

**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: October 15, 2025**

**TIME: 7:00 p.m.**

**PLACE: Library Meeting Room**

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

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

1. WELCOME AND CALL TO ORDER – Board President

2. PLEDGE TO THE FLAG

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 September 17, 2025

7. MONTHLY REPORTS OF THE TREASURER

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

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Annual Library Calendar 2026 Library Closings and Board Meetings

8.2 Recommendation, Re: Approval of Cancellation of December 17, 2025 Library Board of Trustees Meeting

8.3 Discussion: Public Act 104-0056, Regarding Public Library Requirements and Opioid Antagonists (NARCAN)

9. DISBURSEMENTS

9.1 Approval of Disbursements of September 1-30, 2025 plus the Addendum for the Meeting of October 15, 2025

10. REPORT OF THE LIBRARY DIRECTOR

11. MONTHLY STAFF REPORTS

12. UNFINISHED BUSINESS

None

13. BOARD MEMBER REPORTS

14. ADJOURN

Next Resolution: #308

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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: September 17, 2025

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Rogers called the meeting to order at 7:03 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: Trustee Leszczewicz

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

4. PUBLIC PARTICIPATION – Carol Stream resident Amanda Gatto. Amanda Shared that she was happy to see the online Moms Book Club that she had suggested has been scheduled for the Fall. She also suggested that the Library review the free online Harvard course on the Constitution of the United States and promote it to the community.

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

**Trustee Kossack moved and Trustee Gieser seconded** the establishment of a Consent Agenda for the Regular Meeting of September 17, 2025. Motion approved.

Ayes ..... 6 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner and Rogers

Nays ..... 0

Absent..... Trustee Leszczewicz

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

Ayes ..... 6 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner and Rogers

Nays ..... 0

Absent..... Trustee Leszczewicz

6.1 Minutes of the Regular Board Meeting of July 16, 2025

- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2025 and August 31, 2025
- 6.3 Recommendation, Re: Approval of Resolution #307, 2025 Request for Tax Levy
- 6.4 Recommendation, Re: Approval of Revision to Policy #413 Separation of Employment
- 6.5 Review of FY25 Statement of Cash Receipts and Disbursements
- 6.6 Approval of Disbursements of July 1-31, 2025, August 1-31, 2025 plus the Addendum for the Meeting of September 17, 2025

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

Ayes ..... 6 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner and Rogers  
Nays ..... 0  
Absent..... Trustee Leszczewicz

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

Recommendation, Re: Approval of Resolution #307, 2025 Request for Tax Levy

Background Information:

The 2025 Request for Tax Levy requires Board approval and to be submitted to the Village of Carol Stream. The Library was able to decrease the 2025 Levy from the prior year by \$22,152. Over the past several years the Library has made additional loan payments to the Village with available excess revenues at the end of the fiscal year. This has reduced the timeline of the loan resulting in a reduced final payment in December 2025 and the ability to reduce our 2025 Levy Request amount.

Recommendation, Re: Approval of Revision to Policy #413 Separation of Employment

Background information:

The revision to the Separation of Employment policy states 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 the Library has to 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.

Review of FY25 Statement of Cash Receipts and Disbursements

Background information:

The Library’s Cash Receipts and Disbursements Statement for May 1, 2024-April 30, 2025 was prepared for publication. 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 were paid \$2,500 or more 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.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of July 1-31, 2025, August 1-31, 2025

plus, the Addendum for the Meeting of September 17, 2025 in the amount of \$435,103.34.

7. NEW BUSINESS

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

**Trustee Kuruvilla moved** and **Trustee Foehner seconded** that the Library Board of Trustees approve the annual renewal of the Library’s insurance policies. Motion approved.

Ayes ..... 6 Trustees Kossack, Kuruvilla, Vernon, Gieser, Foehner and Rogers

Nays ..... 0

Absent..... Trustee Leszczewicz

Background Information:

The Library’s current insurance policies are up for renewal in October. The Library’s insurance costs increased by \$2,022 from last year, an increase of 7.05%. The coverage amount of the Library building increased by over \$1.5 million and there was an increase in Business Personal Property coverage of \$400,000 from the prior year. Approval for the insurance renewal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees commented on the following report items: President Rogers thanked Director Westgate for her good stewardship in paying off the Library’s loan from the Village early and reducing the Tax Levy request. The Trustees were pleased to see the new addition to the collection of Pickle Ball sets for patron check-out. This idea was brought to the Director by Adult Services Librarian Jessica Elder. Director Westgate shared that the Library will be hosting a special American Revolution exhibit from September 20-26 during Constitution Week, sponsored by the Daughters of the Revolution. It will be set up in the Adult Services department. She also provided an update on the Library’s outdoor renovation and Klein Creek Overlook projects.

9. MONTHLY STAFF REPORTS

Background Information:

President Rogers congratulated Adult Services Manager Athens Moreno for being selected to present at the PLA (Public Library Association) Conference in April 2026. Trustees commented that they were pleased to see the success of the Seed Library that the Adult Services provides to the community. Human Resources Manager Lena Saltiel shared the overwhelmingly positive results of the annual Stay Interview for Library staff. This is the third year of administering the survey. There was an 85% participation rate.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Kossack moved** and **Trustee Vernon seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:21 p.m.

October 15, 2025

Approved (date)

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Katelyn Foehner, Secretary  
Library Board of Trustees

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

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>CHANGE</u>	<u>ENDING BALANCE</u>
General	\$ 2,993,540.53	1,209,986.57	\$ 4,203,527.10
Working Cash	58,686.02	235.24	58,921.26
FICA	114,085.98	62,547.84	176,633.82
IMRF	219,939.78	53,707.59	273,647.37
Liability Insurance	33,215.58	2,324.64	35,540.22
Audit	8,876.87	6,060.82	14,937.69
Capital Maintenance & Repair	1,841,212.67	(465.22)	1,840,747.45
Building Renovation Loan	<u>52,968.17</u>	<u>42,246.16</u>	<u>95,214.33</u>
<b>TOTAL ALL FUNDS</b>	<u><u>\$ 5,322,525.60</u></u>	<u><u>\$ 1,376,643.64</u></u>	<u><u>\$ 6,699,169.24</u></u>

**See attached for a schedule of cash and investments.**

\_\_\_\_\_  
Tim Rogers, Board President 9/30/25

\_\_\_\_\_  
Kim Gieser, Board Treasurer 9/30/25

\_\_\_\_\_  
Susan Westgate, Library Director 9/30/25

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

	<u>TYPE</u>	<u>CURRENT BALANCE</u>
PNC	CHECKING	\$ 212,522.54
PNC	PAYROLL	207,546.56
PNC	INVESTMENT	2,762,517.70
ILLINOIS FUNDS-PRIME FUND	INVESTMENT	3,514,280.41
PROPAY	ELECTRONIC	1,424.06
ASPEN/PAYPAL	ELECTRONIC	177.97
CASH BANK	CASH DRAWER	<u>700.00</u>
TOTAL		<u><u>\$ 6,699,169.24</u></u>

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



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Accountant's Compilation Report

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

Management is responsible for the accompanying financial statements of Carol Stream Public Library, which comprise the combined statements of assets, liabilities and fund balances - modified cash basis – all funds as of September 30, 2025 and August 31, 2025, and the related combined statements of revenues and expenses - modified cash basis – all funds for the month and year-to-date September 30, 2025, in accordance with the modified cash basis of accounting and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

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

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

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

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

*ATA Group, LLP*

October 7, 2025

# Carol Stream Public Library

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

	TOTAL		
	AS OF SEP 30, 2025	AS OF AUG 31, 2025 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10-1000 Library Fund Cash	0.00	0.00	0.00
10-1001 PNC General Checking	212,522.54	207,641.96	4,880.58
10-1002 PNC Payroll Checking	207,546.56	119,161.74	88,384.82
10-1003 PNC Money Market (savings)	2,762,517.70	1,490,819.30	1,271,698.40
10-1014 Illinois Funds-Prime	3,514,280.41	3,501,708.76	12,571.65
10-1025 ProPay	1,424.06	2,089.00	-664.94
10-1026 Cash Bank	700.00	700.00	0.00
10-1027 Aspen/Paypal	177.97	404.84	-226.87
10-1090 Allocated Cash-General Fund	-2,495,642.14	-2,328,985.07	-166,657.07
<b>Total 10-1000 Library Fund Cash</b>	<b>4,203,527.10</b>	<b>2,993,540.53</b>	<b>1,209,986.57</b>
1190 Allocated Cash-Fund Balances			
20-1090 Allocated Cash-Working Cash Fd.	58,921.26	58,686.02	235.24
30-1190 Allocated Cash-FICA Fund	176,633.82	114,085.98	62,547.84
40-1090 Allocated Cash-IMRF Fund	273,647.37	219,939.78	53,707.59
50-1090 Allocated Cash-Liability Fund	35,540.22	33,215.58	2,324.64
60-1090 Allocated Cash-Audit Fund	14,937.69	8,876.87	6,060.82
70-1090 Allocated Cash-Capital R&M Fund	1,840,747.45	1,841,212.67	-465.22
80-1090 Allocated Cash-Debt Service	95,214.33	52,968.17	42,246.16
<b>Total 1190 Allocated Cash-Fund Balances</b>	<b>2,495,642.14</b>	<b>2,328,985.07</b>	<b>166,657.07</b>
<b>Total Bank Accounts</b>	<b>\$6,699,169.24</b>	<b>\$5,322,525.60</b>	<b>\$1,376,643.64</b>
<b>Total Current Assets</b>	<b>\$6,699,169.24</b>	<b>\$5,322,525.60</b>	<b>\$1,376,643.64</b>
<b>TOTAL ASSETS</b>	<b>\$6,699,169.24</b>	<b>\$5,322,525.60</b>	<b>\$1,376,643.64</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
<b>Total Liabilities</b>			<b>\$0.00</b>
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
<b>Total 2900 Beginning Fund Balances</b>	<b>4,594,037.22</b>	<b>4,594,037.22</b>	<b>0.00</b>
32000 Unrestricted Net Assets	0.00	0.00	0.00
Net Income	2,105,132.02	728,488.38	1,376,643.64
<b>Total Equity</b>	<b>\$6,699,169.24</b>	<b>\$5,322,525.60</b>	<b>\$1,376,643.64</b>

