

Special Board Meeting

Tuesday, August 1, 2023 6:00 PM

Board Room/Third Floor, 4 Friendship Plaza, Addison, IL 60101

1. **Call to Order**

2. **Roll Call**

3. **Approval of the Agenda**

4. **Public Comment**

5. **ACTION ITEM: Consideration of the Village of Addison's proposal to pause the renovation and expansion of the library facility**

6. **Closed Session (if needed)**

7. **Additional Discussion**

8. **Adjournment**

I. Executive Summary

This *Building Program* was developed in an extensive series of meetings with the Board of Trustees and staff of the Addison Public Library. In addition to detailed input from these groups, it draws upon previous studies and analyses of the Library, Illinois state standards for public libraries, and the author's experience in library planning and design.

The purpose of the *Program* is to provide a "cookbook" for the architect designing a new public library building for the village of Addison. It provides a detailed outline of the space needs of the Library, including the size of each space, the physical characteristics and contents of each space, and the physical relationships between spaces. All space requirements were based on an analysis of necessary contents, not on rules of thumb for library planning. Despite this fact, the Library described in this *Program* is very close in size to libraries built by comparable communities in recent years.

The *Program* includes two "phases" for constructing a new library. After the initial *Program* was prepared, local government evaluation of available funds indicated that it would be better to construct about two-thirds of the library in 2006-2008, and then expand it a few years later. Because the *Building Program* includes full descriptions of both Phase I and Phase II of construction, it is unusually long. Many readers may therefore wish to begin with the "Executive Summary" and then turn to specific areas of the *Program* for more detail.

The Addison Public Library serves the village of Addison, a community of about 36,000 people located northwest of Chicago. The current Library building was constructed in 1968 and expanded and remodeled in 1993.

The Library is heavily used, with a very high percentage of the residents of Addison making regular use of its services.

An assessment of the current structure reveals a number of strengths but also a very large number of problems.

Strengths of the Existing Library Building

- Attractive new addition.
- Excellent location on Lake Street, Addison's most important thoroughfare.
- Warm and welcoming atmosphere.
- Well positioned lending desk and Adult Services reference desk.
- Pleasant reader spaces in Adult Services.

LEASEHOLD INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement is made and entered into this 7th day of November, 2006 by and between the **VILLAGE OF ADDISON, ILLINOIS** (the "Village") and the **ADDISON PUBLIC LIBRARY** (the "Library").

WITNESSETH:

WHEREAS, the Village and the Library are public agencies as that term is defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1 *et seq.* authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Library currently has a library building located on land owned by the Village and leased to the Library for a period of 99 years pursuant to an intergovernmental agreement dated October 13, 1986, as amended on April 1, 1991; and

WHEREAS, the Village approved the 1986 intergovernmental agreement by virtue of its Resolution No. R-86-25 and the 1991 amendment by virtue of its Ordinance No. O-91-22; and

WHEREAS, the Library has proposed the construction of a new library building (the "New Library Building") on another site owned by the Village (the "New Library Site"); and

WHEREAS, the Village and the Library mutually desire that the New Library Building be constructed on the New Library Site in order to provide library patrons with an enhanced quality of services; and

WHEREAS, the construction of the New Library Building (the "Project") will not be possible without the financial assistance of the Village; and

WHEREAS, upon completion of the Project, the current library building will revert to the Village for its use for such purposes as the Village may deem appropriate in its discretion; and

WHEREAS, the Village and the Library have, contemporaneously herewith, entered into an Intergovernmental Agreement with respect to matters associated with the financing and construction of the Project (the "Intergovernmental Agreement"); and

WHEREAS, the Village and the Library mutually desire to set forth the terms and conditions upon which the Village will lease the New Library Site to the Library for the Project (the "Leasehold");

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, and pursuant to the powers of intergovernmental cooperation, it is agreed by and between the parties hereto as follows:

Article I

Recitals Incorporated

1.1 The recitals hereinabove set forth are hereby incorporated in this Paragraph 1 as if said recitals were fully set forth herein.

Article II

Leasehold and Payment Terms

2.1 The New Library shall be constructed on a parcel of land owned by the Village, which parcel is referred to as the "New Library Site" and which is legally described on Exhibit 1, attached hereto and made a part hereof. The New Library Site is comprised of 1.1 acres, more or

less. By virtue of this Leasehold Intergovernmental Agreement (hereinafter referred to as the "Leasehold"), the Village hereby grants, demises and leases to the Library the New Library Site and the Library does hereby lease and take from the Village the New Library Site for a term commencing on the Commencement Date and expiring on the 99th anniversary of the Commencement Date. For the purposes of this Leasehold, the Commencement Date shall mean the date on which a Certificate of Occupancy is issued for the Project.

