

Regular Board Meeting

Tuesday, December 19, 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. **Presentations**

6.A. Employee Service Awards

7. **Treasurer's Report**

8. **Consent Agenda**

8.A. Approval of Minutes

8.B. Approval of Bills & Disbursements

9. **Reports**

9.A. Director & Staff Reports

9.B. Statistics

9.C. Building Project Report

10. **New Business**

10.A. ACTION ITEM: Guest Services policy
revision (Holds policy)

10.B. ACTION ITEM: Illinois Public Library Per
Capita Grant Application

10.C. ACTION ITEM: Shirts for Board Members

10.D. ACTION ITEM: Review of Closed Session
Minutes

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

12. **Correspondence & Announcements**

12.A. Patron Comment Cards

12.B. Other Correspondence

12.C. Libraries in the News

13. **Additional Discussion**

14. **Adjournment**

Addison Public Library

Balance Sheet as of November 30, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	158,590.39	720.05	159,310.44
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	9,416.63	62.60	9,479.23
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	226,331.49	(94,072.27)	132,259.22
10-11-1085 - Cash in Bank - Ehlers	14,624,715.17	90,683.73	14,715,398.90
10-11-1095 - Cash in Bank - Harris Bank MM	7,088,419.83	(276,184.12)	6,812,235.71
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>13,006,460.29</u>	<u>(278,790.01)</u>	<u>12,727,670.28</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	142,555.74	968.29	143,524.03
10-22-0260 - Def Annuity Withholding Payable	(2,640.00)	(200.00)	(2,840.00)
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>6,028,977.85</u>	<u>768.29</u>	<u>6,029,746.14</u>
<u>Fund Balance</u>			
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>
Total Liabilities and Fund Balance	<u>9,504,811.31</u>	<u>768.29</u>	<u>9,505,579.60</u>
 Excess Revenues Over Expenses	<u>3,501,648.98</u>	<u>(279,558.30)</u>	<u>3,222,090.68</u>

See Accountants' Compilation Report

Addison Public Library

Balance Sheet as of November 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	614,489.15	(165,093.05)	449,396.10
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,550,436.73</u>	<u>(165,093.05)</u>	<u>15,385,343.68</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
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>
Total Liabilities and Fund Balance	<u><u>15,796,094.08</u></u>	<u><u>0.00</u></u>	<u><u>15,796,094.08</u></u>
Excess Revenues Over Expenses	<u><u>(245,657.35)</u></u>	<u><u>(165,093.05)</u></u>	<u><u>(410,750.40)</u></u>
<hr/> Rebillables Fund <hr/>			
<u>Assets</u>			
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>
Liabilities and Fund Balance			
<u>Liabilities</u>			
<u>Fund Balance</u>			
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>
Total Liabilities and Fund Balance	<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 November 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Total All Funds <hr/>			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	158,590.39	720.05	159,310.44
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	9,416.63	62.60	9,479.23
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	226,331.49	(94,072.27)	132,259.22
Cash in Bank - Ehlers	14,624,715.17	90,683.73	14,715,398.90
Cash in Bank - Harris Bank MM	7,088,419.83	(276,184.12)	6,812,235.71
Cash in Bank - Ill Metropolitan	614,489.15	(165,093.05)	449,396.10
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>28,558,684.05</u>	<u>(443,883.06)</u>	<u>28,114,800.99</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	142,555.74	968.29	143,524.03
Def Annuity Withholding Payable	(2,640.00)	(200.00)	(2,840.00)
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>6,028,977.85</u>	<u>768.29</u>	<u>6,029,746.14</u>
 Fund Balance			
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>
 Total Liabilities & Fund Balance	 <u>25,302,692.42</u>	 <u>768.29</u>	 <u>25,303,460.71</u>
 Excess Revenues Over Expenditures	 <u>3,255,991.63</u>	 <u>(444,651.35)</u>	 <u>2,811,340.28</u>