# 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 SEP 30, 2025	AS OF AUG 31, 2025 (PP)	CHANGE
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,699,169.24</b>	<b>\$5,322,525.60</b>	<b>\$1,376,643.64</b>

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

	30-Sep	May-25-Sep25	Annual Budget	% of Budget
<b>Income</b>				
3000 Property Taxes		0.00	0.00	
3001 Property Tax Current	1,660,289.57	3,664,061.26	3,715,352.00	98.62%
<b>Total 3000 Property Taxes</b>	<b>1,660,289.57</b>	<b>3,664,061.26</b>	<b>3,715,352.00</b>	<b>98.62%</b>
3100 PPR Taxes		24,235.37	60,000.00	40.39%
3200 Interest Income		0.00	0.00	
3202 Interest Income Investments	19,068.76	85,952.41	111,100.00	77.36%
<b>Total 3200 Interest Income</b>	<b>19,068.76</b>	<b>85,952.41</b>	<b>111,100.00</b>	<b>77.36%</b>
3300 Patron Payments		0.00	0.00	
3301 Fines & Fees	504.04	2,913.77	6,750.00	43.17%
3302 Public Copy Payments	1,002.14	5,699.47	13,000.00	43.84%
3303 Non-Resident Card Fees	1,035.04	4,122.17	6,000.00	68.70%
<b>Total 3300 Patron Payments</b>	<b>2,541.22</b>	<b>12,735.41</b>	<b>25,750.00</b>	<b>49.46%</b>
3400 Donations	491.00	2,281.00	5,000.00	45.62%
3500 Developer Contributions	493.76	1,308.11	500.00	261.62%
3600 RBP/ILL Reimbursements	0.00	170.64	500.00	34.13%
3700 Grants		0.00	0.00	
3701 Per Capita Grants		58,784.65	59,200.00	99.30%
<b>Total 3700 Grants</b>	<b>0.00</b>	<b>58,784.65</b>	<b>59,200.00</b>	<b>99.30%</b>
3800 Other Income	101.60	542.11	3,000.00	18.07%
<b>Total Income</b>	<b>1,682,985.91</b>	<b>3,850,070.96</b>	<b>3,980,402.00</b>	<b>96.73%</b>
<b>Gross Profit</b>	<b>1,682,985.91</b>	<b>3,850,070.96</b>	<b>3,980,402.00</b>	<b>96.73%</b>
<b>Expenses</b>				
5100 Salaries		0.00	0.00	
5101 Exempt Staff Salaries	52,804.76	259,081.14	698,000.00	37.12%
5102 Non-Exempt Staff Salaries	98,955.04	501,621.38	1,390,000.00	36.09%
5103 Custodial Salaries	7,605.86	36,989.25	102,000.00	36.26%
5105 Professional Education	1,759.00	5,064.46	15,000.00	33.76%
5106 Membership	530.00	1,042.00	5,000.00	20.84%
5107 Life Insurance	90.40	537.83	1,200.00	44.82%
5108 Health Insurance	18,068.70	113,164.24	255,000.00	44.38%
5109 Benefits, other	168.27	983.30	3,000.00	32.78%
5110 Trustee Development		428.77	3,000.00	14.29%
<b>Total 5100 Salaries</b>	<b>179,982.03</b>	<b>918,912.37</b>	<b>2,472,200.00</b>	<b>37.17%</b>
5200 Plant Maint.		0.00	0.00	
5201 Supplies	1,554.88	6,713.19	22,000.00	30.51%
5202 Maintenance/Repair	1,031.60	3,392.60	10,000.00	33.93%
5203 Maintenance Contracts	4,368.00	22,065.00	56,500.00	39.05%
5204 Landscape Maintenance/Snow Remo	736.00	3,905.00	15,000.00	26.03%
5205 Furniture/Equipment	69.82	936.45	3,000.00	31.22%
5206 Electric-Comm Edison		0.00	42,000.00	0.00%
5207 Water/Sewer	1,207.81	3,484.22	8,000.00	43.55%
5208 Insurance (Property)	9,779.00	9,779.00	9,300.00	105.15%
<b>Total 5200 Plant Maint.</b>	<b>18,747.11</b>	<b>50,275.46</b>	<b>165,800.00</b>	<b>30.32%</b>

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

	<b>30-Sep</b>	<b>May-25-Sep25</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>5300 Business Exp.</b>		0.00	0.00	
5301 Postage	23.22	114.51	2,000.00	5.73%
5302 Office & Equipment Supplies	791.48	3,462.23	8,000.00	43.28%
5303 Printing		2,725.00	7,500.00	36.33%
5304 Equipment Leasing	1,475.07	8,018.28	16,000.00	50.11%
5305 Mileage Reimbursement	27.72	720.82	1,600.00	45.05%
5306 Legal Notices		0.00	500.00	0.00%
5308 Business Phone	511.44	3,048.24	6,000.00	50.80%
5309 Accounting Service	1,300.00	6,936.00	16,000.00	43.35%
5310 Material Recovery Fees	88.65	502.35	1,500.00	33.49%
5311 Payroll Service	699.79	3,841.78	10,000.00	38.42%
5312 Attorney Fees		5,064.50	5,000.00	101.29%
5315 Other Expenditures	86.96	1,314.36	8,000.00	16.43%
5317 Bank & Credit Card Fees	-189.29	135.20	500.00	27.04%
5320 Donation Recd Expense	699.22	784.88	5,000.00	15.70%
5321 Human Resources	504.27	4,055.64	14,000.00	28.97%
<b>Total 5300 Business Exp.</b>	<b>6,018.53</b>	<b>40,723.79</b>	<b>101,600.00</b>	<b>40.08%</b>
<b>5400 Automat. &amp; Dept. Oper.</b>		0.00	0.00	
5401 Automation Hardware	152.94	4,057.07	10,000.00	40.57%
5402 ISP and Web page hosting	3,282.41	7,812.05	14,000.00	55.80%
5403 Computer Software		14,917.75	20,000.00	74.59%
5404 Tech Support & Repair	74.63	10,363.71	25,000.00	41.45%
5405 Technical Services Supplies	379.95	1,377.70	2,500.00	55.11%
5406 Circulation Supplies		1,234.95	3,500.00	35.28%
5408 Tech Serv Online Resources		0.00	15,000.00	0.00%
5409 RBP/ILL Expenses		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	55,978.14	114,000.00	49.10%
<b>Total 5400 Automat. &amp; Dept. Oper.</b>	<b>13,219.62</b>	<b>106,761.09</b>	<b>248,000.00</b>	<b>43.05%</b>
<b>5500 Services</b>		0.00	0.00	
5501 Youth Services Programs	2,813.36	26,632.44	42,000.00	63.41%
5503 Adult/Teen Programs	3,181.71	13,422.68	30,000.00	44.74%
5505 Library Newsletter	7,821.22	15,843.48	42,000.00	37.72%
5509 Library Publicity and Promotion	2,001.44	13,542.26	20,000.00	67.71%
<b>Total 5500 Services</b>	<b>15,817.73</b>	<b>69,440.86</b>	<b>134,000.00</b>	<b>51.82%</b>
<b>5600 Collection</b>		0.00	0.00	
5601 Youth Services Books	1,165.67	13,911.33	60,500.00	22.99%
5606 Youth Services Media	1,303.09	2,488.35	13,000.00	19.14%
5630 Adult Books	4,089.19	24,004.30	73,000.00	32.88%
5634 Online Resources		3,232.46	20,000.00	16.16%
5635 Magazines & Newspapers	682.73	8,646.76	10,000.00	86.47%
5637 Adult Media	1,829.09	6,670.00	20,000.00	33.35%
5651 Digital Media	12,624.32	70,265.79	150,000.00	46.84%
5652 Grant/Award Expense	4,684.50	48,147.97	59,200.00	81.33%

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

	<b>30-Sep</b>	<b>May-25-Sep25</b>	<b>Annual Budget</b>	<b>% of Budget</b>
Total 5600 Collection	26,378.59	177,366.96	405,700.00	43.72%
6600 Payroll Expenses		0.00	0.00	
6610 FICA Expense	11,797.87	66,931.93	170,000.00	39.37%
6620 Illinois Municipal Retirement F	14,341.51	80,489.73	200,000.00	40.24%
Total 6600 Payroll Expenses	26,139.38	147,421.66	370,000.00	39.84%
6900 Operating Xfers In (Out)		0.00	0.00	
6920 Working Cash Fund		0.00	100.00	0.00%
Total 6900 Operating Xfers In (Out)	0.00	0.00	100.00	0.00%
7101 Liability Insurance	11,348.00	8,868.26	23,000.00	38.56%
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	13,000.00	21.92%
7400 Capital Expenditures		0.00	0.00	
7401 Furniture	-2,666.00	8,472.31	10,000.00	84.72%
7402 Parking Lot Repair		0.00	15,000.00	0.00%
7403 Building Repair	4,000.00	29,003.00	50,000.00	58.01%
7404 Landscape	1,500.00	1,500.00	50,000.00	3.00%
7405 Memorials		71.70	0.00	
7406 Other Capital Expenditures	119.53	119.53	50,000.00	0.24%
Total 7400 Capital Expenditures	2,953.53	39,166.54	175,000.00	22.38%
7500 Special Capital Projects		0.00	0.00	
7502 Klein Creek Overlook Project-IGA	97.75	1,162.50	211,000.00	0.55%
7503 Front Entrance Outdoor Renovati	5,640.00	136,510.90	300,000.00	45.50%
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	60,000.00	71.30%
Total 7500 Special Capital Projects	5,737.75	180,451.40	651,000.00	27.72%
8000 Debt Repayment Expense		0.00	95,002.00	0.00%
Total Expenses	306,342.27	1,744,938.94	4,861,402.00	35.89%
Net Operating Income	1,376,643.64	2,105,132.02	-881,000.00	-238.95%
Net Income	1,376,643.64	2,105,132.02	-881,000.00	-238.95%

