

## **Regular Board Meeting**

Tuesday, November 21, 2023 6:30 PM

Addison Public Library - Large Meeting Room 1st floor, 4 Friendship Plaza,  
Addison, IL 60101

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

7. **Consent Agenda**

7.A. Approval of Minutes

7.B. Approval of Bills & Disbursements

8. **Reports**

8.A. Director & Staff Reports

8.B. Statistics

8.C. Building Project Report

8.D. Quarterly Strategic Plan Report

8.E. Friends of the Library Report

9. **New Business**

9.A. ACTION ITEM: Building Project Budget

9.B. Action Item: Seasonal decorations

9.C. ACTION ITEM: Mid-Year Budget Review

9.D. ACTION ITEM: Travel Reimbursement Approval

9.E. ACTION ITEM: Employee Handbook - Paid Leave for  
All Workers Act policy changes

9.F. ACTION ITEM: Intergovernmental Agreement with  
DuPage High School District 88 for Perks &  
Possibilities Cafe

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

11. **Correspondence & Announcements**

11.A. Library News

11.B. Other Correspondence

12. **Additional Discussion**

13. **Adjournment**

## Addison Public Library

### Balance Sheet as of October 31, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <b>General Fund</b> <hr/>			
<b><u>Assets</u></b>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	157,848.48	741.91	158,590.39
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	0.00	5,000.00
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,244.89	171.74	9,416.63
10-11-1070 - Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
10-11-1075 - Cash in Bank - Harris Bank Comingled	213,957.51	12,373.98	226,331.49
10-11-1085 - Cash in Bank - Ehlers	14,552,085.07	72,630.10	14,624,715.17
10-11-1095 - Cash in Bank - Harris Bank MM	7,404,272.40	(315,852.57)	7,088,419.83
10-11-2000 - Allocated Cash	(14,937,734.61)	0.00	(14,937,734.61)
10-12-0100 - Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
10-12-0101 - Due from State	198.16	0.00	198.16
	<u>13,236,395.13</u>	<u>(229,934.84)</u>	<u>13,006,460.29</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	93,833.26	48,722.48	142,555.74
10-22-0260 - Def Annuity Withholding Payable	0.00	(2,640.00)	(2,640.00)
10-22-0390 - Accrued Payroll	60,088.37	0.00	60,088.37
10-24-0300 - Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>5,982,895.37</u>	<u>46,082.48</u>	<u>6,028,977.85</u>
<b><u>Fund Balance</u></b>			
10-30-2920 - Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
10-30-2930 - Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
10-30-2940 - Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
10-30-2950 - Reserved - Liability Insurance	(343.96)	0.00	(343.96)
10-30-2960 - Reserved - Audit	7,092.22	0.00	7,092.22
10-30-2965 - Reserved - Workers Comp	23,994.40	0.00	23,994.40
10-30-2970 - Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
10-30-2990 - Unreserved Fund Balance	5,482,902.05	0.00	5,482,902.05
	<u>3,475,833.46</u>	<u>0.00</u>	<u>3,475,833.46</u>
<b>Total Liabilities and Fund Balance</b>	<u>9,458,728.83</u>	<u>46,082.48</u>	<u>9,504,811.31</u>
<b>Excess Revenues Over Expenses</b>	<u>3,777,666.30</u>	<u>(276,017.32)</u>	<u>3,501,648.98</u>

See Accountants' Compilation Report

## Addison Public Library

### Balance Sheet as of October 31, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Capital Improvement Fund</b> <hr/>			
<b><u>Assets</u></b>			
80-11-1110 - Cash in Bank - Ill Metropolitan	611,770.11	2,719.04	614,489.15
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,547,717.69</u>	<u>2,719.04</u>	<u>15,550,436.73</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>15,796,094.08</u></u>	<u><u>0.00</u></u>	<u><u>15,796,094.08</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>(248,376.39)</u></u>	<u><u>2,719.04</u></u>	<u><u>(245,657.35)</u></u>
<hr/> <b>Rebillables Fund</b> <hr/>			
<b><u>Assets</u></b>			
90-11-2000 - Allocated Cash	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
<b><u>Fund Balance</u></b>			
90-30-2990 - Fund Balance	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>1,787.03</u></u>	<u><u>0.00</u></u>	<u><u>1,787.03</u></u>

## Addison Public Library

### Balance Sheet as of October 31, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Total All Funds</b> <hr/>			
<b><u>Assets</u></b>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	157,848.48	741.91	158,590.39
Cash in Bank - Illinois National Bank	5,000.00	0.00	5,000.00
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,244.89	171.74	9,416.63
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	213,957.51	12,373.98	226,331.49
Cash in Bank - Ehlers	14,552,085.07	72,630.10	14,624,715.17
Cash in Bank - Harris Bank MM	7,404,272.40	(315,852.57)	7,088,419.83
Cash in Bank - Ill Metropolitan	611,770.11	2,719.04	614,489.15
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>28,785,899.85</u>	<u>(227,215.80)</u>	<u>28,558,684.05</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	93,833.26	48,722.48	142,555.74
Def Annuity Withholding Payable	0.00	(2,640.00)	(2,640.00)
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>5,982,895.37</u>	<u>46,082.48</u>	<u>6,028,977.85</u>
 <b>Fund Balance</b>			
Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
Reserved - Liability Insurance	(343.96)	0.00	(343.96)
Reserved - Audit	7,092.22	0.00	7,092.22
Reserved - Workers Comp	23,994.40	0.00	23,994.40
Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
Unreserved Fund Balance	5,484,689.08	0.00	5,484,689.08
Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	<u>19,273,714.57</u>	<u>0.00</u>	<u>19,273,714.57</u>
 <b>Total Liabilities &amp; Fund Balance</b>	 <u>25,256,609.94</u>	 <u>46,082.48</u>	 <u>25,302,692.42</u>
 <b>Excess Revenues Over Expenditures</b>	 <u>3,529,289.91</u>	 <u>(273,298.28)</u>	 <u>3,255,991.63</u>

## Addison Public Library

### Balance Sheet as of October 31, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <b>General Capital Assets Fund</b> <hr/>			
<b><u>Assets</u></b>			
95-14-0400 - Building Improvements	1,060,653.18	0.00	1,060,653.18
95-14-0450 - Books and Materials	3,232,802.00	0.00	3,232,802.00
95-14-0480 - Office Equipment	<u>1,169,651.00</u>	<u>0.00</u>	<u>1,169,651.00</u>
	<u>5,463,106.18</u>	<u>0.00</u>	<u>5,463,106.18</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
95-20-1000 - Accumulated Depreciation	<u>2,392,394.00</u>	<u>0.00</u>	<u>2,392,394.00</u>
	<u>2,392,394.00</u>	<u>0.00</u>	<u>2,392,394.00</u>
 <b><u>Net Capital Assets</u></b>			
95-30-0600 - Net Capital Assets	<u>3,070,712.18</u>	<u>0.00</u>	<u>3,070,712.18</u>
	<u>3,070,712.18</u>	<u>0.00</u>	<u>3,070,712.18</u>
 <b>Total Liabilities and Net Capital Assets</b>	 <u><u>5,463,106.18</u></u>	 <u><u>0.00</u></u>	 <u><u>5,463,106.18</u></u>

# Addison Public Library Revenue Report For the 6 Months Ended October 31, 2023

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b><u>Taxes</u></b>					
10-41-3201 - Property Current - General	34,491.54	5,291,341.65	5,408,932.09	117,590.44	97.83
10-41-3202 - Property Current - F.I.C.A.	484.51	74,328.41	75,980.23	1,651.82	97.83
10-41-3203 - Property Current - I.M.R.F.	1,471.81	225,790.08	230,807.86	5,017.78	97.83
10-41-3205 - Property Current - Liability Insurance	383.95	58,901.78	60,210.75	1,308.97	97.83
10-41-3206 - Property Current - Audit	36.57	5,609.71	5,734.36	124.65	97.83
10-41-3207 - Property Current - Unemployment	36.57	5,609.71	5,734.36	124.65	97.83
10-41-3208 - Property Current - Workers Compensation	36.57	5,609.71	5,734.26	124.55	97.83
10-41-3301 - Replacement Taxes	19,362.41	101,055.34	135,000.00	33,944.66	74.86
10-41-3400 - Aggregate Refunds	<u>228.54</u>	<u>35,060.57</u>	<u>35,839.73</u>	<u>779.16</u>	<u>97.83</u>
	<u>56,532.47</u>	<u>5,803,306.96</u>	<u>5,963,973.64</u>	<u>160,666.68</u>	<u>97.31</u>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	321.63	2,694.91	5,000.00	2,305.09	53.90
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	40.00	0.00	(40.00)	0.00
10-42-3012 - Nonresident Fees	568.75	2,608.63	2,000.00	(608.63)	130.43
10-42-3016 - Scanner Fees	755.21	5,206.68	7,500.00	2,293.32	69.42
10-42-3023 - Activity Fees	0.00	4.80	0.00	(4.80)	0.00
10-42-3099 - Printing and Other Fees	<u>654.75</u>	<u>3,886.29</u>	<u>5,000.00</u>	<u>1,113.71</u>	<u>77.73</u>
	<u>2,300.34</u>	<u>14,441.31</u>	<u>19,500.00</u>	<u>5,058.69</u>	<u>74.06</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
<b><u>Interest</u></b>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	6,846.53	20,761.13	0.00	(20,761.13)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>72,630.10</u>	<u>217,664.28</u>	<u>0.00</u>	<u>(217,664.28)</u>	<u>0.00</u>
	<u>79,476.63</u>	<u>238,488.03</u>	<u>0.00</u>	<u>(238,488.03)</u>	<u>0.00</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	0.00	50.60	0.00	(50.60)	0.00
10-47-3015 - RAILS Catalog Membership Grant Agreement	0.00	33,174.00	0.00	(33,174.00)	0.00
10-47-3016 - Back to School Fair Donations	0.00	9,600.00	0.00	(9,600.00)	0.00
10-47-3024 - Other Income	141.00	2,141.00	0.00	(2,141.00)	0.00
10-47-3030 - Friends of Addison Public Library	<u>230.29</u>	<u>7,400.62</u>	<u>0.00</u>	<u>(7,400.62)</u>	<u>0.00</u>
	<u>371.29</u>	<u>52,366.22</u>	<u>0.00</u>	<u>(52,366.22)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>82,148.26</u>	<u>357,956.01</u>	<u>72,192.00</u>	<u>(285,764.01)</u>	<u>495.84</u>
Total General Fund Revenues	<u>138,680.73</u>	<u>6,161,262.97</u>	<u>6,036,165.64</u>	<u>(125,097.33)</u>	<u>102.07</u>

**Addison Public Library  
Revenue Report  
For the 6 Months Ended October 31, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<b><u>Other</u></b>					
80-46-3029 - Interest on IMET	2,719.04	10,632.66	0.00	(10,632.66)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>2,719.04</u>	<u>10,632.66</u>	<u>100,000.00</u>	<u>89,367.34</u>	<u>10.63</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>2,719.04</u>	<u>10,632.66</u>	<u>100,000.00</u>	<u>89,367.34</u>	<u>10.63</u>
<u>Rebillables Fund</u>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>141,399.77</u>	<u>6,171,895.63</u>	<u>6,136,165.64</u>	<u>(35,729.99)</u>	<u>100.58</u>

**Addison Public Library  
Expense Report  
For the 6 Months Ended October 31, 2023**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<b><u>General Fund</u></b>						
<b><u>Staffing</u></b>						
10-50-1100 - Staff Salaries and Wages	209,426.39	1,380,941.40	3,150,000.00	1,769,058.60	43.84	56.16
10-50-2200 - Employer F.I.C.A. Expense	15,769.81	103,983.55	251,070.00	147,086.45	41.42	58.58
10-50-2300 - Employer I.M.R.F. Expense	13,402.32	87,829.22	206,211.00	118,381.78	42.59	57.41
10-50-2400 - Health Insurance	33,180.45	228,679.39	515,000.00	286,320.61	44.40	55.60
10-50-2450 - Employee Assistance Program	0.00	3,250.00	3,250.00	0.00	100.00	0.00
10-50-2500 - Recruiting	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>271,778.97</u>	<u>1,804,683.56</u>	<u>4,126,531.00</u>	<u>2,321,847.44</u>	<u>43.73</u>	<u>56.27</u>
<b><u>Library Materials</u></b>						
<b><u>Children Services</u></b>						
10-52-3100 - Children Books	8,614.01	33,210.58	72,000.00	38,789.42	46.13	53.87
10-52-3900 - Children Other Expenditures	<u>2,413.14</u>	<u>13,825.33</u>	<u>31,000.00</u>	<u>17,174.67</u>	<u>44.60</u>	<u>55.40</u>
	<u>11,027.15</u>	<u>47,035.91</u>	<u>103,000.00</u>	<u>55,964.09</u>	<u>45.67</u>	<u>54.33</u>
<b><u>Adult Services</u></b>						
10-54-3110 - Adult Books	17,949.63	85,011.04	166,000.00	80,988.96	51.21	48.79
10-54-3900 - Adult Other Expenditures	<u>6,231.58</u>	<u>37,338.97</u>	<u>88,000.00</u>	<u>50,661.03</u>	<u>42.43</u>	<u>57.57</u>
	<u>24,181.21</u>	<u>122,350.01</u>	<u>254,000.00</u>	<u>131,649.99</u>	<u>48.17</u>	<u>51.83</u>
<b><u>Other Library Materials</u></b>						
10-55-3400 - Magazines/News	1,069.00	8,893.50	11,000.00	2,106.50	80.85	19.15
10-55-3500 - Online Databases	0.00	120,477.01	221,000.00	100,522.99	54.51	45.49
10-55-3860 - E-Books	10,986.24	39,032.05	75,000.00	35,967.95	52.04	47.96
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>3,250.00</u>	<u>46,000.00</u>	<u>42,750.00</u>	<u>7.07</u>	<u>92.93</u>
	<u>12,055.24</u>	<u>171,652.56</u>	<u>353,000.00</u>	<u>181,347.44</u>	<u>48.63</u>	<u>51.37</u>
Total Library Materials	<u>47,263.60</u>	<u>341,038.48</u>	<u>710,000.00</u>	<u>368,961.52</u>	<u>48.03</u>	<u>51.97</u>
<b><u>General Contractual Services</u></b>						
10-56-4100 - Legal Fees	295.57	2,206.10	12,000.00	9,793.90	18.38	81.62
10-56-4410 - Collection Agency Fees	419.40	1,596.05	3,500.00	1,903.95	45.60	54.40
10-56-4420 - Equipment Rental & Leasing	0.00	482.13	4,000.00	3,517.87	12.05	87.95
10-56-4450 - Accounting Service Fees	3,500.00	12,200.00	23,000.00	10,800.00	53.04	46.96
10-56-4500 - Payroll Service Fees	8,869.32	28,992.37	53,000.00	24,007.63	54.70	45.30
10-56-4600 - Audit Service Fees	1,350.00	3,850.00	8,400.00	4,550.00	45.83	54.17
10-56-4900 - Other Contracts	<u>4,876.41</u>	<u>22,328.07</u>	<u>50,000.00</u>	<u>27,671.93</u>	<u>44.66</u>	<u>55.34</u>
	<u>19,310.70</u>	<u>71,654.72</u>	<u>153,900.00</u>	<u>82,245.28</u>	<u>46.56</u>	<u>53.44</u>

# Addison Public Library Expense Report For the 6 Months Ended October 31, 2023

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Physical Services</u></b>						
<b><u>Utilities and Services</u></b>						
10-58-5100 - Natural Gas Service	1,011.74	7,367.37	25,000.00	17,632.63	29.47	70.53
10-58-5120 - Water Service	554.50	1,783.45	3,500.00	1,716.55	50.96	49.04
10-58-5310 - Refuse Disposal Service	675.80	2,108.65	5,000.00	2,891.35	42.17	57.83
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>37,800.00</u>	<u>65,000.00</u>	<u>27,200.00</u>	<u>58.15</u>	<u>41.85</u>
	<u>7,642.04</u>	<u>49,059.47</u>	<u>98,500.00</u>	<u>49,440.53</u>	<u>49.81</u>	<u>50.19</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	459.83	3,051.95	11,500.00	8,448.05	26.54	73.46
10-58-5570 - Leased Internet Access Line	<u>472.44</u>	<u>3,242.50</u>	<u>6,000.00</u>	<u>2,757.50</u>	<u>54.04</u>	<u>45.96</u>
	<u>932.27</u>	<u>6,294.45</u>	<u>17,500.00</u>	<u>11,205.55</u>	<u>35.97</u>	<u>64.03</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	5,060.19	19,866.46	30,000.00	10,133.54	66.22	33.78
10-58-5620 - HVAC	3,522.50	14,482.50	20,000.00	5,517.50	72.41	27.59
10-58-5690 - Other Building Materials & Repair	241.86	483.72	22,000.00	21,516.28	2.20	97.80
10-58-5710 - Equipment Maintenance & Repair	<u>2,829.34</u>	<u>13,112.11</u>	<u>75,000.00</u>	<u>61,887.89</u>	<u>17.48</u>	<u>82.52</u>
	<u>11,653.89</u>	<u>47,944.79</u>	<u>147,000.00</u>	<u>99,055.21</u>	<u>32.62</u>	<u>67.38</u>
Total Physical Services	<u>20,228.20</u>	<u>103,298.71</u>	<u>263,000.00</u>	<u>159,701.29</u>	<u>39.28</u>	<u>60.72</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	28,170.00	38,120.00	49,000.00	10,880.00	77.80	22.20
10-61-6100 - ILS Services	0.00	1,666.68	132,525.00	130,858.32	1.26	98.74
10-61-6110 - OCLC	0.00	0.00	7,655.00	7,655.00	0.00	100.00
10-61-6200 - Software/Licenses	<u>1,201.95</u>	<u>46,231.66</u>	<u>75,000.00</u>	<u>28,768.34</u>	<u>61.64</u>	<u>38.36</u>
	<u>29,371.95</u>	<u>86,018.34</u>	<u>264,180.00</u>	<u>178,161.66</u>	<u>32.56</u>	<u>67.44</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	858.00	1,985.70	2,000.00	14.30	99.29	0.71
10-62-7420 - Information Technology	0.00	725.56	1,600.00	874.44	45.35	54.65
10-62-7430 - Guest Services	199.00	983.00	1,500.00	517.00	65.53	34.47
10-62-7440 - Adult Services	0.00	1,187.88	1,680.00	492.12	70.71	29.29
10-62-7450 - Children Services	0.00	285.60	1,830.00	1,544.40	15.61	84.39
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	(270.00)	844.48	2,700.00	1,855.52	31.28	68.72
10-62-7470 - Staff In-Service	0.00	2,262.64	7,500.00	5,237.36	30.17	69.83
10-62-7480 - Board	805.00	1,160.00	500.00	(660.00)	232.00	(132.00)
10-62-7490 - PR	(199.00)	0.00	0.00	0.00	0.00	100.00
10-62-7500 - Community Engagement	0.00	1,999.92	3,500.00	1,500.08	57.14	42.86
10-62-7510 - Memberships (Staff & Board)	450.00	5,375.00	11,000.00	5,625.00	48.86	51.14
10-62-7550 - In-State Travel	3,779.54	4,844.05	7,500.00	2,655.95	64.59	35.41
10-62-7560 - Out-of-State Travel	648.37	2,458.49	15,765.00	13,306.51	15.59	84.41
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>2,736.67</u>	<u>6,500.00</u>	<u>3,763.33</u>	<u>42.10</u>	<u>57.90</u>
	<u>6,270.91</u>	<u>27,084.87</u>	<u>64,575.00</u>	<u>37,490.13</u>	<u>41.94</u>	<u>58.06</u>

See Accountants' Compilation Report

**Addison Public Library  
Expense Report  
For the 6 Months Ended October 31, 2023**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Programs</u></b>						
10-64-8100 - Adult Services Programs	1,812.91	11,967.65	23,000.00	11,032.35	52.03	47.97
10-64-8120 - Children Services Programs - General	1,151.28	7,098.22	15,000.00	7,901.78	47.32	52.68
10-64-8160 - Teen Program	898.51	6,803.45	19,000.00	12,196.55	35.81	64.19
10-64-8165 - Community Engagement Program	497.58	1,537.81	5,000.00	3,462.19	30.76	69.24
10-64-8170 - IT Programs	<u>715.13</u>	<u>2,035.87</u>	<u>8,000.00</u>	<u>5,964.13</u>	<u>25.45</u>	<u>74.55</u>
	<u>5,075.41</u>	<u>29,443.00</u>	<u>70,000.00</u>	<u>40,557.00</u>	<u>42.06</u>	<u>57.94</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	9,087.15	25,811.93	48,000.00	22,188.07	53.77	46.23
10-64-8220 - Flyers/Brochures	0.00	2,751.21	6,500.00	3,748.79	42.33	57.67
10-64-8910 - Other Promotions	<u>31.48</u>	<u>11,309.23</u>	<u>17,100.00</u>	<u>5,790.77</u>	<u>66.14</u>	<u>33.86</u>
	<u>9,118.63</u>	<u>39,872.37</u>	<u>71,600.00</u>	<u>31,727.63</u>	<u>55.69</u>	<u>44.31</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	152.69	3,511.14	5,000.00	1,488.86	70.22	29.78
10-66-9220 - Guest Services Supplies	183.73	626.21	4,000.00	3,373.79	15.66	84.34
10-66-9230 - Adult Services Supplies	45.18	209.18	1,000.00	790.82	20.92	79.08
10-66-9240 - Children Services Supplies	63.51	1,141.58	3,500.00	2,358.42	32.62	67.38
10-66-9245 - Teen Services Supplies	65.87	563.33	1,000.00	436.67	56.33	43.67
10-66-9250 - Materials Management Supplies	1,488.28	9,668.55	35,000.00	25,331.45	27.62	72.38
10-66-9270 - Information Technology Supplies	3,158.80	11,818.70	20,000.00	8,181.30	59.09	40.91
10-66-9290 - Postage	0.00	4,726.43	10,000.00	5,273.57	47.26	52.74
10-66-9300 - Library Wide Supplies	318.57	3,826.41	10,000.00	6,173.59	38.26	61.74
10-66-9330 - Community Engagement Supplies	<u>205.09</u>	<u>2,871.92</u>	<u>5,000.00</u>	<u>2,128.08</u>	<u>57.44</u>	<u>42.56</u>
	<u>5,681.72</u>	<u>38,963.45</u>	<u>94,500.00</u>	<u>55,536.55</u>	<u>41.23</u>	<u>58.77</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	0.00	1,030.33	5,000.00	3,969.67	20.61	79.39
10-66-9520 - Workers' Compensation Insurance	0.00	9,100.00	12,000.00	2,900.00	75.83	24.17
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>47,933.00</u>	<u>65,000.00</u>	<u>17,067.00</u>	<u>73.74</u>	<u>26.26</u>
	<u>0.00</u>	<u>58,063.33</u>	<u>82,000.00</u>	<u>23,936.67</u>	<u>70.81</u>	<u>29.19</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	0.00	5,854.42	52,692.00	46,837.58	11.11	88.89
10-66-9885 - RAILS Catalog Membership Grant Agreement Expense	<u>0.00</u>	<u>13,000.00</u>	<u>0.00</u>	<u>(13,000.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>18,854.42</u>	<u>52,692.00</u>	<u>33,837.58</u>	<u>35.78</u>	<u>64.22</u>

**Addison Public Library  
Expense Report  
For the 6 Months Ended October 31, 2023**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Other Expenses</u></b>						
10-66-9910 - Hardware	0.00	14,630.70	50,000.00	35,369.30	29.26	70.74
10-66-9920 - Furniture and Equipment	107.79	107.79	10,000.00	9,892.21	1.08	98.92
10-66-9930 - Reciprocal Borrowing Expense	97.47	124.46	1,000.00	875.54	12.45	87.55
10-66-9940 - Cable Broadcast	0.00	800.00	4,800.00	4,000.00	16.67	83.33
10-66-9945 - Back to School Fair Expenses	0.00	9,449.22	0.00	(9,449.22)	0.00	100.00
10-66-9950 - Donations	0.00	0.00	500.00	500.00	0.00	100.00
10-66-9955 - PLA Digital Literacy Workshop Incentive	241.98	2,347.02	0.00	(2,347.02)	0.00	100.00
10-66-9960 - Friends of the Library	0.00	10,760.00	15,000.00	4,240.00	71.73	28.27
10-66-9970 - FUNshine Committee	224.58	1,225.38	3,800.00	2,574.62	32.25	67.75
10-66-9980 - Staff Recognition	(73.86)	1,194.17	9,000.00	7,805.83	13.27	86.73
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>597.96</u>	<u>40,638.74</u>	<u>94,200.00</u>	<u>53,561.26</u>	<u>43.14</u>	<u>56.86</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>6,279.68</u>	<u>156,519.94</u>	<u>323,392.00</u>	<u>166,872.06</u>	<u>48.40</u>	<u>51.60</u>
Total General Fund Expenditures	<u>414,698.05</u>	<u>2,659,613.99</u>	<u>6,047,178.00</u>	<u>3,387,564.01</u>	<u>43.98</u>	<u>56.02</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	250,000.00	250,000.00	0.00	100.00
80-55-1905 - FY 24 Renovation Project	0.00	256,290.01	10,000,000.00	9,743,709.99	2.56	97.44
	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>RFID Project</u></b>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>Rebillables Fund</u></b>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>414,698.05</u>	<u>2,915,904.00</u>	<u>16,297,178.00</u>	<u>13,381,274.00</u>	<u>17.89</u>	<u>82.11</u>