2.2 The Project and New Library Site shall be used for normal and customary public library purposes only and no other use shall be permitted under this Leasehold without the prior express written approval of the Village.

2.3 The Library shall pay the Village the sum of TEN AND NO/100 (\$10.00) DOLLARS, beginning on the Commencement Date, as Leasehold rent.

Article III

Project Construction and Costs

3.1 In accordance with the Intergovernmental Agreement, the Library shall cause the construction, completion and maintenance of the Project in accordance with Project Plans, attached hereto and made a part hereof, as Exhibit 2 in a first-class and workmanlike manner.

3.2 During the term of this Leasehold, the Library shall pay or cause to be paid, in a timely manner and as hereinafter provided, all of the following items, if any, relating to the Project ("Project Costs"): (a) real property taxes and assessments; (b) water, water meter and sewer rates and charges; (c) license and permit fees; (d) charges for utilities, communications and other services rendered or used in or about the Project; (e) payments in lieu of each of the foregoing, whether or not expressly so designated; (f) any and all other federal, state, county and municipal governmental and quasi-governmental levies, fees, assessments or taxes and charges,

general and special, ordinary and extraordinary, foreseen and unforeseen, of every kind and nature whatsoever, and any interest or costs with respect thereto, which at any time during or after (but attributable to a period falling within) the Term are assessed, levied, confirmed, imposed upon, or would grow or become due and payable out of or in respect of, or would be charged with respect to, the Project; (g) encumbrances or liens on: (i) the Project or New Library Site; (ii) any other appurtenances of the Project; (iii) any personal property, Equipment or other facility used in the operation of the Project.

Article IV

Insurance

4.1 The Library shall:

(i) keep the Project Building insured by means of an appropriate insurance tax levy, as provided by law, against loss or damage by fire, windstorm, tornado and hail and all other hazards covered by the usual extended coverage and "all risk" endorsements of whatsoever kind ("Casualty Insurance"), including, without limitation, coverage for loss or damage by water, flood, subsidence and earthquake. Such Casualty Insurance shall be in an amount not less than one hundred percent (100%) of the Net Replacement Cost of the Project Building and Leasehold Improvements, such Net Replacement Cost to be determined by the insurers from time to time, but not less frequently than required by the standard "agreed amount clause" endorsement. Village may require Library to furnish additional insurance of the nature specified in this paragraph at any time that Village reasonably deems such Casualty Insurance to be inadequate;

(ii) provide and keep in effect general liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in such amount as may from time to time be reasonably required by the Village, but not less than FIVE

MILLION AND NO/100 (\$5,000,000.00) DOLLARS, combined single limit of liability for bodily injury, death and property damage, and shall contain blanket contractual liability and shall also provide the following protection:

- (1) premises and operations;
 - (2) personal injury protection;
 - (3) employees as additional insured coverage.
- (iii) if a sprinkler system shall be located in any portion of any Building, provide and keep in force sprinkler leakage and sprinkler leakage liability insurance.
- (iv) provide and keep in force boiler, machinery and pressure vessel insurance in an amount not less than \$1,000,000 per occurrence on a combined basis covering direct property loss and loss of income and providing for all steam, mechanical and electrical equipment, including, without limitation, all boilers, unfired pressure vessels, piping and wiring.
- (v) provide and keep in force the aforesaid insurance in such amounts as may from time to time be reasonably required by the Village;
- (vi) provide such other insurance against insurable hazards as at the time are commonly insured against in the case of prudent owners of like projects.

4.2 Whenever, under the terms of this Lease, Library is required to maintain insurance, the Village shall be an additional non-contributory insured in all such insurance policies.

4.3 The loss under all policies required by any provision of this Lease insuring against damage to any Building by fire or other casualty shall be payable to the Library, as trustee.

The trustee (1) shall hold the insurance proceeds with respect to such loss in trust for the sole purpose of paying the cost of the Restoration of the Project, and (2) shall apply such proceeds as provided in Section 5.1.