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	
	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)
Income						
3000 Property Taxes	1,457,158.88	3,215,776.04			74,025.51	163,365.48
3100 PPR Taxes		24,235.37				
3200 Interest Income	9,363.72	42,206.92	235.24	1,060.36	320.20	1,443.31
3300 Patron Payments	2,541.22	12,735.41				
3400 Donations	491.00	2,281.00				
3500 Developer Contributions	493.76	1,308.11				
3600 RBP/ILL Reimbursements	0.00	170.64				
3700 Grants		58,784.65				
3800 Other Income	101.60	542.11				
Total Income	\$ 1,470,150.18	\$ 3,358,040.25	\$ 235.24	\$ 1,060.36	\$ 74,345.71	\$ 164,808.79
Gross Profit	\$ 1,470,150.18	\$ 3,358,040.25	\$ 235.24	\$ 1,060.36	\$ 74,345.71	\$ 164,808.79
Expenses						
5100 Salaries	179,982.03	918,912.37				
5200 Plant Maint.	18,747.11	50,275.46				
5300 Business Exp.	6,018.53	40,723.79				
5400 Automat. & Dept. Oper.	13,219.62	106,761.09				
5500 Services	15,817.73	69,440.86				
5600 Collection	26,378.59	177,366.96				
6600 Payroll Expenses					11,797.87	66,931.93
7101 Liability Insurance						
7102 Risk Management expense						
7103 Unemployment Compensation Insur						
7201 Audit Expense						
7400 Capital Expenditures						
7500 Special Capital Projects						
Total Expenses	\$ 260,163.61	\$ 1,363,480.53	\$ 0.00	\$ 0.00	\$ 11,797.87	\$ 66,931.93
Net Operating Income	\$ 1,209,986.57	\$ 1,994,559.72	\$ 235.24	\$ 1,060.36	\$ 62,547.84	\$ 97,876.86
Net Income	\$ 1,209,986.57	\$ 1,994,559.72	\$ 235.24	\$ 1,060.36	\$ 62,547.84	\$ 97,876.86



**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	
	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)
<b>Income</b>						
3000 Property Taxes	67,227.54	148,363.17	13,596.41	30,005.65	6,043.05	13,336.29
3100 PPR Taxes						
3200 Interest Income	821.56	3,703.17	76.23	343.62	17.77	80.10
3300 Patron Payments						
3400 Donations						
3500 Developer Contributions						
3600 RBP/ILL Reimbursements						
3700 Grants						
3800 Other Income						
<b>Total Income</b>	<b>\$ 68,049.10</b>	<b>\$ 152,066.34</b>	<b>\$ 13,672.64</b>	<b>\$ 30,349.27</b>	<b>\$ 6,060.82</b>	<b>\$ 13,416.39</b>
<b>Gross Profit</b>	<b>\$ 68,049.10</b>	<b>\$ 152,066.34</b>	<b>\$ 13,672.64</b>	<b>\$ 30,349.27</b>	<b>\$ 6,060.82</b>	<b>\$ 13,416.39</b>
<b>Expenses</b>						
5100 Salaries						
5200 Plant Maint.						
5300 Business Exp.						
5400 Automat. & Dept. Oper.						
5500 Services						
5600 Collection						
6600 Payroll Expenses	14,341.51	80,489.73		8,868.26		
7101 Liability Insurance			11,348.00	1,371.49		
7102 Risk Management expense						
7103 Unemployment Compensation Insur				1,329.06		
7201 Audit Expense						2,850.00
7400 Capital Expenditures						
7500 Special Capital Projects						
<b>Total Expenses</b>	<b>\$ 14,341.51</b>	<b>\$ 80,489.73</b>	<b>\$ 11,348.00</b>	<b>\$ 11,568.81</b>	<b>\$ 0.00</b>	<b>\$ 2,850.00</b>
<b>Net Operating Income</b>	<b>\$ 53,707.59</b>	<b>\$ 71,576.61</b>	<b>\$ 2,324.64</b>	<b>\$ 18,780.46</b>	<b>\$ 6,060.82</b>	<b>\$ 10,566.39</b>
<b>Net Income</b>	<b>\$ 53,707.59</b>	<b>\$ 71,576.61</b>	<b>\$ 2,324.64</b>	<b>\$ 18,780.46</b>	<b>\$ 6,060.82</b>	<b>\$ 10,566.39</b>

**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	
	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)	Sep 2025	May - Sep, 2025 (YTD)
Income						
3000 Property Taxes			42,238.18	93,214.63	1,660,289.57	3,664,061.26
3100 PPR Taxes					0.00	24,235.37
3200 Interest Income	8,226.06	37,078.94	7.98	35.99	19,068.76	85,952.41
3300 Patron Payments					2,541.22	12,735.41
3400 Donations					491.00	2,281.00
3500 Developer Contributions					493.76	1,308.11
3600 RBP/ILL Reimbursements					0.00	170.64
3700 Grants					0.00	58,784.65
3800 Other Income					101.60	542.11
Total Income	\$ 8,226.06	\$ 37,078.94	\$ 42,246.16	\$ 93,250.62	\$ 1,682,985.91	\$ 3,850,070.96
Gross Profit	\$ 8,226.06	\$ 37,078.94	\$ 42,246.16	\$ 93,250.62	\$ 1,682,985.91	\$ 3,850,070.96
Expenses						
5100 Salaries					179,982.03	918,912.37
5200 Plant Maint.					18,747.11	50,275.46
5300 Business Exp.					6,018.53	40,723.79
5400 Automat. & Dept. Oper.					13,219.62	106,761.09
5500 Services					15,817.73	69,440.86
5600 Collection					26,378.59	177,366.96
6600 Payroll Expenses					26,139.38	147,421.66
7101 Liability Insurance					11,348.00	8,868.26
7102 Risk Management expense					0.00	1,371.49
7103 Unemployment Compensation Insur					0.00	1,329.06
7201 Audit Expense					0.00	2,850.00
7400 Capital Expenditures	2,953.53	39,166.54			2,953.53	39,166.54
7500 Special Capital Projects	5,737.75	180,451.40			5,737.75	180,451.40
Total Expenses	\$ 8,691.28	\$ 219,617.94	\$ 0.00	\$ 0.00	\$ 306,342.27	\$ 1,744,938.94
Net Operating Income	-\$ 465.22	-\$ 182,539.00	\$ 42,246.16	\$ 93,250.62	\$ 1,376,643.64	\$ 2,105,132.02
Net Income	-\$ 465.22	-\$ 182,539.00	\$ 42,246.16	\$ 93,250.62	\$ 1,376,643.64	\$ 2,105,132.02

# ANNUAL LIBRARY CALENDAR

## 2026 LIBRARY CLOSINGS AND BOARD MEETINGS

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### Library Closings

Thursday, January 1 (New Year's Day)  
Sunday, April 5 (Easter)  
Sunday, May 10 (Mother's Day)  
Sunday, May 24  
Monday, May 25 (Memorial Day)  
Sunday, June 21 (Father's Day)  
Saturday, July 4 (Independence Day)  
Sunday, July 5  
Sunday, September 6  
Monday, September 7 (Labor Day)  
Wednesday, November 25 (Thanksgiving Day Eve) close at 5:00 p.m.  
Thursday, November 26 (Thanksgiving Day)  
Thursday, December 24 (Christmas Eve)  
Friday, December 25 (Christmas Day)  
Thursday, December 31 (New Year's Eve) close at 5:00 p.m.  
Friday, January 1, 2027 (New Year's Day)

### Library Board Meetings

January 21  
February 18  
March 18  
April 15  
May 20  
June 17  
July 15  
August 19  
September 16  
October 21  
November 18  
December 16

Library Board meetings will be held in the Library's Meeting Room at 7:00 p.m. *A Library Board meeting may be cancelled, with notice, due to lack of business that could not otherwise be considered at their next regularly scheduled meeting.*

Susan Westgate, Library Director  
For the Board of Library Trustees of the Village of Carol Stream



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## MEMORANDUM

**To:** Monica Harris, Executive Director  
Reaching Across Illinois Library System

**From:** Julie A. Tappendorf  
Erin M. Monforti

**Subject:** New Legislation Requiring Local Libraries to Stock Opioid Antagonists

**Date:** August 8, 2025

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On August 1, 2025, Governor Pritzker signed Public Act 104-0056 (the *Act*) into law, following its unanimous approval by both chambers of the Illinois General Assembly earlier this summer. The Act amends the Local Library Act<sup>1</sup> to require all “libraries open to the public” to maintain a supply of approved “opioid antagonists” for use in assisting individuals experiencing an opioid overdose. The Act will become effective on January 1, 2026.

This memo provides an overview of the Act and answers several questions we anticipate will be raised by members of the Reaching Across Illinois Library System (*RAILS*) as they evaluate the Act and options for complying with its requirements.

### A. Summary of Public Act 104-0056

As noted above, the Act requires that Illinois libraries open to the public maintain a supply of opioid antagonists in an accessible location.<sup>2</sup> As defined by the Act, an opioid antagonist is

*a drug approved by the federal Food and Drug Administration or recommended for use by the World Health Organization that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body. “Opioid antagonist” shall be limited to medications approved by the Department [of Human Services] for such purpose.*<sup>3</sup>

In addition to requiring libraries to stock these medications, the Act sets forth certain training requirements and provides permissive direction on the administration of opioid antagonists to individuals experiencing an opioid overdose.

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<sup>1</sup> 75 ILCS 5/1-1, *et seq.*

<sup>2</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(b)).

<sup>3</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(a)).

The Act requires that, during operating hours, libraries “take all reasonable steps necessary” to have at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist.<sup>4</sup> The training of library staff and/or volunteers may be conducted by an outside organization or may be created by the library using resources available through the Illinois Department of Human Services or the Illinois Department of Public Health.

The Act **does not require** that opioid antagonists be administered at particular times or under certain circumstances. Rather, the Act provides that an employee or volunteer who has taken the required training **may administer** an opioid antagonist to any person they believe, in good faith, to be having an opioid overdose (1) on library grounds, (2) in the immediate vicinity of the library, or (3) at a library sponsored event.