See Accountants' Compilation Report

**Addison Public Library****Check List**

All Bank Accounts

October 1, 2023 - November 21, 2023

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
<b>Vendor Checks</b>			
21214	10/11/23	ADP, LLC #110146	4,434.66
21215	10/11/23	Albertsons - Safeway 112213	301.22
21216	10/11/23	Amazon Capital Services 112300	129.54
21217	10/11/23	Colley Elevator 132555	663.00
21218	10/11/23	Mission Square 231901	2,390.00
21219	10/11/23	Nicor Gas 241916	1,011.74
21220	10/11/23	Phoenix Fire Systems Inc 261862	805.00
21221	10/11/23	Quill 273145	116.14
21222	10/11/23	Republic Services #551 122869	337.90
21223	10/11/23	Rock Valley Publishing, LLC 282528	27.00
21224	10/11/23	Unique Patron Services Solutions 312431	40.00
21225	10/11/23	Village of Addison - HSA	1,412.53
21226	10/11/23	Village of Addison: Misc Exp 500010	65.24
21227	10/25/23	Illinois State Police 192254	100.00
21228	10/25/23	Mayors Community Charity Ball 231196	375.00
21229	10/25/23	Midwest Tape 231925	26.24
21230	10/25/23	Mission Square 231901	2,515.00
21231	10/25/23	Quill 273145	17.88
21232	10/25/23	Verizon	94.14
21233	10/25/23	Village of Addison: Misc Exp 500010	88.00
21234	10/25/23	Village of Addison: Misc Exp 500010	158.15
21235	10/25/23	Village of Addison: Misc Exp 500010	326.26
21236	10/25/23	Village of Addison: Misc Exp 500010	732.49
21237	10/25/23	Village of Addison:Health Ins 500011	1,412.53
21238	10/25/23	Village of Addison:Health Ins 500011	30,000.93
21239	10/25/23	Village of Addison:Health Ins 500011	2,042.27
21239	10/25/23	Village of Addison:Health Ins 500011	(2,042.27)
21240	10/25/23	Village of Addison:Health Ins 500011	272.69
21241	10/30/23	Johnson Controls Security 311290	241.86
21242	10/30/23	Village of Addison:Health Ins 500011	2,042.54
37722	11/08/23	ADP, LLC #110146	4,434.66
37723	11/08/23	Amazon Capital Services 112300	226.44
37724	11/08/23	Baker & Taylor 120290	3,668.73
37725	11/08/23	Barbara G Meyer	300.00
37726	11/08/23	Blackstone Publishing, Inc 122220	383.68
37727	11/08/23	BMO Harris Bank N.A. - Payments 122301	5,002.46
37728	11/08/23	Bright Plum, Inc. 221160	4,335.00
37729	11/08/23	CDS Office Technologies 131476	578.02
37730	11/08/23	Center Point Publishing 131571	237.90
37731	11/08/23	Children's Plus, Inc. 131861	3,168.83
37732	11/08/23	Comcast 132548	63.48
37733	11/08/23	Comcast 132554	396.35
37734	11/08/23	Convergint Technologies LLC 132568	2,276.60
37735	11/08/23	Crimson Multimedia Dist. 132835	2,087.70
37736	11/08/23	Current Technologies 133170	19,500.00
37737	11/08/23	D&Z House of Books Inc 143662	501.52
37738	11/08/23	ELM USA, Inc. 152250	39.90
37739	11/08/23	GALE/CENGAGE Learning 171152	504.61
37740	11/08/23	Grainger 333337	629.51
37741	11/08/23	Heyl Royster 181565	120.00
37742	11/08/23	IL Library Association 192210	505.00
37743	11/08/23	Ingram Library Service 192452	35.55
37744	11/08/23	Lauren Milligan 221211	200.00
37745	11/08/23	Mark D Anderson 112330	350.00
37746	11/08/23	Mission Square 231901	2,515.00
37747	11/08/23	Nelly Mancilla 301828	150.00
37748	11/08/23	NotWallStreet.com 242584	349.00

**Addison Public Library****Check List**

All Bank Accounts

October 1, 2023 - November 21, 2023

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
37749	11/08/23	OCLC Inc 251352	40.52
37750	11/08/23	Patricia Trampas 261181	80.00
37751	11/08/23	Playaway 262219	601.60
37752	11/08/23	Porter Pipe & Supply 262558	115.68
37753	11/08/23	Quill 273145	56.12
37754	11/08/23	Republic Services #551 122869	337.90
37755	11/08/23	Swan 293316	40.00
37756	11/08/23	Telephonetics, Inc 301553	274.95
37757	11/08/23	Unique Patron Services Solutions 312431	459.40
37758	11/08/23	United States Postal Service 312448	1,275.33
37759	11/08/23	Village of Addison - HSA	1,412.53
37760	11/08/23	Village of Addison: Misc Exp 500010	65.24
37761	11/08/23	Village of Addison: Water Ser 500013	554.50
37762	11/21/23	Albertsons - Safeway 112213	383.57
37763	11/21/23	Amazon Capital Services 112300	707.14
37764	11/21/23	Amazon Capital Services 112300	475.79
37765	11/21/23	Ana Beltran 892191	314.06
37766	11/21/23	Aurora Public Library 113177	16.95
37767	11/21/23	Baker & Taylor 120230	25.86
37768	11/21/23	Baker & Taylor 120290	4,418.61
37769	11/21/23	Baker & Taylor 120300	1,052.34
37770	11/21/23	Baker & Taylor 120310	16,912.01
37771	11/21/23	Becky Brillion	250.00
37772	11/21/23	Bibliotheca, LLC 121830	8,302.84
37773	11/21/23	Book Page 122255	720.00
37774	11/21/23	Bright Plum, Inc. 221160	4,335.00
37775	11/21/23	Carol Leeson	150.00
37776	11/21/23	CDS Office Technologies 131476	3,124.00
37777	11/21/23	Children's Plus, Inc. 131861	1,179.67
37778	11/21/23	Chris Pudelek 829225	337.48
37779	11/21/23	Colley Elevator 132555	663.00
37780	11/21/23	Complete Cleaning 132523	5,400.00
37781	11/21/23	Crimson Multimedia Dist. 132835	604.54
37782	11/21/23	Ehler Investment Partners, LLC 151700	2,789.21
37783	11/21/23	Erika Johnsrud 892173	10.48
37784	11/21/23	Erika Ochoa 281526	150.00
37785	11/21/23	Gabriela Tafolla 162821	206.59
37786	11/21/23	GALE/CENGAGE Learning 171152	26.39
37787	11/21/23	Grainger 333337	15.60
37788	11/21/23	Ingram Library Service 192452	53.74
37789	11/21/23	Innovation Arts Connection, LLC	200.00
37790	11/21/23	Jenny Cuevas 892155	321.03
37791	11/21/23	Jodi Gianakopoulos 892160	23.75
37792	11/21/23	Kate Diego 892178	14.93
37793	11/21/23	Kranz, Inc. 212800	2,503.05
37794	11/21/23	Krystyna Jaroc 201175	500.00
37795	11/21/23	Lauterbach&Amen LLP 172582	3,500.00
37796	11/21/23	Len's Ace Hardware, Inc. 221567	715.82
37797	11/21/23	Lesley Cyrier 892152	45.68
37798	11/21/23	Marti LaHood - 281914	160.00
37799	11/21/23	Mary Medjo ME Zengue 833455	256.76
37800	11/21/23	Matt Moretti 892192	1,008.83
37801	11/21/23	Matthew Williams 892182	63.51
37802	11/21/23	Midwest Tape 231925	7,183.06
37803	11/21/23	Nardi's Pizza 241172	632.00
37804	11/21/23	ODP Business Solutions 251353	72.44
37805	11/21/23	Patti Gebala 892144	5.50
37806	11/21/23	Paul Sebedyn 121575	325.00

# Addison Public Library

## Check List

All Bank Accounts

October 1, 2023 - November 21, 2023

Check Number	Check Date	Payee	Amount
37807	11/21/23	Playaway 262219	53.00
37808	11/21/23	Quill 273145	149.54
37809	11/21/23	Ra'am Integration Solutions	3,522.50
37810	11/21/23	Robbins Schwartz 282514	48.57
37811	11/21/23	Sikich LLP 291934	1,350.00
37812	11/21/23	Skylark Palumbo 892183	14.41
37813	11/21/23	Specialty Water Chemicals Inc	480.00
37814	11/21/23	Technology Management Revolving Fund 132558	378.30
37815	11/21/23	Todays Business Solutions,Inc 302521	120.32
37816	11/21/23	Unique Patron Services Solutions 312431	40.00
37817	11/21/23	USToy/Constructive Playthings 310298	73.94
37818	11/21/23	Village of Addison: Misc Exp 500010	1,089.29
37819	11/21/23	VisoGraphic 322200	6,722.53
37820	11/21/23	World Relief Chicagoland 332701	480.00
37821	11/21/23	Yesenia Benavidez 892185	3.40
<b>Vendor Check Total</b>			<u>192,693.42</u>
<b>Check List Total</b>			<u><u>192,693.42</u></u>

Check count = 130

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ADP, LLC #110146				21214	10/11/23	<u>4,434.66</u>
10-56-4500	Payroll Service Fees	Inv #644048581	4,071.66			
10-56-4500	Payroll Service Fees	Inv #644048645	363.00			
Albertsons - Safeway 112213				21215	10/11/23	<u>301.22</u>
10-66-9210	Office Supplies	9/11/23 - Henc treats	31.98			
10-66-9970	FUNshine Committee	9/12/23 - Library Anniversary	46.99			
10-66-9970	FUNshine Committee	9/13/23 - Sodas	49.95			
10-64-8160	Teen Program	9/13/23 - Oreos	7.98			
10-64-8100	Adult Services Programs	9/13/23 - Tea Variety	4.49			
10-64-8100	Adult Services Programs	9/22/23 - Free Time Friday	21.66			
10-64-8165	Community Engagement Program	9/13/23 -	51.96			
10-66-9980	Staff Recognition	9/22/23 - Staff Outing	86.21			
Amazon Capital Services 112300				21216	10/11/23	<u>129.54</u>
10-66-9920	Furniture and Equipment	INV #16HD-HHRC-3K33	107.79			
10-64-8170	IT Programs	INV #1NXY-46TW-CNXR	21.75			
Colley Elevator 132555				21217	10/11/23	<u>663.00</u>
10-58-5710	Equipment Maintenance & Repair	Inv #245446	663.00			
Mission Square 231901				21218	10/11/23	<u>2,390.00</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,390.00			
Nicor Gas 241916				21219	10/11/23	<u>1,011.74</u>
10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	1,011.74			
Phoenix Fire Systems Inc 261862				21220	10/11/23	<u>805.00</u>
10-58-5710	Equipment Maintenance & Repair	Inv #310442	805.00			
Quill 273145				21221	10/11/23	<u>116.14</u>
10-66-9300	Library Wide Supplies	INV #34499831	116.14			
Republic Services #551 122869				21222	10/11/23	<u>337.90</u>
10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	337.90			
Rock Valley Publishing, LLC 282528				21223	10/11/23	<u>27.00</u>
10-56-4100	Legal Fees	Inv. #Ad ID: 444833	27.00			
Unique Patron Services Solutions 312431				21224	10/11/23	<u>40.00</u>
10-61-6200	Software/Licenses	Inv #6116121	40.00			

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison - HSA 10-50-2400	Health Insurance	ER & EE HSA Contribution for 10/11/23 Payroll	1,412.53	21225	10/11/23	<u>1,412.53</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Nationwide Pet Insurance September 2023	65.24	21226	10/11/23	<u>65.24</u>
Illinois State Police 192254 10-56-4100	Legal Fees	ORI #MS0906144 Cost Center #05309	100.00	21227	10/25/23	<u>100.00</u>
Mayors Community Charity Ball 231196 10-62-7480	Board	Mayors Community Charity Ball 231196	375.00	21228	10/25/23	<u>375.00</u>
Midwest Tape 231925 10-54-3900	Adult Other Expenditures	Debit Memo#504401508/Ref Inv #504383405	26.24	21229	10/25/23	<u>26.24</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740 10/25/23 Payroll	2,515.00	21230	10/25/23	<u>2,515.00</u>
Quill 273145 10-66-9300	Library Wide Supplies	Inv #34810767	17.88	21231	10/25/23	<u>17.88</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9946208406	94.14	21232	10/25/23	<u>94.14</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal November 2023	88.00	21233	10/25/23	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica November 2023	158.15	21234	10/25/23	<u>158.15</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc Bill - November 2023	326.26	21235	10/25/23	<u>326.26</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - November 2023	732.49	21236	10/25/23	<u>732.49</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	ER & EE HSA Contributions for 10/25/23 Payroll	1,412.53	21237	10/25/23	<u>1,412.53</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS November 2023	30,000.93	21238	10/25/23	<u>30,000.93</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental November 2023	2,042.27	21239	10/25/23	<u>2,042.27</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	TO VOID CHECK #21239	-2,042.27	21239	10/25/23	<u>(2,042.27)</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP November 2023	272.69	21240	10/25/23	<u>272.69</u>
Johnson Controls Security 311290 10-58-5690	Other Building Materials & Repair	Inv #39405085	241.86	21241	10/30/23	<u>241.86</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - November 2023	2,042.54	21242	10/30/23	<u>2,042.54</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	Inv# 646089699 Inv# 646089598	363.00 4,071.66	37722	11/08/23	<u>4,434.66</u>
Amazon Capital Services 112300 10-64-8160 10-66-9330 10-66-9245 10-52-3900 10-54-3900 10-54-3900 10-54-3900	Teen Program Community Engagement Supplies Teen Services Supplies Children Other Expenditures Adult Other Expenditures Adult Other Expenditures Adult Other Expenditures	Inv# 1QKC-3LCR-Q74F Inv# 1P61-H6PD-T11V Inv# 1QKC-3LCR-Q74F Inv# 19L4-JPTC-RHMY Inv# 1VRJ-D7RJ-RDC4 Inv# 144R-R63M-R9NN Inv# 1VF1-MG34-QHTC	9.99 72.54 42.88 39.56 21.99 34.99 4.49	37723	11/08/23	<u>226.44</u>
Baker & Taylor 120290 10-66-9250 10-66-9250 10-66-9250 10-66-9250 10-66-9250	Materials Management Supplies Materials Management Supplies Materials Management Supplies Materials Management Supplies Materials Management Supplies	Inv. 2037720043 Inv. 2037732474 Inv. 2037755989 Inv. 2037746298 Inv. 2037762534	28.56 27.37 10.71 20.23 6.94	37724	11/08/23	<u>3,668.73</u>

# Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv. 2037703999	15.47			
10-66-9250	Materials Management Supplies	Inv. 2037705842	3.57			
10-66-9250	Materials Management Supplies	Inv. 2037696587	11.90			
10-66-9250	Materials Management Supplies	Inv. 2037717400	36.09			
10-52-3100	Children Books	Inv. 2037755988	231.75			
10-52-3100	Children Books	Inv. 2037746297	318.04			
10-52-3100	Children Books	Inv. 2037762533	414.97			
10-52-3100	Children Books	Inv. 2037696586	331.70			
10-52-3100	Children Books	Inv. 2037732473	929.44			
10-52-3100	Children Books	Inv. 2037720042	518.86			
10-52-3100	Children Books	Inv. 2037705841	470.20			
10-52-3100	Children Books	Inv. 2037703998	292.93			
Barbara G Meyer				37725	11/08/23	<u>300.00</u>
10-64-8100	Adult Services Programs	AS Program- Barbara Meyer - 11.13.23	300.00			
Blackstone Publishing, Inc 122220				37726	11/08/23	<u>383.68</u>
10-54-3900	Adult Other Expenditures	Inv. 2118013	383.68			
BMO Harris Bank N.A. - Payments 122301				37727	11/08/23	<u>5,002.46</u>
10-62-7550	In-State Travel	Wyndham Hotels and Resorts	436.98			
10-62-7550	In-State Travel	ILA Conference	520.25			
10-62-7550	In-State Travel	Wyndham Hotels and Resorts	436.98			
10-62-7560	Out-of-State Travel	Hershey Lodge - 1 Night stay	441.78			
10-66-9220	Guest Services Supplies	Sam's Club	34.76			
10-66-9250	Materials Management Supplies	Jewel Osco	10.74			
10-66-9250	Materials Management Supplies	UPS	14.80			
10-66-9250	Materials Management Supplies	Staples Business Advantage	78.05			
10-64-8910	Other Promotions	Spotify	31.48			
10-61-6200	Software/Licenses	ScreeConnect	39.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	ZOHO	123.50			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Lightspeed	94.50			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-61-6200	Software/Licenses	ZOHO	115.00			
10-66-9970	FUNshine Committee	Sam's Club	57.94			

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9300	Library Wide Supplies	Sam's Club	67.12			
10-64-8160	Teen Program	Sam's Club	184.00			
10-64-8160	Teen Program	Crunchyroll	-79.99			
10-62-7480	Board	ILA Annual Conference	375.00			
10-64-8100	Adult Services Programs	Michaels	39.07			
10-64-8100	Adult Services Programs	Walmart	40.90			
10-64-8100	Adult Services Programs	Target	96.24			
10-64-8100	Adult Services Programs	Sam's Club	112.24			
10-58-5610	Building Supplies	PETCO	53.93			
10-64-8170	IT Programs	Michaels	81.63			
10-64-8165	Community Engagement Program	Stickermule	96.00			
10-64-8165	Community Engagement Program	Sam's Club	80.16			
10-66-9330	Community Engagement Supplies	Sam's Club	86.48			
10-66-9955	PLA Digital Literacy Workshop Incentive	Stickermule	100.00			
10-66-9955	PLA Digital Literacy Workshop Incentive	B&H Photo	141.98			
10-66-9980	Staff Recognition	Addison Park District	-250.00			
10-64-8120	Children Services Programs - General	Sam's Club	48.94			
10-62-7410	Administration	HRM Insider	199.00			
10-62-7410	Administration	Train HR Learning	235.00			
10-62-7410	Administration	HR Source	424.00			
Bright Plum, Inc. 221160				37728	11/08/23	<u>4,335.00</u>
10-61-4800	System Development	Inv# 1617	4,335.00			
CDS Office Technologies 131476				37729	11/08/23	<u>578.02</u>
10-58-5710	Equipment Maintenance & Repair	Inv# INV1567627	578.02			
Center Point Publishing 131571				37730	11/08/23	<u>237.90</u>
10-54-3110	Adult Books	Inv# 2053628	47.34			
10-54-3110	Adult Books	Inv# 2048623	190.56			
Children's Plus, Inc. 131861				37731	11/08/23	<u>3,168.83</u>
10-52-3100	Children Books	Inv# 235559	157.76			
10-52-3100	Children Books	Inv# 236153	467.54			
10-52-3100	Children Books	Inv# 236003	2,543.53			
Comcast 132548				37732	11/08/23	<u>63.48</u>
10-58-5510	Telephone	Acct# 8771201830148973 - 10.29-11.28.23	63.48			
Comcast 132554				37733	11/08/23	<u>396.35</u>
10-58-5510	Telephone	Inv# 186367703	396.35			

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Convergent Technologies LLC 132568				37734	11/08/23	<u>2,276.60</u>
10-56-4900	Other Contracts	Inv# IN00105744	1,730.00			
10-58-5610	Building Supplies	Inv# IN00113341	546.60			
Crimson Multimedia Dist. 132835				37735	11/08/23	<u>2,087.70</u>
10-52-3900	Children Other Expenditures	Inv# 011780	122.33			
10-52-3900	Children Other Expenditures	Inv# 011777	225.22			
10-52-3900	Children Other Expenditures	Inv# 012014	787.32			
10-52-3900	Children Other Expenditures	Inv# 012016	101.08			
10-54-3900	Adult Other Expenditures	Inv# 012015	80.00			
10-54-3900	Adult Other Expenditures	Inv# 011778	273.04			
10-54-3900	Adult Other Expenditures	Inv# 011779	120.00			
10-54-3900	Adult Other Expenditures	Inv# 011781	263.71			
10-54-3900	Adult Other Expenditures	Inv# 011776	115.00			
Current Technologies 133170				37736	11/08/23	<u>19,500.00</u>
10-61-4800	System Development	Inv# 732771	19,500.00			
D&Z House of Books Inc 143662				37737	11/08/23	<u>501.52</u>
10-54-3110	Adult Books	Inv# 2023/I161055	501.52			
ELM USA, Inc. 152250				37738	11/08/23	<u>39.90</u>
10-66-9250	Materials Management Supplies	Inv# 61992	39.90			
GALE/CENGAGE Learning 171152				37739	11/08/23	<u>504.61</u>
10-54-3110	Adult Books	Inv# 82818011	103.16			
10-54-3110	Adult Books	Inv# 82810252	54.38			
10-54-3110	Adult Books	Inv# 82849669	230.31			
10-54-3110	Adult Books	Inv# 82802547	116.76			
Grainger 333337				37740	11/08/23	<u>629.51</u>
10-58-5610	Building Supplies	Inv# 9872593380	629.51			
Heyl Royster 181565				37741	11/08/23	<u>120.00</u>
10-56-4100	Legal Fees	Inv# 1616529	120.00			
IL Library Association 192210				37742	11/08/23	<u>505.00</u>
10-62-7480	Board	Donna Reboletti - Legislative Meet- ups Registration	55.00			
10-62-7510	Memberships (Staff & Board)	Inv# 260132	250.00			
10-62-7510	Memberships (Staff & Board)	Inv# 260182	200.00			

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Ingram Library Service 192452 10-54-3110	Adult Books	Inv# 78410435	35.55	37743	11/08/23	<u>35.55</u>
Lauren Milligan 221211 10-64-8165	Community Engagement Program	Presenter Fee for Virtual Program: Your Holiday Job Search 11.14.23	200.00	37744	11/08/23	<u>200.00</u>
Mark D Anderson 112330 10-64-8160	Teen Program	Drawing Instructor - 11.14.23	350.00	37745	11/08/23	<u>350.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740 - 11.8.23 Payroll Date	2,515.00	37746	11/08/23	<u>2,515.00</u>
Nelly Mancilla 301828 10-64-8120	Children Services Programs - General	Inv# APL-111123	150.00	37747	11/08/23	<u>150.00</u>
NotWallStreet.com 242584 10-55-3400	Magazines/News	1 year subscription renewal to Nate's Notes - 11.01.23	349.00	37748	11/08/23	<u>349.00</u>
OCLC Inc 251352 10-66-9930	Reciprocal Borrowing Expense	Inv# 1000330484	40.52	37749	11/08/23	<u>40.52</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	AS Presenter - In Person - Essentrics 11.15.23	80.00	37750	11/08/23	<u>80.00</u>
Playaway 262219 10-52-3900	Children Other Expenditures	Inv# 443377	601.60	37751	11/08/23	<u>601.60</u>
Porter Pipe & Supply 262558 10-58-5610	Building Supplies	Inv# 12671172-00	115.68	37752	11/08/23	<u>115.68</u>
Quill 273145 10-66-9210 10-64-8100	Office Supplies Adult Services Programs	Inv# 35195411 Inv# 35169882	41.52 14.60	37753	11/08/23	<u>56.12</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	Inv# 0551-015801100	337.90	37754	11/08/23	<u>337.90</u>
Swan 293316				37755	11/08/23	<u>40.00</u>

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9930	Reciprocal Borrowing Expense	Reciprocal Borrowing and ILL Loans - Patron Lakeema Carpenter - 10.26.23	40.00			
Telephonetics, Inc 301553 10-61-6200	Software/Licenses	Inv# 471322	274.95	37756	11/08/23	<u>274.95</u>
Unique Patron Services Solutions 312431 10-61-6200	Software/Licenses	Inv# 6118242	40.00	37757	11/08/23	<u>459.40</u>
10-56-4410	Collection Agency Fees	Inv# 6118743	256.30			
10-56-4410	Collection Agency Fees	Inv# 6117626	163.10			
United States Postal Service 312448 10-64-8210	Newletter	Postage for November/December 2023 for Permit #85	1,275.33	37758	11/08/23	<u>1,275.33</u>
Village of Addison - HSA 10-50-2400	Health Insurance	Health Savings Accounts - ER contribution for Payroll 11.8.23	1,412.53	37759	11/08/23	<u>1,412.53</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Nationwide - October 2023	65.24	37760	11/08/23	<u>65.24</u>
Village of Addison: Water Ser 500013 10-58-5120	Water Service	Acct# 5433070004-001 - Bill Dated: 10.20.23	554.50	37761	11/08/23	<u>554.50</u>
Albertsons - Safeway 112213 10-66-9970	FUNshine Committee	Bill Dated; 10.13.23	22.47	37762	11/21/23	<u>383.57</u>
10-66-9300	Library Wide Supplies	Bill Dated; 10.16.23	36.51			
10-64-8160	Teen Program	Bill Dated; 10.20.23	3.29			
10-64-8100	Adult Services Programs	Bill Dated; 10.20.23	27.96			
10-64-8170	IT Programs	Bill Dated; 10.13.23	133.95			
10-64-8165	Community Engagement Program	Bill Dated; 10.17.23	39.50			
10-64-8165	Community Engagement Program	Bill Dated; 10.13.23	29.96			
10-66-9980	Staff Recognition	Bill Dated; 10.31.23	67.93			
10-66-9980	Staff Recognition	Bill Dated; 11.02.23	22.00			
Amazon Capital Services 112300 10-66-9210	Office Supplies	Inv# 1F3D-PJY4-97KT	42.47	37763	11/21/23	<u>707.14</u>
10-66-9270	Information Technology Supplies	Inv# 1F3D-PJY4-97KT	12.93			
10-64-8160	Teen Program	Inv# 16V7-36FN-979G	12.23			
10-64-8160	Teen Program	Inv# 1DM1-PMJK-7YV6	3.24			

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8170	IT Programs	Inv# 1361-TDMH-C6GT	477.80			
10-66-9245	Teen Services Supplies	Inv# 1WN7-76WD-CGL6	11.90			
10-66-9245	Teen Services Supplies	Inv# 16V7-M6FN-979G	22.99			
10-52-3100	Children Books	Inv# 1CCN-XWH9-73N7	25.40			
10-54-3110	Adult Books	Inv# 19NM-3N6Q-9QJ9	12.12			
10-54-3110	Adult Books	Inv# 1CCN-XWH9-73N7	41.68			
10-54-3110	Adult Books	Inv# 1VGW-N6T3-C7XX	32.89			
10-54-3900	Adult Other Expenditures	Inv# 1QW6-1J4F-PH4H	11.49			
Amazon Capital Services 112300				37764	11/21/23	<u>475.79</u>
10-66-9240	Children Services Supplies	Inv# 1T63-DXKK-LCHP	63.51			
10-66-9970	FUNshine Committee	Inv# 1WKX-9KPK-C47J	36.49			
10-66-9270	Information Technology Supplies	Inv# 1GHJ-VQHH-H6XV	21.87			
10-64-8160	Teen Program	Inv# 14F9-XGQF-NW3R	-12.23			
10-66-9330	Community Engagement Supplies	Inv# 1XRY-TVGW-J13K	10.88			
10-66-9245	Teen Services Supplies	Inv# 17JC-JXM6-NLWW	-11.90			
10-64-8120	Children Services Programs - General	Inv# 1XRY-TVGW-J13K	102.34			
10-54-3110	Adult Books	Inv# 17GT-MDFR-HYKL	14.99			
10-54-3110	Adult Books	Inv# 1Q1Q-NCRY-HQ6R	100.02			
10-54-3900	Adult Other Expenditures	Inv# 1VKF-H6M6-H6Q4	149.82			
Ana Beltran 892191				37765	11/21/23	<u>314.06</u>
10-62-7550	In-State Travel	ILA Conference - 11.3.23	304.06			
10-62-7550	In-State Travel	ILA Ghost Walk	10.00			
Aurora Public Library 113177				37766	11/21/23	<u>16.95</u>
10-66-9930	Reciprocal Borrowing Expense	American Psycho: a novel - 11.2.23	16.95			
Baker & Taylor 120230				37767	11/21/23	<u>25.86</u>
10-52-3900	Children Other Expenditures	Inv# 2037858276	25.86			
Baker & Taylor 120290				37768	11/21/23	<u>4,418.61</u>
10-66-9250	Materials Management Supplies	Inv# 2037849666	38.08			
10-66-9250	Materials Management Supplies	Inv# 2037831901	32.13			
10-66-9250	Materials Management Supplies	Inv# 2037856391	19.04			
10-66-9250	Materials Management Supplies	Inv# 2037850461	34.51			
10-66-9250	Materials Management Supplies	Inv# 2037877305	3.57			
10-66-9250	Materials Management Supplies	Inv# 2037871479	51.17			
10-52-3100	Children Books	Inv# 2037850460	1,570.56			
10-52-3100	Children Books	Inv# 2037856390	359.88			
10-52-3100	Children Books	Inv# 2037877304	102.19			

# Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3100	Children Books	Inv# 2037849665	728.88			
10-52-3100	Children Books	Inv# 2037831900	572.47			
10-52-3100	Children Books	Inv# 2037871478	906.13			
Baker & Taylor 120300				37769	11/21/23	<u>1,052.34</u>
10-66-9250	Materials Management Supplies	Inv# 2037864798	107.10			
10-66-9250	Materials Management Supplies	Inv# 2037838447	49.98			
10-66-9250	Materials Management Supplies	Inv# 2037914201	85.68			
10-54-3900	Adult Other Expenditures	Inv# 2037864797	385.82			
10-54-3900	Adult Other Expenditures	Inv# 2037838447	166.31			
10-54-3900	Adult Other Expenditures	Inv# 2037914200	257.45			
Baker & Taylor 120310				37770	11/21/23	<u>16,912.01</u>
10-66-9250	Materials Management Supplies	Inv# 2037868225	21.42			
10-66-9250	Materials Management Supplies	Inv# 2037868164	16.66			
10-66-9250	Materials Management Supplies	Inv# 2037864800	38.08			
10-66-9250	Materials Management Supplies	Inv# 2037906128	84.49			
10-66-9250	Materials Management Supplies	Inv# 2037851025	17.85			
10-66-9250	Materials Management Supplies	Inv# 2037847121	52.36			
10-66-9250	Materials Management Supplies	Inv# 2037850441	36.89			
10-66-9250	Materials Management Supplies	Inv# 2037861045	54.34			
10-66-9250	Materials Management Supplies	Inv# 2037871465	29.75			
10-66-9250	Materials Management Supplies	Inv# 2037867925	24.79			
10-66-9250	Materials Management Supplies	Inv#2037856238	13.09			
10-66-9250	Materials Management Supplies	Inv# 2037853774	32.13			
10-66-9250	Materials Management Supplies	Inv# 2037889012	75.96			
10-66-9250	Materials Management Supplies	Inv# 2037838744	25.98			
10-54-3110	Adult Books	Inv# 2037889011	2,394.57			
10-54-3110	Adult Books	Inv# 2037868163	554.57			
10-54-3110	Adult Books	Inv# 2037850440	653.34			
10-54-3110	Adult Books	Inv# 2037847120	1,303.43			
10-54-3110	Adult Books	Inv# 2037851024	815.09			
10-54-3110	Adult Books	Inv# 2037838743	850.15			
10-54-3110	Adult Books	Inv# 2037906127	2,320.87			
10-54-3110	Adult Books	Inv# 2037871464	769.85			
10-54-3110	Adult Books	Inv# 2037856237	516.43			
10-54-3110	Adult Books	Inv# 2037853773	1,171.26			
10-54-3110	Adult Books	Inv# 2037873911	495.18			
10-54-3110	Adult Books	Inv# 2037861044	1,264.34			
10-54-3110	Adult Books	Inv# 2037864799	2,003.77			
10-54-3110	Adult Books	Inv#2037868224	662.60			
10-54-3110	Adult Books	Inv# 2037867924	612.77			

**Addison Public Library  
Check Register**

All Bank Accounts  
October 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Becky Brillion 10-64-8100	Adult Services Programs	AS Program - In Person - 11.27.23	250.00	37771	11/21/23	<u>250.00</u>
Bibliotheca, LLC 121830 10-55-3860 10-55-3860	E-Books E-Books	October 2023 - Cloud Library Inv# INV-US69077	3,769.60 4,533.24	37772	11/21/23	<u>8,302.84</u>
Book Page 122255 10-55-3400	Magazines/News	Inv# S81117	720.00	37773	11/21/23	<u>720.00</u>
Bright Plum, Inc. 221160 10-61-4800	System Development	Inv# 1618	4,335.00	37774	11/21/23	<u>4,335.00</u>
Carol Leeson 10-64-8120	Children Services Programs - General	Learn to Crochet for Beginners	150.00	37775	11/21/23	<u>150.00</u>
CDS Office Technologies 131476 10-66-9270	Information Technology Supplies	Inv# INV1569342	3,124.00	37776	11/21/23	<u>3,124.00</u>
Children's Plus, Inc. 131861 10-52-3100 10-52-3100 10-52-3100	Children Books Children Books Children Books	Inv# 235362 Inv# 235376 Inv# 236824	74.93 1,090.50 14.24	37777	11/21/23	<u>1,179.67</u>
Chris Pudelek 829225 10-62-7550	In-State Travel	ILA Conference - Springfield, IL - 11.5.23	337.48	37778	11/21/23	<u>337.48</u>
Colley Elevator 132555 10-58-5710	Equipment Maintenance & Repair	Inv# 250489	663.00	37779	11/21/23	<u>663.00</u>
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv# C25511	5,400.00	37780	11/21/23	<u>5,400.00</u>
Crimson Multimedia Dist. 132835 10-52-3900 10-54-3900 10-54-3900	Children Other Expenditures Adult Other Expenditures Adult Other Expenditures	Inv# 012084 Inv# 012083 Inv# 012082	203.07 75.00 326.47	37781	11/21/23	<u>604.54</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	For the Period 10.01.23-10.31.23	2,789.21	37782	11/21/23	<u>2,789.21</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Erika Johnsrud 892173 10-62-7550	In-State Travel	10.2023	10.48	37783	11/21/23	<u>10.48</u>
Erika Ochoa 281526 10-64-8100	Adult Services Programs	AS Program - In Person- Zumba 12.4.23	150.00	37784	11/21/23	<u>150.00</u>
Gabriela Tafolla 162821 10-62-7560	Out-of-State Travel	ABOS Conference - Hershey, PA	206.59	37785	11/21/23	<u>206.59</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	Inv# 82857854	26.39	37786	11/21/23	<u>26.39</u>
Grainger 333337 10-58-5610	Building Supplies	Inv# 9886005538	15.60	37787	11/21/23	<u>15.60</u>
Ingram Library Service 192452 10-54-3110	Adult Books	Inv# 78410436	53.74	37788	11/21/23	<u>53.74</u>
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	Inv# 1298	200.00	37789	11/21/23	<u>200.00</u>
Jenny Cuevas 892155 10-62-7550 10-62-7550	In-State Travel In-State Travel	ILA - Lincoln Ghost Walk Tour - 10.25.23 ILA - Springfield, IL (373 miles)	10.00 311.03	37790	11/21/23	<u>321.03</u>
Jodi Gianakopoulos 892160 10-64-8100	Adult Services Programs	Freetime Fridays - Art Supplies 9.26.23	23.75	37791	11/21/23	<u>23.75</u>
Kate Diego 892178 10-62-7550	In-State Travel	Boo to the Flu, Pop-Up Library, Home Delivery, NEDSRA Truck or Treat	14.93	37792	11/21/23	<u>14.93</u>
Kranz, Inc. 212800 10-58-5610 10-58-5610	Building Supplies Building Supplies	Order# 1792323-01 Order# 1792323-00	113.03 2,390.02	37793	11/21/23	<u>2,503.05</u>
Krystyna Jaroc 201175				37794	11/21/23	<u>500.00</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8120	Children Services Programs - General	Christmas Craft with Krystyna - 12.2.23	500.00			
Lauterbach&Amen LLP 172582				37795	11/21/23	<u>3,500.00</u>
10-56-4450	Accounting Service Fees	Inv# 83118	1,750.00			
10-56-4450	Accounting Service Fees	Inv# 84566	1,750.00			
Len's Ace Hardware, Inc. 221567				37796	11/21/23	<u>715.82</u>
10-58-5610	Building Supplies	Inv# 506714/1	50.55			
10-58-5610	Building Supplies	Inv# 506735/1	18.18			
10-58-5610	Building Supplies	Inv# 507201/1	83.98			
10-58-5610	Building Supplies	Inv# 507397/1	75.35			
10-58-5610	Building Supplies	Inv# 507689/1	250.95			
10-58-5610	Building Supplies	Inv# 507805/1	32.38			
10-58-5610	Building Supplies	Inv# 506252/1	131.57			
10-58-5610	Building Supplies	Inv# 506530/1	62.07			
10-58-5610	Building Supplies	Inv# 506670/1	10.79			
Lesley Cyrier 892152				37797	11/21/23	<u>45.68</u>
10-62-7550	In-State Travel	Kiwanis Meeting - 10.3.23	34.94			
10-66-9970	FUNshine Committee	Bowls for Funshine Halloween Trick or Treating	10.74			
Marti LaHood - 281914				37798	11/21/23	<u>160.00</u>
10-64-8100	Adult Services Programs	AS Program- In Person - Chair Yoga 11.9.23 & 11.30.23	160.00			
Mary Medjo ME Zengue 833455				37799	11/21/23	<u>256.76</u>
10-62-7550	In-State Travel	ILA Conference - 10.23-10.26.23	256.76			
Matt Moretti 892192				37800	11/21/23	<u>1,008.83</u>
10-62-7550	In-State Travel	ILA Conference - Springfield,IL	1,008.83			
Matthew Williams 892182				37801	11/21/23	<u>63.51</u>
10-62-7550	In-State Travel	Career Fair, Kiwanis Meeting, Open House -10.30.23	63.51			
Midwest Tape 231925				37802	11/21/23	<u>7,183.06</u>
10-66-9250	Materials Management Supplies	Inv. 504574710	399.74			
10-55-3860	E-Books	Inv. 504523287	901.96			
10-55-3860	E-Books	Inv. 504022066	1,781.44			
10-52-3900	Children Other Expenditures	Inv. 504475449	8.99			
10-52-3900	Children Other Expenditures	Inv. 504469337	83.97			

# Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3900	Children Other Expenditures	Inv. 504443706	14.99			
10-52-3900	Children Other Expenditures	Inv. 504443704	110.22			
10-52-3900	Children Other Expenditures	Inv. 504509264	14.99			
10-54-3900	Adult Other Expenditures	Inv. 504481076	221.17			
10-54-3900	Adult Other Expenditures	Inv. 504481071	48.72			
10-54-3900	Adult Other Expenditures	Inv. 504481070	202.40			
10-54-3900	Adult Other Expenditures	Inv. 504480729	57.71			
10-54-3900	Adult Other Expenditures	Inv. 504481072	55.15			
10-54-3900	Adult Other Expenditures	Inv. 504481075	119.18			
10-54-3900	Adult Other Expenditures	Inv. 504481074	89.96			
10-54-3900	Adult Other Expenditures	Inv. 504443691	14.99			
10-54-3900	Adult Other Expenditures	Inv. 504443692	24.28			
10-54-3900	Adult Other Expenditures	Inv. 504443694	133.43			
10-54-3900	Adult Other Expenditures	Inv. 504443703	71.22			
10-54-3900	Adult Other Expenditures	Inv. 504443705	38.98			
10-54-3900	Adult Other Expenditures	Inv. 504443707	11.24			
10-54-3900	Adult Other Expenditures	Inv. 504443700	13.49			
10-54-3900	Adult Other Expenditures	Inv. 504443701	68.97			
10-54-3900	Adult Other Expenditures	Inv. 504443702	22.49			
10-54-3900	Adult Other Expenditures	Inv. 504443696	29.99			
10-54-3900	Adult Other Expenditures	Inv. 504443695	24.58			
10-54-3900	Adult Other Expenditures	Inv. 504443690	140.18			
10-54-3900	Adult Other Expenditures	Inv. 504547408	71.97			
10-54-3900	Adult Other Expenditures	Inv. 504547409	62.21			
10-54-3900	Adult Other Expenditures	Inv. 504547410	37.48			
10-54-3900	Adult Other Expenditures	Inv. 504443697	80.96			
10-54-3900	Adult Other Expenditures	Inv. 504443698	29.98			
10-54-3900	Adult Other Expenditures	Inv. 504443699	149.94			
10-54-3900	Adult Other Expenditures	Inv. 504481079	34.49			
10-54-3900	Adult Other Expenditures	Inv. 504481080	17.99			
10-54-3900	Adult Other Expenditures	Inv. 504481081	67.48			
10-54-3900	Adult Other Expenditures	Inv. 504481082	127.45			
10-54-3900	Adult Other Expenditures	Inv. 504481083	20.24			
10-54-3900	Adult Other Expenditures	Inv. 504547407	56.23			
10-54-3900	Adult Other Expenditures	Inv. 504509265	68.96			
10-54-3900	Adult Other Expenditures	Inv. 504509266	26.24			
10-54-3900	Adult Other Expenditures	Inv. 504509267	49.46			
10-54-3900	Adult Other Expenditures	Inv. 504509268	78.71			
10-54-3900	Adult Other Expenditures	Inv. 504481077	78.72			
10-54-3900	Adult Other Expenditures	Inv. 504481078	110.19			
10-54-3900	Adult Other Expenditures	Inv. 504509158	48.72			
10-54-3900	Adult Other Expenditures	Inv. 504509157	92.20			

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv. 504509159	41.23			
10-54-3900	Adult Other Expenditures	Inv. 504509260	27.28			
10-54-3900	Adult Other Expenditures	Inv. 504509261	5.99			
10-54-3900	Adult Other Expenditures	Inv. 504509263	138.70			
10-54-3900	Adult Other Expenditures	Inv. 504575940	28.48			
10-54-3900	Adult Other Expenditures	Inv. 504575849	110.96			
10-54-3900	Adult Other Expenditures	Inv. 504575848	65.97			
10-54-3900	Adult Other Expenditures	Inv. 504575846	9.74			
10-54-3900	Adult Other Expenditures	Inv. 504575845	110.94			
10-54-3900	Adult Other Expenditures	Inv. 504575844	18.88			
10-54-3900	Adult Other Expenditures	Inv. 504547402	18.74			
10-54-3900	Adult Other Expenditures	Inv. 504547403	81.71			
10-54-3900	Adult Other Expenditures	Inv. 504547404	182.93			
10-54-3900	Adult Other Expenditures	Inv. 504547405	46.48			
10-54-3900	Adult Other Expenditures	Inv. 504547406	217.42			
10-54-3900	Adult Other Expenditures	Inv. 504575941	26.24			
10-54-3900	Adult Other Expenditures	Inv. 504547400	37.32			
Nardi's Pizza 241172				37803	11/21/23	<u>632.00</u>
10-66-9220	Guest Services Supplies	Pizza /Tip - 10.18.23	125.00			
10-64-8160	Teen Program	Pizza /Tip - 10.19.23	68.50			
10-64-8160	Teen Program	Pizza /Tip - 10.26.23	100.00			
10-64-8160	Teen Program	Pizza /Tip - 11.2.23	70.00			
10-64-8160	Teen Program	Pizza /Tip - 10.12.23	110.50			
10-64-8160	Teen Program	Pizza /Tip - 10.5.23	71.00			
10-64-8100	Adult Services Programs	Pizza /Tip - 10.5.23	26.00			
10-64-8100	Adult Services Programs	Pizza /Tip - 10.19.23	35.50			
10-64-8100	Adult Services Programs	Pizza /Tip - 10.12.23	25.50			
ODP Business Solutions 251353				37804	11/21/23	<u>72.44</u>
10-66-9220	Guest Services Supplies	Inv# 335761991001	23.97			
10-66-9230	Adult Services Supplies	Inv# 340086116001	45.18			
10-66-9210	Office Supplies	Inv# 335185155001	3.29			
Patti Gebala 892144				37805	11/21/23	<u>5.50</u>
10-62-7550	In-State Travel	Outreach - 10.17 , 10.24, 10.31.23	5.50			
Paul Sebedyn 121575				37806	11/21/23	<u>325.00</u>
10-64-8100	Adult Services Programs	Elmhurst University Student Intern - 11.30.23	325.00			
Playaway 262219				37807	11/21/23	<u>53.00</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 442649	53.00			
Quill 273145				37808	11/21/23	<u>149.54</u>
10-66-9210	Office Supplies	Inv# 34820505	33.43			
10-66-9300	Library Wide Supplies	Inv# 34846524	41.35			
10-66-9300	Library Wide Supplies	Inv# 35161114	39.57			
10-66-9330	Community Engagement Supplies	Inv# 35161114	35.19			
Ra'am Integration Solutions				37809	11/21/23	<u>3,522.50</u>
10-58-5620	HVAC	Inv# 1429	2,595.00			
10-58-5620	HVAC	Inv# 1428	927.50			
Robbins Schwartz 282514				37810	11/21/23	<u>48.57</u>
10-56-4100	Legal Fees	Inv# 961758, 961767, 962803, 861774	48.57			
Sikich LLP 291934				37811	11/21/23	<u>1,350.00</u>
10-56-4600	Audit Service Fees	Inv# 33177	1,350.00			
Skylark Palumbo 892183				37812	11/21/23	<u>14.41</u>
10-62-7550	In-State Travel	Bank Runs	14.41			
Specialty Water Chemicals Inc				37813	11/21/23	<u>480.00</u>
10-58-5610	Building Supplies	Inv# 15804	480.00			
Technology Management Revolving Fund 132558				37814	11/21/23	<u>378.30</u>
10-58-5570	Leased Internet Access Line	Inv# T2405510	378.30			
Todays Business Solutions,Inc 302521				37815	11/21/23	<u>120.32</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 082123-13	120.32			
Unique Patron Services Solutions 312431				37816	11/21/23	<u>40.00</u>
10-61-6200	Software/Licenses	Inv# 6119375	40.00			
USToy/Constructive Playthings 310298				37817	11/21/23	<u>73.94</u>
10-52-3900	Children Other Expenditures	Inv# 5197298600	73.94			
Village of Addison: Misc Exp 500010				37818	11/21/23	<u>1,089.29</u>
10-64-8210	Newletter	Inv# 2024-00000009	1,089.29			
VisoGraphic 322200				37819	11/21/23	<u>6,722.53</u>
10-64-8210	Newletter	Inv# 238808	6,722.53			

**Addison Public Library**  
**Check Register**  
 All Bank Accounts  
 October 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
World Relief Chicagoland 332701 10-64-8100	Adult Services Programs	World Relief Immigration Legal Consultations - 12.5.23	480.00	37820	11/21/23	<u>480.00</u>
Yesenia Benavidez 892185 10-62-7550	In-State Travel	Clarendale - 11.7.23	3.40	37821	11/21/23	<u>3.40</u>
<b>Check List Total</b>						<u>192,693.42</u>
Plus October payroll for 2023:						\$238,598.52
Grand Total:						\$431,291.94

**Addison Public Library**  
**Payroll Distribution Summary**

**Board Meeting            11/21/2023**

<u>Description</u>	<u>Amount</u>
Payroll	\$238,598.52

**Approved by Board of Trustees**

\_\_\_\_\_  
**President**

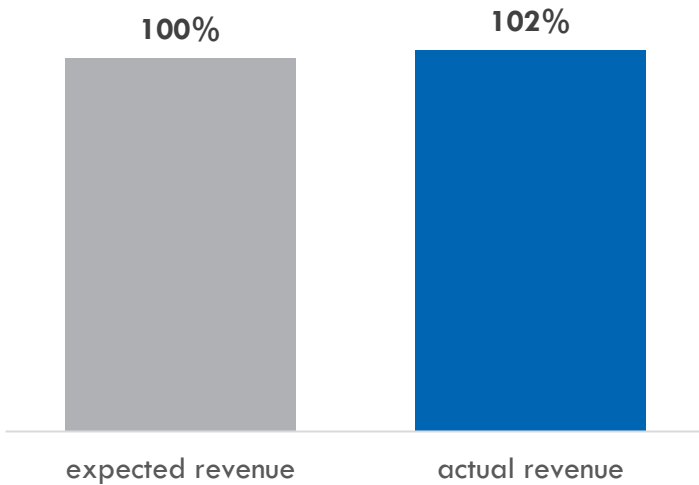
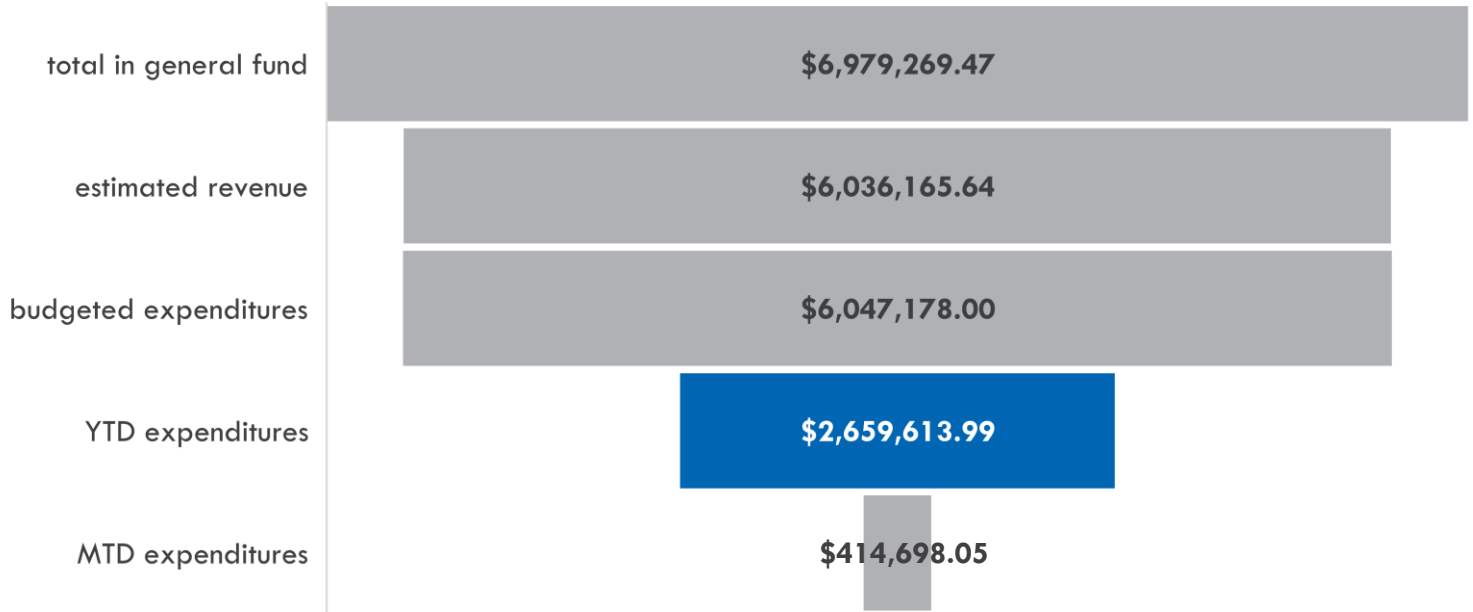
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**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

# October 2023 Financial Highlights

# General Fund



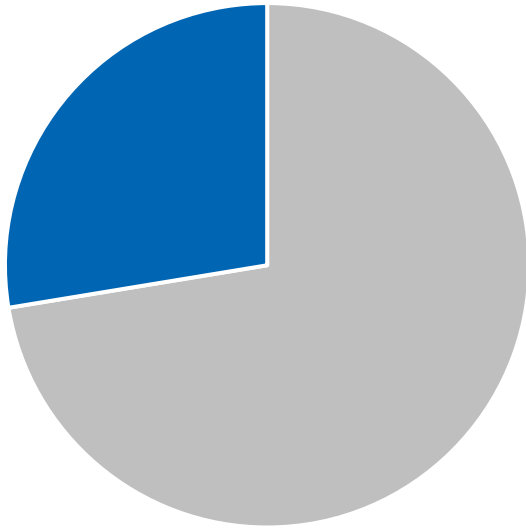
We have received 102% of our estimated revenue for the fiscal year including \$138,680.73 this month.

At this point last year, we had received 96% of our estimated revenue for FY23.

\$7.26 million      \$6.98 million

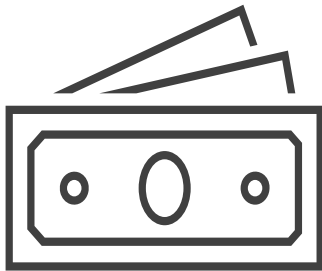
The general fund decreased from \$7.26 million to \$6.98 million from 10/1/2023 to 10/31/2023.

This is a result of \$139k revenue coming in and \$415k (general fund + asset replacement) expended.



38% has been spent out of the general fund. We are 50% through the fiscal year.

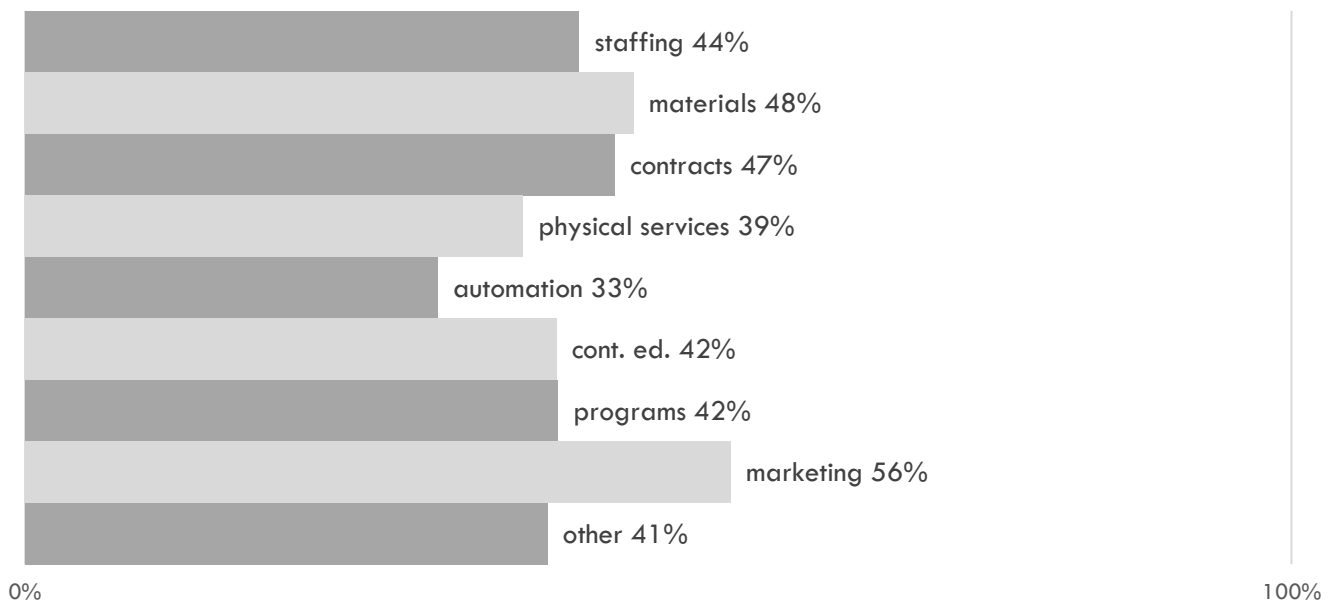
We have budgeted to spend 87% of what is currently in the general fund.



We have spent 44% of our estimated budget.

At this point last year, we had spent 43% of our estimated budget for FY23, so we're ahead of the previous year's spending.

**Year-to-date spending by budget group**





## DIRECTOR'S REPORT – OCTOBER 2023

### PERSONNEL –

#### Terminations:

- Erika Johnsrud has resigned from her position as Cataloging Specialist to pursue a new job opportunity. Her last day with us was October 18.
- Skye Palumbo has also left her part-time position as a Materials Management Associate after securing a full-time job at another library. Her last day with us was November 2.
- Steve Slavick will also be leaving his position as a part-time Adult Services Specialist. He is also leaving for a full-time position at another library. His last day at APL will be on November 25.

