Winter brainstorm meeting
- 8/25 – Green Team Meeting – Samantha Wright, Meg Atherton

Kindergarten Kids



Respectfully Submitted,
Amy Teske, Youth Services Manager

Patron Services Monthly Report July 2025

Circulation Statistics:

- Total Checkouts and Renewals: 35,667
- Staff-initiated material renewals: 144
- Curbside deliveries: 5
 - Curbside temporarily suspended beginning July 7th due to front renovation project.
- New accounts: 131
- Online registrations: 58
- Check-ins: 18,492
- Holds placed by staff: 622
- Holds Filled: 4,127
- Accounts sent to Unique Materials Recovery: 10
- Checkouts at self-check machines: 11,383
 - Statistics from the self-check portal have been inconsistent the past two months. I'll continue to monitor and speak to the vendor after seeing next month's numbers.

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 July, 76 accounts were reviewed.

Melanie's Month:

- Monthly 1:1 with Susan
- Management team meetings
- Met with Patron Services Coordinators – July 3rd
- SWAN Circulation Advisory quarterly meeting – July 16th
- All-staff meeting via Zoom – July 24th
- Kept informed with SWAN's upcoming launch of Patron Point registration. Due to its service model, CSPL will not utilize the service and instead will continue with our current online registration process which best aligns with our customer service philosophy.

Other news:

- PT Patron Services Clerk, Alex Walton, resigned due to finding full-time employment elsewhere. Adjusted current staff's hours to accommodate her departure.
- Kelsey accompanied Crystal from Adult Services to visit The Lutheran Church of the Master for a presentation and library card sign-up.

Submitted By:

Melanie Johnson
Patron Services Manager
8/15/25

Patron Services Monthly Report August 2025

Circulation Statistics:

- Total Checkouts and Renewals: 32,793
- Staff-initiated material renewals: 138
- Curbside deliveries: 3
 - Curbside temporarily suspended beginning July 7th due to front renovation project.
- New accounts: 159
- Online registrations: 78
- Check-ins: 16,379
- Holds placed by staff: 608
- Holds Filled: 3,677
- Accounts sent to Unique Materials Recovery: 9
- Notifications sent to patrons via Message Bee: 5,781 (99% success rate)
- Checkouts at self-check machines: 10,194

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 August, 114 accounts were reviewed.

Melanie's Month:

- Monthly 1:1 with Susan and Laura
- Management team meetings
- Met with Patron Services Coordinators – August 21st
- Assisted with the rollout of CSPL merchandise (bookbags and mugs) available for a donation. I created billing instructions for staff and found a location to store everything.
- Attended the annual SWAN Expo at Moraine Valley Community College. Sessions attended covered AI in libraries, using technology to improve workflow, and a recap on our notification platform (Message Bee).

Other news:

- National Night Out (Cheryl)
- Backpack giveaway at Village Brook apartments (Cathy)
- Green Team meeting (Kelsey and Michelle)
- SWAN Expo (Carol, Devaki, Joe, Michelle)
- Bindiya cross-trained in processing online registrations due to upcoming staff maternity leave.

Submitted By:

Melanie Johnson
Patron Services Manager
9/11/25

Human Resources

Monthly Report – July 2025

Administration

- Put together an HR Orientation PowerPoint for consistency and to share fun info too
- Completed PSLF documentation for staff
- Friday Fuel post 7/11/25 – How to Cultivate Compassion and Empathy in the Workplace (TJI – AllOne Health)
- Friday Fuel post 7/18/25 – Emergency Procedures Refresher (TJI – AllOne Health, CSPL Intranet, Niche Academy)
- Friday Fuel post 7/25/25 – A Trauma Informed Approach for Libraries (TJI – Niche Academy)
- Began the planning for our next in-service day on 11/7/25
- Coordinated our second CSPL Game Night after hours for employees to get to know each other in casual setting (first game night 17 attended; second one 8 attended)
- Configured new “Home” page in Paylocity
- Uploaded our employee handbook to Paylocity for employees to use with the AI Assist
- Notarized document for new Board of Trustee member
- Navigated situations impacted by employment law
- Processed payroll as a backup for the Assistant Director
- Covered 7 HR related topics at our AllStaff meeting
- Coordinated staff room dry erase board so the team could share their fav summer pics
- Compiled Green Team list of successes so far at CSPL and attended our monthly meeting (next page)
- Officially started our CSPL book club/ created a virtual space to discuss on Paylocity (Adult Services Librarian Jessica Elder gets the credit!)