## B. Questions & Answers

### 1. *Does the Act apply to all libraries in Illinois?*

Based on our review of relevant materials, no. This question raises several issues related to statutory interpretation and legislative process. The Act only amends the Local Library Act and **not** the Public Library District Act of 1991 (*Library District Act*).<sup>5</sup> The definition of the term “library,” as used throughout the Act, is limited to libraries established under the Local Library Act:

*“Library” means a public library established under or otherwise subject to the requirements of this Act.*<sup>6</sup>

Therefore, the straightforward legal answer to this question is that the Act only impacts local libraries, not library districts. However, a key provision of the Act related to stocking opioid antagonists suggests that the legislation may have been intended to apply equally to library districts and local libraries.<sup>7</sup> Additionally, the Governor’s August 1, 2025 press release states that the Act “[r]equires **all libraries in Illinois**” to comply with storage and training requirements.

Typically, general legislation impacting public libraries in Illinois simultaneously amends the Local Library Act and the Library District Act. Here, it appears that the failure to amend the Library District Act may have been an oversight—if so, we anticipate the General Assembly will introduce similar requirements for library districts in a future legislative session. We suggest that RAILS consider contacting the Illinois Library Association (*ILA*) to request input from

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<sup>4</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(d)).

<sup>5</sup> 75 ILCS 16/1-1, *et seq.*

<sup>6</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(a)).

<sup>7</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(b)) (“**All libraries open to the general public in this State** shall maintain a supply of opioid antagonists in an accessible location.”)

ILA's lobbyist to the General Assembly regarding (1) the scope of the Act and (2) any efforts to make similar amendments to the Library District Act. Given the scale of its advocacy efforts, ILA may have more information on the Act and its implications.

***2. Are opioid antagonists available for purchase? Is funding available for libraries required to stock these medications?***

Opioid antagonists are available for purchase at many drug and grocery stores, and through companies that manufacture and distribute these medications. For example, Narcan, or naloxone (an opioid antagonist administered through a nasal spray), is available for purchase as an over-the-counter medication. As of early August 2025, a single dose of Narcan costs approximately \$45.00.<sup>8</sup> Narcan has a typical shelf-life of 4 years,<sup>9</sup> and the Illinois Department of Human Services has published guidance regarding the use, donation, and disposal of expired opioid response kits.<sup>10</sup>

As of the date of this memo, we are unaware of any grants or similar funding opportunities available to local libraries who stock opioid antagonists in compliance with the Act, apart from general [overdose prevention resources](#) available through the Illinois Department of Human Services (*IDHS*).

***3. How can a library train staff and/or volunteers in compliance with the Act's requirements?***

The Act provides that local libraries can use free resources through IDHS or the Illinois Department of Public Health (*IDPH*) to train employees and volunteers on recognizing and responding to opioid overdoses. Alternatively, libraries can partner with an agency that is "recognized for providing such training."<sup>11</sup> The Act provides that the Director of Public Health may publish a list of training providers that are qualified to meet the requirements of the Act.

IDHS has published a [list](#) of Overdose Prevention Providers operating at the county level that can provide training and education opportunities to organizations. IDPH has several general resources regarding opioid overdose reversal agents, available on their [website](#). We recommend libraries contact these agencies with questions regarding the content of the training to evaluate whether it will comply with the Act's requirements that training includes information on how to recognize and respond to an opioid overdose and the administration of an opioid antagonist.

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<sup>8</sup> See <https://narcan.com/en/buy>.

<sup>9</sup> Food & Drug Administration, *FDA Announces Shelf-Life Extension for Naloxone Nasal Spray* (Jan. 17, 2024), available at <https://www.fda.gov/drugs/drug-safety-and-availability/fda-announces-shelf-life-extension-naloxone-nasal-spray>.

<sup>10</sup> See Ill. Dep't of Hum. Servs., *Expired Naloxone Guidance* (Mar. 26, 2021), available at [https://cookcountypublichealth.org/wp-content/uploads/2022/05/2021\\_03\\_26\\_IDHS-SUPR\\_Expired-Naloxone-Guidance.pdf](https://cookcountypublichealth.org/wp-content/uploads/2022/05/2021_03_26_IDHS-SUPR_Expired-Naloxone-Guidance.pdf).

<sup>11</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(d)).

#### **4. *Where should libraries store opioid antagonists?***

The requirement that opioid antagonists be stored “in an accessible location” raises several questions. “Accessible” could mean unlocked/unsecured for anyone to access, or accessible only to the individuals who have been trained according to the Act’s requirements. If the former, broader interpretation applied, there could be practical implications—for example, a library might need to restock more often if individuals are aware of the location of the materials and decide to help themselves. For these reasons, it may be more cost-effective and safer to make stored medications accessible only to authorized, trained personnel. We recommend libraries contact their insurance carriers to evaluate the risks associated with storing medication on library premises.

#### **5. *Can a library be sued for administering an opioid antagonist to a patron or visitor?***

Yes, it is possible that an individual might file a lawsuit related to the administration of opioid antagonist medication, whether based on personal injury, a civil rights violation, or some other theory of liability. The Act, however, provides a critical defense to potential claims with an express immunity provision:

*A library and its authorized personnel are immune from liability for the administration of an opioid antagonist under this Section, except for wilful or wanton misconduct.*<sup>12</sup>

In order to reduce the risk of liability for administering opioid antagonists, we recommend libraries be sure to comply with the Act’s training requirements and ensure that only authorized, trained staff and volunteers administer the medications stored at the Library. While the Act does not define “wilful or wanton misconduct,” the Illinois Tort Immunity Act may lend insight on this issue:

*“Willful and wanton conduct” . . . means a course of action which shows an actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference to or conscious disregard for the safety of others or their property.”*<sup>13</sup>

While this language is not exactly parallel to that in the Act, it is helpful to note that willful and wanton conduct is generally considered to be an aggravated form of negligence—and requires a close analysis of the facts and circumstances underlying alleged injuries.<sup>14</sup>

From our preliminary review, there have not been many lawsuits involving the administration of opioid antagonists (much less cases that have been fully resolved). However, a few cases have been filed, including in Ohio and California, claiming physical and emotional harm in

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<sup>12</sup> See Public Act 104-0056 (codified at 75 ILCS 5/1-8(e)).

<sup>13</sup> 745 ILCS 10/1-210 (emphasis added).

<sup>14</sup> See, e.g., *Sparks v. Starks*, 367 Ill.App.3d 834, 837 (1st Dist. 2006).

circumstances where first responders were alleged to have forcibly administered Narcan to individuals not experiencing an opioid overdose.<sup>15</sup>

The immunity provided in the Act may reduce the risk of a successful claim related to opioid antagonist administration—however, we recommend libraries consult with their attorneys and insurers should a claim be filed.

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<sup>15</sup> Tribune Chronicle, *Kinsman Man Sues After Being Given Narcan* (Dec. 20, 2023), available at <https://www.tribtoday.com/news/local-news/2023/12/kinsman-man-sues-after-being-given-narcan/>; Courthouse News Service, *Attorney Sues LAFD for Mistakenly Giving Him Narcan* (Oct. 31, 2023), available at <https://www.courthousenews.com/attorney-sues-lafd-for-mistakenly-giving-him-narcan/>.



## Disbursements, Expenses by Vendor

Carol Stream Public Library

September 2025

Date	Num	Vendor	Amount
10-1000 Library Fund Cash			
10-1001 PNC General Checking			
09/03/2025	13521	DuPage Electrical Service	-4,000.00
09/09/2025	13522	Amazon Business Prime/AMEX	-2,930.22
09/09/2025	13523	Ask Aunt V	-157.80
09/09/2025	13524	ATA Group, LLP	-1,300.00
09/09/2025	13525	Bedrock Earthscapes, LLC	-1,500.00
09/09/2025	13526	Cengage Group	-295.40
09/09/2025	13527	Center Point for Large Print Books	-152.22
09/09/2025	13528	Chan, Karen M.	-250.00
09/09/2025	13561	Complete Cleaning Co., Inc.	-2,995.00
09/09/2025	13530	D & Z House of Books	-471.84
09/09/2025	13531	Empathy Studios, LLC	-1,049.00
09/09/2025	13532	Envision3, LLC	-8,345.52
09/09/2025	13533	Flourish Dance Academy	-50.00
09/09/2025	13534	Flying Fox Conservation Fund	-325.00
09/09/2025	13535	Frederick Quinn Corporation (FQC)	-5,640.00
09/09/2025	13536	Garvey's Office Products	-405.60
09/09/2025	13559	Cengage Group	-1,837.50
09/09/2025	13537	Hardwick, Julie E.	-125.00
09/09/2025	13538	Illinois Heartland Library System (IHLS)	-10.00
09/10/2025	13560	Comcast - (Business Phone)	-511.44
09/10/2025	13529	Comcast (Fiber Optic/Internet)	-882.41
09/10/2025	13539	Ingram Library Services	-1,174.14
09/10/2025	13541	Kokoris, John	-250.00
09/10/2025	13540	KAPCO	-127.25
09/10/2025	13542	Miller, Debra	-375.00
09/10/2025	13543	Old Town School of Folk Music	-200.00
09/10/2025	13544	OverDrive, Inc.	-3,371.94
09/10/2025	13547	Pitney Bowes Global Financial Services LL	-277.38
09/10/2025	13545	Paylocity	-243.39
09/10/2025	13546	PermaBound Books	-188.19
09/10/2025	13549	Precision Control Systems of Chicago, Inc.	-1,373.00
09/10/2025	13550	Scholastic, Inc.	-199.22
09/10/2025	13553	Staples	-835.94
09/10/2025	13551	Sebert Landscaping, Inc.	-736.00
09/10/2025	13554	Twietmeyer, Michael	-90.00

09/10/2025	13563	Village of Carol Stream - Water Dept.	-589.95
09/10/2025	13556	Village of Carol Stream	-9,329.69
09/10/2025	13555	Unique Management Services, Inc.	-88.65
09/12/2025	13558	Case Lots, Inc.	-493.95
09/12/2025	13552	Sir Speedy Printing	-219.92
09/12/2025	13548	Playaway Products, LLC	-193.88
09/12/2025	13557	Baker & Taylor	-4,343.35
09/12/2025	13562	Midwest Tape LLC	-10,598.53
09/16/2025	13564	Paylocity	-845.68
09/16/2025	13565	Village of Carol Stream - IMRF	-14,341.51
09/23/2025	13566	PNC Bank	-7,146.79
09/25/2025	13569	Chicago Tribune	-682.73
09/25/2025	13571	Hanover Insurance Co.	-21,127.00
09/25/2025	13570	GreatAmerica Financial Svcs.	-1,197.69
09/25/2025	13572	Roto-Rooter Services Company	-1,000.00
09/25/2025	13574	Upland Design Ltd.	-97.75
09/25/2025	13576	Village of Carol Stream - Benefits	-22,974.11
09/25/2025	13578	Wright to Learn, LLC	-200.00
09/26/2025	13568	Chase, Kellie	-200.00
09/29/2025	13573	Scholastic Library Publishing	-2,847.00
09/29/2025	13577	Village of Carol Stream - Water Dept.	-617.86
09/29/2025	13575	Village of Carol Stream	-500.00
Total for 10-1001 PNC General Checking			<u>-\$142,311.44</u>
Total for 10-1000 Library Fund Cash with sub-accounts			<u>-\$142,311.44</u>
<u>TOTAL</u>			<u>-\$142,311.44</u>

Accrual Basis Tuesday, October 07, 2025 08:44 PM GMTZ

Total Disbursements for September 1 through September 30, 2025.  
Approved by the Library Board of Trustees on October 15, 2025.