#### New Hires:

- Jack Kelderhouse has been hired as our new IT Systems Administrator. Jack has many years of experience in the IT field and has previously served as the IT Manager at the Joliet Public Library.
- Yusuli Hernandez is our new Children's Services Assistant. Yusuli is bilingual, speaking both English and Spanish, and her background and degree is in elementary education.
- Raghda Haji Basri has been promoted from her position as a Library Aide to fill the vacant Materials Management Associate position.

#### Vacancies:

- Cataloging Specialist
- Adult Services Specialist

**SWAN Migration** – We went live on Tuesday, November 14! I cannot express enough how grateful I am to our staff for the countless hours they invested in ensuring this migration went smoothly. We set an aggressive timeline for the migration because we wanted it to be wrapped up before the building project began. (Once we new that project was being paused, we were too far along to change course with the migration.) I want to particularly recognize Brooke, Jenny Cuevas, and Kathy Welko who worked tirelessly together to ensure that all of our data – patron records including the items checked out, billed to, and on hold for each patron and every bibliographic record for every item in our collection was transferred from Sierra into WorkFlows, the system used by SWAN. This is a complicated process that involved a great deal of planning to map the data. Toward the end, it included some 12-hour days for some staff as they were extracting data and monitoring the transfer of files. There was also a tremendous amount of time invested in recent weeks in staff training to ensure that every staff who uses the ILS in some way for their jobs was fully trained and ready to work when we went live. The staff at SWAN have been wonderful in helping us coordinate all of this, but much of the work including preparation, training, and troubleshooting had to be done by our staff and I am convinced that the teamwork and positive attitudes that have been demonstrated throughout this process, not to mention the incredible organizational skills of librarians, played a huge part in ensuring the project was smooth and successful.

**GAS PRICING** – Our contract for fixed rate pricing for natural gas is expiring and I spent some time this month trying to secure a new fixed rate at the lowest rate possible. Unfortunately, the best rate I was able to secure is at .5202 per therm with Constellation Energy/NICOR. (Our prior rate was .3459.) This reflects the overall rise in pricing for natural gas. Without a contract, our fluctuating rate would be upwards of .9 per therm currently with the expectation of even higher rates during the winter (peak heating) months.

**GREAT SHAKE** – I participated as a judge in the first round of the Great Shake competition at Indian Trail Junior High along with Elizabeth Lynch and Gaby Tafolla from our staff. The Great Shake Up is a soft-skills competition which emphasizes the importance of skills such as shaking hands, looking folks in the eye, being a charismatic speaker, and much more. It was amazing to see how articulate and poised so many of the junior high students I encountered during this first round were. It was also nice that some of the students I met that afternoon remembered me later when we crossed paths at the library, and again proudly demonstrated their skills in the way they greeted me.

**RAILS – THREATS OF VIOLENCE FOLLOW UP** – Interim Chief of Police Roy Selvik has let me know that the person arrested and charged in Cook and Kane Counties for making bomb threats against multiple public libraries may not be the person behind our threats, or at least there is insufficient evidence to bring charges against him in DuPage County. There is no further information available at this time. It remains an open case, but we are not aware of any new leads. The Addison Police Department is still in the process of reviewing our emergency procedures manual, but we will make any revisions they recommend to our procedures once that review is complete. I have also arranged with Chief Selvik to have them provide active shooter training for our staff at the next staff development day in February.

**PATHWAYS TO SUCCESS** – APL's Business Specialist Matt Williams and Adult Services Library Associate Ana Beltran have applied for and learned this month that APL has been awarded a Pathways to Success grant which is funded by the federal Institute of Museum and Library Services.

Pathways to Success was a program developed by the public library system in Howard County, Maryland to mitigate unemployment and underemployment by expanding services customized for skilled immigrants. The secondary goal of the program is to train other libraries to adapt the program to be implemented in their communities. The program involves both English language learning and work force preparation.

We shared news of this grant at the recent intergovernmental meeting and Jen Hermanson, the Addison Park District Director shared with the group that they recently hired an accountant who is originally from Bulgaria. She took English language classes at APL and received assistance from our staff in preparing a resume and conducting a job search which is what led her to apply for the open position at the Park District. Jen expressed gratitude for these services offered by the library and said this was an example of how these services benefit both the individuals who are coming into the library for assistance, but also local employers like the Park District who are seeking qualified applicants to fill their open positions.

**ILA CONFERENCE** – Following is a brief recap of some of the sessions I attended last month at the Illinois Library Association annual conference in Springfield:

- **Opening Session** - featuring Dr. Emily Knox, Associate Professor from the School of Information Sciences at the University of Illinois at Urbana-Champaign. Author of Book Banning in 21st Century America (Rowman & Littlefield) and Foundations of Intellectual Freedom (ALA-Neal Schuman).

Takeaways:

- Intellectual freedom is not a phrase commonly understood outside of librarianship. We are better served by using “freedom of speech” and “1<sup>st</sup> amendment rights” when communicating with the public about this issue.
- In international publications you cannot use the term “censorship” as it will be viewed problematically in some places. Knox often uses the phrase “access restrictions” in her writing and speaking to get around people who might censor the word censorship.
- You cannot “censor-proof” your library. You can prepare for challenges by having solid policies and procedures in place, preparing staff and board members on how to respond, etc. but there are no steps that can be taken to prevent people from challenging our decisions on what programs we offer, what items are placed in our collection, etc.
- Library marketing materials often bear images of our buildings. Instead, they should be interior shots that tell the story of what goes on inside. Beautiful buildings don’t tell our story. We demonstrate our value by showing people using our libraries.

- **Always Negotiate: Getting the Pay you Deserve** – Speakers were the library directors from Northbrook, Oak Park, Crystal Lake, and St. Charles Public Libraries.

Takeaways:

- Our pay structure has ranges for each pay grade with a minimum, a midpoint, and a maximum rate of pay. Some employers have relabeled the midpoint as the “pay target” to help convey that well qualified and highly performing employees should be earning that rate of pay or close to it.
- Job candidates are encouraged to negotiate harder if the job has been posted for a while or it has been reposted. (The employer may be more desperate to fill the vacancy and therefore more willing to negotiate.)
- It’s recommended that candidates simply ask, “*Is there any flexibility on the salary*” and then stop talking. If the employer answers “*yes, what were you thinking?*” the candidate must be prepared to respond though. And, asking for something unreasonable is not helpful. The presenters stressed the importance of doing your homework to know what a reasonable rate of pay is for the position applied for and to be prepared to remind the employer what you bring to the table that makes you worth what you’re asking for.

- Employers should assume that in this job market candidates will negotiate. One of the speakers gives her HR Manager an initial offer and a cap so that they have room to negotiate without coming back to her in between. She has the ability, under their libraries policies, to award a pay increase after the new employee's completion of the probationary period, so if the employee did not negotiate well, they can then move them up to or closer to the cap than if they feel that is fair. (Increases are annual after that.)
  - Pay is not the only factor that can be negotiated. If an individual already has a trip planned and won't have accrued enough vacation, they should ask that the time off be granted for them to take this trip. (The employer may not offer paid time off, but they will almost always honor your plans if a candidate they want to hire makes it known from the outset that they've already bought tickets and planned the trip.) Candidates can also negotiate benefits like professional development; ask to be allowed to go to a national conference within one year or specify a specific upcoming conference they would like to attend.
- **Ready, Set, Advocate – Frontline Staff Remix** - Speakers were from the Effingham and Champaign Public Libraries; both are members of the ILA Advocacy Committee

#### Takeaways:

- Advocacy is to actively support a cause. Libraries are our cause, and all frontline staff should engage in advocacy every day.
- Telling our stories is how we prove our value, and front-line staff have the best stories.
- Advocacy is not marketing. It is also not selling, pressuring, or begging. Advocacy is also not fighting *against* anything.
- Advocacy is:
  - Community engagement
  - Relationship building
  - Measuring our impact
  - Telling our stories (making it personal is a vital part of advocacy)
- ILA's [Ready, Set, Advocate](#) is a valuable toolkit that we can all benefit from.
- Do our eBook reading patrons, board members, legislators, etc. know that eBooks can cost on average 3 times as much as print books? Tell them now so that you can more easily galvanize support for legislation on this issue when the time comes. This was just one example of an issue that is widely understood by library staff but might be less known by others.
- Data is boring unless it is presented in a story (visual or verbal). Some examples:
  - Illinois State University is solving a problem of students struggling through classes because they can't afford textbooks by providing electronic textbooks for all courses. (And then sharing feedback from students and professors about the impact of this effort.)
  - Champaign Public Library's [Library Love videos](#)
  - RAILS [My Library is...](#) page

- Look for unique ways that people use your library. If your meeting room is used by outside groups, ask one of them to let you tell their story to the community. (You can also advocate for the library by telling your story to meeting room users through posters or displays or even just leaving copies of your newsletter in the room for them to see.)
- Spread the word about your library by using a variety of channels for the widest reach. (Not everyone is on Facebook.) Strive to ensure that everyone in your community is familiar with and proud of (or impressed by) the library, whether they are regular users or not.
- Invite elected officials for a tour. Establish relationships with them **before** you need to ask for their support.

# ADULT SERVICES – OCTOBER 2023

## SNAPSHOT

In October, Adult Services hosted 36 programs! In addition to our standard programs like Chair Yoga, ESL Conversation group and our monthly Tuesday night book group, we also had several favorite presenters return to share new programs throughout the month. As part of Hispanic Heritage Month, Chef Roberto returned to present Black and Latino Culinary History. Randy Ahlgrim from the Addison Fire Protect District joined us again to lead two sessions of Fire and Burn Safety in the Home. Beltron Financial was also back to explain Estate Planning.

The ever-popular word search also made a triumphant return as one of the passive programs this month, with 114 patrons finding words related to banned books on our giant word search or doing an entire paper copy in exchange for a piece of candy.

Continuing education was a big focus in October. The entire department attended kick-off meetings for SWAN training and completed several hours of individual work to be prepared for the November 14 go-live date. Ana attended ILA in Springfield and Judy is working on an ALA course on Library Technology.

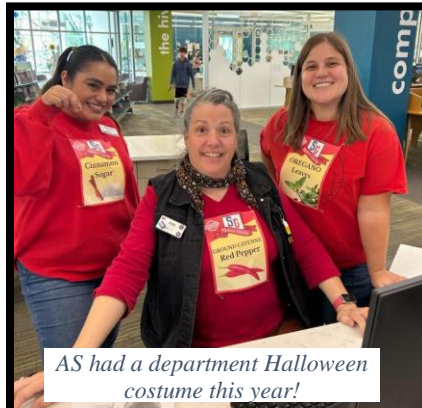
### Success Stories

A patron stopped in to thank Yesenia for all her help! The patron shared that their grandkids were approved for SNAP benefits and it has been a huge help for their family. Yesenia then mentioned how they would be a good fit for the [Sharing Connections Toy Program](#) that helps with holiday gifts and was able to then successfully enroll her and the grandkids for that program as well.

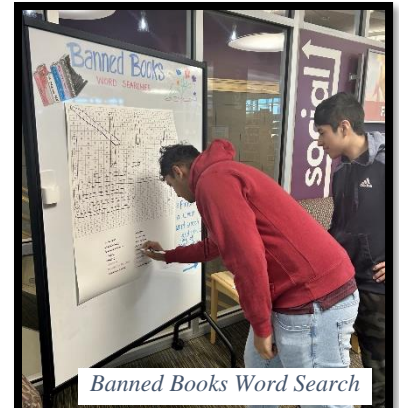
Angela had a patron visit the AS desk asking for help making an appointment at the DMV. She had been to a few facilities and was unable to get an appointment and her children did not have any luck finding her an appointment. Angela was able to find information for senior citizens who need to take driving tests and relayed that info to the patron. She left with address and contact information for facilities that take walk-ins for senior citizens without appointments required!



*ELL Books & Bites October Group*



*AS had a department Halloween costume this year!*



*Banned Books Word Search*



*Chef Roberto Perez demonstrating how to make mofongo*



*Wednesday Night ELL Conversation Group*

# CHILDREN'S SERVICES – OCTOBER 2023

## SNAPSHOT

Highlights from October:

- Yusuli started with the Children's Services department as a CS Assistant on Oct. 30.
- Alejandra attended Hamdard Health Alliance's Boo to the Flu event with CE staff member Kate Diego on Oct. 7.
- We celebrated Halloween with several programs, including DIY Halloween Costume Making, Spooky Story Time, and a Halloween Hip Hop Dance Party.
- Louise visited Army Trail 1<sup>st</sup> graders on Oct. 4 and presented a read aloud and craft activity.
- Fall Reading finished up on Oct. 30. We received 30 completed logs.



## PROJECTS

- We wrapped up Hispanic Heritage Month with two additional programs:
  - Mini Talaveras on Oct. 2: Betsi and Alejandra worked with participants to create their own talaveras on canvas (talavera is a style of traditional pottery, especially prevalent in Puebla, Mexico). Participants expressed appreciation the program included instruction in both English and Spanish.
  - The Chicago-based dance troupe Danza Azteca Xochitl-Quetzal presented on Oct. 10 and included both performance and learning about traditional Indigenous Aztec and Mexica dance and heritage throughout the event.
- Alejandra prepared and presented an in-person Día de los muertos program and provided a registered craft kit for patrons.



## STATISTICS

Continuing Education: 34.08 hours total

Programs: 28 live programs; 449 total participants (includes onsite & offsite programs, plus 1 multigenerational program)

Passive Programs: 6 passive programs; 487 participants | Appointments: 9

Reference Questions: 214 | Scan/Fax Questions: 88 | Directional Questions: 85 | Teacher Resource Room: 6

Book Displays: Celebrate the Freedom to Read (Opto), Celebrate Italian American Heritage Month, National Pizza Month, If You Like ... *Small Spaces*, Spooky Stories.

# COMMUNITY ENGAGEMENT – OCTOBER 2023



**ADDISON**  
PUBLIC LIBRARY

## SNAPSHOT

- **Community Events:** The CE team had the opportunity to connect with the community through the various Halloween festivities put on by our community partners. To “shake things up”, Matt represented CE as a judge in the 2<sup>nd</sup> round of Indian Trail’s Great Shake.
- **SWAN Migration & Training:** The team has been busy working through the SWAN training ahead of the Nov. 14 migration day. To help make this transition smoother for staff, Samantha & the FUNShine committee have been planning a week of passive activities, giveaways, and even lunch!
- **Earth Flag Recertification:** Samantha and Allie Mendelson represented the SCARCE Earth Flag Committee during the Recertification Ceremony at the October Library Board Meeting, where they were joined by the founder of SCARCE, along with other DuPage County representatives present to honor the Library with this achievement. The photos posted by the library and SCARCE performed incredibly well on social media, being shared by County officials and other local organizations alike. It was clear from the posts engagement that the community appreciated the Library’s efforts to “think green” and celebrated our achievement.
- In keeping with our commitment to greener practices, Patti successfully advocated for the Friends to donate “leftovers” from the APL Book Sale Shelf to SCARCE.
- To show our appreciation to the Friends, Patti, Samantha, and Gaby were present at the October 17<sup>th</sup> Village Board meeting in which Mayor Veenstra issued a proclamation recognizing the efforts of our Friends of the Library group. FOL president Cindy and her husband Ken accepted the proclamation & Gaby shared a few words on behalf of the library.
- As Hispanic Heritage Month came to an end, teens from the weekly Loteria program expressed appreciation for the themes and variations of the game Kate had prepared for them. One of them even came in during the Eclipse viewing party to play a few more rounds of the NASA’s bilingual space loteria!



## PROJECTS

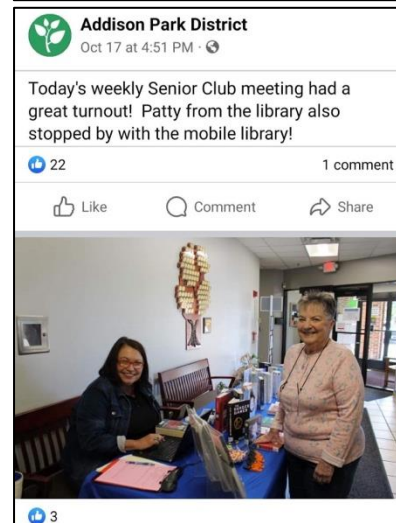
### Marketing Projects

- **Email Newsletters:** The e-newsletters for business owners & job seekers have been very successful so far! Their open rates fall in the 46%-48%, compared to the market average 20%-22%.
- **Small Business Saturday:** Samantha and Matt have been working on ironing out the details of the upcoming Small Business Saturday! Matt has contacted all the participating businesses, and Samantha is designing the “neighborhood map” that will be acting as the passport this year. They are so excited to see the turnout and to get our community shopping small this holiday season!

## STATISTICS

- The CE department participated in 10 outreach events & connected with 1339 community members!
- Number of New Job Toolkits distributed: 21 || 26 one-on-one appointments with Job Seekers & Business Owners || Business Library Accounts: 1 new library card

*From top: Courtney (TS) & Gaby at the high school Trunk or Treat; Matt & Kate at the ASD4 Trunk or Treat; Jodi & Kate the NEDSRA Trunk or Treat; Patti at the REC Center Pop-Up Library.*





# GUEST SERVICES – OCTOBER 2023

## SNAPSHOT

Liz celebrated 11 years with Addison Public Library.

All Guest Services staff attended SWAN Kick-off Meetings. The rest of the month GS staff worked on completing the SWAN training for Guest Services. This included a combination of interactive courses, webinars, reading documentation, and completing a worksheet. GS staff also practiced entering library cards as part of the SWAN training.

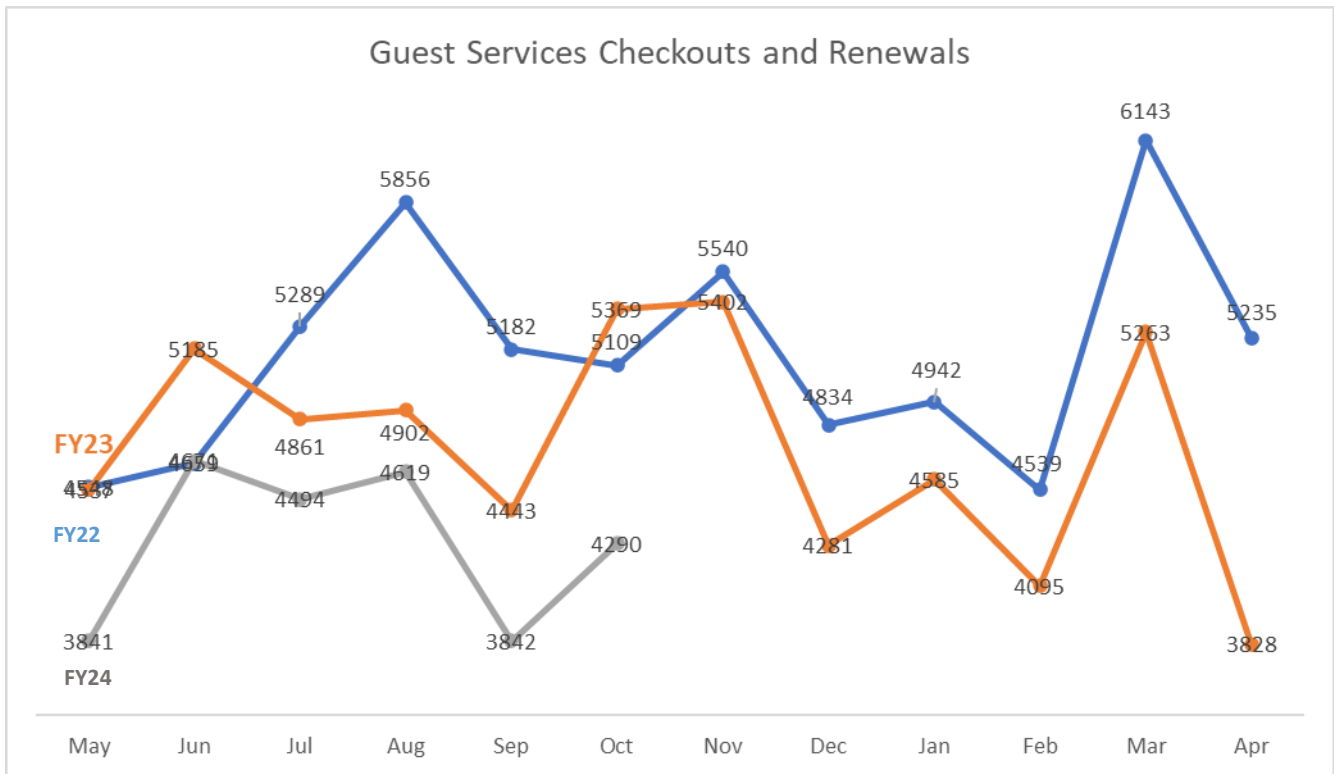
October 18, Guest Services staff had a staff meeting with Teen Services staff to better understand how to help teens and monitor the café after school.

## STATISTICS

There were 5 curbside pick-ups in October.

2 items were found from the 10-Day Overdue List that was on shelf but still checked out to the patrons.

The graph below shows checkouts and renewals done by the Guest Services staff.





# IT SERVICES – October 2023

## SNAPSHOT

- Jack Kelderhouse, our new IT System Administrator, joined the library on November 1st. Jack has worked as an IT Manager for several years, including serving in that role at the Joliet Public Library. Jack performed his first troubleshooting at our library on Day 1. He also filled in for IT Desk coverage on Day 4. We are excited to have Jack on our team as an invaluable member.

## PROJECTS

In addition to helping patrons meet their technological needs at the Tech Help Desk, IT Services Clerks:

- Diligently attended SWAN training, getting ready for using the new system starting mid-November.
- Assisted Yabin in monitoring and replacing toner cartridges for printers and copiers on a timely basis.

The Creative Services Coordinator:

- Offered a week-long drop-in craft to celebrate Banned Books Week.
- Hosted two Teen Maker Mondays to continue teaching teens about makerspace equipment.
- Helped get the LibCal API set up for the SWAN Aspen integration.
- Started prepping the website for the Drupal 10 upgrade.

The Head of IT Services:

- Worked with TBS and Donna on consolidation of two coinboxes into one on the 1<sup>st</sup> floor. This change will avoid confusion about where to pay for printing/copying. It will also save the library money. We are currently monitoring the payment traffic on the 2<sup>nd</sup> floor, hoping to be able to implement the same configuration soon.
- Installed SWAN Workflows on all staff computers.
- Straightened out Guest Services computers for consistency.
- Prepared two new laptops and one new iPad for staff use.
- Took care of technology accounts/onboarding as five staff members joined the library and two left.
- Submitted our response to the Illinois Public Library Internet Survey.

## STATISTICS

October was a slow month for makerspace. The Creative Services Coordinator had:

- Ten 1-on-1 patron appointments, compared to monthly average of 13.
- One 3D print request, compared to monthly average of 10, due to temporary suspension of webforms.
- Zero poster print request, compared to four requests in August.

## CONTINUING EDUCATION

- Sarah attended a Manufacturing Fair at the Technology Center of DuPage hosted by the DuPage Area Occupational Education System.
- Yabin attended a few Internet Librarians conference sessions.
- Yabin attended a RAILS webinar on how to respond to hoax bomb threats and swatting.



# MATERIALS MANAGEMENT – OCTOBER 2023

## SNAPSHOT

SWAN training is finally here! To prepare for the new system, staff completed online learning tutorials and practiced in the test system. Jenny also met with staff as a group and then one-on-one to help answer questions about the new system.

Jenny went to ILA in Springfield and attended a variety of sessions and attended the Lincoln's Ghost Walk tour! Thank you for the opportunity to attend such a great event!

We had two staff departures who moved on to a new opportunity. The Cataloging Specialist and Materials Management Associate positions are currently open. Interviews for the Cataloging Specialist have started.

Allie presented to the Board on the SCARCE Committee and participated in the flag renewal ceremony.

## PROJECTS

Ordering for library materials has been paused due to the migration. We were able to do some ordering through Baker and Taylor at the beginning of the month. Thank you to the staff who have been communicating to our patrons for the delay in getting library materials, and to the Collection Development team for tracking material requests.

Library Aides finished last-minute weeding projects before our final data extract due to the migration.

Jenny has been preparing the following for the migration: self-checks, databases, e-content, EDI ordering, acquisitions, data clean-up, and more! This could not have been possible without the help from MM staff as well!

Sue created browse categories for scary stories and indigenous peoples in Pika and for our new catalog, Aspen.

Paul has started to catalog some children's materials, Marilyn has been busy with tracking interlibrary loan requests, and Steven has been helping with updating our acquisitions data for the migration.

## STATISTICS

MM staff completed 43.25 hours of CE.

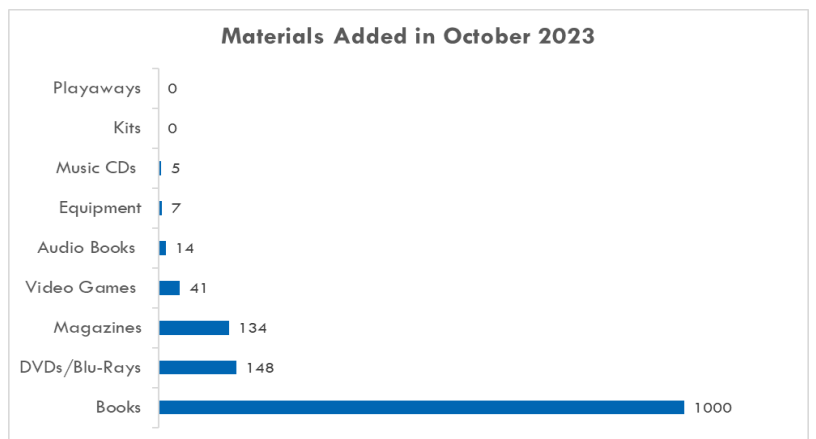
MM staff withdrew 2,642 items.

Library Aides shelved a total of 231 carts.

APL patrons borrowed 125 items from other libraries through interlibrary loan.

- Average time patron had to wait for item to arrive through OCLC: 7.42 days.
- No more Find More Illinois since we are migrating to SWAN.

APL sent 62 items to other libraries through interlibrary loan.



# TEEN SERVICES – OCTOBER 2023

## SNAPSHOT

This month we gave out 1,316 snacks on 21 school days or an average of 62 snacks a day.

We began our Lunch Bunch club visits to Indian Trail this month. Students listen to books read aloud by our staff during their lunch period. This gives us a chance to connect with readers who may not come by after school and provide another opportunity for junior high kids to connect with books. We will continue visiting each grade three times a month.

We also began our class visits. Because the Indian Trail library was closed last year for renovations, we partnered with the school to maintain access to books for every student. All eligible students got APL library cards and all classes had a tour of the library, before starting their regular visits to find and check out new books. This year we know almost every student in 7<sup>th</sup> and 8<sup>th</sup> grade already has a card and is familiar with the library, so we can focus on new Indian Trail students. We hope to host every 6<sup>th</sup> grade class before the end of November and make an introduction to the public library a part of 6<sup>th</sup> grade orientation from now on.