Benefits

- Navigated a series of internal position changes with benefit eligibilities
- Corrected PlanSource billing discrepancies
- Assisted employee in benefit life event changes
- Created a PlanSource FAQ sheet to organize system tips and email feedback to be in one place

Staffing & Onboarding

- New Patron Services Clerk, Abby Sullivan, joined the team 7/8
- Contacted references for new hire
- Recently hired Patron Services Clerk, Alex Walton, was offered a full-time job and left CSPL
- Posted Youth Services Bilingual Librarian / Associate full-time position

Training

- The Leader Factor podcast – The Coaching Blueprint: Conversations that Actually Change Behavior (40 min)
- LACONI POP Sustainability in Libraries webinar (1.5 hours)
- SHRM webinar – 2025 Tax Bill: What’s in it and How it Impacts Your Business (1 hour)
- SHRM Honest HR podcast – Navigating ADA Challenges Throughout EE Life Cycle (20 min)
- AllOne Health webinar – Business Etiquette (1 hour)

Compensation

- N/A

Green Team Successes since February 2025:

- Keeping plastic ware out of sight/ encouraging reusable dishes and silverware
- Reusable fridge labels
- Drying rack to promote recycling
- Plastic bags by request only/ kept out of sight
- Discontinued plastic bags for Take n Makes and Spice Kits
- Seed library
- Green Team social media posts (JE is tracking how many/ subject content)
 - o Promoting green crafts like YS bottlecap programs
 - o Water bottle refill station
 - o BYO bag for checkouts
 - o Skipping the receipt at checkout
- Bringing in more plants for indoors
- Relocating as many Library plants as possible
- Encouraging staff to take the path stones and plants
- Repurposing the rocks for the path on side of Library
- Earth Month scavenger hunt/ facts for patrons
- Collecting plastic/ Amazon bags for recycling
- Bamboo toilet cleaner in staff restroom

Upcoming:

- Recycled pens/ seed pencils
- Swaps for toys (12/13/25), holiday decorations (Jan '26), or craft supplies
- Thrifted or secondhand reusable plates for events (such as in-service)
- Library branded tote bags for a donation
- Ceramic reusable mugs with a lid provided for staff to have at desks/ for patrons
- ECO label on environmentally friendly books for patrons
- Earth Month "Eco Expo" - sustainability fair and film presentation (4/18/26)
- Dairy to Prairie travelling exhibit (April 2026)

Human Resources

Monthly Report – August 2025

Administration

- Conducted Exit Interview with Youth Services Bilingual Associate, Julie Mohedano
- Navigated multiple situations regarding employee concerns with confidentiality and professionalism
- Attended Green Team meeting
- Collaborated with HR Source representative multiple times
- Proposed a modified policy to set clear expectations for PTO/ resignation (in this month's board packet)
- Managed the staff break room dry erase board
- Friday Fuel post 8/1/25 – Employee Referral Program for CSPL
- Friday Fuel post 8/15/25 – CSPL Board Packet information to find on our website
- Friday Fuel post 8/29/25 – Community on Paylocity, new Management and Green Team groups in order to promote more transparency on meeting agendas/ review what was discussed
- Deep dive into planning for in-service day
- Booked 'edutainer' for in-service day
- Sent out a Library Department Questionnaire Survey to get feedback from staff regarding questions or clarifications that can be made across departments (will use for the in-service day on 11/7/25)
- Sent out our third annual Stay Interview to employees
- Drafted a Marketing Manager job description for possible future use
- Navigated Paylocity issues/ updated accounts to override the issues
- Provided a Staff Book Club reminder to the team (first meeting 10/8)

Benefits

- Navigated terminating a full-time employee with benefits
- Served as payroll backup on August 4th

Staffing & Onboarding

- Conducted four phone interviews for Youth Services Bilingual Associate FT position
- Updated in-person interview questions with Youth Services Manager, Amy Teske
- Conducted two in-person interviews for Youth Services Bilingual Associate FT position
- Offered Youth Services Bilingual Associate position to Payton Campbell