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President

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Date

# Carol Stream Public Library

## Reimbursements

September 2025

DATE	TRANSACTION TYPE	NUM	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
2400 Payroll Liabilities							
09/30/2025	Journal Entry	ATA250904	10-General Fund	Reclass September, 2025 Employee Reimbursements	-Split-	77.10	77.10
<b>Total for 2400 Payroll Liabilities</b>						<b>\$77.10</b>	
5300 Business Exp.							
5305 Mileage Reimbursement							
09/30/2025	Journal Entry	ATA250904	10-General Fund	Reclass September, 2025 Employee Reimbursements	-Split-	27.72	27.72
<b>Total for 5305 Mileage Reimbursement</b>						<b>\$27.72</b>	
<b>Total for 5300 Business Exp.</b>						<b>\$27.72</b>	
5500 Services							
5503 Adult/Teen Programs							
09/30/2025	Journal Entry	ATA250904	10-General Fund	Reclass September, 2025 Employee Reimbursements	-Split-	49.38	49.38
<b>Total for 5503 Adult/Teen Programs</b>						<b>\$49.38</b>	
<b>Total for 5500 Services</b>						<b>\$49.38</b>	

## Deduction Listing

Carol Stream Public Library (9366)

Check Dates: 09/05/2025 to 09/19/2025

Page 1 of 1

Processes: 2025090501 - 2025091901

Pay Periods: 08/17/2025 to 09/13/2025

### REIMB -- REIMBURSEMENT

Company: (9366)

Employee	ID	SSN	Location	Amount
Albers, Adriana	273		12	-4.06
Carlson, Linda K.	1204		11	-18.89
Mucha, Pierce	1226		11	-48.69
Wilson, Leigh Anne	1188		12	-5.46
Totals for REIMB -- REIMBURSEMENT				-77.10
4 Employees				

### Report Totals

Code	Description	Type	Employees	Amount
REIMB	REIMBURSEMENT	Add	4	-77.10
Totals			4	-77.10



Paylocity Corporation  
(888) 873-8205

User: lhays

Run on 9/15/2025 at 2:26 PM

**LIBRARY DIRECTOR REPORT-CAROL STREAM PUBLIC LIBRARY**  
**October 15, 2025**

**Library Calendar of Closings and Meetings**

I have prepared the 2026 Calendar of Library Closings and Board meetings. Once approved, the calendar is sent to the Village and local press publications and posted in the lobby. Traditionally we are closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. We are also closed on Easter Sunday, Mother's Day and Father's Day. These three Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. Since July 4, 2026 is on a Saturday, I have added Sunday, July 5, 2026 as an unpaid closing. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose or use paid benefit time.

**December Board Meeting**

Cancellation of the December 17, 2025 Board meeting is on the agenda for your consideration. If it is decided to cancel the meeting, the December financials will be included with the January Board packet information.

**Public Act 104-0056, Library NARCAN Requirement**

In the June Director's Report, I provided information on the mandate from the state regarding the requirement for libraries to have NARCAN available in the building and for library staff to be trained in how to administer it. The Bill was passed on August 1, 2025 and goes into effect on January 1, 2026. The Human Resources Manager Lena Saltiel has been designated as the staff trainer for educating Library staff on how to administer the NARCAN. She will be participating in a "Training the Trainer" meeting. I have registered the Library for participation through the county and placed an initial order for the NARCAN which will be provided free of cost. The NARCAN will be located next to the Library's AED machine at the Patron Services Desk. I have included in the Board packet the memo from our legal firm that was provided to RAILS regarding the new law and addresses many questions or concerns that Library staff and Board may have. I put this as a Discussion item on the agenda in case you want to review this new requirement.

**Facility Update**

Front Renovation Project-The irrigation installation has been completed. The planters, benches and plantings have all been installed. The bike tool post and sod should be installed in the next week. We are waiting on one bench that is back-ordered. The punch list walk through is scheduled for the morning of October 16 which includes the owner, owner's representative, Landscape architect and the contractor.

Klein Creek Overlook-The Library's turtle feature has been installed. The railing is scheduled to be installed in mid-October. Once the railing is installed, they should be removing the orange fencing. The leaf shelters should be arriving in November. The Village engineer that was

overseeing the project has left for another position. Hopefully that will not impact the timeline.

Storywalk-The Friends of the Library have generously offered to fund the purchase of the storywalk to be installed along the path in the North wooded lot of the Library. There will be twenty storywalk stations along the path. Each station will contain 1-2 pages of a storybook. Patrons can enjoy and read the story as they stroll along the path. The stations have been ordered and installation should be completed by late fall. The cost of the stations is \$6,260 and will be funded by the Friends of the Library. The Library will be covering the installation costs using the Library Capital Funds. The Library will also be installing a small section of cedar split rail fencing at the end of the path that terminates in the wetland area. The Village will be providing an outdoor informational stand at this area sometime in the future.

The Library has bike locks available for patrons to use when they visit the Library by bicycle. A Bike Lock sign has recently been installed by the new bike racks informing users of their availability. Since its installation, there has been a significant increase in bike lock requests.

Roto-rooter came and did their annual rodding of the Library's lines. The Fire Extinguisher inspection is scheduled for October 15.

### **Audit Report**

Laura Babula from Sikich LLP, will be presenting a review of the Library's 2025 Annual Financial Report at the November Board meeting. You will receive full copies of the audit and reports prior to the Meeting. I will be preparing the Management Discussion and Analysis (MD&A) that is included in the Audit Report. The MD&A provides readers of the report an easily readable interpretation of information found within the audit. It includes a comparison with the prior year's audit figures as well as an overview of changes.

### **ILA Noon Network Webinar-"Be the Best Trustee You Can Be"**

ILA is offering a FREE one-hour webinar for Trustees on Wednesday, Nov. 5 from 12-1:00pm.

You can register using this link:

[https://us02web.zoom.us/webinar/register/WN\\_Ulz7NRznRRKPQITt4uwGWw#/registration](https://us02web.zoom.us/webinar/register/WN_Ulz7NRznRRKPQITt4uwGWw#/registration)

or reach out to me and I can get you registered. I included a flyer in the packet with information about the webinar.

### **OMA and FOIA Training**

I completed the OMA and FOIA annual training that I am required to do each year.

### **Flu Shots**

The Library is offering to reimburse staff for the cost of this year's annual flu shot if it is not covered by their insurance. Working with the public, it is important for the Library to support good health and health practices. Staff are required to turn in their paid receipt to be reimbursed.

### **Upcoming Library Events and Outreach**

- October 1-31 – Hispanic Heritage Month Interactive Display, Adult Services
- October 5-November 2 – Dia de los Muertos Interactive Display, Youth Services
- October 23 – Blood Drive in the meeting room, 12:30-5pm
- October 25 -- Trick or Treat Trail-Red Hawk Park
- October 31 --Trick or Treat at the Library, 3-6pm
- November 3-28 – POW/MIA Missing Man Table exhibit
- November 3-December 2 – Christmas Sharing Donation location
- December 3-31 –Rotary Coat Drive Donation location
- December 5 -- Carol Stream Tree Lighting-Village Town Center, 6-8 p.m. (outdoor event)

### October Employee Anniversaries

Renee Walther – 10/02/96-Circulation

Steve Dexheimer – 10/07/03-Youth Services

Melanie Johnson – 10/11/12-Patron Services

Athens Moreno – 10/11/21-Adult Services

Paul McDonald – 10/19/22-Adult Services

Anjali Rentfleish – 10/30/23-Technical Services

Susan Westgate, Library Director

# **Be the BEST Trustee You Can Be**

**Wednesday, November 5, 2025**

**12:00 - 1:00 p.m.**

## **Zoom**

This webinar is designed for both new and experienced trustees in Illinois. We'll cover a range of important topics, including ethics statements, open and closed meetings, the Freedom of Information Act, anti-sexual harassment training, best practices for running effective board meetings, intellectual freedom and censorship, Illinois' Anti-Book Banning Legislation, privacy and confidentiality policies, and more.

## **Register for this webinar**

**All ILA Noon Network webinars are free. Registration for all live webinars is limited to Illinois libraries. Recordings of webinars will be available to ILA personal and institutional members in the Noon Network Archive 1-3 days after the live event.**

## **About the Speaker**



**Leanne Furby, Ph.D.**, is an experienced educator and learning systems expert specializing in instructional design and educational technology. With a background in Early Childhood Education and advanced degrees in Instructional Design and Learning System Design and Development, Leanne focuses on leveraging emerging technologies, such as AI and data analytics, to create personalized, engaging learning experiences. She passionately advocates for lifelong learning and educational equity, mentoring aspiring educators and supporting initiatives in underserved communities.