During a class visit Rachel asked a student what he wanted to check out. He complained, "Video games, but Mr. Ramos said I have to get a book." She responded by telling him that the library has video game books. "You have those?!", he asked excitedly. She showed him a few Five Nights at Freddy's graphic novels and his classmates joined him in deciding which ones to get.

During October we capitalize on teen interest in all things spooky. For several years, we have highlighted science, logic, and close reading by staging a murder mystery with Elizabeth as the victim. We begin with a crime scene in the large meeting room, staff as suspects, and faux documents that set the stage. For several days new "evidence" and new challenges for the students are available after school, including cracking a coded message and doing a chemistry experiment. We also featured scary Wikipedia pages, giving candy to kids that could tell us something interesting from an article on topics like the Donner Party or the Rat King. We found that kids often just read aloud from the article, so we pushed them to put what they read into their own words. One kid said, "Hey, this is a great way to get kids to read." Several other teens started writing their own scary or haunted stories after reading the Wikipedia entries.

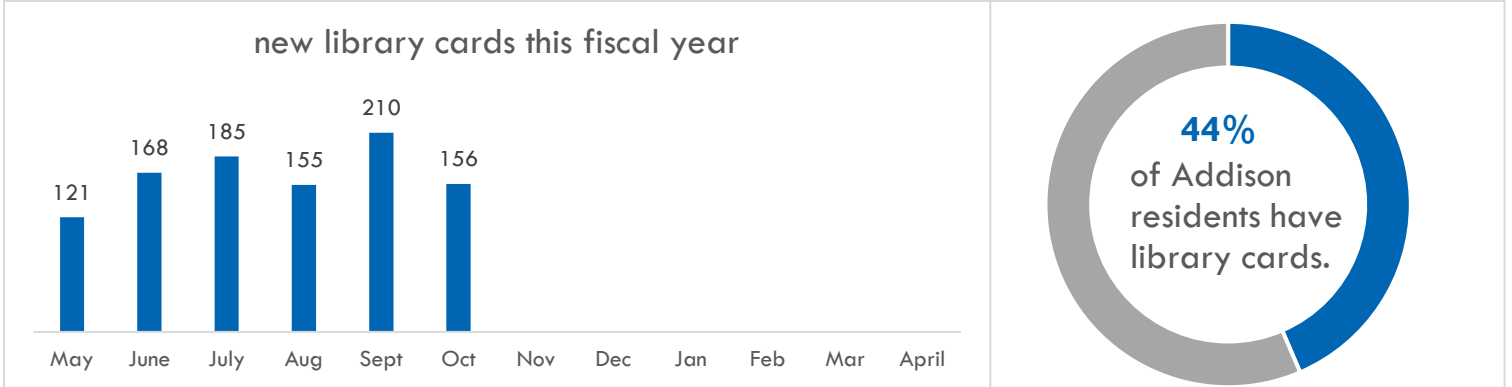


# October 2023 Library Usage Report

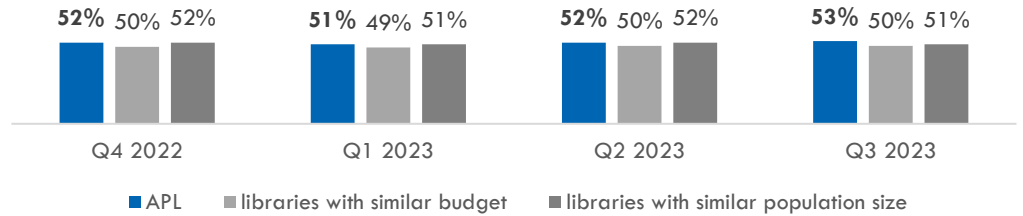


## Library Cards

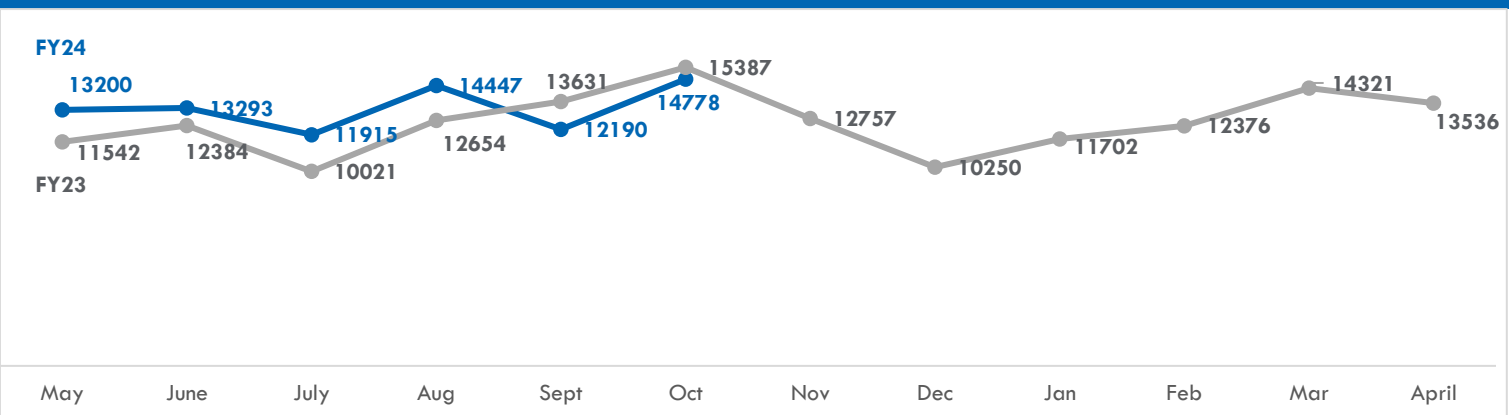
156 new library cards this month.



percentage of new cardholders who signed up between 12 and 24 months ago and actively use the library

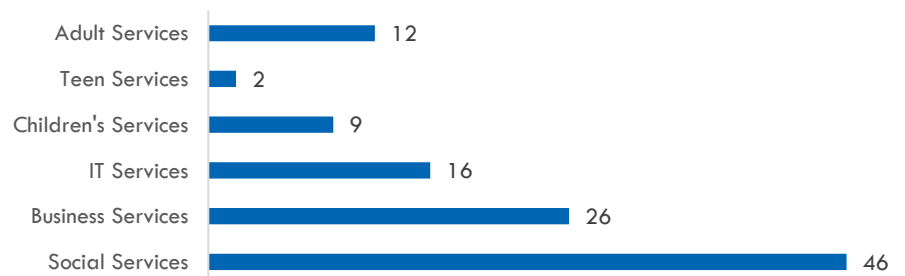


## Library Visits



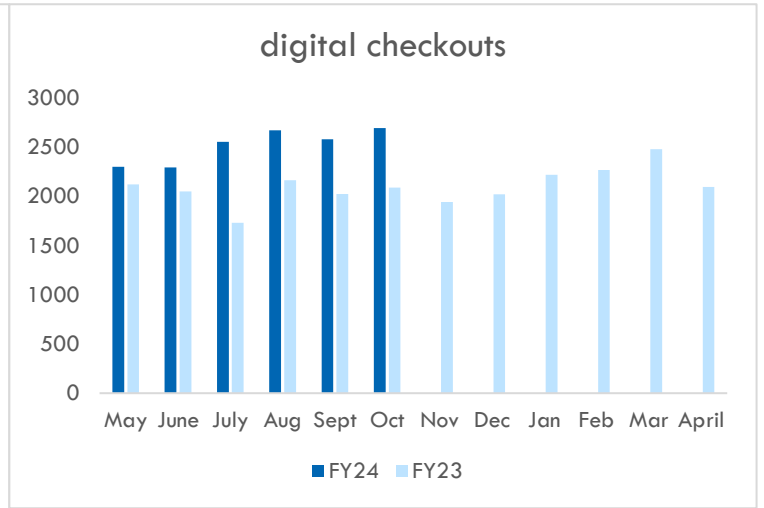
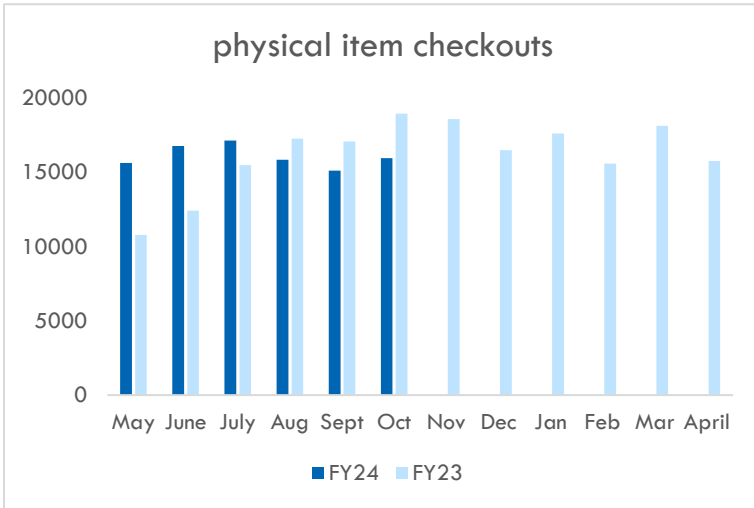
## 1-on-1 appointments

- 111 1-on-1 appointments
- 2211 computer logins
- 906 wifi sessions
- 63 large meeting room bookings
- 676 study room bookings
- 11 Creative Studio bookings
- 67 Sound Studio bookings

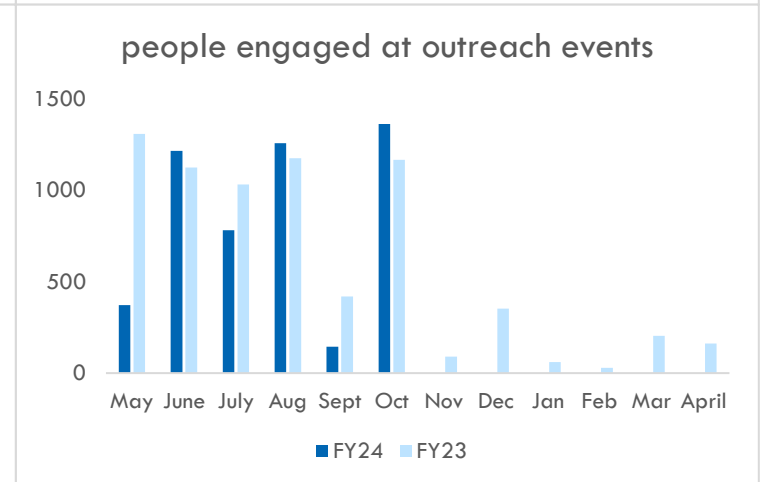
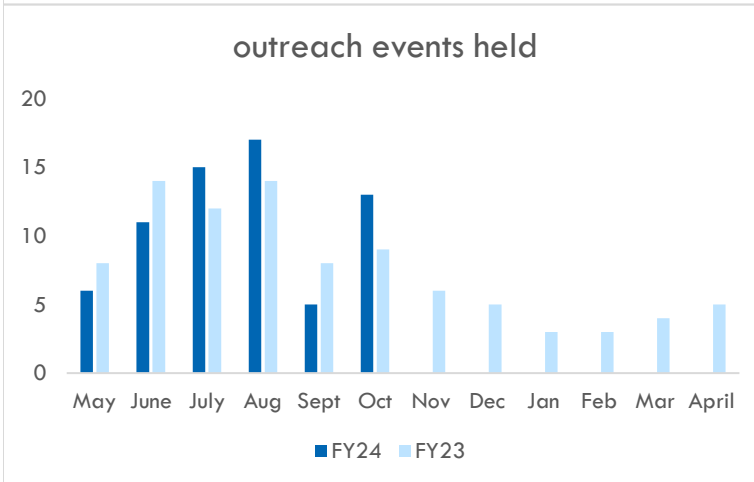
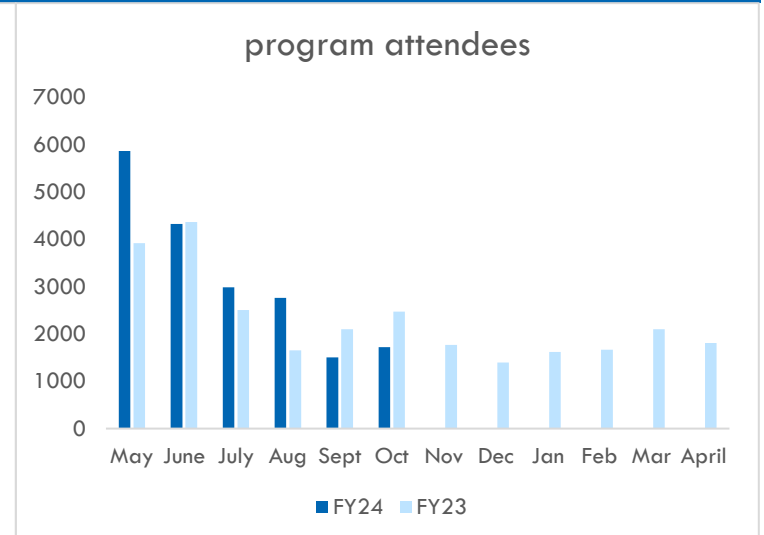
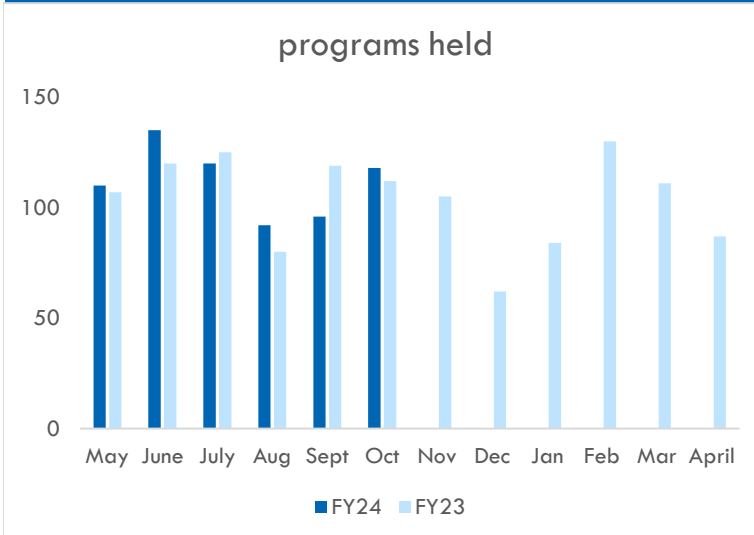


# Circulation

18660 total checkouts this month.



# Programs & Outreach





## 2021-2024 Strategic Initiatives

Literacy

Patron Experience

Access + Equity

Sharing Our Story

### Ultimate Impacts:

- Lifelong users that value the library.
- Patrons feel valued and respected.
- Library works for everyone.
- Library leads, reflects, supports, and serves our diverse community.

The Strategic Plan is scheduled to wrap-up at the end of this fiscal year. All activities are currently in progress. Some of the activities may extend beyond April 2024. Activities that have been completed are often part of our routine workflow now and are embedded into procedures and expectations.

# STRATEGIC PLAN REPORT, AUGUST - OCTOBER 2023

## Access + Equity

### Activities in Progress

Activity	Progress	Expected Completion Date
Standardize a consistent bilingual social media presence by ensuring social media posts are available in English and Spanish.	<ul style="list-style-type: none"> <li>Bilingual social media posts have increased from 1% Aug-Nov 2022 to 10% Aug-Nov 2023.</li> </ul>	December 2023
Identify ways to engage with "New to Addison" residents.	<ul style="list-style-type: none"> <li>Library Card Sign Up Month postcards were mailed to almost 600 new to Addison residents. We did see an increase in new library card sign ups in the month of September 2023. Samantha has resumed conversations previously had by Emily with Welcome Wagon regarding options including APL promotional materials in Welcome Wagon mailers that go to all Addison new residents.</li> </ul>	December 2023
We will develop library-wide standards for programming using the newly developed EDISJ tools.	<ul style="list-style-type: none"> <li>Document has been drafted and programming LLT subgroup will review it and discuss the next steps in November.</li> </ul>	December 2023
Library will identify ways for programs and services to be inclusive for non-English speakers.	<ul style="list-style-type: none"> <li>EDISJ committee is currently discussing ideas.</li> </ul>	April 2024
Create a community asset map.	<ul style="list-style-type: none"> <li>No progress</li> </ul>	December 2023
The Library will identify a diverse list of local groups to market our community space and expand our equitable access to resources.	<ul style="list-style-type: none"> <li>No progress</li> </ul>	December 2023

### Activities completed this quarter.

- Adult Services will review titles in the 970-979 range for the following content: LGBTQ+, BIPOC, and subjects /creators with disabilities. The audit will review both the creators and the content and include materials purchased within the past 3 years.
- Hire a consultant to review website for ADA compliance and improved accessibility; best practices will be documented (dependent on per capita grant).

**All Access + Equity activities are now in progress.**

# STRATEGIC PLAN REPORT, AUGUST - OCTOBER 2023

## Sharing Our Story

### Activities in Progress

Activity	Progress	Expected Completion Date
Assess blog success (likes, shares, etc.) and recommend updates to content strategy.	<ul style="list-style-type: none"><li>Recommended updates to blog content strategy: All time sensitive library announcements (i.e. Hispanic Heritage Month, Small Business Saturday, SWAN, etc.) will be published to the website on our blog rather than as a standalone page. Blog will be updated 3-4 times per month featuring a variety of program highlights, library stories, and more. Custom image links are beneficial and add an interactive, attractive aspect to sharing our blog pages on Facebook. –</li></ul>	December 2023
Create an advocacy kit for partners relevant to their services with summary of APL services and how to use advocacy kit.	<ul style="list-style-type: none"><li>Initial draft targeting partners in educational fields was created and will be revised before adapting for use with other partners.</li></ul>	December 2023
Identify Library advocates and work with them intentionally on promoting the library.	<ul style="list-style-type: none"><li>During the Library Card Sign-Up Month event, 12x8 yard signs with the message “I ‘heart’ my library” were distributed to members of the community, including staff residing in Addison.</li></ul>	December 2023

### No activities completed this quarter.

- Select new ways for promotion to share our stories; budgeted in FY23-24.

### All Sharing Our Story activities are now in progress.

# STRATEGIC PLAN REPORT, AUGUST - OCTOBER 2023

## Patron Experience

### Activities in Progress

Activity	Progress	Expected Completion Date
Review job titles, job descriptions, roles, responsibilities, and organizational structure.	<ul style="list-style-type: none"> <li>Updated job titles are on Jostle. Name tags have yet to be updated. We have made no progress on reviewing roles or organizational structure.</li> </ul>	December 2023
Conduct a privacy audit and use findings to improve standards for confidentiality.	<ul style="list-style-type: none"> <li>Privacy Audit Committee continues to work on the previously listed checklists plus the Library Privacy Checklist for Vendors.</li> </ul>	February 2024
Identify and participate in CE that helps us focus outward (like Harwood or OF/BY/FOR)	<ul style="list-style-type: none"> <li>No further progress. The Harwood webinar was disrupted by the first bomb threat. 2024 dates have not yet been announced.</li> </ul>	April 2024
Create ways for patrons to discover and access patron-created content; promote this content.	<ul style="list-style-type: none"> <li>Staff determined criteria used to select/approve patron-submitted content on Creator that follows our Material Selection policy.</li> <li>Next steps are to involve Adult Services to ensure there are Specialists who can review/approve patron content and to market this service.</li> </ul>	February 2024
Identify methods, promote, and engage with the community on ways for them to share their stories (video, self-published print, etc.) including Board members on why they serve and how to become involved.	<ul style="list-style-type: none"> <li>During Library Card Sign Up Month (Sept. 2023), Samantha encouraged patrons to share what they love the library. Raffle winners received a bag filled with branded materials &amp; a couple of the entries were featured on the back page of the Nov/Dec 2023 Newsletter.</li> </ul>	December 2023

**No activities completed this quarter.**

**All Patron Experience activities are now in progress.**

# STRATEGIC PLAN REPORT, AUGUST - OCTOBER 2023

## Literacy

### Activities in Progress

Activity	Progress	Expected Completion Date
Offer Spanish-speaking adults programs to strengthen pre-9th grade education skills in Spanish language in preparation for GED en español preparatory courses.	<ul style="list-style-type: none"> <li>Class is meeting bi-weekly through Dec. 14. A second session of this program will begin in January, an intern from Elmhurst has already been secured to teach the next session. Student progress and feedback will be collected/evaluated in December.</li> </ul>	December 2023
Offer programs for children & teens that support heritage language skills	<ul style="list-style-type: none"> <li>CS and TS staff met with bilingual teachers from D88 and are beginning to work out a partnership to provide after school programs that highlight and bolster Spanish language skills.</li> <li>CS hosted Bilingual Stories &amp; Crafts in September, as well as Mini Talaveras in early October, which combined both learning about the unique talavera art form and learning new vocabulary.</li> <li>CS and TS offered several Manos a la Obra craft programs and weekly teen Loteria highlighting Hispanic heritage and Spanish vocabulary.</li> </ul>	December 2023
Increase patrons' information literacy skills	<ul style="list-style-type: none"> <li>TS provided 4 after school programs highlighting online information literacy.</li> <li>CS provided a program that combined hands-on learning with digital creativity. Participants designed a mini shoebox house and created designs on Canva to go along with the house.</li> </ul>	December 2023

### Activities completed this quarter.

- Help residents understand the local education system (pre-k- h.s.) and the national education system (GED+).
- Assist patrons in achieving education and skills goals.

### All Literacy activities are now in progress.

## Mary Medjo Me Zengue

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**From:** Patti Gebala  
**Sent:** Wednesday, November 15, 2023 6:41 PM  
**To:** Mary Medjo Me Zengue  
**Cc:** Brooke Sievers; Gaby Tafolla; Donna Quick  
**Subject:** FOL Meeting: November 15, 2023

Mary,

The following are notes on this afternoon's meeting held in the Adults Programming Room @ 4:00 PM:

- With four board members present, quorum achieved, eight total in attendance.
- Minutes of the September 2023 meeting were read and approved.
- The official treasurer's report was read and as of October, 2023 balance on hand: \$ 9,416.83.
  
- Membership Committee Report: Total members paid is 20.
  
- There was a request for seasonal decorations for \$2000.00. Past decorating practices were discussed, with Library Board President Chris Pudelek sharing that next week the board is considering changes and may ask the Friends for future support.
- The framed Village Proclamation for National Friends of Libraries Week was displayed and will be circulated among members on a bi-monthly basis until a more fitting permanent location can be found. President Cindy Erickson received the proclamation first.
- The free book giveaway for Halloween ("Treats no Tricks") in the library lobby, October 26-27th, was a success with only one box of books remaining.
- The Villa Park Public Library Friends Saint Nick's Mart to be held on December 2<sup>nd</sup> was shared with the group as a possible activity for next year (tabled until Summer 2024).
- The meeting adjourned at 4:41 PM, next meeting of The Friends is Wednesday, January 17, 2024 at 4PM.

**Patti Gebala**

Community Engagement Assistant



4 Friendship Plaza  
Addison, IL 60101  
[addisonlibrary.org](http://addisonlibrary.org)



**November 2023  
BUILDING PROJECT BUDGET**

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At the September board meeting, the Board voted unanimously to suspend plans to expand our building and to proceed with a project focusing on interior renovations only. In October, the architects presented the Board (at a Committee of the Whole meeting) with some preliminary designs showing what could be achieved through interior renovations. The Board now must decide:

- on a budget for the renovations
- what our priorities are for the project
- what we are hoping to gain through these changes
- what we will lose without an expansion

Some of the renderings shown to us by the architects that involved moving stairs, elevators, and restroom would require us to spend the entire original project budget or something close to that amount. We could scale back and do something less extensive, such as perhaps just the third-floor renovations that were part of the original project plans, with the hope of reserving the remaining funds for the future and trying to re-engage support from the Village for the full project.

In order to discuss the budget, I think it may be helpful to review the timeline and money we have already allocated and spent on this project:

- 2006-2021: The Library saved money for “Phase 2” through fiscally conservative budgeting. In 2021, we achieved sufficient savings to proceed with “Phase 2” without increasing taxes or borrowing money.
- August 2021: Board hired Product Architecture + Design (PA+D).
- September 2021-January 2022: PA+D with staff input prepared a schematic design, and in January 2022, a \$13.1 million dollar “not to exceed” budget was approved for this project. We requested a meeting to present our plans to the Village and to garner their approval that same month.
- May 2022: Brooke and I were able to meet with the Mayor, Deputy Mayor, and Village Manager to present the preliminary plans and vision.
- July 2022: Library board and staff presented our plans to the full Village Board.
- October 2022: We revised our plans based on the concerns of the Village shared with us in August and finally were granted formal approval from the Village.

- June 2023: Due to the ten-month delay in gaining approval from the Village, the estimated project cost increased due to increases in materials and construction costs. The Board approved a new “not to exceed” budget of \$16.1 million.
- July 2023: The Library presented plans to the Village Board and the Mayor suggested the Library “pause” the project at that meeting.
- Between October 2022 (after receiving Village Board approval for the project) and July 2023 the library spent \$496, 990.48 in fees paid to FQC and Product Architecture + Design. Additional fees were spent during that time for project related expenses like contract reviews, site surveying and testing of soil samples. The total spent on that project during that 10-month period is **\$508,060.48**.

If the Board decides to move forward with a complete renovation of all three floors, the architects have confirmed we will be starting completely over, and **we can expect to spend another half-million dollars or more on the initial planning phase of this revised project.**

I also want to note that we can expect construction costs to continue to rise and we do not have adequate reserves to spend more than \$16.1 million. While our total fund balance exceeds that amount, we need to ensure that we keep enough money in reserve to cover future maintenance needs on our existing building. The Facility Assessment Report completed for us by FQC in September of 2019 provided a projected summary of nearly \$1 million needed to cover the 10-year period through 2029 with an additional recommendation of budgeting \$50,000 per year for mechanical equipment needs beginning in 2028. This assessment covered site work including sidewalks, masonry, windows, roofing, carpet and paint, HVAC, plumbing, and electrical needs.

Spending the maximum we can afford to spend now on interior renovations means we will be unlikely to have enough funds in reserve in the near future to achieve the expansion we had planned, even if Village support for the project has changed.

If the Board decides to postpone a large building project, there are some building issues that will still need to be addressed, which include replacement of the automated materials handler (AMH) and addressing some of our HVAC issues. Other issues that I believe should be given high priority include:

- Carpet replacement
- Furniture – new upholstery or replacement of seating on 1<sup>st</sup> and 2<sup>nd</sup> floors
- Reorganization of staff workrooms and offices



**November 2023  
TRUSTEE REIMBURSEMENT**

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The Library's policy is to reimburse employees and trustees for meals related to attendance at professional development events according to the GSA per diem rates for the location where the expenses are incurred. These are rates that are determined annually by the federal government and are based on what is determined to be a fair and reasonable limit for expenses. While the federal government sets these rates for use by federal employees and federal contractors, they are also used by other employers including the Addison Public Library to set reasonable limits on work-related travel spending.