See Accountants' Compilation Report

Addison Public Library

Balance Sheet as of November 30, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
General Capital Assets Fund			
<u>Assets</u>			
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>
Liabilities and Fund Balance			
<u>Liabilities</u>			
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>
<u>Net Capital Assets</u>			
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>
Total Liabilities and Net Capital Assets	<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 7 Months Ended November 30, 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>
<u>Taxes</u>					
10-41-3201 - Property Current - General	34,049.42	5,325,391.07	5,408,932.09	83,541.02	98.46
10-41-3202 - Property Current - F.I.C.A.	478.30	74,806.71	75,980.23	1,173.52	98.46
10-41-3203 - Property Current - I.M.R.F.	1,452.94	227,243.02	230,807.86	3,564.84	98.46
10-41-3205 - Property Current - Liability Insurance	379.03	59,280.81	60,210.75	929.94	98.46
10-41-3206 - Property Current - Audit	36.10	5,645.81	5,734.36	88.55	98.46
10-41-3207 - Property Current - Unemployment	36.10	5,645.81	5,734.36	88.55	98.46
10-41-3208 - Property Current - Workers Compensation	36.10	5,645.81	5,734.26	88.45	98.46
10-41-3301 - Replacement Taxes	0.00	101,055.34	135,000.00	33,944.66	74.86
10-41-3400 - Aggregate Refunds	<u>225.61</u>	<u>35,286.18</u>	<u>35,839.73</u>	<u>553.55</u>	<u>98.46</u>
	<u>36,693.60</u>	<u>5,840,000.56</u>	<u>5,963,973.64</u>	<u>123,973.08</u>	<u>97.92</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	287.72	2,982.63	5,000.00	2,017.37	59.65
10-42-3011 - Reciprocal Borrowing Reimbursements	12.00	52.00	0.00	(52.00)	0.00
10-42-3012 - Nonresident Fees	488.73	3,097.36	2,000.00	(1,097.36)	154.87
10-42-3016 - Scanner Fees	518.35	5,725.03	7,500.00	1,774.97	76.33
10-42-3023 - Activity Fees	0.00	4.80	0.00	(4.80)	0.00
10-42-3099 - Printing and Other Fees	<u>438.05</u>	<u>4,324.34</u>	<u>5,000.00</u>	<u>675.66</u>	<u>86.49</u>
	<u>1,744.85</u>	<u>16,186.16</u>	<u>19,500.00</u>	<u>3,313.84</u>	<u>83.01</u>
<u>Intergovernmental</u>					
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>
<u>Interest</u>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	6,417.27	27,178.40	0.00	(27,178.40)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>90,683.73</u>	<u>308,348.01</u>	<u>0.00</u>	<u>(308,348.01)</u>	<u>0.00</u>
	<u>97,101.00</u>	<u>335,589.03</u>	<u>0.00</u>	<u>(335,589.03)</u>	<u>0.00</u>
<u>Miscellaneous</u>					
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	0.00	2,141.00	0.00	(2,141.00)	0.00
10-47-3030 - Friends of Addison Public Library	<u>90.00</u>	<u>7,490.62</u>	<u>0.00</u>	<u>(7,490.62)</u>	<u>0.00</u>
	<u>90.00</u>	<u>52,456.22</u>	<u>0.00</u>	<u>(52,456.22)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>98,935.85</u>	<u>456,891.86</u>	<u>72,192.00</u>	<u>(384,699.86)</u>	<u>632.88</u>
Total General Fund Revenues	<u>135,629.45</u>	<u>6,296,892.42</u>	<u>6,036,165.64</u>	<u>(260,726.78)</u>	<u>104.32</u>

**Addison Public Library
Revenue Report
For the 7 Months Ended November 30, 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>					
<u>Other</u>					
80-46-3029 - Interest on IMET	(165,093.05)	(154,460.39)	0.00	154,460.39	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>(165,093.05)</u>	<u>(154,460.39)</u>	<u>100,000.00</u>	<u>254,460.39</u>	<u>(154.46)</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>(165,093.05)</u>	<u>(154,460.39)</u>	<u>100,000.00</u>	<u>254,460.39</u>	<u>(154.46)</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>(29,463.60)</u>	<u>6,142,432.03</u>	<u>6,136,165.64</u>	<u>(6,266.39)</u>	<u>100.10</u>