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

September 2025

	FY 24-25	FY 25-26	Current YTD
<b>Circulation Activity</b>			
<b>Physical material use by audience</b>			
Total Adult	15,024	13,722	72,464
Total Teen	680	640	3,806
Total Youth	14,182	15,305	85,933
<b>Physical material use by format</b>			
Books	20,866	21,672	119,357
Videos	5,385	5,025	25,536
Audiobooks and Music CDs	1,838	1,709	9,366
Periodicals and Magazines	386	163	1,015
Other	1,411	1,098	6,929
Total Physical Item Circulation	29,886	29,667	162,203
<b>Interlibrary loans and Reciprocal borrowers (included above)</b>			
ILL - Borrowed from SWAN	2,974	2,717	14,653
ILL - Borrowed from Non-SWAN	48	21	181
ILL - Loaned to SWAN	1,006	847	4,835
ILL - Loaned to Non-SWAN	78	65	321
RBP Loans - SWAN (incl. above)	551	562	3,309
RBP Loans (non-SWAN) - (incl. above)	521	576	2,778
<b>Digital media use</b>			
Bingepasses (hoopla)	24	33	153
E-books	3,282	3,224	16,865
E-Audio	3,695	4,195	20,937
E-Video	412	428	2,460
Museum Adventure Pass / Explore More Illinois	29 / 8	30 / 2	162 / 8
Total use of Electronic Materials	7,450	7,912	40,585
<b>Total Circulation (physical materials and digital media)</b>	<b>37,336</b>	<b>37,579</b>	<b>202,788</b>
Digital magazine retrievals	828	823	4,015
<b>Total Electronic Retrievals (e-mags and databases)</b>	<b>6,203</b>	<b>7,471</b>	<b>35,665</b>
<b>Other circulation activities</b>			
Items checked out in the Library	13,421	12,039	74,711
Self Check - # of Items Checked out	9,191	8,960	54,135
Self Check - % of items checked out in the Library	68.48%	74.42%	72.46%
<b>Programs - # of Programs/Attendance*</b>			
Adult - Number/Attendance	39 / 691	34 / 748	150 / 3,770
Teen Number/Attendance	9 / 177	9 / 76	54 / 176
Youth - Number/Attendance	103 / 1,402	47 / 1,179	285 / 12,458
General Interest - Number/Attendance	3 / 86	3 / 35	15 / 326
<b>Total - Number/Attendance</b>	<b>154 / 2,356</b>	<b>93 / 2,038</b>	<b>489 / 17,004</b>
<b>Library Events - Number / Attendance</b>	<b>0 / 0</b>	<b>0 / 0</b>	<b>3 / 1,154</b>
<b>Outreach - Number / Attendance</b>	<b>15 / 273</b>	<b>10 / 204</b>	<b>106 / 6,574</b>
<b>Facility Usage</b>			
Library Visits (Door Count)	12,474	12,780	69,896 *
Curbside Pickup Transactions	41	0	78 **
Study Rooms - # of Users	393	415	1,975

Electronic Usage			
# of Internet Sessions/Total Time	1,249 / 976	1.303 / 1.060	7,418 / 6,163
# of Library Website Visits	10,082	14,182	75,448
# Mobile App Views	475	585	3,496
# of Wireless Users	1,758	2,158	9,955
Aspen catalog usage # engaged sessions	6,967	7,045	37,960

Reference Transactions			
Adult	1,867	1,623	8,617
Youth	700	799	8,284
Patron Services	339	417	2,512
Chat	27	31	155
<b>Total Reference Transactions</b>	<b>2,933</b>	<b>2,870</b>	<b>19,568</b>

Total One-on-One Tutorials			
Adult	55	48	240
Youth	0	0	0

Patron Statistics			
# of Resident Cards	18,877	19,664	
# of Non-Resident Cards	56	62	
<b>Total Registered Users</b>	<b>18,933</b>	<b>19,726</b>	

Resources Owned/Licensed			
Books	68,773	66,239	
Newspapers (Print only)	20	17	
Periodicals (Print only)	94	96	
Total Print Materials	68,887	66,352	
Current Subscriptions (Print Only)	114	113	
Current E-Subscriptions	5,554	6,242	
E-Books: Downloadable	88,239	87,170	
Audio Recordings	6,737	5,309	
Audio Recordings (Downloadable)	42,778	45,246	
Videos	9,698	8,422	
Other: Video Games, Puzzles, Devices	887	920	
Databases	84	99	
<b>Total Resources Owned/Licensed</b>	<b>222,864</b>	<b>219,760</b>	

Professional Development Hours			
Total staff hours	68	27.25	194.00

Marketing and Social Media engagement			
Facebook Followers: total count	na		
Facebook post reach for the month	na		
Instagram Followers: total count	na		
Instagram post reach for the month	na		
e-newsletter open rate %	na		

\* This includes an estimate of the July 2025 door count as the main entrance was closed July 7-25, 2025.  
And an estimate for September 2025 as the camera was being replaced.

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

## **Assistant Director's Report - September 2025**

### **Administration and Business Office**

- Payroll processed on September 2, September 15, and September 29
- Onboarding and updating staff Paylocity records and proxy cards as needed
- Coordination of monthly financial and Librarian statistic reports
- Auditors requested additional reports during testing and final review.
- NCPERS asked about payment information for optional staff life insurance, and we provided check details. The checks have not yet cleared our bank. We had not received details about their new mailing address for payment and the checks had initially not been forwarded from the old address. By the end of the month, the payment checks had cleared the bank and the address updated in our payment systems.
- Monthly Librarian's Report - Door count for September is an estimate because the camera was unavailable during security camera installation work starting September 15.

### **Tech Services**

- Items ordered - 645 and Items put into Circulation - 454
- Items catalogued - imported bib records & original cataloging - 71
- Item record edits/database clean-up - 310 and Merged records - 42
- Repair items - 93
- Serial claimed Issues - 3
- Conversion projects - 129 items processed including updating JNF items to new DEWEY classification numbers
- Pending orders in Workflows, not received items as of September 30, 2025 (Youth, 604; Adult, 440) No pending cart from B&T, MWT, and Ingram as of September 30, 2025.
- Sustainable Shelves - 898 titles were submitted; 161 items were approved for submission resale to B&T for a credit value of \$74.29.
- Baker & Taylor is experiencing numerous delays because of decisions not to stock items until the Readerlink sale goes through. Staff have made decisions to cancel the B&T orders and reorder through Ingram. We are continuing to monitor this situation.
- Ingram hardcover book processing has started with Mylar book jackets. We are still in the queue to get the rest of our processing tasks set up.

### **Meeting Attendance**

- Weekly Director meetings - Laura
- September 9 - Garvey's rep visit - Joyce
- September 9 - Aspen Networking Group - Anjali
- September 10 - Library insurance renewal meeting - Laura
- September 10 - RAILS update - Laura
- September 11 - SWAN Acquisitions & Cataloging Networking Group - Anjali
- September 11 - Management Team meeting - Laura
- September 16 - Monthly IT meeting with Susan and Rocky Patel (VOCS IT) - Laura
- September 17 - Board meeting
- September 22 - Green Team meeting - Joyce
- September 24 - Technical Services re: Ingram processing
- September 25 - Technical Services re: B&T delays
- September 30 - SWAN Fireside Chat - Laura

### **Information technology**

- There were 15 support tickets in September.
- Hotspot service plans were renewed with Mobile Beacon
- Security camera upgrade - Vodotech installed new cameras and platform starting September 15. Laura informed HTS that we were not renewing annual contract.
- Admin printer - unable to print envelopes or use tray 1. We will replace this printer as part of our next print management contract.
- Internet down for several hours on September 16 due to AT&T crew trimming tree along the creek.
- Catalog computer monitor replaced in Youth Services.

*Laura Hays, Assistant Library Director*

## Adult Services Department Monthly Report

September 2025

### Department News:

- With the back-to-school month, we saw an uptick in study rooms, climbing up 50+
- We added helpful signage to the Blu-ray section to make browsing and shelving easier. This led to several circulation staff relaying gratitude for making it easier to shelve and, in all, more organized
- We added more flyer holders to our resource section of the department so that we can offer more connections to local organizations
- ESL classes through the College of DuPage paused for the Fall due to funding, but we were able to work with the People's Resource Center in offering a new ESL class series
- A part-time adult services librarian position was posted, and interviews began in late Sept
- Seed library once again had a strong month, with another 200+ packets being taken by over 50 patrons
- Our programming went into full swing for Fall, doubling the number of offerings from August

### Outreach Activities:

- Homebound delivery – 46 registered, delivered to 34 patrons, 176 items delivered
- Held an in-person program for students from the WSDRA program
- ESL classes began, in partnership with PRC
- Computer classes that meet weekly began in partnership with PRC
- Ravinia ticket giveaway concluded
- Partnered with WorkNet DuPage for a co presentation/workshop here at the library
- Held a table at the Senator Lewis Disabilities Job Expo here in Carol Stream and talked to over 60 visitors about library resources for job searching and career help
- Partnered with the DuPage Garden Club as well as the Wild Ones of DuPage for two programs
- Partnered with the DuPage County Crisis Center to give a presentation about their new facility and services

### Programs & Displays:

- Pages through the ages book club
- Introduced a new after-bedtime virtual book club
- Sewing program offering Basic Instruction
- Take and Make passive offering for Adults and Teens
- Month-long Hispanic Heritage Display coming in Oct
- Held a passive Jane Austen Walking Challenge
- Garden Club presentation/program on gardening for food and fun
- Sears Home Kit Historical presenter
- Two Crafting for a Cause teen volunteer programs
- Meditation class that repeats monthly

- Tai Chi class that was at capacity with a waitlist
- Passive American Revolution Traveling Exhibit
- Investing Made Simple Program
- Medicare Presentation
- Job Help presentation with WorkNet DuPage
- Library Apps and Database presentation
- Donuts and Dice monthly series continues to be popular
- Launched our new Cricut Classes that filled quickly with a waitlist
- Decorating pumpkin craft class series
- Learning Computer fundamentals weekly class
- Launched new Crafty Thursday series for adults and seniors
- Jane Austen presenter/actor portrayal program
- Attorney General presentation about Identity Theft and Scam Prevention

Meetings:

- Biweekly Management Meetings
- Met virtually with the People's Resource Program Director as well as ESL Coordinator
- Held department meeting, offering two sessions for staff to attend

Resources and Collection News:

- Udemy usage continues to do well, along with our Patron CSPL academy
- Our Genealogy resources saw a nice uptick in usage for the month
- Exploring study room signage, such as vinyl lettering, to indicate that reservations are required
- Weeding and ordering of materials continued as usual
- Offered passive reading book displays such as Hispanic Heritage Month