Training

- Honest HR Podcast – Leading Change with Confidence (30 min)
- Honest HR Podcast – Navigating ADA (15 min)
- SHRM Webinar – It's Time to Talk: Civility is Disappearing and We Are All Paying the Price (1 hour)
- The Leader Factor Podcast – Trust vs. Psychological Safety: What Leaders Get Wrong (30 min)
- Honest HR Podcast – Today's Shifting Priorities for an HR Department of One (30 min)
- HR Source Webinar – Wellness that Works (45 min)
- LAANG Meeting (1 hour)
- The Leader Factor Podcast – What to do With a Toxic Leader (35 min)
- The Leader Factor Podcast – From Excuses to Ownership: How to Lead a More Accountable Team (1 hour)

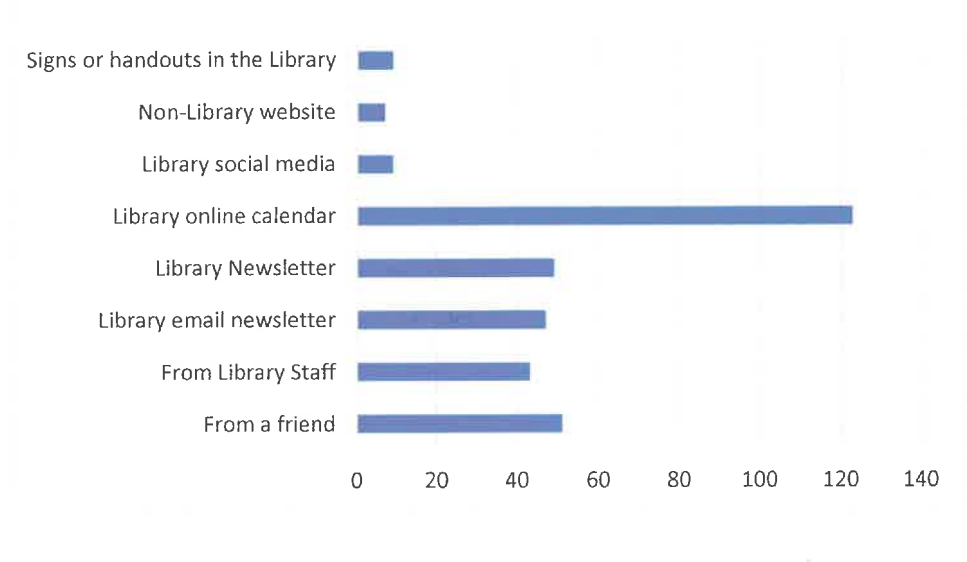
Compensation

- N/A

Marketing Report: Mikayla Frigo

July 2025

Count of Authored on by Referral Source



Promotions resulted in

338 event registrations.

- Finished editing and publishing all Fall programs in Library Market.
- Designed, edited and reviewed (September, October & November) Fall Print Newsletter.
- Designed logo for and ordered new CSPL tote bags and mugs.
- Helped coordinate and prep marketing materials for the Back to School Backpack Event on 7/30.
- 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.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced five weekly eNews blasts.
- Submitted monthly graphic to the Village eNews.

Meetings

- Monthly meeting with the Director on 7/22.

Marketing Request Forms/ Marketing Materials Created

- Created August Adult Program Calendar.
- Edited the September Youth Services Program pamphlet.
- Edited the August Youth Services Outreach pamphlet.
- Updated Computer Guidelines Signage.
- Updated Seed Library Signage.
- Marketing Request #617 Main Lobby Display Sign August 2025: Hungry for a Good Book.
- Created 12 - 8.5 x 12, Adult Program Signs & 4 - Kids Program Signs.
- 11x17 Signs for Temporary Entrance, Temporary Exit and Staff Exit.
- Marketing Request #586 Caregiver Cafe: Infant Massage.
- Marketing Request #602: Explore More IL Update.

Adult Services Promotional Signage

17 x 11 Signs

- Marketing Request #603 for Promo Sign: Investing Made Simple.
- Marketing Request #604 for Promo sign: Estate Planning Toolbox.
- Marketing Request #605 for Countdown to Retirement.

11 x 17 Signs

- Marketing Request #608 for Promo Sign: Medium Readings.
- Marketing Request #610 for Promo Sign: Great Graves of Illinois.
- Marketing Request #615 for Promo Sign: Sears Home.