Addison Public Library Expense Report For the 7 Months Ended November 30, 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>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	210,147.64	1,591,089.04	3,150,000.00	1,558,910.96	50.51	49.49
10-50-2200 - Employer F.I.C.A. Expense	15,815.52	119,799.07	251,070.00	131,270.93	47.72	52.28
10-50-2300 - Employer I.M.R.F. Expense	13,219.09	101,048.31	206,211.00	105,162.69	49.00	51.00
10-50-2400 - Health Insurance	30,557.30	259,236.69	515,000.00	255,763.31	50.34	49.66
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>269,739.55</u>	<u>2,074,423.11</u>	<u>4,126,531.00</u>	<u>2,052,107.89</u>	<u>50.27</u>	<u>49.73</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	1,375.67	34,586.25	72,000.00	37,413.75	48.04	51.96
10-52-3900 - Children Other Expenditures	<u>3,227.86</u>	<u>17,053.19</u>	<u>31,000.00</u>	<u>13,946.81</u>	<u>55.01</u>	<u>44.99</u>
	<u>4,603.53</u>	<u>51,639.44</u>	<u>103,000.00</u>	<u>51,360.56</u>	<u>50.14</u>	<u>49.86</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	4,894.61	89,905.65	166,000.00	76,094.35	54.16	45.84
10-54-3900 - Adult Other Expenditures	<u>2,837.38</u>	<u>40,176.35</u>	<u>88,000.00</u>	<u>47,823.65</u>	<u>45.65</u>	<u>54.35</u>
	<u>7,731.99</u>	<u>130,082.00</u>	<u>254,000.00</u>	<u>123,918.00</u>	<u>51.21</u>	<u>48.79</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	427.00	9,320.50	11,000.00	1,679.50	84.73	15.27
10-55-3500 - Online Databases	7,464.93	127,941.94	221,000.00	93,058.06	57.89	42.11
10-55-3860 - E-Books	7,115.50	46,147.55	75,000.00	28,852.45	61.53	38.47
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>15,007.43</u>	<u>186,659.99</u>	<u>353,000.00</u>	<u>166,340.01</u>	<u>52.88</u>	<u>47.12</u>
Total Library Materials	<u>27,342.95</u>	<u>368,381.43</u>	<u>710,000.00</u>	<u>341,618.57</u>	<u>51.88</u>	<u>48.12</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	209.74	2,415.84	12,000.00	9,584.16	20.13	79.87
10-56-4410 - Collection Agency Fees	0.00	1,596.05	3,500.00	1,903.95	45.60	54.40
10-56-4420 - Equipment Rental & Leasing	376.14	858.27	4,000.00	3,141.73	21.46	78.54
10-56-4450 - Accounting Service Fees	1,750.00	13,950.00	23,000.00	9,050.00	60.65	39.35
10-56-4500 - Payroll Service Fees	0.00	28,992.37	55,500.00	26,507.63	52.24	47.76
10-56-4600 - Audit Service Fees	0.00	3,850.00	8,400.00	4,550.00	45.83	54.17
10-56-4900 - Other Contracts	<u>2,150.77</u>	<u>24,478.84</u>	<u>50,000.00</u>	<u>25,521.16</u>	<u>48.96</u>	<u>51.04</u>
	<u>4,486.65</u>	<u>76,141.37</u>	<u>156,400.00</u>	<u>80,258.63</u>	<u>48.68</u>	<u>51.32</u>