The Illinois Library Association Conference was held last month in Springfield. The [2023 per diem rate for meals in Springfield](#) is \$59 per day (including tax and tips). The GSA further breaks this total out as follows:

- \$13 for breakfast
- \$15 for lunch
- \$26 for dinner
- \$5 for incidental expenses

However, it has been the Library's practice for many years to only look at the daily total, allowing the individual to choose to spend more on one meal and less on another.

The rate for the first and last day of travel is \$44.25 per day.

Reimbursing an employee or board member for amounts that exceed the per diem limits requires separate action from the board, in the form of a formal motion to approve.

Matt Moretti exceeded the per diem limit on October 24, his first day of travel, but \$0.04. (The limit is \$44.25 for that day, and he has submitted receipts for \$44.31.)

Matt also exceeded the per diem limit on October 25. The limit for the day is \$59 and he has submitted receipts for \$61.02 – a difference of \$2.02.

Chris Pudelek also exceeded the per diem limit on October 25. The receipts submitted for his meals for that day total \$71.64, which is \$12.64 over the per diem limit.

I recommend the Board approve the full reimbursement to both trustees, which will be a combined total of \$14.70 over the per diem limits.

The *Paid Leave for all Workers Act* ([820 ILCS 192](#)) goes into effect on January 1, 2024. This new law requires all employers in Illinois to provide all employees at least one hour of paid leave for every 40 hours worked.

For the most part, our policies are already compliant with the new law, but we do need to make some minor modifications.

Currently, we have separate categories for paid leave which include, vacation, sick leave, and personal business (as well as less frequently used categories such as bereavement leave, jury duty, military leave, etc.). Our attorney advises that we maintain these separate categories for a couple of different reasons. First, the Illinois Wage Payment and Collection Act requires us to pay out accrued but unused vacation leave to an employee when they leave, but we are not required to pay out sick leave. Merging these into a single PTO category would mean the library is paying out significantly more money when an employee leaves. Also, for our full-time employees, unused sick time can be converted into service credit in IMRF which is a benefit that would be lost if we merged all our categories of time off into a single PTO allocation.

However, the new *Paid Leave for all Workers Act* says that employees are entitled to take 1 hour for every 40 hours worked off with full pay at any time for any reason. To address this, the attorney has advised that we add a preface paragraph to the section of our Employee Handbook that has all of our paid time off policies. This paragraph outlines for employees what their rights are under the new law and includes a statement that we will comply the law.

The only other change he felt was necessary was to strike the requirement of notifying the library when sick leave is to be taken at least 60 minutes prior to the start of the employee's shift. He recommends we use the language that was put into this law, requiring at least 7 days' notice in advance or, when the need for leave is not foreseeable, requiring the employee to notify us "as soon as is practicable after the employee is aware of the necessity of the leave":

- (1) If use of paid leave under this Act is foreseeable, the employer may require the employee to provide 7 calendar days' notice before the date the leave is to begin.
- (2) If paid leave under this Act is not foreseeable, the employee shall provide such notice as soon as is practicable after the employee is aware of the necessity of the leave.

There is some risk that every employee scheduled to work, for example, on the day after Thanksgiving, will notify us that morning that for an unforeseeable reason they need to take

that day off. There is little we can do in this instance, and it could trigger the need to close the library if we didn't have enough employees to cover that day. I don't anticipate this happening though. In reality, under our current policies, everyone could have called in sick on a day like that, and generally we take people's word for it when they call in sick without requiring a note from a doctor or other documentation unless the leave is more extensive than a single day. This has never been a problem and I don't anticipate it becoming one.

I predict that most employees will continue to use their vacation leave for vacation purposes, which are generally planned in advance, and most employees will continue to use their sick leave when they are ill or tending to their health or their family's health and will continue to provide reasonable notice as much as possible when they need to use this leave.

The only other change we'll need to be aware of related to this law is regarding the seasonal employees we hire in the summer. We have not been offering them paid time off, but under this law, they will be entitled to one hour of PTO for every hour worked like all other employees. No actual policy changes are needed to reflect this change, however, as our current policy on temporary employees states:

***TEMPORARY** employees are those hired for a period not exceeding three months. An extension of a temporary work classification for an additional three-month period, or less, may be granted, if upon review by the Director the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. Temporary employees are not eligible for any of the Library's benefit package, except those required by law.*

The phrase "except those required by law" at the end of that paragraph should cover us. The changes will be procedural, and setting up the time off to accrue in our payroll system. For employees like the ones hired to ride the book bike during the summer and working with teen volunteers in the summer lunch and summer reading programs, this is going to allow them approximately 4 hours of paid time off each summer.

I recommend the Board approve the highlighted changes, effective January 1, 2024, as shown in the Benefits section of the Employee Handbook excerpted below on pg. 5 and pg. 8. and in the Attendance Policy, from the Staff Responsibilities section of the Employee Handbook as shown below on pg. 18.

# SECTION IV: Benefits

## BENEFITS OVERVIEW

Eligible employees of the Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to the HR Coordinator, are the final authority in all matters relating to benefits described in this handbook or in the SPD and will govern in the event of any conflict. The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

## INSURANCE

### Health Insurance

The Library offers a health insurance plan through the Village of Addison providing medical, dental, and vision care for all employees who regularly work 30 hours or more per week. Insurance benefits begin on the 1<sup>st</sup> day of the month following the date of hire and insurance benefits end on the last day of the month in which an employee terminates employment with the Library. The Library will pay the full insurance premium for employees who participate in the Village's biometric screening. The Library will pay one-half the cost of coverage for any eligible employee's spouse, civil union partner, and/or child dependents.

The Library will pay 80% of the medical insurance premium for employees who decline to submit to the biometric screening, whether on-site or at any one of the approved laboratories, during the specified period at the start of each calendar year. This 20% Non-Wellness Medical Premium Rate will be in addition to any regular, bi-weekly deductions the employee is subject to in order to pay for any applicable dependent coverage, as well as vision, dental, and voluntary benefits they have elected.

The biometric tests will be conducted locally and at approved laboratories. Employee participation in this testing is strictly voluntary.

The Village of Addison and the Addison Public Library will not:

- Require any employee to participate,
- Deny access to health coverage to any employee who does not participate or prohibit any employee from choosing a particular plan; and

- Take any other adverse action or retaliate against, interfere with, coerce, intimidate, or threaten any employee who chooses not to participate in biometric screening or who fails to achieve certain health outcomes.

All active Addison Public Library employees participating in the Village's medical insurance plan are eligible to participate in the biometric screening. Employees hired after the testing period will not be asked to participate until the following year in order to receive the discounted rate.

The Village has contracted with a third party, HIPPA-complaint, wellness administrator to conduct the biometric screenings.

This third party administrator will collect the data from the examinations and prepare aggregate data for the Village's Director of Human Resources. The aggregate data collected will be used to assist the Village in designing wellness programs for Village of Addison and Addison Public Library employees and their dependents, focused on health trends uncovered by the biometric screenings that were conducted of staff (such as diabetes or hypertension). Further, participants will be able to compare their results from this year to the next to see if they have improved their health and well-being.

The Village and the Library will not have access to any specific information pertaining to any particular employee. The Village and Library will not see any results of the employee examinations, as the information collected from the voluntary screenings is confidential and handled in a HIPPA-complaint manner. The Village and Library will only see aggregate information collected from the examinations that is not tied or connected to any one specific employee.

Retired employees may continue to participate in the Village of Addison health insurance program, but at their own expense and in accordance with any other Village of Addison policies regarding retired employee benefits.

Specific enrollment and more detailed plan information is available upon request and will be provided when an employee becomes eligible to participate. Please see the HR Coordinator if you have any questions or for more information on these programs.

### **Health Savings Account (HSA)**

A health savings account (HSA) is available if an employee chooses to participate in a high deductible medical plan. This plan allows employees to pay for health, dental, vision and other allowable expenses with pre-tax dollars to the maximum allowed by law.

HSA accounts will be set up on your behalf by the Library. The Library's typical contribution to employees' HSA will be set as the difference between the \$500 PPO plan premium and the \$4,500 High-Deductible Plan premium, up to the statutory annual limit for individual coverage plus 50% of the difference between the \$500 PPO plan premium and the \$4,500 High-Deductible Plan premium for dependents. An HSA account is owned by the employee and may be taken by the employee at the time of termination.

Specific enrollment and plan information will be provided when an employee becomes eligible to participate. Please see the HR Coordinator if you have any questions or for more information on

these programs.

### **Life Insurance**

The Library provides full-time employees with Basic Term Life and Accidental Death and Dismemberment insurance coverage. This coverage is equal to two times a covered full-time employee's base annual earnings up to \$250,000, excluding overtime and other premium pay.

Availability of life insurance benefits is determined by the benefits plan of the Village of Addison and is subject to benefit reduction based on age in accordance with the carrier's policies.

Additional supplemental life and critical illness coverage may be purchased through the Village of Addison's insurance provider entirely at the employee's expense.

Specific enrollment and plan information will be provided when an employee becomes eligible to participate. Please see the HR Coordinator you have any questions or for more information on these programs.

## **PAID TIME OFF**

The Paid Leave for All Workers Act provides that all employees shall receive paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing. Leave under this act shall accrue at the rate of one hour for every 40 hours worked. Employees will be paid their full wage while on leave. An employer cannot require an employee to find their replacement for the leave. The Library's policies on paid time off comply with all legal obligations of the Paid Leave for All Workers Act. The Library requires at least 7 days' notice in advance of any paid leave unless the need for leave is not foreseeable. When the need for leave is not foreseeable, the employee shall provide such notice as soon as is practicable after the employee becomes aware of the necessity to take paid leave.

## **VACATION**

Because the Library recognizes the importance of time off in providing employees the opportunity for rest, recreation, and personal activities, it grants all regular full-time and part-time employees vacation time.

### **Vacation Accrual**

Vacation time is earned and accrued on a bi-weekly basis, distributed equally over a 26 pay period (one year). Employees accrue vacation per pay period starting on their first day of employment. The monthly accrual rate depends on their length of service as of their anniversary date. Part-time employees who work on a consistent basis are eligible for pro-rated paid vacation, depending on the number of hours worked per week. Employees shall earn up to one hour of leave for every 40 hours worked, to be capped with regards to the limits below.

Vacation will accrue for any month in which an employee has worked any hours. Vacation accruals are capped at the maximum number of days granted to an employee based on their

length of service. An employee who reaches their maximum accrual rate will cease to accrue additional vacation until their bank is reduced below their maximum accrual. It is each employee's responsibility to schedule and take all earned vacation in a timely manner.

For full-time employees, one week = 37.5 hours. For part-time employees, one week = the total number of hours they are regularly scheduled to work per week. For most part-time employees this will be 17 hours.

**Employees in Pay Grades 8-15**

<b>Length of Service</b>	<b>Total Vacation Earned Per Year</b>
0 years or more	4 weeks

**Employees in Pay Grades 1-7**

<b>Length of Service</b>	<b>Total Vacation Earned Per Year</b>
0 – less than 3 years	3 weeks
3 years or more	4 weeks

Employees may carry a maximum accrual of up to one week (based upon the employee's normal work week) more than their annual vacation earnings. After that, no further vacation time will accrue until some of the accrued vacation time is used.

**Vacation Scheduling**

Employees may use vacation time in  $\frac{1}{4}$  (.25) hour increments. Employee may use vacation time as it is accrued.

An employee's schedule will reflect, as nearly as possible, their personal preference for vacation. However, no request for vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period would jeopardize operations, the employee who first requested the time off will typically be given priority. Supervisors may set different rules for time off scheduled around holiday periods. Employees are encouraged to take their earned vacation during the anniversary year in which it is accrued.

**Vacation Pay**

Vacation time will be paid at the employee's base rate at the time the leave is taken. Vacation time is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Any accrued and unused vacation will be paid out upon termination.

## HOLIDAYS

The Library typically closes in observance of the following holidays:

Library is closed	Full-time staff are paid	Part-time staff are paid
New Year's Day	Yes	If scheduled to work
Easter Sunday	If scheduled to work	
Day before Memorial Day	If scheduled to work	
Memorial Day	Yes	
Independence Day	Yes	
Day before Labor Day	If scheduled to work	
Labor Day	Yes	
5-9 PM Day before Thanksgiving	If scheduled to work	
Thanksgiving Day	Yes	
Christmas Eve	Yes	
Christmas Day	Yes	
New Year's Eve	Yes	

**When New Year's Day, Independence Day, and Christmas is on a Sunday,** the Library will also be closed on Monday. Only staff scheduled to work on Sunday in these cases will receive holiday pay for Sunday. All Full-time staff will receive holiday pay for Monday.

Library is closed	Full-time staff are paid	Part-time staff are paid
Sunday, January 1	If scheduled to work	If scheduled to work
Monday, January 2	Yes	
Sunday, July 4	If scheduled to work	
Monday, July 5	Yes	
Sunday, December 25	If scheduled to work	
Monday, December 26	Yes	

**When New Year's Day, Independence Day, or Christmas Day is on a Saturday,** the Library will be closed as a paid holiday. The Library will also be closed on the following Sunday. Only staff scheduled to work on Sunday in these cases will receive holiday pay. All Full-time staff will receive holiday pay for Saturday whether they are scheduled to work or not.

Library is closed	Full-time staff are paid	Part-time staff are paid
Saturday, January 1	Yes	If scheduled to work

Sunday, January 2	If scheduled to work	
Saturday, July 4	Yes	
Sunday, July 5	If scheduled to work	
Saturday, December 25	Yes	
Sunday, December 26	If scheduled to work	

The following conditions apply to the Library's paid holiday policy:

- Employees will be paid their regular rate and hours of pay, for up to 7.5 hours, for observed holidays that occur on a day the employee is regularly scheduled to work.
- In the event that a holiday occurs on a day that a full-time employee is not normally scheduled to work, the employee receives and must use that holiday time (time off with pay) within that fiscal year or it is lost. This holiday time is to be scheduled at the discretion of the supervisor involved and the Director.
- Part-time employees will be paid for holiday time only if they are scheduled to work that day. Temporary employees do not receive any holiday pay. Holidays will not be paid to employees on any type of unpaid leave.
- Observed holidays will be paid at the employee's base rate at the time the leave is taken. Paid time off for holidays is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses.
- Non-exempt employees must be present at work on their scheduled day prior to the holiday and the first scheduled day after the holiday, or use *pre-approved* time off for those days, to receive holiday pay.

## **SICK AND CARE LEAVE**

Paid sick and care leave is provided to all regular full-time and part-time employees. Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Sick leave may be taken in .25 (1/4) hour increments. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

### **Sick leave accrual and pay**

Full-time employees may accrue up to 10 days of sick leave each year (2.89 hours per pay period). Part-time employees receive prorated sick leave based on hours worked multiplied by a rate of .039 per pay period. Sick leave is accrued on the last workday of the pay period. Employees must be in an active pay status on the last day of the pay period to accrue sick leave for that pay period. An employee who is on a leave of absence does not earn sick leave.

Employees may accrue up to 1800 hours of sick leave at one time. After that, no further sick time will accrue until some of the sick time is used.

Sick leave will be paid at the employee's base rate at the time the leave is taken. Sick leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses. Employees will not be reimbursed for unused sick leave upon separation of employment.

#### **Notice of absence**

As detailed in the Attendance Policy, employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify the supervisor as soon as possible ~~and at least 60 minutes prior to the employee's start time.~~

#### **Proof of need for absence**

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or their family member was unable to work for health reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information). Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence.

## **PERSONAL BUSINESS LEAVE**

Full-time employees will be granted up to 30 hours of paid personal business leave each fiscal year. Part-time employees will be granted up to 15 hours of paid personal business leave each fiscal year. This leave will be provided to employees on the first day of the fiscal year.

A full-time employee who begins employment between May 1 and October 31 will be entitled to 30 hours of personal business leave during the fiscal year. An employee who begins employment between November 1 and April 30 will be entitled to 15 hours of personal business leave during the fiscal year.

A part-time employee who begins employment between May 1 and October 31 will be entitled to 15 hours of personal business leave during the fiscal year; an employee who begins employment between November 1 and April 30 will be entitled to 7.5 hours of personal business leave during the fiscal year.

Personal business leave may be used for any reason provided that authorization is obtained from the employee's supervisor prior to that day. Personal business leave must be used in the fiscal year in which it is earned and cannot be carried over to the next fiscal year.

Personal business leave will be paid at the employee's base rate at the time the leave is taken. Personal business leave is not included in overtime calculations and does not include

any special forms of compensation such as incentives, commissions, or bonuses. Any accrued and unused paid personal business leave hours will be paid out upon termination.

## **PAID PARENTAL LEAVE**

Parents of newborns or newly adopted children may be eligible for paid leave of up to eight weeks (300 hours for full-time employees). For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. This paid parental leave is in addition to any available sick leave, vacation time or other forms of paid leave. Paid parental leave must be taken within the first 12 months of the birth or adoption of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children. The adoption of a child by a new spouse is excluded from this policy.

### **Eligibility**

Full-time and part-time benefit-eligible employees who have worked for the Library for at least 12 consecutive months are eligible for paid parental leave at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule. Employees will be paid on a biweekly basis on regularly scheduled pay dates.

The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 12 months immediately following the birth or adoption. Paid parental leave may ~~not~~ be taken intermittently subject to approval of the employee's supervisor. Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused parental leave upon termination of employment.

### **Benefits**

During an approved paid parental leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed.

### **Requesting the Leave**

If the need for leave is foreseeable, the employee must submit written leave request to the supervisor and human resources coordinator at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a written leave request to the supervisor and human resources manager as soon as practicable in the form of a proposed schedule of leave to be taken.

### **When Both Parents are Eligible Employees**

Paid parental leave may be taken at the same time or separately within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to eight weeks of paid parental leave.

# **FAMILY AND MEDICAL LEAVE**

## **Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid FMLA leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months. The “12-month period” is measured by a **12-month period, measured forward from the date the employee’s FMLA leave begins.**

## **Reasons for Leave**

If an employee is eligible, the employee may take FMLA leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

## **Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a severe injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: “(i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five- year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.”

Employees may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

## **Improper Use of FMLA**

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave or take FMLA leave, the employee may be subject to immediate termination.

## **Notice of Leave**

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

## **Medical Certification - Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

## **Certification for a Qualifying Exigency**

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

## **Certification for Servicemember Family Leave**

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

## **Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave**

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

### **Substitution of Paid Leave**

FMLA is unpaid leave. If an employee requests leave for any FMLA covered reason, the employee is required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if the employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

### **Benefits During Leave**

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. Use and/or accrual of paid time off benefits will be suspended during the unpaid leave and will resume upon return to active employment. While paid time off will not accrue/be granted during an unpaid leave, employees will be required to use any applicable accrued paid time off for the absence.

### **Intermittent Leave**

Leave because of a serious health condition, to care for a servicemember with a severe injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

### **Job Restoration**

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee is required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Qualifying exigency is defined as any need for assistance arising from a covered service member's deployment or preparation for deployment. Such needs may include childcare, military ceremonies, time to make financial arrangements, or any other demand arising from the covered service member's deployment or preparation for deployment.

## **OTHER LEAVES OF ABSENCE**

A leave of absence is time off in a non-pay status. Leaves without pay may be granted by the Director if the schedule permits or if required by law. Upon receipt of a formal written request for a leave of absence, the Director will determine whether a leave of absence will be granted. The

types of leaves that will be considered are personal, educational, and military.

The leave classifications are defined as follows:

### **PERSONAL**

Occasionally, for personal, medical, or other reasons, employees may need to apply for an unpaid personal leave of absence when they do not qualify for a leave under another of the Library's policies. Under these circumstances, the employee may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days. Employees applying for an unpaid general leave of absence must have exhausted all their available paid time off, such as vacation, personal, and where applicable, sick leave.

Employees must apply in writing for this leave of absence and submit their request to the Director. The request should include the reason for the leave, the date on which the employee wishes the leave to begin, the date on which the employee will return to active employment and any documentation supporting the need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Director. While the Library will make every effort to reinstate an employee to his or her previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment. Requests for an extension of a leave of absence should be submitted in writing to the Director.

### **MILITARY**

Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any accrued vacation or personal time-for the absence. Training leaves will not normally exceed two weeks per year, plus reasonable travel time. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable.

## **FAMILY BEREAVEMENT LEAVE**

Employees will be granted up to ten days of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, stepparent, mother-in-law, father-in-law, spouse, domestic partner, child, step-child, sibling, grandparent, or grandchild.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during that period. (Up to ten days will be paid pursuant to this policy). Employees may use any accrued, unused paid time off to cover time beyond ten days. Employees must complete time off under this policy within 60 days of

learning of the need for leave.

Employees may use this time to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This policy also allows absence from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the organization, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the organization may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

Bereavement leave will be paid at the employee’s base rate, for hours the employee is normally scheduled to work at the time the leave is taken. Bereavement leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

Additional unpaid time or unpaid leave for persons not covered in the definition of “immediate member” may be allowed in some circumstances at the discretion of the Library. Proof of need for the leave may be required.

## **VOTING TIME**

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee’s working hours begin less than two hours after the opening of the polls **and** end less than two hours before the closing of the polls. If an employee needs to take time off to vote, the employee should notify his or her supervisor of their plans no later than the day before the election. The supervisor will notify the employee of the two-hour block of time assigned to them for voting purposes. Proof of attendance at the polls may be required.

## **JURY OR CIVIC DUTY**

The Library encourages employees to fulfill their civic duty by serving on a jury or acting as a witness and will grant an employee the necessary time off. Employees will be paid their regularly scheduled pay for up to 30 days of jury or civic duty. If jury or civic duty lasts longer than 30 days, an employee may use accrued vacation or personal time.

It is the employee’s responsibility to notify their supervisor as soon as possible after receiving the summons for jury duty. When not called to duty, employees must report to work. Employees requesting and/or returning from jury duty leave may be required to provide verification of service.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Addison Public Library cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. Sometimes employees need professional assistance and advice.

Through the employee assistance program (EAP), the Library provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees, and it offers problem assessment, short-term counseling and referrals to appropriate community and private services.

The EAP is strictly confidential and designed to safeguard an employee's privacy and rights. Information given to the EAP counselor is not shared with the Library. All counselors are guided by a professional code of ethics. Personal information concerning employee participation in the EAP is maintained in a confidential manner.

There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will describe community and private services available. Employees may contact the Library's Human Resources Coordinator for information on the EAP program.

## **RETIREMENT BENEFITS**

### **Illinois Municipal Retirement Fund**

IMRF is a retirement fund for public employees. All employees who are hired for a position normally requiring 1,000 hours or more of work in a 12-month period (600 hours per year for employees who participated in the plan before January 18, 1982) must contribute to IMRF through payroll deductions in an amount determined by statute. The Library also contributes to IMRF on behalf of all participating employees. The retirement pension benefit is determined by a combination of date of hire, years of service and average earnings. Employees may contact the HR Coordinator or IMRF for more information.

### **Social Security**

All Library employees participate in Social Security, with the employee and the Library contributing a percent of total earnings in accordance with federal law. Funds contributed to Social Security will be available when an employee retires in accordance with federal law.

### **Deferred Compensation Plan**

The Library has established a 457(b) deferred compensation plan to provide employees the potential for a financially secure retirement. All employees are eligible to participate in the plan.

Eligible employees may defer a percentage of their pay, on a pretax basis, up to the maximum amount allowed by applicable law, into their retirement account. The Library does not provide any type of match.

Specific enrollment and plan information will be provided when an employee becomes eligible to participate. Please contact the HR Coordinator if you have any questions or need more information.

## **LIBRARY MATERIALS**

All materials must be checked out before being taken from the Library or when in professional use within the Library. Employees are eligible for an Addison Public Library card and may use it to check out any of the materials provided to the public. Employees are expected to pay for all lost or damaged materials.

Employees may place holds on any Library materials and request items not owned by the Library through interlibrary loan.

Contact the Guest Services staff to obtain a Library card. All materials taken from the collection, either for personal or library use, must be checked out.

# SECTION VI: Staff Responsibilities

[EXCERPT]

## ATTENDANCE

Consistent attendance and punctuality contribute to the success of the Library's business operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness. This means being in their work location, ready to work, at their starting time each day. Failure to follow the rules concerning attendance or a pattern of excessive absenteeism or tardiness will result in disciplinary action, up to and including termination of employment.

### Rules Concerning Attendance

- Inform your supervisor of your absence in advance when possible. When an employee knows in advance that they cannot avoid absence from work, the employee must make arrangements in advance with their supervisor. The Library requires at least 7 days' notice in advance of any paid leave unless the need for leave is not foreseeable.
- ~~If it is not feasible for an employee to make arrangements in advance for an absence,~~ When the need for leave is not foreseeable in advance, the employee is required to contact their supervisor as soon as is practicable after the employee becomes aware of the necessity to take paid leave.
- ~~possible, and no later than 60 minutes prior to the employee's start time.~~ If you cannot reach your supervisor, call the main Library # (630/543-3617) and ask for the PIC. Be prepared to explain the reason for the absence and give an expected date of return to work.
- Unless arranged in advance, employees must contact the Library on a daily basis during all absences.
- The Library may require that additional documentation explaining the reason for the absence be furnished. In instances of absence due to an employee's health, the Library reserves the right to require the employee to obtain a doctor's report explaining the absence and the doctor's restriction that the employee not work. Where deemed appropriate, the Library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted.
- Three consecutive days of absence without notice to the Library constitutes job abandonment and results in termination of an employee as a voluntary separation.



**November 2023**  
**PERKS & POSSIBILITIES – IAG WITH DISTRICT 88**

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In April of this year, the Board voted to terminate the intergovernmental agreement with District 88 that allows them to operate the Perks & Possibilities café at the Library, in December of this year, due to the planned renovations that were scheduled to begin at that time. The agreement stipulates that either party may terminate the agreement with at least 90 days' written notice, but we felt it was prudent to give them

I recommend that we withdraw our intent to terminate since that project is currently “paused” and allow the school district to continue to operate the café for the second semester of this school year. I have talked with Superintendent Jean Barbanente, and she has assured me they would definitely like to continue the partnership with us that the IAG has provided and keep the café open if the Library allows it. She also understands that there still may be future renovation plans that will eventually displace the café as we move forward with plans for a drive-up window. I do not believe it is reasonable to expect any renovation plans to impact their use of that space before the end of the 2023 – 2024 school year. We have discussed some other options for how we can continue to work with the Transitions program if/when that happens.

**INTERGOVERNMENTAL AGREEMENT  
OF DuPAGE HIGH SCHOOL DISTRICT 88 AND ADDISON PUBLIC LIBRARY**

This Agreement ("Agreement") is made this 16<sup>th</sup> day of February 2010, between the **BOARD OF EDUCATION of DuPAGE HIGH SCHOOL DISTRICT 88** ("School") and the **BOARD OF LIBRARY TRUSTEES of THE ADDISON PUBLIC LIBRARY** ("Library").

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1 *et seq.* authorize units of local government and school districts 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 and the School are units of local government as defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), and have found it in their mutual best interests to work together to provide a café operation and a job training opportunity in a community setting as set forth in this Intergovernmental Agreement;

**NOW, THEREFORE**, for and in consideration of the mutual promises, covenants, representations and conditions hereinafter set forth, it is agreed by and between the parties hereto as follows:

**I. Concession**

The Library, in consideration of the provisions hereinafter set forth, hereby grants a license to the School to operate a café concession stand at the Addison Public Library, 4 Friendship Plaza, Addison, Illinois, 60101, for the sole purposes of selling non-alcoholic beverage items, pastries and personal sundries of use to commuters and library users and providing a training opportunity in a community setting for certain students of the School.