Statistics:

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

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

Facebook: July Followers: 3,484

22 new followers

July Post Reach: 10,224




Reach ⓘ

↓ Export ▼




10,224 ↓ 13.3%



Top Three Reach Posts from July:

<p>Carol Stream Public Library July 26 at 9:00 AM · 🌐</p> <p>The main front entrance of the Library is now open!</p> 	<p>Carol Stream Public Library July 8 · 🌐</p> <p>The front entry landscape project is well underway! The Library is open-- just follow the colorful arrows to the temporary entrance</p> 	<p>Carol Stream Public Library July 22 at 5:30 PM · 🌐</p> <p>Meet the Library Board of Trustees!</p> <p>Joan Kossack , Kim Gieser (Treasurer), Tim Rogers (Board President), Tara Leszczewicz (Vice President), Rodger Vernon, Katelyn Foehner (Secretary) & Sibil Kuruvilla.</p> 
<p>People Reached: 4.7 K Engagements: 217</p>	<p>People Reached: 2.3 K Engagements: 91</p>	<p>People Reached: 1.9 K Engagements: 116</p>

Top Three Engagement Posts from July:

<p>Carol Stream Public Library July 26 at 9:00 AM · 🌐</p> <p>The main front entrance of the Library is now open!</p> 	<p>Carol Stream Public Library July 22 at 5:30 PM · 🌐</p> <p>Meet the Library Board of Trustees!</p> <p>Joan Kossack , Kim Gieser (Treasurer), Tim Rogers (Board President), Tara Leszczewicz (Vice President), Rodger Vernon, Katelyn Foehner (Secretary) & Sibil Kuruvilla.</p> 	<p>Carol Stream Public Library July 8 · 🌐</p> <p>The front entry landscape project is well underway! The Library is open-- just follow the colorful arrows to the temporary entrance</p> 
<p>People Reached: 4.7 K Engagements: 217</p>	<p>People Reached: 1.9 K Engagements: 116</p>	<p>People Reached: 2.3 K Engagements: 91</p>

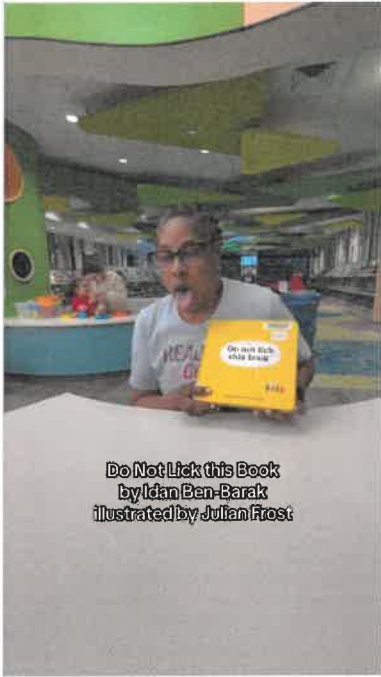


Instagram: July
Followers: 1,531

10 new followers



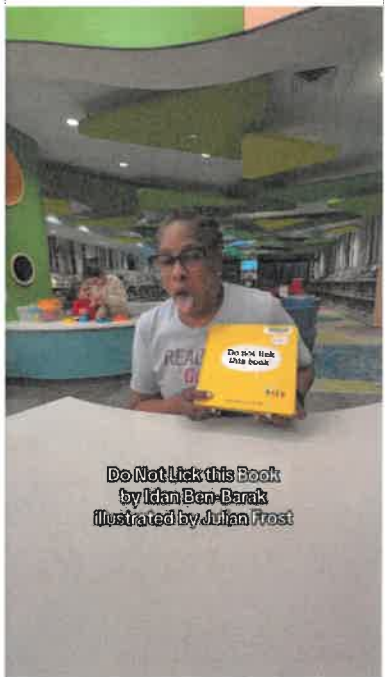
July Post Reach: 890



Top Three Reach Posts from July:

 <p>Do Not Lick This Book by Idan Ben-Barak illustrated by Julian Frost</p>	 <p>Almost forgot that this is the whole point</p>	 <p>You look happier</p>
People Reached: 455 Engagements: 50	People Reached: 362 Engagements: 56	People Reached: 342 Engagements: 28

Top Three Engagement Posts from July:

 <p>carolstreampl One of our patrons brought in this Carol Stream tote bag from the late 80s! That means i... more</p>	 <p>0:00 / 0:13</p>	
<p>People Reached: 281 Engagements: 71</p>	<p>People Reached: 362 Engagements: 56</p>	<p>People Reached: 455 Engagements: 50</p>

Promotional Emails July:

July 3	Your Ticket to Summer Fun!	Open Rate: 36.7%	Click Rate: 1.5%
July 10	Community Support & Upcoming Programs	Open Rate: 41.0%	Click Rate: 1.9%
July 17	Library Fun at Home!	Open Rate: 39.2%	Click Rate: 1.6%
July 24	Color Our World: Summer Reading Ends Soon!	Open Rate: 33.9%	Click Rate: 1.3%
July 31	August Fun at the Library!	Open Rate: 40.0%	Click Rate: 2.3%

August 2025

Count of Authored on by Referral Source



Promotions resulted in

567 event registrations.

- Submitted the Fall Print newsletter to the printer and approved it for printing.
- Coordinated volunteers, prepped marketing materials, and attended National Night Out on 8/5.
- Coordinated volunteers and prepped marketing materials for the Back to School Backpack Event on 8/7.
- Implemented a new quarterly process for creating and displaying program signs on the new slat wall outside the program meeting rooms.
 - Designed five 17 x 11 promotional signs highlighting all Fall programs for the initial rollout.
 - Designed an 8.5 x 11 sign to direct patrons to the Library's online calendar.
- Updated graphics for TV displays to promote the Library's resources & upcoming events.
- Ordered new branded envelopes.
- Watched training webinar for the new resource, LibraryAware.
- Updated the CSPL Website with new slides for resources, Library Closures, and upcoming events.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced four weekly eNews blasts.
- Submitted monthly graphic to the Village eNews.

Meetings

- Bi-Monthly Social Media Team Meeting on 8/12.
- Village Tree Lighting Meeting on 8/18.
- Friends of the Library Board Meeting on 8/18.
- Monthly meeting with the Director on 8/26.
- Quarterly Meeting with Adult Services Manager on 8/27.

Marketing Request Forms/ Marketing Materials Created

- Created September Adult Program Calendar.
- Edited the October Youth Services program pamphlet.
- Edited the September Youth Services outreach pamphlet.
- Created 56 - 8.5 x 11, Adult Program Signs, 5 Teen Program Signs & 7 - Kids Program Signs.

- Designed Adult Services Winter Reading Challenge Log.
- Created A-Z organizational labels for the Adult Services Blu Ray shelves.
- Marketing Request #618 for Pages Through the Ages Book Club Fall 2025 Book Mark.
- Marketing Request #623 Jane Austen Read Walk Challenge Banner.
- Marketing Request #624 Jane Austen Read Walk Challenge prize jar decoration.
- Marketing Request #625 Promo Sign: Jane Austen Events.
- Marketing Request #626 Jane Austen Read Walk Challenge Logs.
- Marketing Request #627 AS Table Display: "Wednesday's Bookshelf".
- Marketing Request #628 Main Lobby Display Sign: "Hello Fall" Sept 2025.
- Marketing Request #629 September Adult Program Calendar.

Adult Services Promotional Signage

11 x 17 Signs

- Marketing Request #606 Promo Sign: Pumpkin Crafts Three Way.
- Marketing Request #612 for Promo Sign: Where Heroes Walked.
- Marketing Request #614 for Promo Sign: Mom's After Bedtime Book Club.

Statistics:

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

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

Facebook: August Followers: 3,501

17 new followers

August Post Reach: 9,002




Reach ⓘ

↓ Export ▼




9,002 ↓ 12%



Top Three Reach Posts from August:

<p>Carol Stream Public Library August 5 · 🌐</p> <p>The Carol Stream Public Library is seeking a dedicated, full-time team member who is bilingual in Spanish and English and passionate about community engagement. This ro... See more</p>  <p>Join our team and apply at https://www.cslibrary.org/j</p>	<p>Carol Stream Public Library August 19 at 4:54 PM · 🌐</p> <p>From the Library Green Team 🌱 Riding your bike is a fun and eco-friendly way to get around! New bike racks are now open in this phase of the front entry renovation project.</p> 	<p>Carol Stream Public Library August 16 at 12:00 PM · 🌐</p> <p>We think the Library is pretty great too! 🍷 Thanks the sweet note left at our cataloging computer stat you made our day!</p>  <p>Boost</p> <p>👍❤️ 54</p> <p>👍 Like 💬 Comment ➦ Share</p>
<p>People Reached: 2.8 K Engagements: 16</p>	<p>People Reached: 1.7 K Engagements: 37</p>	<p>People Reached: 1.6 K Engagements: 55</p>