4.4 All Insurance Policies shall be in such form and shall be issued by such responsible companies licensed and authorized to do business in the State of Illinois. All such companies shall have a Best rating of not less than A/9. All policies referred to in this Leasehold shall be procured, or caused to be procured, by the Library, by means of an appropriate Library insurance tax levy as provided by law, at no expense to the Village, and for periods of not less than one (1) year. A photocopy of each such policy, certified by the insurer to be a true copy thereof, shall be delivered to the Village immediately upon receipt from the insurance company or companies and Library shall use diligent efforts to procure such certified copies. In addition thereto, on the Commencement Date hereof, if such certified policy copies have not yet been procured from the insurance company or companies, the Library shall deliver to the Village certificates of the insurance required hereunder together with paid receipts therefore. Certified copies of new or renewal policies replacing any policies expiring during the Term shall be delivered as aforesaid at least thirty (30) days before the date of expiration, together with proof satisfactory to the Village that the full premiums have been paid for at least the first year of the term of such policies.

4.5 The Library and the Village shall cooperate in connection with the collection of any insurance moneys that may be due in the event of loss, and the Village shall execute and deliver such proofs of loss and other instruments which may be required for the purpose of obtaining the recovery of any such insurance moneys.

4.6 Each Insurance Policy and each certificate or memorandum thereof issued by the insurer shall contain an agreement by the insurer that such policy shall not be cancelled or modified without at least thirty (30) days prior written notice to the Village.

4.7 The Village and the Library hereby waive any and every claim for recovery from the other for any and all loss or damage to the Project, the New Library Site, or the Improvements or to the contents thereof, whether such loss or damage is due to the negligence of the Village or Library or their respective agents or employees, which loss or damage is insured pursuant to this Leasehold by valid and collectible insurance policies and then only to the extent of the proceeds collected or collectible under such insurance policies; provided, however, that the foregoing waiver shall not be operative in any case where the effect thereof is to invalidate any insurance coverage of the waiving party or increase the cost of such insurance coverage; provided further, that the Village and the Library each agree to give written notice of the terms of this mutual waiver to each insurance company which has issued, or in the future may issue, policies of physical damage to it, and to have said insurance policies properly endorsed to prevent the invalidation of said insurance coverage by reason of said waiver.

Article 5

Use of Casualty Insurance Proceeds

5.1 If all or any part of the Project Improvements shall be destroyed or damaged in whole or in part by fire or other casualty of any kind or nature, ordinary or extraordinary, foreseen or unforeseen, the Library shall give the Village immediate notice thereof. The trustee of the insurance proceeds shall thereupon, to the extent allowable by use of the insurance proceeds available, cause the Project to be repaired, rebuilt or restored to as nearly as practicable the same condition and character as the Project existed prior to the casualty occurrence.

Article 6

Assignment, Subletting and Mortgages

6.1 This Leasehold and the interest of the Library in this Leasehold shall not be sold, hypothecated, sublet, mortgaged, assigned or otherwise transferred, without the prior express written consent of the Village.

6.2 As provided in the Intergovernmental Agreement, the pre-existing lease between the Village and the Library for the previous library site and the temporary lease for the New Library Site shall automatically terminate upon execution of this Leasehold Agreement.

Article 7

Project Construction Schedule

7.1 As set forth in the Intergovernmental Agreement, the Village and the Library have mutually agreed upon the Project Construction Schedule for the construction of the Project, which is attached hereto and made a part hereof as Exhibit 3. Unless otherwise mutually agreed by the parties, the Project shall be completed in accordance with the Project Plans on or before July 1, 2008 as provided in the Project Schedule.

Article 8

Repairs

8.1 After completion of the Project, the Library, at its sole cost and expense, shall maintain the Project and the New Library Site in a first-class, like-new condition, ordinary wear and tear excepted .

8.2 The Village shall not be required to furnish any services, utilities or facilities whatsoever to the Project, nor shall the Village have any duty or obligation to make any alteration, change, improvement, replacement, restoration or repair to the Project, Project

Improvements, or the New Library Site. The Library assumes the full and sole responsibility for the condition, operation, repair, alteration, improvement, replacement, maintenance and management of the Project, the Project Improvements, and the New Library Site after completion of the Project.

Article 9

Discharge of Liens

9.1 The Library shall not create or cause to be created any lien, encumbrance or charge upon the Library's Leasehold in the Project or any part thereof. The Library shall not create or cause to be created any lien, encumbrance or charge upon any assets of the Village or upon the rights or interest of the Village in the Project, the New Library Site, or any part thereof, without the written approval of the Village.