**II. Term of the License (the "License Term")**

The term of the License herein granted shall be February 16, 2010 to July 1, 2011, and thereafter if or as renewed according to the terms therefor contained herein.

**III. Location, Times of Operation**

This agreement is of a bare license for the use of a 1017 square foot portion of the Addison Public Library site (as shown on Exhibit B to this Agreement) for the purposes set forth above, and School shall have no other rights as a tenant or lessee by law, equity, or otherwise, in the Location. The café concession stand shall operate on a schedule mutually agreed to by both the School and the Library. In the event of emergency closings and evacuations, the School, and specifically the students, café concession employees and customers shall comply with the Library's policies and procedures.

#### **IV. Fees**

The School's operation of the café concession stand shall be without payment of any separate fee, so long as simultaneously with the execution of this agreement, in addition to the other covenants set out herein, the School provides the certificate of insurance as set out below.

#### **V. Assignment and Transfer of Rights under Agreement**

The School shall have no authority or power to give, sell, transfer or assign this Agreement or any interest therein without the express written approval of the Library.

#### **VI. Insurance**

The School and the Library shall each produce and maintain for the duration of this Agreement and any renewals thereof, insurance in the following amounts and coverage:

- A. Worker's Compensation, pursuant to Illinois statutory limits, with Employer's Liability limits not less than \$1,000,000 each accident.
- B. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence. Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and completed Operations.

No automobiles, for either pick ups or deliveries, will be used in this business operation and therefore no automobile insurance will be presently required.

Each party shall name the other as an additional insured on their respective insurance coverage and all such policies shall provide that the policy may not be terminated or canceled without at least thirty (30) days advance written notice to the additional insured, or, except upon prior written approval of the additional insured, materially changed. Each party shall provide a certificate of insurance to the other evidencing such insurance coverage.

#### **VII. Indemnification**

The School shall indemnify and hold the Library, its trustees, officers, agents and employees harmless from all liability, claims, liens, losses, or causes of action for injury or death, or other damages, judgments, costs, damages and expenses of whatsoever kind including reasonable attorneys' fees and costs, which may in any way be suffered by the Library or any of its trustees, officers, agents or employees, or which may accrue against or be charged to or recovered from the Library or its trustees, officers, agents or employees which arise out of any act or omission by the School or by any employee, agent, or representative of the School in the operation of the café concession stand. The School shall defend all such claims in the name of the Library and shall pay for all reasonable attorney's fees and expenses of the Library incurred as a result thereof.

The Library shall indemnify and hold the School, its Board of Education members, officers, agents and employees harmless from all liability, claims, liens, losses, or causes of action for injury or death, or other damages, judgments, costs, damages and

expenses of whatsoever kind including reasonable attorneys' fees and costs, which may in any way be suffered by the School or any of its Board of Education members, officers, agents or employees, or which may accrue against or be charged to or recovered from the School or its Board of Education members, officers, agents or employees which arise out of any act or omission by the Library or by any employee, agent, or representative of the Library in connection with the operation of the café concession stand. The Library shall defend all such claims in the name of the School and shall pay for all reasonable attorney's fees and expenses of the School incurred as a result thereof.

### **VIII. School Covenants**

The School hereby warrants and represents to, and covenants with, the Library as follows:

A. The School shall fully carry out all activities and provide services as required by and limited by this Agreement.

B. The School shall furnish and maintain, at its own cost and expense, in good, usable condition, a sufficient amount of equipment to carry out the activities and operation of the café concession stand and shall maintain such equipment in a clean, orderly and inviting condition satisfactory to the Library Director. At all times during the Agreement Term, the School shall maintain the concession area and all personal property located therein in a clean, neat, orderly, and safe condition, including all fixtures for customer's convenience, and including without limitation, collection and proper disposition of trash in receptacles.

C. The School represents and warrants that it is familiar with and shall specifically comply with and abide by any and all requirements for operation of the café concession stand, as defined in the applicable statutes, codes, ordinances and regulations of the Village of Addison, County of DuPage, State of Illinois, and the United States.

D. The café concession stand's provision of beverages and pastries shall at all times be sanitary, orderly and sufficient to meet public demand.

E. The School shall not sell or permit to be sold, used or brought upon the Licensed Location any intoxicating or alcoholic beverages.

F. The School agrees to comply and to cause its employees to comply fully with the Federal Equal Employment Opportunities Act and the Illinois Human Rights Act, Americans with Disabilities Act and all applicable rules and regulations promulgated thereunder and all amendments made thereto, and the School represents, certifies and agrees that no person shall be denied or refused service or other full or equal use of the café concession stand's services, on the basis of race, creed, color, religion, sex, national origin or ancestry, age, or any other protected classification.

G. The School shall make all necessary applications for any required federal identification tax number, state sales tax number and a payroll tax number; and file any and all tax returns as required by law.

H. The School shall employ at its own cost and expense a sufficient number of qualified personnel for the operation of the café concession stand, and agrees that the services provided by such personnel to the public shall be provided in a courteous, businesslike and efficient manner.

I. The School shall, with its assigned employees, train and closely supervise all students so that they consistently maintain and practice a high standard of cleanliness, courtesy, safety and service in the operation of the café concession stand.

J. The School shall not locate a structure or stand, of a permanent or temporary basis, in or at the Library site described herein without first receiving express prior written consent of the Library Director.

K. Any repair alteration or decoration of the café concession stand shall be undertaken at the sole expense of the School and only with the express prior written consent of the Library Director.

L. The School agrees to provide all keys allowing access to the café concession stand to the Library, prior to commencing its concession operations. The Library agrees to utilize such keys to gain access to concession facilities only under circumstances it reasonably deems to be emergencies.

#### **IX. Library Covenants**

The Library hereby warrants and represents to, and covenants with, the School as follows:

A. The Library shall provide 1017 square feet for the café concession stand, as shown on Exhibit B to this Agreement. The area shall be furnished with built-in fixtures and equipment as listed in Exhibit A. In addition, the Library will provide the necessary lighting, ceiling and flooring, plumbing, seating for public use, tables and counter space. All such items of personal property provided by the Library shall at all times remain the Library's property and shall be returned to the Library in good condition upon termination of this Agreement, reasonable wear and tear excepted. No other areas shall be used by the School except with the express written permission of the Library Director.

B. The Library shall provide electricity, gas, HVAC maintenance, hot and cold running water, and access to restrooms for operation of the café concession stand. However, no alteration of existing systems or plumbing shall be undertaken by the School.

C. Basic janitorial services and disposal of bagged trash from a designated location will be provided by the Library.

D. The general theme of the goods to be sold shall be fresh foods but will include pre-packaged products. All items to be sold shall be subject to the prior approval of the Library Director.

E. No cooking and baking shall be performed on-site but re-warming by the café concession stand supervisors, employees or assigned students shall be permitted.

#### **X. Signage and Advertisements**

The School shall have a café concession stand name and signage only as approved by the Library.

#### **XI. Termination**

A. The Library may terminate the License and this Agreement for any of the following grounds, if the School shall not have cured such grounds within thirty (30) days after the Library shall have notified the School thereof in writing. Pursuant to this paragraph, grounds for termination include the following:

1. The abandonment or discontinuance of the café concession stand's operation for five (5) consecutive days during the Term of this Agreement.
2. The sale by the School of any items other than those allowed to be sold pursuant to this Agreement.
3. The gift, sale, license, assignment or other transfer of any of the rights described herein to any individual, corporation, partnership or entity other than the School, without the express prior written consent of the Library.
4. Failure of the School to pay, when due, any fee owed the Library pursuant to the terms of this Agreement.
5. The making of any false or misleading statement or misrepresentation to the Library by or on behalf of the School as a part of this Agreement or any other agreement between the Library and the School relating to the café concession stand.

B. If either the School or Library shall breach or be in default under the insurance provisions of this Agreement, the other party may terminate the License and this Agreement if such default has not been cured within five (5) days after the party in breach or default has been notified thereof in writing.

C. Either party may terminate the License and this Agreement upon the other party's failure to comply fully with any other provision of this Intergovernmental Agreement, if the party that has failed to so comply shall not have cured such failure within thirty (30) days after it has been notified thereof in writing.

D. Either party may terminate the License and this Agreement upon ninety (90) days prior written notice to the other.

## **XII. Emergency Suspension**

The Library may temporarily suspend operations of the café concession stand without hearing, if in the sole opinion of the Library Director, or designee, the café concession stand creates a situation or condition posing a health or safety hazard to the public and the café concession stand's continued operation may pose a public health or safety hazard, or the School is charged in any court with an offense involving its fitness to hold any applicable permit, license or concession.

## **XIII. Removal of Property**

Upon termination of the Agreement by its expiration or otherwise, the School shall promptly remove, at its own expense, subject to the limitations of Section IV herein, its property, if any, from the licensed premises, repair any damage to the licensed premises, clean up any debris or garbage, and place the licensed premises in a safe, sanitary and clean condition.

## **XIV. Waiver**

The waiver by the Library or the School of any breach, default, or noncompliance by the other party under any provision of this Agreement shall not be deemed to constitute a waiver of such provision for any subsequent breach, default or noncompliance on the part of such other party, of the same or any other provision.

## **XV. Disclaimer of Relationship**

It is understood, acknowledged and agreed by the parties hereto that the relationship of the School to the Library arising out of this Agreement shall be that of an independent contractor and that there is no relationship of principal and agent between the School and the Library, and that this Agreement shall not be construed in any way as creating the relationship of agency, partnership or joint venture between the parties hereto. The School, and any employee, agent, or student trainee of the School, is not an employee or agent of the Library.

## **XVI. Renewals of the Agreement Term**

The stated term of this Agreement above, shall be renewable by the School and Library by stated periods in one year increments, not to exceed a period of five (5) years for any single renewal notice and extension, simply by either party generating and delivering an extension renewal notice to the other, at least sixty (60) days prior to the date the term then existing would expire, but only if the party receiving the extension renewal notice agrees to such notice, countersigns a copy thereof within thirty (30) days of its receipt, and mails or delivers such to the originating party.

**XVII. Notices**

All notices required or permitted to be given under this Agreement shall be deemed given when such notice is either hand delivered or sent by certified mail, return receipt requested and deposited with the United States Postal Service, with postage thereon prepaid, addressed to the other party at the following addresses:

If to the Library:

**Mary Medjo Me Zengue, Library Director**  
**Addison Public Library**  
**4 Friendship Plaza**  
**Addison, Illinois 60101**

If to the School:

**Dr. Steve Humphrey, Superintendent**  
**DuPage High School District 88**  
**2 Friendship Plaza**  
**Addison, IL 60101**

The parties may designate, in writing, any further or different addresses to which subsequent notices shall be sent.

**XVIII. Amendments**

This Agreement, including all Exhibits attached hereto, represents the entire, integrated agreement between the parties hereto with respect to its subject matter. The School agrees that the decision of the Library Director relative to the proper performance of the terms of this Agreement shall be final and conclusive as to each matter not covered in this Agreement that may arise in connection with the privileges granted, as to each matter which is not clearly specified herein. This Agreement may only be amended or modified by a written instrument executed by both parties.

**XIX. Applicable Law and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and venue for any lawsuits shall be in DuPage County, Illinois.

**XX. Counterparts**

This Agreement may be signed upon any number of counterparts with the same effect as if the signatures to each were upon the same Agreement.

**XXI. Additional Documents**

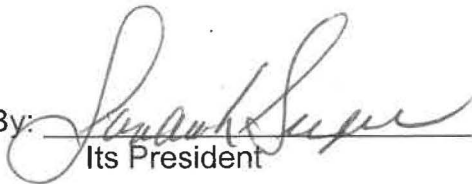
The parties hereof agree to execute such additional documents as may be required from time to time to further carry out the purpose and intent of the provisions hereof.

**XXII. Severability**

If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such provision shall be deemed severed from this Agreement to the extent of such invalidity or unenforceability, and the remainder hereof will not be affected thereby, each of the provisions hereof being severable in any such instance.

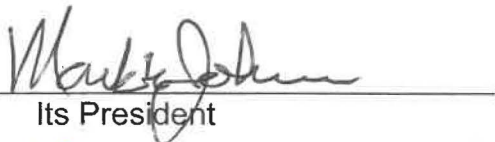
**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date first written above.


**BOARD OF LIBRARY TRUSTEES OF  
THE ADDISON PUBLIC LIBRARY,  
DUPAGE COUNTY, ILLINOIS**

By:   
Its President

Attest:   
Secretary

**BOARD OF EDUCATION OF  
DuPAGE HIGH SCHOOL DISTRICT 88  
DUPAGE COUNTY, ILLINOIS**

By:   
Its President

Attest:   
Secretary

## Libraries Are the New Front Line in America's Mental-Health Crisis; Librarians are reversing overdoses in bathrooms and defending against people brandishing guns

[Rich-Joseph Facun](#). [Wall Street Journal \(Online\)](#); **New York, N.Y.**. 23 Oct 2023.

THE WALL STREET JOURNAL.

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### Abstract

None available.

### Full Text

HUNTINGTON, W.Va.—When Michael Bare started working as a library assistant, he thought he would be helping with term papers or leading a book club. Instead, he spends most of his time assisting patrons in crisis with nowhere else to go.

"They just want someone to talk to," said Bare, 37, who has worked for four years at the library in this city of 46,000 on the Ohio River where West Virginia, Ohio and Kentucky meet.

Libraries are the new front line in America's mental-health crisis . Librarians are helping more patrons in crisis, and many cities are hiring social workers to help them. About two-thirds of nearly 600 library workers surveyed by Urban Librarians Unite in 2022 said they had experienced violent or aggressive behavior from patrons.

One of the few indoor public spaces open to all comers, libraries are now the scene for all that ails a public scarred by the pandemic and an opioid epidemic . For staff, that means reversing overdoses in bathrooms ; confronting patrons watching pornography; or defending against people brandishing guns , or a snake in a jar. Some people come to the library to sleep, get warm or use the bathroom. Others are looking for jobs, housing or just somewhere safe to read.

"They don't have anywhere else to go, and they don't trust other places. I love being that place. But after a while, it's taxing and wearing on you," said Kevin King, head of community engagement at the Kalamazoo Public Library in Michigan.

The library is in the center of Kalamazoo, close to the hospital, bus-and-train station and mental-health agencies. When a homeless patron stops taking medication , security guards at the library give King a heads-up there could be trouble.

"We don't kick people out," said King, 51, who has worked at the library for 25 years. "We'll say, 'Today's your day not to be in the library. Maybe come back in a couple of hours.'"

Every morning, a line forms of mostly homeless patrons waiting for the library to open at 9 a.m. Staff serve them doughnuts, fruit and coffee and ask what else they need.

"When there's a lack of attention to mental-health services, places with open access like we have take on the brunt of it," King said.

Kalamazoo's library in 2019 started hiring peer navigators with experience of being homeless or using illicit drugs themselves, after a reference librarian didn't know what to do when a developmentally disabled adult complained of being hungry.

Recently, a tall man was yelling angrily in the library. A peer navigator spoke with him and learned he was a veteran with a dead hearing-aid battery. He wasn't taking his psychiatric medication. The navigator, also a veteran, worked with the veterans hospital to help replace the battery and get him back on his medication.

"Sometimes what they need isn't a book," said Martha Link Yesowitch, community partnerships manager at Charlotte Mecklenburg Library in North Carolina, which has added a community health worker, social-work interns and de-escalation training for staff.

Six years ago, fewer than two dozen libraries in North America employed full-time social workers, said Sarah Johnson, a licensed social worker and adjunct lecturer at the University of Illinois Urbana-Champaign. Today, more than 100 employ social workers, and more have social-work interns, she said.

The library in Long Branch, N.J., became a haven for people during superstorm Sandy . Staff helped people who had lost everything apply for federal aid. Library director Tonya Garcia eventually hired David Perez as a full-time social worker to help with the needs of people who continued to turn to the library for assistance after the storm.

Today, Perez regularly helps local residents who have been evicted or who are using illicit drugs.

"It turned into this phenomenal universe-driven social innovation," Garcia said.

Many libraries turn to Ryan Dowd, 45, who ran a homeless shelter in Aurora, Ill., before he started training library staff on the side in 2016. Soon, he couldn't keep up with the requests for training with his company, Empathy Studios.

It wasn't just cities. Small towns wanted advice, too, saying libraries there were often the only place people could get help outside a hospital. Three years ago, Dowd began conducting training full-time.

"A lot of mental health sits dormant until stress makes it pop. Covid was pretty stressful. All of sudden, these dormant mental-health issues are popping up," he said.

The social-work program at the library in Huntington is one of the country's oldest, dating to the 1970s. On the third floor, social workers help patrons with substance-use disorder find treatment centers and victims of domestic violence find safe havens. They assist patrons with sorting out utility bills, bus tickets and housing.

"These were legitimate reference questions, we thought," said Judy Rule, who retired last year as director after more than 50 years at the library.

A rise in methamphetamine in Huntington's illicit drug supply has worsened some people's mental distress. City agencies are so overburdened that it can take a month to get a person who is struggling on the streets involuntarily committed at a hospital. The library is in danger of losing a third of its budget next year.

"Our community is trying to do something," said Breana Bowen, director at the Cabell County Public Library in Huntington. "A lot of places I've been, things are ignored and not talked about."

Write to Julie Wernau at [julie.wernau@wsj.com](mailto:julie.wernau@wsj.com)

Credit: By Julie Wernau | Photography by Rich-Joseph Facun for The Wall Street Journal

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**Subject**

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## Brookfield Library declines to host discussion about Gaza war

*Katherine Vallera said she intended to create a discussion to teach people about the issues*

by [Bob Skolnik](#)  
November 14, 2023

After the war in Gaza broke out, Brookfield resident Katherine Vallera was upset because she felt that the Palestinian viewpoint was not being heard. She decided to put together a panel to educate the community about the wider issues behind the fighting.

Vallera then reached out to staff at the Linda Sokol Francis Brookfield Library about hosting the panel in the library's basement public meeting room Oct. 29. She called her event Pathways to Peace.

But just six days before Vallera planned to have the event, Library Executive Director Kimberly Coughran told Vallera that the library would not host the event due to safety concerns.

“In these completely divided times we find ourselves in, we simply are not willing to risk the safety of any of our staff members nor the safety of those in the community who might attend,” Coughran wrote to Vallera in an email sent Oct. 23.

In her email, Coughran said that she hoped Vallera could find another location for her event.

In general, the library meeting room is available free of charge to non-profit community groups and residents wishing to hold events there, subject to availability.

The move comes as the area grapples with how to talk about the complex, divisive issue.

Vallera, who spent a week on the West Bank in 2018, had organized a panel that would have featured three people: one from the group American Muslims for Palestine, another from Bright Stars of Bethlehem, a Christian-focused group that raises money to support a university on the West Bank, and a third who is member of the group Jewish Voice for Peace.

“We have a very diverse panel,” Vallera said.

Despite her intent, Vallera’s panel did not have much ideological diversity. On its website, Jewish Voice for Peace identifies itself as “the largest progressive Jewish anti-Zionist organization in the world.” As an anti-Zionist organization, Jewish Voice for Peace does not believe there should be a Jewish state. Some believe it is an anti-Semitic group. The Landmark asked Vallera if she had reached out to any pro-Israel groups.

“I don’t know where to go to find pro-Israel that is also pro-peace, diplomatic solution,” Vallera said.

Vallera said that she intended to feature a discussion in which people could learn about the situation in Gaza, Palestine and Israel, including basic facts. She said that she favors a peaceful, diplomatic solution to the war in Gaza.

“I wanted to create, like, a safe space where people can come and ask questions and get answers,” Vallera said.

Vallera said that she believes that the Palestinian viewpoint is not presented in American mainstream media, adding that she believed many Americans are not educated about the basic facts of the conflict.

“I believe we’re only hearing one side of the story and I want to elevate other voices that we are not hearing,” Vallera said.

Coughran told the Landmark that library officials encouraged Vallera to create a diverse panel, but ultimately declined to host the event because of concerns about safety.

Coughran said that she was influenced by violence that erupted at a pro-Israel rally in Skokie, where counter-protesters confronted some of the pro-Israel attendees and a pro-Israel attendee fired a gun into the air. A man who fired the gun was initially detained but not charged with any crime.

“Safety was our primary concern as we watched in the local media the different disturbances surrounding various programs that were taking place in the metro Chicago area,” Coughran told the Landmark. “I certainly was concerned about safety and putting both our staff members and the public at any kind of risk.”

In her email to Vallera telling her that the library would not host the event, Coughran attached a story in the Chicago Tribune about how local Muslims were facing violence and backlash following the Oct. 7 Hamas terrorist attack on Israel that killed about 1,200 people. The story quoted, among others, State Rep. Abdelnasser Rashid.

Coughran cited Rashid in her email to Vallera. But Rashid, a critic of American aid and support for Israel, also was quoted in the Tribune story saying that there is “a one-sided narrative about Palestinians.” Rashid said that his words should not have been construed to suggest that he supported the decision by the library not to host the event.

“I do think it would be a misreading of my statement to say that my statement implies that organizations, including libraries, should cancel discussions on Israel and Palestine,” Rashid told the Landmark. “That would be a misreading. However, I have not spoken with the library and don’t have enough information to provide further comment.”

Vallera had reached out to Rashid’s office to see if Rashid could be part of the panel, but she said Rashid told her he a scheduling conflict.

After getting the email from Coughran, Vallera also reached out to the Village of Brookfield about having the event at the village hall. She met with Assistant Village Manager Stevie Ferrari Oct. 24. Vallera said that she thought her conversation with Ferrari was fruitful, and that Ferrari offered suggestions about how to guarantee safety at the event. But a couple of days later, Vallera said she received a voicemail from Ferrari telling her that the village could not host the event because it didn’t have enough time to prepare for it.

“It felt like a punch in the gut,” Vallera said.

Ferrari told the Landmark that lack of staff on a busy pre-Halloween weekend was the main reason that the village hall could not host the event Oct. 29. and that Vallera would not consider hosting the event at a later date.

“Ultimately the decision to not move forward with her hosting the event here was that tight turnaround and just that lack of resources to be able to offer her staff wise,” Ferrari said. “Hosting an event on a Sunday during non-Village working hours requires staff to open and close the building as well as assist with set up, oversee the event.”

Vallera said that she thought that the library was an ideal place to hold a discussion about an issue of great importance.

“I’m just a member of the community who wanted to use the community space to have a community event,” Vallera said. “That’s pretty much it in a nutshell.”

Coughran said that the library would be interested in hosting a discussion about events in Israel and Palestine sometime in the future when things are calmer, and passions have subsided.

“Should things calm down in the future and the environment and time prove itself to be more conducive time for a civil discussion I think we may revisit the topic,” Coughran said. “I admire her passion on the issue, and I invite her to maybe come back in future years where this is not at the height of civil discourse and disagreement.”



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# AP

## — Librarians turn to civil rights agency to oppose book bans and firings

Some librarians who've been fired as they take a stand against discrimination and banning books are turning to a federal civil-rights enforcement agency for help

By MEAD GRUVER Associated Press  
November 8, 2023, 1:00 AM



Librarian Brooky Parks is shown outside the library on the campus of the University of Denver on Monday, Oct. 30, 2023, in Denver. Parks, who was fired for standing up for programs on anti-racism and LGBTQ+ stories she organized for teens at the Erie Community Library north of Denver, won a \$250,000 settlement in September with the assistance of the Colorado Civil Rights Division. She now works as a librarian at the University of Denver. (AP Photo/David Zalubowski)

The Associated Press

CHEYENNE, Wyo. -- She refused to ban books, many of them about racism and the experiences of LGBTQ+ people. And for that, Suzette Baker was fired as a library director in a rural county in central Texas.

“I’m kind of persona non grata around here,” said Baker, who had headed the Kingsland, Texas, library system until she refused to take down a prominent display of several books people had sought to ban over the years.

Now, Baker is fighting back. She and two other librarians who were similarly fired have filed workplace discrimination claims with the U.S. Equal Employment Opportunity Commission. And as culture war battles to keep certain books from children and teens put public and school libraries increasingly under pressure, their goal is redemption and, where possible, eventual reinstatement.

So far, it’s a wait-and-see whether the claims will succeed — and set new precedent — in the struggle between teachers and librarians around the country who oppose book bans and conservative activists who say some books are inappropriate for young minds.

The fight has involved a record number of book-banning efforts; some libraries cutting ties with the American Library Association, which opposes book bans; and even attempts to prosecute librarians for allowing children to access books some consider too graphic.

At least one terminated librarian has gained a measure of success.

Brooky Parks, who was fired for standing up for programs on anti-racism and LGBTQ+ stories she organized for teens at the Erie Community Library north of Denver, won a \$250,000 settlement in September. Reached through the Colorado Civil Rights Division, the settlement requires her former employer to give librarians more say in decisions involving library programs.

Parks’ settlement with the High Plains Library District capped a stressful eight-month period without work, when community donations helped her avoid losing her home. And it will likely resolve Parks’ claim with the EEOC, said her attorney, Iris Halpern, who represents the three librarians.

“I just wasn’t going to back down from it. It was just the right thing to do,” said Parks, now a librarian at the University of Denver.

After her firing in 2022, Baker filed an EEOC claim against her employer, the Llano County Library System in Kingsland, Texas. And in September 2023, Terri Lesley, executive director of the Campbell County Public Library System in Gillette, Wyoming, filed a claim over her firing last summer.

Halpern, with the Denver firm Rathod Mohamedbhai, compared the wrongful termination claims to civil rights era legal battles.

“It is honestly sad that we’ve gotten to this point. But history is a constant struggle and we have to learn from our past,” she said.

The 1964 Civil Right Act established the EEOC to enforce laws against workplace discrimination. One legal expert thinks the librarians might be able to prevail on the grounds that, under those laws, employees may not be discriminated against for associating with certain classes of people.

“With any case, the devil can be in the details in terms of how the facts come out and what they can present. But these are definitely actionable claims,” said Rutgers University law professor David Lopez, a former EEOC general counsel.

An EEOC investigation can take over a year. After that, the EEOC may attempt to reach a settlement with the employer out of court, sue on the employee's behalf or issue a letter saying the employee has grounds to sue on their own.

The librarians haven't yet received an EEOC response and none is expected before the end of next year.

“I would love to be optimistic,” Baker said. “I know there are a lot of people in this community who are just absolutely behind the library being open and free and equal for all. And there’s a lot of people who aren't. So it’s a hard, hard situation.”

EEOC spokesperson Victor Chen declined to comment on specific filings, adding “we can’t even confirm or deny we have these complaints.”

The county attorney offices and other representatives of the government officials who fired Parks, Baker and Lesley did not return phone and email messages seeking comment, or declined to comment.

At her Texas library, Baker displayed several books that have been targeted in recent book bans and a sign that read: “We put the ‘lit’ in literature” — a reference to a Tennessee pastor's recent burning of books.

Baker was fired after refusing to take down the display and signs — the last straw after she resisted book banning in her own library.