Addison Public Library Expense Report For the 7 Months Ended November 30, 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>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	1,650.43	9,017.80	25,000.00	15,982.20	36.07	63.93
10-58-5120 - Water Service	0.00	1,783.45	3,500.00	1,716.55	50.96	49.04
10-58-5310 - Refuse Disposal Service	337.90	2,446.55	5,000.00	2,553.45	48.93	51.07
10-58-5320 - Cleaning Service	<u>8,604.00</u>	<u>46,404.00</u>	<u>75,000.00</u>	<u>28,596.00</u>	<u>61.87</u>	<u>38.13</u>
	<u>10,592.33</u>	<u>59,651.80</u>	<u>108,500.00</u>	<u>48,848.20</u>	<u>54.98</u>	<u>45.02</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	730.55	3,782.50	11,500.00	7,717.50	32.89	67.11
10-58-5570 - Leased Internet Access Line	<u>94.14</u>	<u>3,336.64</u>	<u>6,000.00</u>	<u>2,663.36</u>	<u>55.61</u>	<u>44.39</u>
	<u>824.69</u>	<u>7,119.14</u>	<u>17,500.00</u>	<u>10,380.86</u>	<u>40.68</u>	<u>59.32</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	1,708.31	21,574.77	35,000.00	13,425.23	61.64	38.36
10-58-5620 - HVAC	0.00	14,482.50	35,000.00	20,517.50	41.38	58.62
10-58-5690 - Other Building Materials & Repair	472.88	956.60	22,000.00	21,043.40	4.35	95.65
10-58-5710 - Equipment Maintenance & Repair	<u>42,539.02</u>	<u>55,651.13</u>	<u>75,000.00</u>	<u>19,348.87</u>	<u>74.20</u>	<u>25.80</u>
	<u>44,720.21</u>	<u>92,665.00</u>	<u>167,000.00</u>	<u>74,335.00</u>	<u>55.49</u>	<u>44.51</u>
Total Physical Services	<u>56,137.23</u>	<u>159,435.94</u>	<u>293,000.00</u>	<u>133,564.06</u>	<u>54.41</u>	<u>45.59</u>
<u>Automation</u>						
10-61-4800 - System Development	0.00	38,120.00	49,000.00	10,880.00	77.80	22.20
10-61-6100 - ILS Services	17,592.00	19,258.68	54,733.00	35,474.32	35.19	64.81
10-61-6110 - OCLC	580.92	580.92	7,655.00	7,074.08	7.59	92.41
10-61-6200 - Software/Licenses	<u>4,567.96</u>	<u>50,799.62</u>	<u>80,000.00</u>	<u>29,200.38</u>	<u>63.50</u>	<u>36.50</u>
	<u>22,740.88</u>	<u>108,759.22</u>	<u>191,388.00</u>	<u>82,628.78</u>	<u>56.83</u>	<u>43.17</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	347.00	2,332.70	2,000.00	(332.70)	116.64	(16.64)
10-62-7420 - Information Technology	0.00	725.56	1,600.00	874.44	45.35	54.65
10-62-7430 - Guest Services	0.00	983.00	1,500.00	517.00	65.53	34.47
10-62-7440 - Adult Services	49.15	1,237.03	1,680.00	442.97	73.63	26.37
10-62-7450 - Children Services	347.00	632.60	1,830.00	1,197.40	34.57	65.43
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	0.00	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	290.00	1,450.00	2,500.00	1,050.00	58.00	42.00
10-62-7500 - Community Engagement	17.47	2,017.39	3,500.00	1,482.61	57.64	42.36
10-62-7510 - Memberships (Staff & Board)	1,353.00	6,728.00	11,000.00	4,272.00	61.16	38.84
10-62-7550 - In-State Travel	114.75	4,958.80	7,500.00	2,541.20	66.12	33.88
10-62-7560 - Out-of-State Travel	934.30	3,392.79	15,765.00	12,372.21	21.52	78.48
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>3,452.67</u>	<u>30,537.54</u>	<u>66,575.00</u>	<u>36,037.46</u>	<u>45.87</u>	<u>54.13</u>