Top Three Engagement Posts from August:

<p>Carol Stream Public Library August 7 · 🌐</p> <p>This past Saturday, the Library- nay, the COMMUNITY of Carol Stream was well-represented at the annual Interlibrary Chess Tournament. Facing teams from Bartlett, Batavi... See more</p> 	<p>Carol Stream Public Library August 16 at 12:00 PM · 🌐</p> <p>We think the Library is pretty great too! 🍷 Thanks for the sweet note left at our cataloging computer station, you made our day!</p>  <p>Boost</p> <p>👍❤️ 54</p> <p>👍 Like 💬 Comment ➦ Share</p>	<p>Carol Stream Public Library August 18 at 12:00 PM · 🌐</p> <p>That is a wrap on Summer Reading 2025! Congratulations to our grand prize winners, and to everyone who participated.</p>  <p>+4</p>
<p>People Reached: 1.3 K Engagements: 60</p>	<p>People Reached: 1.6 K Engagements: 55</p>	<p>People Reached: 1.5 K Engagements: 49</p>

Instagram: August

Followers: 1,541

10 new followers

August Post Reach: 651




Reach ⓘ

↓ Export ▼

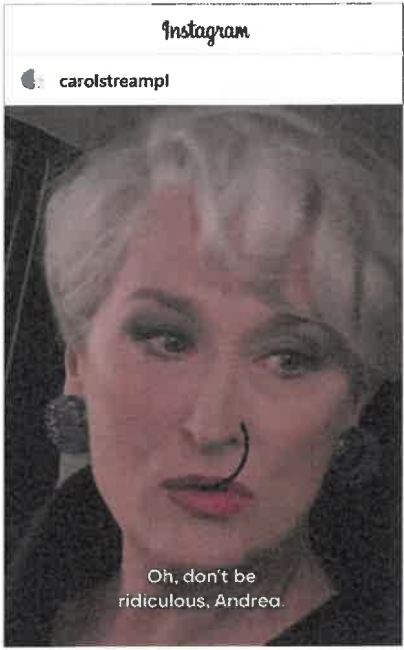


651 ↓ 26.9%



Top Three Reach Posts from August:

<p>Instagram</p> <p>carolstreampl</p>  <p>Oh, don't be ridiculous, Andrea.</p>	<p>Instagram</p> <p>carolstreampl</p>  <p>Back-to-School event at Cloverdale Elementary School on Friday night. This is aiwa... more</p>	<p>Instagram</p> <p>carolstreampl</p> <p>Drop-In Event Where: Study Room B, Carol Stream Public Library</p> <p>SOCIAL SERVICES HOURS Carol Stream Police Department Tues. (Bilingual), Aug. 20, Sept. 2, Oct. 7 & Nov. 4, 10 a.m.-12 p.m. Wed., Sept. 17, Oct. 15 & Nov. 19, 3-5 p.m.</p> <p>Ask the Social Worker Drop in and meet with a Carol Stream PD Social Worker who can connect you with the services that meet your needs.</p>  <p>carolstreampl Drop-in and meet your local social worker</p>
<p>People Reached: 336</p> <p>Engagements: 54</p>	<p>People Reached: 319</p> <p>Engagements: 31</p>	<p>People Reached: 285</p> <p>Engagements: 5</p>

Top Three Engagement Posts from August:

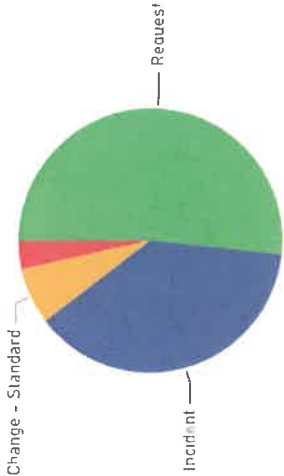
		
<p>People Reached: 336 Engagements: 54</p>	<p>People Reached: 319 Engagements: 31</p>	<p>People Reached: 180 Engagements: 24</p>