9.2 If any mechanics', laborers' or materialmen's or any other lien, charge or encumbrance at any time shall be filed against the Project, the New Library Site, or any part thereof, then the Library within thirty (30) days after actual notice of the filing thereof, or such shorter period as may be required by statute, shall (i) cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise or (ii) contest the same as provided in Section 9.3. If the Library shall fail to cause such lien to be discharged of record within the period aforesaid, and if such lien shall continue for an additional ten (10) days after notice by the Village to the Library, then, in addition to any other right or remedy, the Village may, but shall not be obligated to, discharge the same of record. Any amount so paid by the Village, including all reasonable costs and expenses incurred by the Village in connection therewith, together with interest thereon at the statutory rate, from the respective dates of the Village's making of the payment or incurring of the costs and expenses, shall constitute rent

payable by the Library under this Leasehold and shall be paid by the Library to the Village on demand.

9.3 The Library shall have the right to contest the amount or validity, in whole or in part, of any lien, charge or encumbrance by appropriate proceedings diligently conducted in good faith, but only after posting a bond or other security with the Village.

Article 10

No Representations by Village

10.1 As of the execution date, the Library shall accept the New Library Site in its then existing condition and state of repair in an "as is" "where is" condition, with all faults. The Village warrants that the zoning and the use that may be made of the New Library Site as a public library is proper and that the Village has title to the Site, and the Library has relied thereon. No other representations, statements or warranties, written or oral, express or implied, have been made by or on behalf of the Village in respect of the New Library Site, the physical condition thereof or other laws, regulations, rules and orders applicable thereto, that the Library has relied on no such representations, statements or warranties, and that the Village shall in no event whatsoever be liable for any latent or patent defects in the New Library Site.

Article 11

Indemnification

11.1 The Library shall fully indemnify the Village, as provided in Paragraph 15 of the Intergovernmental Agreement during the term of this Leasehold, which Paragraph 15 is incorporated by reference herein.

Article 12

Right of Inspection

12.1 The Library shall permit the Village and the Village's agents or representatives to enter the Project at all reasonable times for the purpose of (a) inspecting the Project; (b) performing the Village's obligations or enforcing the Village's rights hereunder; (c) determining whether or not the Library is in compliance with its obligations hereunder; and (d) in the case of an emergency (i.e., a condition presenting imminent danger to the health or safety of Persons or to property), or following an Event of Default, making any necessary repairs to the Project and performing any work therein, provided that in the case of an emergency, the Village shall make a reasonable attempt to communicate with the Library to alert the Library to the necessary repair. However, nothing in this Article 12 or elsewhere in this Leasehold shall imply any duty upon the part of the Village to do any work, and performance of any work by the Village shall not constitute a waiver of Library's default in failing to perform the same.

Article 13

Default and Remedies

13.1 Before any failure of any party to this Leasehold to perform its obligations under this Leasehold shall be deemed to be a breach of this Leasehold, the party claiming such failure shall notify, in writing, the party alleged to have failed to perform, stating the alleged failure and demanding performance. No breach of this Leasehold may be found to have occurred if performance has commenced to the reasonable satisfaction of the complaining party within thirty (30) days of the receipt of such notice. In the event of an uncured breach of this Leasehold, the non-breaching party shall have the right to pursue any and all legally available remedies, whether at law or in equity.

Article 14

Miscellaneous

14.1 The Library shall promptly comply with any and all applicable present and future laws, rules, orders, ordinances, directives, authorities regulations, statutes, requirements, codes, orders, permits and authorizations, without regard to the nature of the work required to be done, extraordinary, as well as ordinary, of all federal, state, city, county or other Governmental Authorities now existing or hereafter created, of any and all of their departments, agencies, authorities and bureaus and of any applicable fire-rating bureau or other body exercising similar functions affecting the Project or affecting the construction, maintenance, use or occupation of the Project, without regard to whether or not such changes or additions are required on account of any particular use to which the Project or any part thereof may be put. The Library also shall comply with any and all provisions and requirements of any document of record or casualty, liability or other insurance policy required to be carried by the Library under the provisions of this Leasehold. Without limiting the generality of the foregoing, the Library covenants that the Library shall at its own cost comply with all Environmental Laws in connection with the construction, operation, management and maintenance of the Project and shall not deposit or maintain any Hazardous Materials on the Project or New Library Site, nor conduct nor authorize the same, including installation of any underground storage tanks, without prior written disclosure to and approval of the Village.