See Accountants' Compilation Report

**Addison Public Library
Expense Report
For the 7 Months Ended November 30, 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>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	1,146.98	13,114.63	23,000.00	9,885.37	57.02	42.98
10-64-8120 - Children Services Programs - General	740.02	7,838.24	15,000.00	7,161.76	52.25	47.75
10-64-8160 - Teen Program	979.15	7,782.60	19,000.00	11,217.40	40.96	59.04
10-64-8165 - Community Engagement Program	390.00	1,927.81	5,000.00	3,072.19	38.56	61.44
10-64-8170 - IT Programs	<u>165.56</u>	<u>2,201.43</u>	<u>8,000.00</u>	<u>5,798.57</u>	<u>27.52</u>	<u>72.48</u>
	<u>3,421.71</u>	<u>32,864.71</u>	<u>70,000.00</u>	<u>37,135.29</u>	<u>46.95</u>	<u>53.05</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	1,300.00	27,111.93	48,000.00	20,888.07	56.48	43.52
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>612.15</u>	<u>11,921.38</u>	<u>17,100.00</u>	<u>5,178.62</u>	<u>69.72</u>	<u>30.28</u>
	<u>1,912.15</u>	<u>41,784.52</u>	<u>71,600.00</u>	<u>29,815.48</u>	<u>58.36</u>	<u>41.64</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	159.94	3,671.08	10,000.00	6,328.92	36.71	63.29
10-66-9220 - Guest Services Supplies	430.92	1,057.13	4,000.00	2,942.87	26.43	73.57
10-66-9230 - Adult Services Supplies	14.60	223.78	1,000.00	776.22	22.38	77.62
10-66-9240 - Children Services Supplies	378.13	1,519.71	3,500.00	1,980.29	43.42	56.58
10-66-9245 - Teen Services Supplies	(16.00)	547.33	1,000.00	452.67	54.73	45.27
10-66-9250 - Materials Management Supplies	3,037.15	12,705.70	35,000.00	22,294.30	36.30	63.70
10-66-9270 - Information Technology Supplies	3,248.88	15,067.58	20,000.00	4,932.42	75.34	24.66
10-66-9290 - Postage	1,000.00	5,726.43	10,000.00	4,273.57	57.26	42.74
10-66-9300 - Library Wide Supplies	5,604.51	9,430.92	10,500.00	1,069.08	89.82	10.18
10-66-9330 - Community Engagement Supplies	<u>250.01</u>	<u>3,121.93</u>	<u>5,000.00</u>	<u>1,878.07</u>	<u>62.44</u>	<u>37.56</u>
	<u>14,108.14</u>	<u>53,071.59</u>	<u>100,000.00</u>	<u>46,928.41</u>	<u>53.07</u>	<u>46.93</u>
<u>Insurance</u>						
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>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	5,364.48	11,218.90	52,692.00	41,473.10	21.29	78.71
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>5,364.48</u>	<u>24,218.90</u>	<u>52,692.00</u>	<u>28,473.10</u>	<u>45.96</u>	<u>54.04</u>

Addison Public Library Expense Report For the 7 Months Ended November 30, 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>
<u>Other Expenses</u>						
10-66-9910 - Hardware	3,927.08	18,557.78	50,000.00	31,442.22	37.12	62.88
10-66-9920 - Furniture and Equipment	0.00	107.79	10,000.00	9,892.21	1.08	98.92
10-66-9930 - Reciprocal Borrowing Expense	14.95	139.41	1,000.00	860.59	13.94	86.06
10-66-9940 - Cable Broadcast	1,600.00	2,400.00	4,800.00	2,400.00	50.00	50.00
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	0.00	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	146.72	1,372.10	3,800.00	2,427.90	36.11	63.89
10-66-9980 - Staff Recognition	792.59	1,986.76	9,000.00	7,013.24	22.08	77.92
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>6,481.34</u>	<u>47,120.08</u>	<u>94,200.00</u>	<u>47,079.92</u>	<u>50.02</u>	<u>49.98</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>25,953.96</u>	<u>182,473.90</u>	<u>328,892.00</u>	<u>146,418.10</u>	<u>55.48</u>	<u>44.52</u>
Total General Fund Expenditures	<u>415,187.75</u>	<u>3,074,801.74</u>	<u>6,014,386.00</u>	<u>2,939,584.26</u>	<u>51.12</u>	<u>48.88</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
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>
<u>RFID Project</u>						
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>
<u>Rebillables Fund</u>						
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>415,187.75</u>	<u>3,331,091.75</u>	<u>16,264,386.00</u>	<u>12,933,294.25</u>	<u>20.48</u>	<u>79.52</u>