Pictures:

Athens Moreno Adult Services Manager



Athens, Omar, Linda attended

Senator Lewis Disability Expo here in Carol Stream





Athens Moreno Adult Services Manager



improved lettering signage



read/walk challenge for September

Athens Moreno Adult Services Manager



Crafty Thursdays



traveling exhibit

passive American Revolution



## Youth Services Report September 2025

### Program Highlights

- During September, Youth Services connected with 1,239 participants through 56 in person and passive programs onsite as well as offsite. Of those, Youth Services hosted 45 in person programs during September with 881 in attendance with 4 of those being Spanish or bilingual programs. In addition, Youth Services had 358 participants serviced through 11 self-directed programs.
- Four CSPL Kits were distributed during September. We distributed 75 of the Preschool kits – Spider Puppet and a Tear Art Wreath and 50 of School Age kits – Corn Husk Doll and Wind Powered Car.
- We offered 4 Spanish or bilingual programs reaching 39 people this month. These included three storytimes and a Family Loteria program.
- Leigh Anne Wilson and Samantha Wright hosted 2 Teddy Bear Picnic programs for a preschool and then a young school age audience. They shared stories, had snacks, and stuffed a teddy bear to take home and keep.
- Steve Dexheimer and Meg Atherton planned and hosted Quidditch for 8 participants on 9/6. Meg went all in by painting her face with gold face paint and acting as the Snitch. Much fun was had by all!
- Leigh Anne Wilson hosted a Play-Doh Sensory Series on 9/8 with 43 in attendance.



Teddy Bear Picnic

### Outreach Events

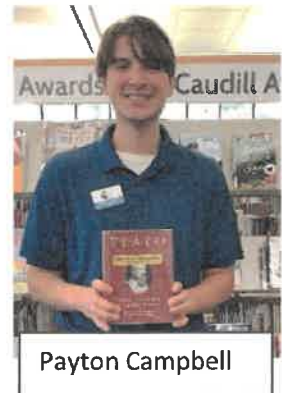
- Leigh Anne Wilson provided 2 Outreach Storytimes during September reaching 41 children.

### Patron Service and Reference

- 47 Youth Binge Box requests were filled during September.
- Youth Staff had 799 interactions with the public during September.

### Personnel

- Payton Campbell joined the YS staff as the Youth Services Bilingual Associate on September 9.



Payton Campbell

### Meeting Attendance

- 9/3 – Meet with Susan – Amy Teske
- 9/3, 10, 17 – Amy and Sam weekly meetings
- 9/11, 25 – Management – Amy Teske
- 9/11 – Outside Performer Spring meeting
- 8/22 – Green Team Meeting –Meg Atherton

Respectfully Submitted,  
Amy Teske, Youth Services Manager



Quidditch



Sensory Series



Family Lotería

## Patron Services Monthly Report September 2025

### Circulation Statistics:

- Total Checkouts and Renewals: 29,667
- Staff-initiated material renewals: 222
- Curbside deliveries: 0
  - Curbside temporarily suspended to front renovation project. *Reopened October 1<sup>st</sup>.*
- New accounts: 131
- Online registrations: 71
- Check-ins: 13,816
- Holds placed by staff: 533
- Holds Filled: 3,349
- Accounts sent to Unique Materials Recovery: 12
- Notifications sent to patrons via Message Bee: 5,459 (99% success rate)
- Checkouts at self-check machines: 8,960

### 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 September, 100 accounts were reviewed.

### Melanie's Month:

- Monthly 1:1 with Susan and Laura
- Management team meetings
- Board meeting
- 2 one-on-one coaching sessions with staff
- RAILS webinar: Up or Out- Getting Employees Back on Track
- Demo of Unique's New Mover service
- Ordered carrying cases for 11 new hotspots to be added to the collection
- Met with new Youth Services employee to provide orientation of the Patron Services department
- Completed annual Stay Interview

### Other news:

- Successful launch of pickleball kits
- CSPL mugs and bookbags continue to be a hit amongst patrons
- Devaki Namboodiri and Joe Geshkewich represented the library at Fall Fest on September 20.

Submitted By:  
Melanie Johnson  
Patron Services Manager  
10/10/25

## Human Resources

### Monthly Report – September 2025

#### Administration

- Provided payroll backup for Laura Hays on 9/2
- Navigated NCPERS billing mystery and found resolution (new billing address)
- Friday Fuel posts:
  - The 5 Buckets Principle – EAP AllOne Health
  - Journey to Health – U of I Virtual Series (shared by LAANG on RAILS)
- Compiled Library Department Questionnaire survey to use in in-service day planning
- Planning of staff in-service day (11/7)
- Updated Policy 413 in handbook, on Paylocity, and made a post
- Met with 5 employees in person to discuss improvements based on Stay Interview
- Implemented Stay Interview feedback, including:
  - Ordered one new vacuum for staff
  - Cleared tables in breakroom for more space
  - Ordered two sound machines for the HR office/ confidentiality reasons
  - Ordered four noise cancelling headphones for the departments in shared work spaces
  - IT updated the department email lists
  - Phone redirection from Adult Services desk to the back-office AS phone
  - Making 7 Ryan Dowd trainings mandatory to ensure all employees are on the same foundation of training regarding how to navigate difficult patrons
  - Reviewing incident procedures and implementing incident debriefings

#### Benefits

- Navigated an FMLA leave and qualifying life event for employee
- Met with Paylocity representative to review HRIS and new offerings

#### Staffing & Onboarding

- Contacted 3 references for new hire, Payton Campbell
- Conducted new hire orientation with Youth Services Bilingual Associate, Payton Campbell
- Conducted 2 in-person 60-day check-in meetings with new hire Abby Sullivan and new-to-department hire Jessica Buttell
- Posted for an additional Adult Services Librarian (part-time) position
- Conducted 5 phone screens for the Adult Services Librarian opening

#### Training

- The Leader Factor podcast: What Do You Do with a Toxic Leader? (45 min)
- The Leader Factor podcast: 6 Domains of Emotional Intelligence (35 min)
- 7 Ryan Dowd trainings (1 hour and 20 minutes)
- RAILS webinar: Up or Out – Getting Employees Back on Track (1 hour)
- The Leader Factor podcast: Leadership Triage – How to Prioritize (30 min)

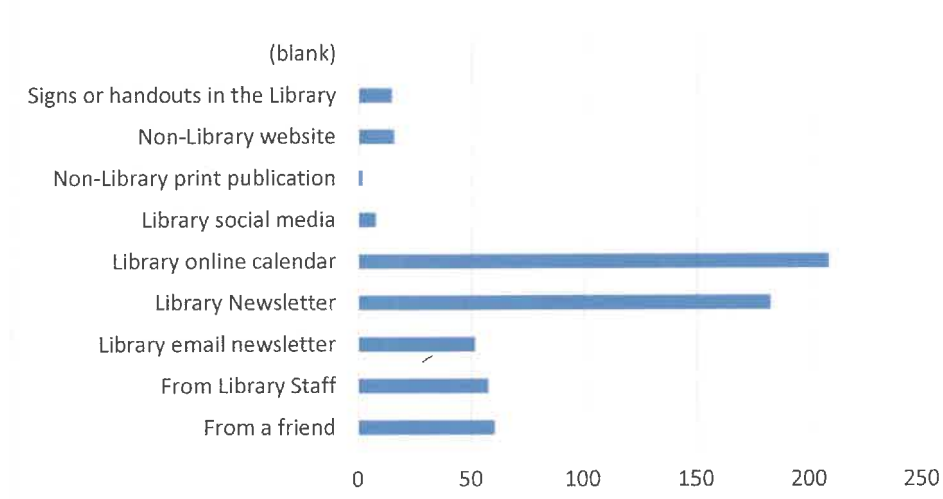
#### Compensation

- N/A

## Marketing Report: Mikayla Frigo

September 2025

Count of Referral Source



### Promotions resulted in 604 event registrations.

- Edited and published all Winter programs in Library Market.
- Coordinated volunteers, prepped marketing materials and attended Fall Fest on 9/20.
- Coordinated a petting zoo for the upcoming Village Tree Lighting.
- 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 events.
  - Highlighted the new Pickle Ball Kit offering and the October Blood Drive.
- Created and shared an Excel sheet for management to share all volunteer events and staff volunteers.
- Monitored social media and made weekly scheduled Facebook posts.
- Produced four weekly eNews blasts.
- Submitted a monthly graphic to the Village eNews.

### Meetings

- Village Tree Lighting Meeting on 9/12.
- Onboarding- Marketing Processes with new YS Hire on 9/17.
- Friends of the Library Board Meeting on 9/29.
- Monthly meeting with the Director on 9/23.
- Management meeting on 9/25.

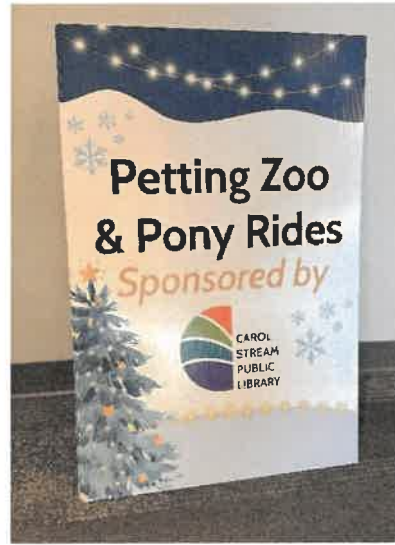
### Marketing Request Forms/ Marketing Materials Created

- Created two sandwich board signs for the Village Tree Lighting.
- Created a new bicycle lock sign.
- Created new ECO Earth Labels for the Green Team.