14.2 On the last day of the Term, unless a Notice of Termination has been provided as hereinafter set forth, the parties agree that the Leasehold shall automatically renew for successive one year periods. However, either party may terminate the Leasehold at the conclusion of the Term, or any annual renewal period thereafter, by providing a Notice of Termination to the other

party. The Notice of Termination shall be sent by certified mail, return receipt requested, not less than 270 days prior to the end of the Term or the next succeeding renewal date, and termination shall thereupon be effective as of the end of the Term or the next succeeding renewal date, as appropriate.

Upon termination of the Leasehold, fee simple title to the Project and the New Library Site shall, to the extent not therefore vested in the Village, revert to the Village without the necessity of any further action by either party hereunder.

14.3 All understandings and agreements, oral or written, heretofore made between the parties hereto are merged in this Leasehold which alone fully and completely expresses the agreement between the Village and the Library.

14.4 The invalidity of any provision of this Leasehold shall not impair or affect in any manner the validity, enforceability or effect of the rest of this Leasehold.

14.5 All notices and requests required pursuant to this Agreement shall be sent as follows:

VILLAGE: Village Manager
Village of Addison
One Friendship Plaza
Addison, IL 60101

WITH A COPY TO: Tressler, Soderstrom, Maloney & Priess
305 W. Briarcliff Road
Bolingbrook, IL 60440

LIBRARY: Director
Addison Public Library
235 North Kennedy Drive
Addison, IL 60101

WITH A COPY TO: Phillip B Lenzini
Kavanagh, Scully, Sudow, White & Frederick, P.C.
301 SW Adams Street, Suite 700
Peoria, IL 61602

Or at such other addresses as a party may indicate in writing to the other either by personal delivery, courier, or by registered mail, return receipt requested, with proof of delivery thereof. Mailed notices shall be deemed effective on the third business day after mailing; all other notices shall be effective when delivered.

14.6 This Leasehold may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

14.7 This Leasehold may not be changed, modified or terminated orally, but only by a written instrument of change, modification or termination executed by the party against whom enforcement of any change, modification or termination is sought.

14.8 This Leasehold shall be governed by and construed in accordance with the laws of the State of Illinois, and the venue for any litigation involving this Project shall lie only in the Circuit Court of DuPage County, Illinois.

14.9 The agreements, terms, covenants and conditions herein shall be binding upon, and shall inure to the benefit of, the Village and the Library and their respective successors and (except as otherwise provided herein) assigns.

14.10 Unless specifically provided otherwise herein, any undertaking either required or permitted hereunder by either the Village or the Library shall include the obligation to pay for such undertaking.

14.11 This Leasehold shall not be construed to create a partnership or joint venture between the parties, it being the intention of the parties only to create a landlord and tenant relationship.

14.12 With respect to any provision of this Leasehold, time shall be of the essence.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement pursuant to all requisite authorizations as of the date first above written.

VILLAGE OF ADDISON



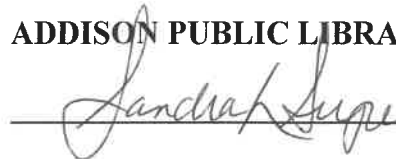
Mayor

ATTEST:



Village Clerk

ADDISON PUBLIC LIBRARY



President, Board of Library Directors

ATTEST:



Secretary, Board of Library Directors

107731W/JAD/REV10/30/06



Village of Addison

**MINUTES OF THE PAYOUT REVIEW MEETING
VILLAGE OF ADDISON
October 3, 2022**

The Payout Review Meeting of the Village of Addison convened at 5:30PM on October 3, 2022 in Room 2002 of the Addison Village Hall, 1 Friendship Plaza, Addison, DuPage County, Illinois.

1. Call To Order

2. Mayor Veenstra called the meeting to order with the following in attendance:

Trustees Del Rosario, Hundley, Kluczny, Lynch, Nasti, O'Brien & Mayor Veenstra
Absent: None

Also in attendance were Village Manager Maranowicz, Finance Director Benson, Attorney Miner

3. Approval of the Minutes of the Payout Review meeting of September 19, 2022

Motion to approve was made by Trustee Nasti, seconded by Trustee Hundley
Motion carried

3. Audience input regarding agenda items before the Board

-None

4. Review of Bills

Approval was made

5. Department/Staff Updates

Manager Maranowicz updated the Board on the proposed buildout to the Addison Public Library. In previous months the Library Director, Mary Medjo, along with certain Board members of the Library, met with the Village Board to discuss their plans of the potential buildout and to obtain approval by the Village Board. During the previous meeting the Village Board asked for certain changes to be made to the overall project in terms of how far the building came out to the street as well as changes to a second floor outdoor patio.