Promotional Emails August:

August 7	We're Hiring	Open Rate: 48.3%	Click Rate: 4.3%
August 17	Upcoming Fall Fun!	Open Rate: 41.7%	Click Rate: 3.2%
August 21	Back to School	Open Rate: 40.7%	Click Rate: 1.5%
August 28	Need a Study Buddy?	Open Rate: 33.9%	Click Rate: 0.9%

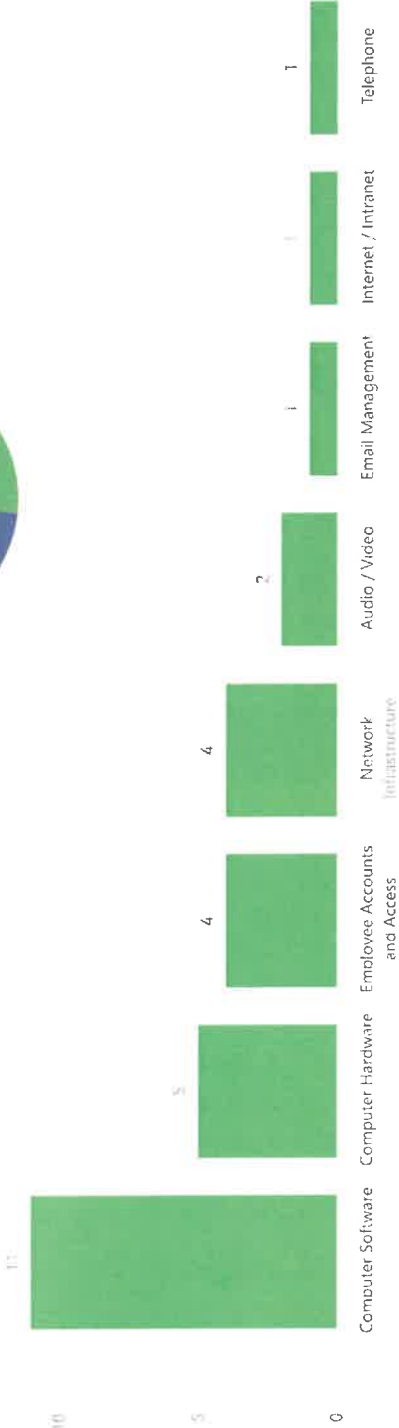
Information Technology Closed Support Tickets by Category

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	11
Problem	1
Request	15
Total	29

CategoryName	Count
Audio / Video	2
Computer Hardware	5
Computer Software	11
Email Management	1
Employee Accounts and Access	4
Internet / Intranet	1
Network Infrastructure	4
Telephone	1
Total	29



Tickets Types

Definitions:

Requests - A request is a request for a service. This may include a printer setup, a new user setup, assistance with an application.

Incident - This is when an existing service is not working as it should and we work quickly to find a resolution. Consider you can't login to email, or a printer stopped working. All of these tickets can generally be resolved quickly.

Problem - A problem is when we have an incident or multiple related incidents that cannot be fixed quickly and requires research to figure out why the problem occurs.

Problem - Known - This is something that has been identified as a problem, but we have chosen not to fix it. This can be a result of budget, capabilities or other influences.



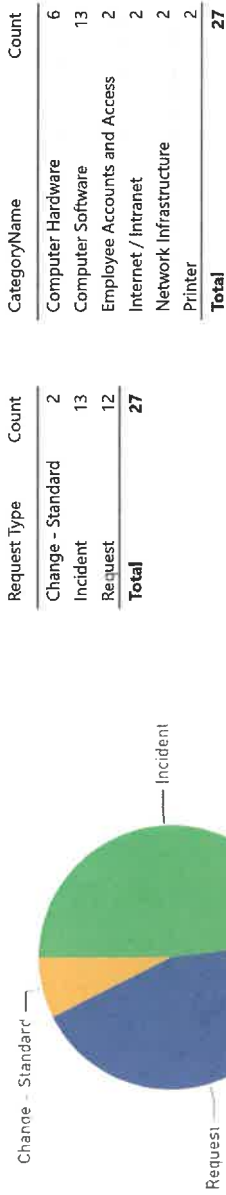
Monthly Report of IT Service

Report Range 8/1/2025 8/31/2025

Support Tickets 27

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.