In March, a federal judge ordered 17 books returned to Kingsland library shelves while a citizen lawsuit against book banning proceeded. The works ranged from children's books to award-winning nonfiction, including “They Called Themselves the K.K.K: The Birth of an American Terrorist Group,” by Susan Campbell Bartoletti; and “It’s Perfectly Normal: Changing Bodies, Growing Up, Sex and Sexual Health,” by Robie Harris.

“Content-based restrictions on speech are presumptively unconstitutional and subject to strict scrutiny,” Texas U.S. District Judge Robert Pitman wrote in his March 30 ruling. He cited a 2015 U.S. Supreme Court ruling that barred communities from banning signs because of what they say.

The Llano County Commission considered but decided against closing the county's three libraries in response to the ruling. Closing the libraries would have been eerily similar to the history across the U.S. of closing swimming pools rather than desegregating them, Halpern said.

Like Baker, Lesley had trouble finding work after being fired from the library system she directed in Gillette, Wyoming. Her dismissal followed two years of turmoil over challenges to the books available and library programs.

Some of the same county officials who opposed a transgender magician's plans to perform at the library went on to join local residents in seeking to ban books, according to Lesley's EEOC filing.

Baker and Lesley both were fired after local officials appointed new library board members willing to be more aggressive about pulling books.

“Our county commissioners appointed board members who were sympathetic to the people who wanted to remove the books. And it was a long dance to try to get it there. And in the end they had to fire me, I think, in order to be able to meet their goal,” Lesley said.

The Campbell County Commission skirted a deputy county attorney's recommendation not to appoint past applicants for the board without re-interviewing them along with new candidates, according to Lesley's EEOC claim.

"I saw this as a well-executed attack on the library by a group of citizens and elected officials. It was an attack on the LGBTQ+ community as well," she said. "And it was an attack on the books."

—

This story has been corrected to show an attorney's name is Iris Halpern, not Iris Halper.

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## **THE ASSOCIATED PRESS**

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# Look inside: New \$40M Rockford Public Library set to be the ‘pride of downtown’

by: [Drea Barone](#)

Posted: Nov 6, 2023 / 04:14 PM CST

Updated: Nov 6, 2023 / 04:17 PM CST

ROCKFORD, Ill. (WTVO) — Rockford’s new public library building downtown will be more than a place to check out books.

Bridget Finn has been part of the nearly \$40 million Rockford Public Library construction project since October 2021.

The library, which stood at 215 N. Wyman Street, was demolished after the ground upon which it sat was classified as unsafe, due to residual chemicals present from an industrial facility that occupied the plot many years ago.

ComEd inherited the assets of the former company and is funding the design and construction of the new library building.

“It’s a showstopper. It’s going to be the pride of downtown Rockford on the west side of the river,” Finn said.

The new building was designed by Studio GWA and Engberg Anderson Architects, who capitalized on its riverfront location.

Outside the new library are terraces on the second and third floor, along with patio space on the ground level that will be landscaped.

“We have gallery space. We have digital recording studios with green screens, so that’ll be available. We have maker spaces that are going to be accessible to the

public where they'll learn new skills. We have a lot of public space available to have your meetings, to have your occasions," Finn said.

Scandroli Construction is employing a large crew and 25 subcontractors to complete the project, which has provided over 300 jobs.

"Our people have rose to the occasion, and we're at the light at the end of the tunnel. It's almost done," Finn said.

Construction of the library is set to be completed in early 2024.

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# ALA Survey: People Under 40 Prefer Print Books; Visit Libraries for Browsing, Programs, and Socializing

by [Matt Enis](#)

Nov 03, 2023 | Filed in [News](#)

People 40 and younger are using public libraries, often at higher rates compared with older generations even when they don't define themselves as readers, according to *Gen Z and Millennials: How They Use Public Libraries and Identify Through Media Use*, a survey and report by Kathi Inman Berens, interim director, Book Publishing, and associate professor, Publishing and Digital Humanities; and Rachel Noorda, director of publishing and assistant professor of English, both at Portland State University. The report was published this week by the American Library Association. Overall, Gen Z and millennials (which this report defines as people aged 13–40) continued to express a preference for print over digital versions of books, with survey respondents saying that they read and bought on average twice as many print books per month as any other category.

Fifty-four percent of people 40 and under visited a library branch within a 12-month period, even though 43 percent of this demographic don't identify as readers. Those who don't identify as readers enjoy their library as "a safe, free place to hang out," as well as a place that can provide important resources and advice during major life changes such as a career transition or parenthood, or offer help with new language acquisition or learning to read. Wi-Fi enabled workspaces and resources such as maker spaces and media production equipment were also appreciated, according to the report.

"Libraries also provide programming relevant to teens (Gen Z) and parents (older Gen Z and millennials), such as coding clubs, story times, job application help, and more. This helps to explain why, across age demographics, there was a 23–percentage point increase in Americans who attended library programs from 2014 to 2019," the report states. In the in-person,



Kathi Inman Berens, Ph.D. and Rachel Noorda, Ph.D.  
Portland State University

## Gen Z and Millennials

How They Use Public Libraries  
and Identify Through Media Use

qualitative research undertaken as one part of this survey, youth respondents also said that they come to the library just to do things like craft, game, relax, and socialize. “In these spaces, books were always an option but were not the focus of the experience,” the report explains.

One key point of concern may be the use of digital resources by those 40 and younger. Only 37 percent of Gen Z and millennials reported borrowing from library digital collections, and notably, about 75 percent of this demographic said that a wait time of one week or less to read an ebook or other digital resource was “long” (21 percent said “any wait” was long, 16 percent said “more than a day,” and 37 percent said “more than a week”).

The report outlines three challenges libraries and publishers face with Gen Z and millennials:

- Amazon's audiobook and ebook paid subscription services—as well as the convenience of direct-to-door delivery of print books—frame Gen Z and millennial expectations. Authors of the study note that the Digital Public Library of America's Palace Marketplace now enables libraries to license many ebooks and audiobooks that had previously been Amazon exclusives. And they suggest that home delivery of print books “should remain in the conversation for libraries to increase print circulation and reach print hungry Gen Zers.”
- Almost one third (32 percent) of Gen Z and millennials have downloaded or read ebooks for free via unlicensed sources. Citing the Panorama Project's *Immersive Media & Books 2020* consumer survey, the authors note that “pirates” tend to be “super-consumers, active across all media both as consumers and producers,” and that publishers and libraries have a shared interest in encouraging them to use their library to access digital content legitimately.
- The report indicates that Black, Indigenous, and people of color (BIPOC) patrons use digital collections more than the general population, and therefore lack of equitable access to digital collections harms BIPOC users more. Citing an analysis of public library mission statements, offering equitable access is considered a primary component of modern public library identity.

The authors also suggested using external links on digital borrowing apps, such as OverDrive's Libby app, to direct Gen Z and millennial users to their library's website to keep “branch libraries squarely in [their] consideration set,” and to communicate the unique qualities of libraries. Some of these include lending a wide range of materials, offering engaging library programs, presenting the library as a safe space to just “chill out” and socialize, following eco-friendly principles, and protecting patron privacy.

The quantitative data comes from a March 2022 survey of 2,075 Gen Z and millennials with quotas implemented for race, gender, and region to ensure the survey sample accurately reflected the demographics of this age group in the U.S. population. Qualitative data was collected from ethnographic research conducted at the Garfield and South Euclid branches of

the Cuyahoga County Public Library, OH. Certification from Portland State's Institutional Review Board enabled researchers to include minors in the qualitative portion of the study. The full 20-page report can be [downloaded as a PDF with this link](#).

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**Matt Enis**

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🐦 @MatthewEnis

Matt Enis ([matthewenis.com](http://matthewenis.com)) is Senior Editor, Technology for *Library Journal*.

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Gen Z

Millennials

ALA

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# Police arrest teen at Freeport Public Library

By: Kelsey Anderson

Nov 15, 202

FREEPORT, Ill. - In a rapid response to a call for service, officers from the Freeport Police Department successfully neutralized a potential threat at the Freeport Public Library Tuesday at 5:00 PM.

A detective with the Freeport Police Department found through an investigation that that a male juvenile was posting images and live videos of himself online showing a pistol while saying he was at the "library."

At first, the Detective did not know the exact whereabouts of the juvenile.

However, because there were other references in the posts made about a school, Freeport officers responded to the Freeport High School Library.

Once officers were on the scene, it was determined that the juvenile was not at the Freeport High School library, but instead at the Freeport Public Library.

Officers quickly changed locations and arrived at the Freeport Public Library.

The suspect juvenile was seen inside the library and arrested.

Once the juvenile was in handcuffs, officers took a metal BB gun pistol that resembled a real semiautomatic pistol from the juvenile's coat.

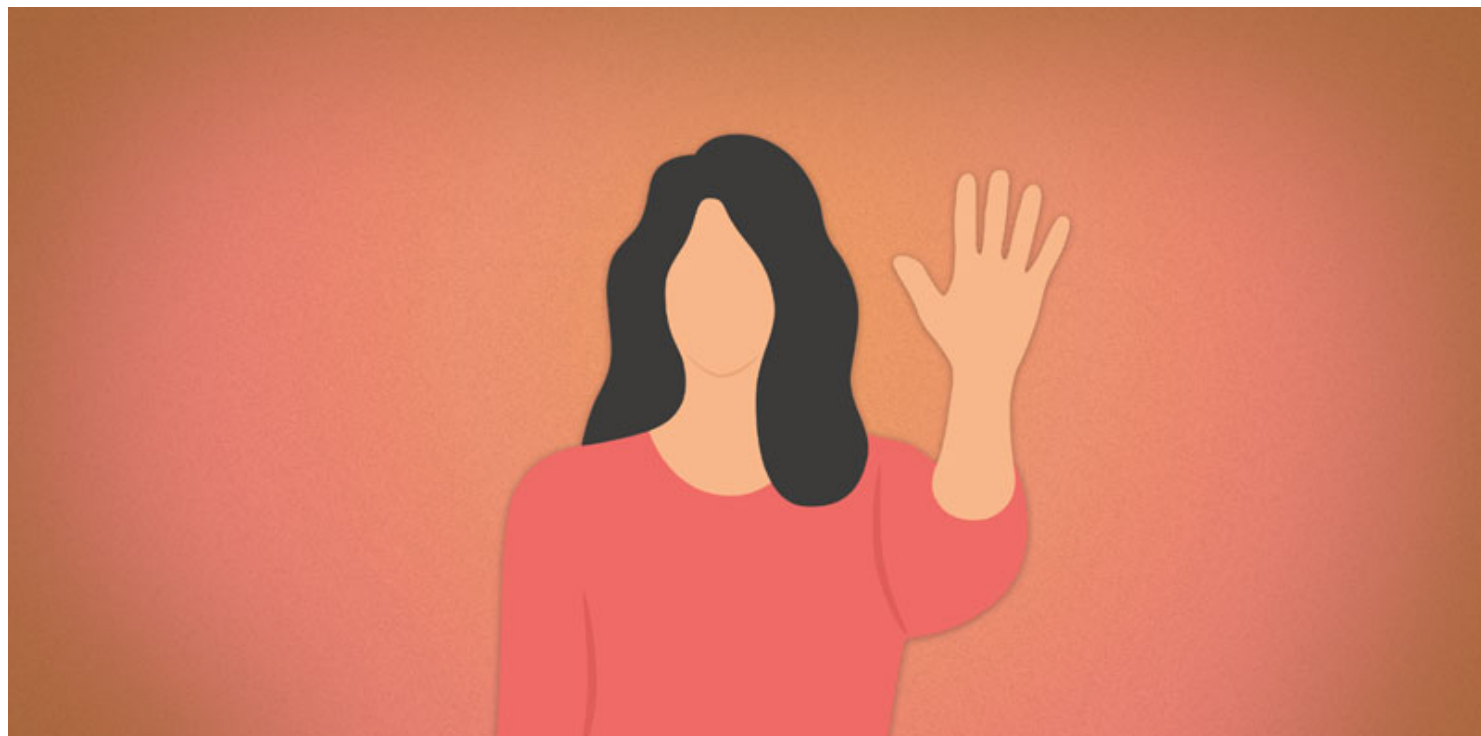
The suspect male juvenile was identified as a 15-year-old Freeport resident and taken to the Police Department where he was processed and released to a parent.

This is an isolated incident and Police say there is no threat to the public or Freeport Public Library patrons.

# School and Public Librarians Describe On-the-Job Harassment

by [SLJ Staff](#)

Nov 16, 2023 | Filed in [News & Features](#)



*SLJ* Modified: CreativeDesignArt /Getty Images

In another year when librarians battled censorship and personal attacks, *SLJ* asked school and public youth librarians about their harassment experiences, administrators' responses, and how leadership could have responded better.

Most librarians reported harassment in person and online over books in the library. Some were targeted for their gender identity.

Respondents shared stories of harassment by public library patrons and stressed that more protections are needed for public-facing librarians.

Librarians reported varying levels of administrative support.

"I was criticized relentlessly by my supervisors because of parent complaints," wrote a school librarian in Oklahoma. "I was told not to read books about Native American boarding schools. I wasn't allowed to read books that dealt with queer children or families."

The administration "never supported me," the librarian reported. "I wish [they] had opened a conversation with parents about why all kinds of books should be read by children."

A public teen librarian in Maryland described harassment at the library, online, and in the media.

“A person spray-painted ‘GROOMER’ on two of our buildings, and a woman came to a program and loudly talked about ‘those people’ and called an LGBTQ+ display ‘disgusting,’” the librarian wrote. “I was also harassed by Dan Kleinman of Safe Libraries for being a groomer based on my work with the Rainbow Book List. My social justice camps were featured on Fox News web.”

That librarian’s supervisors responded with some support. “My employer fields all calls before directing them to me. I have been directed to counseling and a leave to prioritize my health and safety.”

Writing from Idaho, a high school librarian described being doxed and falsely accused by an organized group. “The Idaho Freedom Foundation, a right-wing extremist group, published two articles about me. They mis-contextualized statements I made about defending students’ right to read and made defamatory statements, calling me a peddler of pornography, and made public my name, school, and district. I felt threatened and scared for my safety.

“My district did nothing to support me,” the respondent added. However, “My principal was sympathetic. My state library association and teachers’ union supported me.”

A Massachusetts public librarian who reported harassment by a trustee declined to describe what happened. “Can’t. Settlement forbids,” the librarian wrote.

Here are more takeaways from the survey.

### **Librarians described harassment for their own gender identity or their support of LGBTQIA+ people and books.**

“Parents targeted me due to apparel I wore and things on my desk that signified I was queer,” reported a public library children’s coordinator in Texas. “A member of the local government asked if I had a ‘gay agenda.’ On social media, my desk decor—rainbow trinkets—was deemed ‘inappropriate behavior.’

“City government issued me a formal letter saying my socks with the word ‘queer’ on them made a patron uncomfortable,” the librarian continued. “On social media, numerous threats were made toward we librarians as a group, including we ‘should all be shot’ and ‘all lose our jobs’ after we put up a Pride display. My boss was supportive and also queer, but not willing to publicly stand up to the city government.”

A New York public librarian wrote, “I am LGBTQIA+ and have been given a hard time about my orientation from a co-worker who smirked and said, ‘Someday you’ll change your mind.’

The librarian reported the person to the director, who said they would speak with the coworker.

“People need to get over that not everyone is straight and be more accepting,” the librarian concluded. “I am so sick of having to work where my staff makes me uncomfortable just because I’m not straight!”

A Massachusetts high school librarian described an encounter with parents after defending *This Book Is Gay* at a school committee meeting.

“They waited for me after the meeting and shouted at me to defend the book, asked if I had kids, demanded to know if I’d be OK with *Hustler* in my library,” the librarian reported. “I replied calmly and diplomatically at first and then stopped answering and let other parents engage.”

The librarian had previously defended *All Boys Aren’t Blue* when the administration pressured her to remove it after a complaint from the same parents. “Union reps told me to email administration with the details of the incident, but I heard nothing back,” The librarian wrote. “The incident left me shaken and had me worried that I should not have spoken up in the town where I live, and my own child went to school.”

### **Detectives investigated one school librarian’s books.**

A Missouri public library youth services associate described how a politician’s campaign caused havoc in the library. “During local elections, one politician based her platform on saving youth from the perverted librarians who promoted porn in the teen room. We received numerous daily calls, and people came in to yell at us, take photos and videos of our collection, and disrupt and derail programs,” the librarian wrote. “Detectives reviewed our collection.”

The administrative response? “Nothing,” according to the respondent. “We all just got through it together.” Administration offered “paid time off to recoup after an incident, just the rest of the day; and mental health breaks during the day.”

### **Multiple librarians reported bullying online and in person, from groups and individuals.**

From New Jersey, a school librarian wrote, “Parents who unsuccessfully tried to ban books still post about me on social media, claiming I’m a groomer promoting an agenda. One accosted me on the street.

“I told the administration that I felt unsafe,” the librarian described. “Administration said there’s nothing they can do. I would like the administration and board of education to issue a statement about harassment of staff stating that is unacceptable and won’t be tolerated.”

An Indiana teacher librarian found some support from school leadership. “A community member mentioned me negatively in his blog multiple times since I am on a committee that discusses equity issues, sponsors inclusive clubs and am a school librarian. Last spring he directly attacked

and slandered me,” according to the librarian.

In response, “My principal communicated with the disgruntled community member and fielded some of the follower emails that went to him. He was supportive, loyal, and encouraging. School districts should develop policies about harassment from the community.”

### **Public librarians reported behavior ranging from creepy to sexual harassment and felt the administration should have responded better.**

“An adult patron stares at female staff, sometimes tries to follow them to and from their cars. He tries to chat up the female staff,” wrote a public library employee. “Management insists that the patron is simply ‘socially awkward’ and that staff must interact with him, ‘as it is our job to be friendly.’ [They should] Make it clear to the patron that his behavior is not acceptable and empower staff to say something to the patron or leave the desk.”

A person who is now a children’s librarian wrote that in a former public library job, “a patron would call regularly and ask me and colleagues to read the descriptions of pornographic art films, titles the library did not own.” The administration did “nothing, though we reported it regularly.

“I was a 22-year-old library school student desperate to get into the field,” the librarian added. “So when my supervisor didn't address my concerns, I felt that I had to suck it up. As a supervisor myself now, I realize how wrong the situation was.”

Another public library employee described, “An adult male kept interrupting programs to ask female staff personal questions. Administration stated that the patron should not be spoken to about his behavior because he might leave a negative review for the program. Management should empower staff to call out bad behavior and ask patrons who are harassing staff to leave the program or the library.”

A public youth librarian in Iowa reported experiencing “threats of sexual assault, stalking, misogynistic comments, threats of violence, public masturbation, and verbal abuse.”

“I was encouraged to go to therapy using FMLA but not to take time off,” the librarian explained. “I’d like to have safety protocol and staffing reevaluated, additional safety measures implemented, and harsher consequences for perpetrators of violence and harassment toward women in customer service roles.”

Another respondent reported, “When I was in my late teens, I worked as a library clerk while going for my master's.” Colleagues had nicknamed one patron “the creeper.”

“This man was known for harassing library staff; I was the third. While I was walking through the parking lot, he appeared and made inappropriate comments while I was backing away. He was banned from the library for a year.

"I felt punished for this encounter," the librarian recalled. "[Others] treated the experience as a rite of passage. It took me months to feel comfortable walking to my car alone at night. I excelled in my master's program and left that library for a trainee position elsewhere."

### **Some teachers were targeted by their own administration.**

Gavin Downing, a middle school teacher-librarian in Washington State, moved to a different school after being pressured by staff at his former one. "While I was defending a book during a challenge from my principal, the principal led teachers, staff, and community members to harass me. I received threatening emails and phone calls," he wrote. "Community members and an unknown caller threatened me and my wife by name.

"At my union's request, the district allowed me to move to a different school," Downing reported. "I wish they had not let my working environment turn toxic or dangerous to my health."

A Texas school librarian wrote, "An anonymous citizen complained that two district librarians, including me, were part of a private Facebook group that supports parents of LGBTQ children. We were placed on leave and investigated.

"We faced questions ranging from Facebook group issues to "sexually explicit" library books and sponsorship of the student-led GSA. It was clear we were targeted for publicly supporting LGBTQ personhood and having an age-appropriate collection geared to all students, including brown and LGBTQ."

School leadership "recommended I be forced to resign or have my name read into public record at the next board meeting as 'lacking professional judgment,'" the librarian reported. Instead, "He could have told the HR investigators about the ways a librarian benefits the school."

At a Maryland public library, "One staff member frequently harasses staff with inappropriate comments/discussion topics, tampers with displays that don't align with their views, and criticizes books they consider sex-ed titles to be 'grooming minors,'" a youth services librarian described.

The institutional response? "My administration did not to speak to them, despite multiple complaints Since it has gone un-checked, [the behavior] is ramping up in intensity."

### **A few respondents left the profession.**

"For three years at board meetings, a parent has said I discuss sexual topics, am anti-police and anti-American, and that I should be removed from my position by the board," an Illinois school media specialist reported.

The parent also posted about the librarian on social media. "I have been instructed by my principal not to attend board meetings," the librarian wrote. "It causes me so much anxiety every month. I am leaving my job. I just don't feel supported."

An Oregon high school district media specialist described how ongoing attacks have brought book purchases to a near standstill. "I have received emails telling me our library is 'full of pornography,' have been called into meetings with my union representative to hear parents accuse me of purchasing 'how-to sex books for children as young as 14,' and been told by my principal to change or destroy book displays."

In short, the librarian wrote, "My library staff and coworkers have been intimidated and directed to suppress information, misdirect inquiries, and to self-censor, all to appease a vocal minority of the community."

"The positive side of this is that we have more communal support," the librarian concluded. "The downside is a devaluation of our professional experience, self-censoring, and a staggering slowdown of book purchases."

A South Carolina school librarian who has "been called woke, Marxist, groomer, and pedophile on social media by strangers" also faced verbal abuse by parents. "A parent told his child to take photos of LGBTQ library books and record my response to try to get me in trouble. Then they requested a parent meeting. The parent yelled at me, and my administrator dismissed me from the meeting. I'm a leader in our state organization, so book banners in other counties have tried to use FOIA requests to intimidate me from afar."

School leadership should "Tell parents they will not tolerate threats toward employees," the librarian wrote. "Publicly defend librarians instead of letting people spread lies."

An administrator at a Virginia public library says book banners accuse the administration of being "pedophiles, groomers, and exposing children to sex."

In that case, library leadership "are very supportive," the respondent wrote. "They are facing the same harassment."

**METHODOLOGY** *SLJ's* harassment survey was fielded to school and public librarians on April 13, 2023, and closed May 1, 2023. Published responses have been edited for clarity and brevity.

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harassment	librarian harassment	slj harassment survey	school librarians	public librarians
administration	library administration	intellectual freedom	book bans	book banners

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Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

WE ABSOLUTELY LOVE ALL THE PROGRAMS AND WONDERFUL STAFF.

SPECIAL KUDOS TO JODIE G. WHO SUPPORTS US AND BRINGS THE BEST PEOPLE IN. THE SENIORS ADORE JODI AND SR ACTIVITIES. THANK YOU!!!

LOVE ESSENCIALS, CHAIR YOGA, CHEF MADDOX, GALE GARD, WDCB JAZZ TRIO, FRIDAY SRS.

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

Everyone really enjoyed Zumba with Erika. Hoping for more classes - maybe 2 or 3 times a month.

Dee Patricia,  
Antonieta Lozano,  
Iliana Figueroa

Raghdha  
MIRA

Maria Calvillo.

Cecilia Sanchez

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

Hi Mary,  
I did want to send you a note to compliment Matt W on his helping me working on resumes + cover letters. I have had some issues but Matt was very good at resolving them over multiple visits with a friendly demeanor that I feel is important to pass on to you

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

Great team, Great workers. Who attend our necessities every single time. I'm impressed the work they do for the community. You guys have the answer very much to every single problem or opportunity to learn something.

Thanks a lot I appreciate you personally for all the help I've been receiving

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

I was distraught this morning. Needed an updated resume and Matt helped me HURDLE all obstacles.

Result: 1 page resume that makes me smile and be proud ♡

THANK YOU, Matt. YOU MADE MY DAY! ♡

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

Incredibly well, the year  
are a wonderful organization that is concerned about the Oers community. There is not excuse, not to improve ourself and face the opportunities of each day.

I would love to learn about leadership. and if notice you don't have many events on Wed.

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

I JUST MET A VERY WONDERFUL  
EMPLOYEE OF THE LIBRARY, WHY WONDERFUL?  
BECAUSE I FELT I WAS DEALING WITH A  
CLOSE FRIEND WHO WANTED ME TO BE  
VERY SATISFIED TAKING CARE OF MY NEEDS.

CONGRATULATIONS TO ANA SHE MAKES PEOPLE  
SMILE.



Translation:  
The library is a special place where we are able to find solutions to a lot of different things we face in today's world.

Fecha: You are a great team that helps a diverse group of people and cultures. Your team demonstrates a lot of patience, efficiency, and organization.  
Para: M  
De: T I congratulate you all for your hard work and dedication.  
Número: Thank you so much everyone.

Contact:

nothing for Mr. Conner  
I'm here  
Please follow-up with me  
Please keep my comment anonymous  
on the 1st night today  
feel like having his...  
not...  
I'm here

Let us know how we've served you well, what we should try next, and where we stand to improve. We appreciate your feedback!

Yesterday patron came in a  
spoke so loud I had to  
myself... Your  
employee & patron were  
so loud & disruptive I could  
no focus on my class  
I was able to get a  
stay made...  
on...  
on...

- Favor de darle seguimiento y a mantenerme informado
- Deseo mantener mi comentario anónimamente

Amazing team! Gaby Steve  
Nick Sarah (1) V  
Sarah (2) Leslai Matt Sarah (2)

Su opinión cuenta, por favor déjenos saber de qué manera podemos ayudarle la siguiente vez que nos visite. ¿Cree que debemos mejorar? ¿Qué programas le gustaría que incluyéramos? Apreciamos su comentario.

La Biblioteca es un lugar especial en el cual encontramos la solución a muchas cuestiones que enfrentamos hoy en día.

Son un gran equipo que ayudan a una diversidad de personas y culturas. Demuestran muchísima paciencia, eficiencia y organización.

Yo los felicito por intenso y dedicado trabajo. Mil Gracias a

## Mary Medjo Me Zengue

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**From:** Kathy Welko  
**Sent:** Tuesday, October 31, 2023 11:38 AM  
**To:** Mary Medjo Me Zengue  
**Subject:** Unincorporated Senior

Hello Mary,

[Name redacted] lives in unincorporated Addison and wanted to get a free library card for seniors. She said it is unfortunate that the library doesn't encourage seniors to read because she is on a fixed income and cannot afford a library card any more. She said she used to purchase the card when her children and grandchildren were younger. I explained to her the fees are set by the state since we do participate in offering cards for unincorporated residents. She was very upset and wanted me to take it to the next meeting to have the state change. I explained to her about the fact she doesn't pay taxes to the library and that the fee is the equivalent of what an incorporated resident pays. I don't know if there is anything more than can be done but I wanted to pass along the information to you since it was a phone call and she wouldn't be coming in to submit a comment card.

Thanks,  
Kathy

**Kathy Welko (she/her)**

Head of Guest Services | 630.458.3322