Village Manager Maranowicz provided new and revised plans from the Addison Public Library addressing both previous concerns. In the new drawings the building does not go to the street, providing more green space and the second floor patio was removed.

The Village Board reviewed these plans. The consensus was to go ahead with the project and for the Addison Library to continue into the next steps of the buildout.

The Finance Department staff provided some previews to the Board of the financial status of the Village and to talk about the proposed Tax Levy of the Addison Public Library. The Library is seeking a 2.99% Tax Levy increase resulting in approximately a \$168,000. increase.

6. Other business at the discretion of the Mayor

- None

7. Public comment

-None

8. Adjournment

Motion to adjourn was made by Trustee O'Brien, seconded by Trustee Del Rosario at 6:26pm.

Motion carried.

Respectfully submitted by,



Lucille Zucchero
Village Clerk

ADDISON PUBLIC LIBRARY

LIBRARY PHASE 2 BUILDING PROJECT TIMELINE OF EVENTS AUGUST 2023

- **September 2021**
 - The Library Board approved an agreement with Product Architecture + Design to complete an initial study of our space needs and come up with multiple options for renovation and possible expansion of our current building.
- **January 2022**
 - Product Architecture + Design presents options, the Board selects their preferred options, and a not to exceed amount of \$13.1 million for the project.
- **February 2022**
 - The Board approves a new contract with Product Architecture + Design to proceed with options selected at the January meeting.
- **February 2022**
 - Brooke and Mary meet with Mayor Veenstra, Deputy Mayor Tom Hundley, and Village Manager Joe Maranowicz to share the library's plans for the project. We are invited to present the plans to the full Village Board for approval.
- **May 23, 2022**
 - Mary & Brooke along with several board members attend a meeting with the Village Board to formally present our plans. No decision is made at the meeting.
- **July 2022**
 - Mary is informed by the Village Manager that the Village Board has requested that we scale back the expansion of the building.
- **September 2022**
 - The architects provide revised drawings that comply with the Village's request which are approved by the Library Board and sent back to the Village Board for their approval.
- **October 3, 2022**
 - The Village Board approves the new plans.
- **March 2023**
 - The Library Board approves a contract with FQC to provide construction management services for the project.
- **June 2023**
 - Based on the updated project estimate provided by FQC, the Library Board votes to increase the project budget to a not-to-exceed amount of \$16.1 million.

ADDISON PUBLIC LIBRARY

LIST OF BUILDING IMPROVEMENTS THAT ARE NOT TEEN FOCUSED AUGUST 2023

Mayor Veenstra suggested that the proposed youth mental health center at the Township might negate the need for the Library's expansion and renovation, since it could significantly reduce the number of students who would visit the library after school. Assuming that were true, it is important to remember that many of the improvements we are seeking to make with this project will benefit younger children and adults and patrons who use the library at all times of day and throughout the week. Here is a list of some of those improvements:

- **Accessibility**
 - Drive-up window (accessibility especially senior and caregivers in the winter months, families with small children)
 - Height-adjustable tables and desks
 - Furniture for different physical needs
 - Study tables that easily accommodate wheelchairs
 - Buttons to open restroom doors
 - Nursing room which will also function as a quiet space for patrons with special needs
 - Wheelchair accessible OPAC on the 2nd floor
 - Changing tables added to 2nd floor restrooms

- **For children**
 - Separation of young children and older children play areas
 - Baby garden for the tiniest patrons
 - Hands-on early literacy activities for different aged children with different abilities
 - Dedicated area for crafts and other hands-on activities
 - New program room for serving babies and children through 5th grade

- **Outdoor space**
 - Outdoor program areas for all ages
 - Outdoor hands-on activities like [musical instruments](#) which are especially appealing to patrons experiencing dementia or other cognitive disabilities

- **Reorganization of staff spaces**
 - HR is moved to 3rd floor with the rest of Admin (and all personnel files)
 - Asst. Director has a designated office