**Bicycle Sign**



**Tree Lighting Sandwich Board**



**Fall Fest**



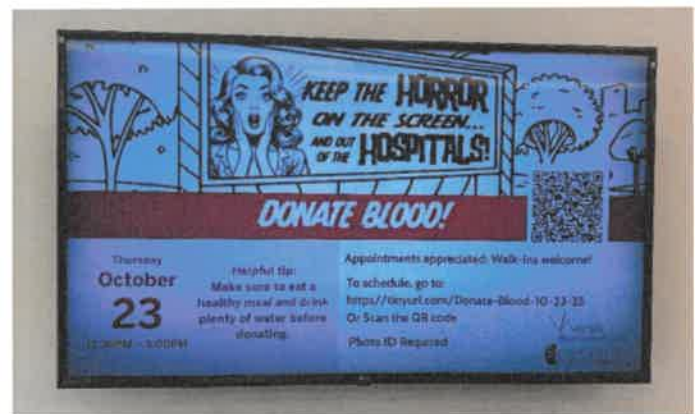
**Adult Services Promotional Signage**



**Middle School Corner Promotions**



**Adult Services Promotional Signage**



**New TV Slides Highlights**



**Kids Play Menu**

### **Marketing Request Forms/ Marketing Materials Created**

- Edited the November Youth Services Program pamphlet.
- Edited the October Youth Services Outreach pamphlet.
- Created 38 - 8.5 x 12, Adult Program Signs, 5 Teens Program Signs & 9 - Kids Program Signs.
- Marketing Request #601 Food Menus.
- Marketing Request #613 for Mom's After Bedtime Book Club Logo.
- Marketing Request #630: A Jane Austen Tea Party program sign.
- Marketing Request #631 Hispanic Heritage Interactive Display Banner.
- Marketing Request #632 October Adult Program Calendar.
- Marketing Request #633 AS Table Display for October 2025.
- Marketing Request #634: Main Lobby Display Sign - October 2025.
- Marketing Request #635 for Book display sign for inside traveling exhibit.
  - Additional 8.5 x 11 traveling exhibit promo sign to display at outreach.
- Marketing Request #652 & #653 Combined: Middle School 8.5 x 11 program promo.
- Marketing Request #654 for UdeMY for Businesses stanchion signs.

## Adult Services Promotional Signage

### 11 x 17 Signs

- Marketing Request #611 Promo sign: Chicago's Sweet Bakeries Remembered.
- Marketing Request #645 for Meditation Together (Winter 2025)

### 17 x 11 Signs

- Marketing Request #637 for Promo Sign: Toys of the 80s and 90s.
- Marketing Request #639 Promo Sign: Swap 'Til You Drop: Toys.
- Marketing Request #641 for Promo Sign: It's Christmastime In the City.

### Statistics:

*Views: The number of times your content was played or displayed.*

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

**Facebook: September Followers: 3,511**

10 new followers

**September Post Views: 36.2K**

**Views** ⓘ






Export ▼

**36.2K** ↓ 25.3%

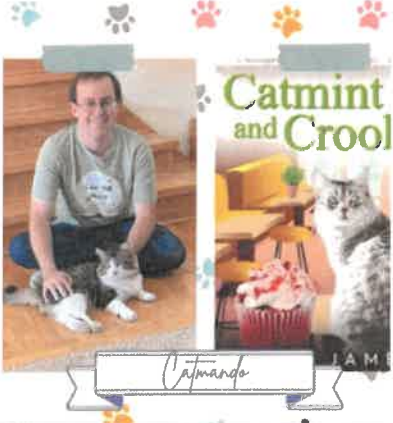






## Top Three Views: Posts from September:

<p><b>Carol Stream Public Library</b> September 23 at 5:00 PM · 🌐</p> <p>The library had an absolute blast at Fall Fest! 🍂🎃 We loved decorating pumpkins with everyone and making unforgettable memories. Looking forward to more fun together soon!</p>  <p>Views: 1.8 K Engagements:34</p>	<p><b>Carol Stream Public Library</b> September 4 · 🌐</p> <p>Who wants to play with the theatre when there's a mom doing storytime? I'm totally in! #qualitylibrarytime #momsare moms #booksfeedimagination</p>  <p>Views: 1.8 K Engagements: 28</p>	<p><b>Carol Stream Public Library</b> September 25 at 7:12 PM · 🌐</p> <p>Much care went into knowing that they were creating their new Best Friends. Our DIY Teddy Bear program. #libraryprograms #teachingandlearning</p>  <p>Views: 1.7 K Engagements: 29</p>
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## Top Three Engagement Posts from September:

<p><b>Carol Stream Public Library</b> September 29 at 5:00 PM · 🌐</p> <p>Me-ow! We've got our first cat for Meet the Pet Monday! This is Catmando, Patron Services Clerk Joe's family cat who adopted them Christmas Day 2022. He is a Norwegian... See more</p>  <p>Views: 1.3 K Engagements: 45</p>	<p><b>Carol Stream Public Library</b> September 23 at 5:00 PM · 🌐</p> <p>The library had an absolute blast at Fall Fest! 🍂🎃 We loved decorating pumpkins with everyone and making unforgettable memories. Looking forward to more fun together soon!</p>  <p>Views: 1.8 K Engagements:34</p>	<p><b>Carol Stream Public Library</b> September 25 at 7:12 PM · 🌐</p> <p>Much care went into knowing that they were creating their new Best Friends. Our DIY Teddy Bear program. #libraryprograms #teachingandlearning</p>  <p>Views: 1.7 K Engagements: 29</p>
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Instagram: September

Followers: 1,554

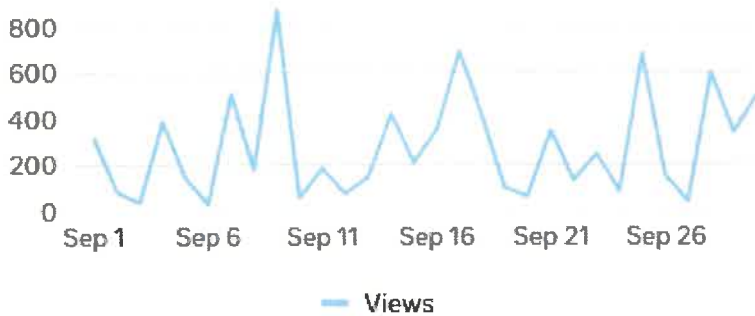
13 new followers

September Post Views: 8.4K

Views ⓘ

Export ▼




8.4K ↓ 43.6%



Top Three Views: Posts from September:

<div><div>Instagram</div><div>carolstreampl</div><div></div><div><div>♥</div><div>💬</div><div>🔖</div><div>...</div><div>🔖</div></div><div>carolstreampl Did you know that the Carol Stream Village has festive activities for your whole famil... more</div></div>	<div><div>Instagram</div><div>carolstreampl</div><div></div><div><div>♥</div><div>💬</div><div>🔖</div><div>...</div><div>🔖</div></div><div>carolstreampl We had so much fun at our first Homeschool Hangout of the School Year! ... more</div></div>	<div><div>Instagram</div><div>carolstreampl</div><div></div><div><div>♥</div><div>💬</div><div>🔖</div><div>...</div><div>🔖</div></div><div>carolstreampl Th s past Thursday, Jane Austen visited the Carol Stream Public Library in honor of the ... more</div></div>
Views: 648 Engagements: 37	Views: 632 Engagements: 15	Views: 543 Engagements: 14

### Top Three Engagement Posts from September:

 <p>carolstreampl Did you know that the Carol Stream Village has festive activities for your whole family... <a href="#">More</a></p>	 <p>carolstreampl It may be small, but a library card marks a</p>	 <p>carolstreampl Looking for "just the right book" for your preschooler-5th grader? We can help. ... <a href="#">more</a></p>
<p>Views: 648 Engagements: 37</p>	<p>Views: 534 Engagements: 36</p>	<p>Views: 399 Engagements: 20</p>

### Promotional Emails September:

September 4	Swag Alert: New Library Merch!	Open Rate: 42.1%	Click Rate: 1.7%
September 11	Donate Blood!	Open Rate: 41.6%	Click Rate: 1.3%
September 18	Experience the American Revolution!	Open Rate: 39.7%	Click Rate: 2.0%
September 25	Celebrate Hispanic Heritage Month!	Open Rate: 37.6%	Click Rate: 1.2%



## Monthly Report of IT Service

Report Range 9/1/2025 9/30/2025

# Support Tickets

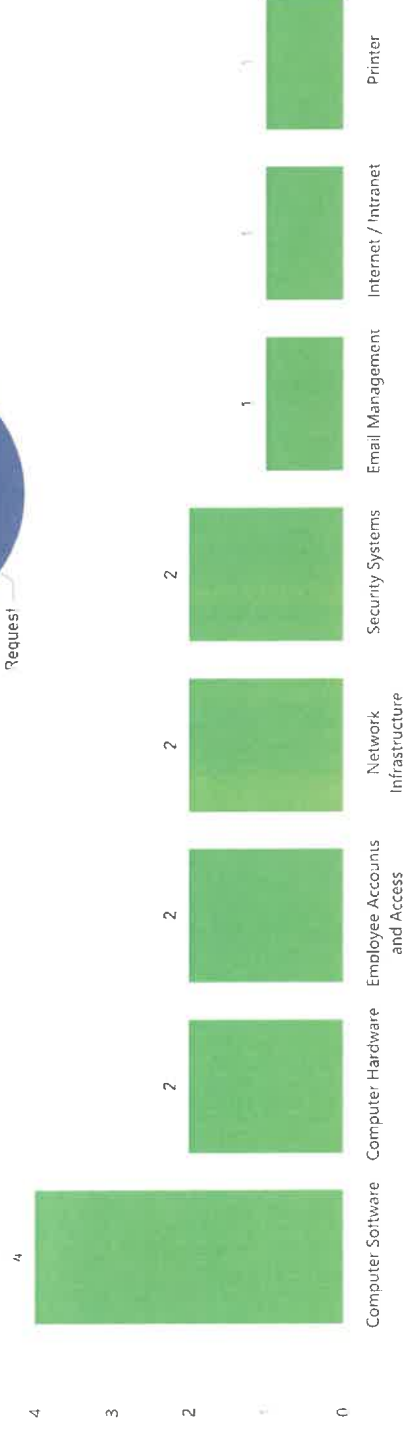
# 15

### Information Technology Closed Support Tickets by Category

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



CategoryName	Count
Computer Hardware	2
Computer Software	4
Email Management	1
Employee Accounts and Access	2
Internet / Intranet	1
Network Infrastructure	2
Printer	1
Security Systems	2
Total	15



### 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.