- Business Manager has a designated office that is not an entryway into the workroom
 - Board Room is available again for meetings, programs, and community groups
 - PR is moved to 2nd floor to be with the rest of the Community Engagement Department
 - IT Systems Administrator is moved into the IT workroom
 - Head of IT has designated office (She currently supervises 7 staff from a desk in a shared workroom.)
 - Collection Development Team is moved to the 3rd floor to be with the rest of the Materials Management Department
 - Upgrading security door access will allow staff to freely take stairs up to and down from the third floor. (Currently can only go down without setting off alarms.)
 - Social Services Specialist will have an office, reducing stress on study rooms (where she currently meets with patrons).
 - Expansion and reconfiguration of Guest Services workroom will
 - accommodate the increase in bins needed as a result of joining SWAN
 - accommodate growing Library of Things collection
 - add workstations so back of house staff can answer phones while staff on the floor focus on patrons who visit in person without disruption
 - AMH attached to the drive-up return to streamline check-in and shift staffing to focus on returning materials to the shelves quicker
 - More accessible centralized space for the Book Bike & other materials used for outreach
 - 1st floor Friends storage will be closer to Friends' donation bin and ongoing book sale
- **Basic facility needs**
 - Replacing worn carpet and furniture
 - Reconfiguring the lobby for better traffic flow (congested during story time mornings, class visits)
 - HVAC upgrade – needs to be done within 3 years regardless of expansion
- **Creating more division of space and increasing the in-demand space**
 - Study rooms (tutoring, small business meetings, college students studying)
 - Divisible large meeting room so multiple programs or meetings can happen at the same time
 - Makerspace (programming and services for all ages, Gunda family donation)
 - Adding additional study areas with open seating
 - Creating further separation of quiet and social zones
 - currently the Adult Services Desk is in the quiet area
 - the 1st floor social is below the 2nd floor quiet/silent areas
- **Better promotion of reading and literacy/library collections**
 - 2nd floor will be laid out so patrons can more easily browse and discover books and other collections
 - Displays in the lobby will bring greater visibility to library materials

- Library of Things moved to the lobby for increased visibility



4 Friendship Plaza, Addison, IL 60101
630.543.3617
addisonlibrary.org

July 25, 2023

To Whom it May Concern:

The Addison Public Library has been actively involved with DuPage High School District 88 and Addison School District 4 in efforts to seek federal and state grants for eligible students and services to benefit our community. We are proud and appreciative of the ongoing communication and close collaboration between our library and both school districts.

It is our understanding that DuPage High School District 88, Addison School District 4, and Addison Township are applying for a Full-Service Community Schools Program Grant. This grant will allow our community to create and maintain full-service programming specific to academic, social-emotional, behavioral and mental health supports for students in kindergarten through twelfth grade, as well as offer services to assist area families. This grant also will provide supports and interventions for our rapidly increasing English Learner population.

The Addison Public Library fully supports and stands by DuPage High School District 88, Addison School District 4 and Addison Township regarding this grant proposal which will provide much needed funding to address a genuine need in our community for full-service programming to serve our diverse population.

Thank you for your consideration.

Sincerely,

Mary Medjo Me Zengue,
Library Director

Mary Medjo Me Zengue

From: DANIELLE BRINK <dbrink@dupage88.net>
Sent: Tuesday, July 25, 2023 9:57 AM
To: Mary Medjo Me Zengue
Subject: Re: Request for letter of support

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi, Mary,

Thank you for your e-mail and help with the letter of support. It looks great!

The plan is to use the Addison Township building to house the programming.

We plan to provide academic, social-emotional and mental health supports for students in kindergarten through twelfth grade. Grant funds would support staff salaries for counselors, tutors and supervisors. With this grant, we also have to provide matching funds, which will pay for transportation, supplies and facility expenses. It is a multi-year grant.

Just let me know if you have any other questions or need anything else. Thanks again!

Dani Brink
Director of Community Relations
DuPage High School District 88
dbrink@dupage88.net
[630-530-3989](tel:630-530-3989)
[630-832-0198](tel:630-832-0198) (fax)
2 Friendship Plaza Addison, IL 60101

Website: www.dupage88.net

Newsletter: [Sign up](#) for the District 88 newsletter

Facebook: [Addison Trail High School](#), [Willowbrook High School](#)

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Foundations: [Make a donation](#) to the PIE Foundation and the District 88 Foundation

Community programs: [District 88 Senior Gold Card](#), [Addison Resources Connect \(ARC\)](#)

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