See Accountants' Compilation Report

Addison Public Library**Check List**

All Bank Accounts

November 1, 2023 - December 19, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
21243	11/15/23	Comcast 132554	396.35
21244	11/15/23	HR Source 231161	917.50
21245	11/15/23	Nicor Gas 241916	1,545.43
21246	11/22/23	Amazon Capital Services 112300	222.39
21247	11/22/23	Dell 141554	2,115.08
21248	11/22/23	IL Library Association 192210	110.00
21249	11/22/23	Mission Square 231901	2,590.00
21250	11/22/23	Norcomm Public Safety 242571	210.00
21251	11/22/23	Quill 273145	325.44
21252	11/22/23	Verizon	94.14
21253	11/22/23	Village of Addison - HSA	1,412.53
21254	11/22/23	Village of Addison: Misc Exp 500010	158.15
21255	11/22/23	Village of Addison: Misc Exp 500010	88.00
21256	11/22/23	Village of Addison: Misc Exp 500010	716.06
21257	11/22/23	Village of Addison: Misc Exp 500010	326.26
21258	11/22/23	Village of Addison:Health Ins 500011	29,005.04
21259	11/22/23	Village of Addison:Health Ins 500011	2,002.53
21260	11/22/23	Village of Addison:Health Ins 500011	265.21
37822	12/07/23	ALA - Membership 0261961 - 112324	247.00
37823	12/07/23	Amazon Capital Services 112300	4,075.48
37824	12/07/23	Andertoons 231182	350.00
37825	12/07/23	Baldwin Cooke 121149	352.68
37826	12/07/23	Bibliotheca, LLC 121830	38,183.45
37827	12/07/23	BMO Harris Bank N.A. - Payments 122301	5,517.73
37828	12/07/23	CDS Office Technologies 131476	1,648.02
37829	12/07/23	Center Point Publishing 131571	168.99
37830	12/07/23	Certif-A-Gift 131574	1,514.07
37831	12/07/23	Children's Plus, Inc. 131861	160.55
37832	12/07/23	Cintas Fire Protection 131961	1,978.55
37833	12/07/23	Clarence Goodman 132227	329.00
37834	12/07/23	CMRS-FP 132402	1,000.00
37835	12/07/23	Colley Elevator 132555	228.00
37836	12/07/23	Comcast 132548	63.48
37837	12/07/23	Crimson Multimedia Dist. 132835	381.69
37838	12/07/23	CTBoook Holdings LLC 230134	1,525.41
37839	12/07/23	D&Z House of Books Inc 143662	206.84
37840	12/07/23	Dave Herzog's Marionettes 141182	300.00
37841	12/07/23	Discount School Supply 141917	214.96
37842	12/07/23	Dow Theory Forecasts 14595	289.00
37843	12/07/23	Dunne Cleaning Specialist Inc 142998	3,204.00
37844	12/07/23	Ferguson Enterprises 161575	207.00
37845	12/07/23	Francotyp-Postalia, Inc 162817	166.14
37846	12/07/23	GALE/CENGAGE Learning 171152	617.38
37847	12/07/23	Grainger 333337	670.87
37848	12/07/23	High Yield Investing 181934	99.00
37849	12/07/23	HR Source 231161	917.50
37850	12/07/23	IHLS - OCLC 191857	290.46
37851	12/07/23	Ingram Library Service 192452	73.07
37852	12/07/23	Jackson-Hirsh, Inc. 201115	98.83
37853	12/07/23	JanWay Company USA, Inc 201169	2,540.54
37854	12/07/23	Library Ideas 221922	870.40
37855	12/07/23	Marti LaHood - 281914	80.00
37856	12/07/23	Mayors Community Charity Ball 231196	125.00
37857	12/07/23	Mission Square 231901	2,715.00
37858	12/07/23	Norcomm Public Safety 242571	210.00
37859	12/07/23	OTC Brands, Inc 252842	109.97
37860	12/07/23	Paul Sebedyn 121575	325.00

Addison Public Library**Check List**

All Bank Accounts

November 1, 2023 - December 19, 2023

Check Number	Check Date	Payee	Amount
37861	12/07/23	Playaway 262219	590.44
37862	12/07/23	Quill 273145	275.96
37863	12/07/23	Republic Services #551 122869	337.90
37864	12/07/23	Royal Publishing Inc 282526	365.00
37865	12/07/23	Shi International Corp. 291330	1,812.00
37866	12/07/23	Sir Speedy Printing 291970	390.00
37867	12/07/23	Swan 293316	17,592.00
37868	12/07/23	The Pioneer Woman 301511	24.00
37869	12/07/23	TN Marketing, LLC 301510	1,250.00
37870	12/07/23	Tumbleweed Press Inc 303151	599.25
37871	12/07/23	United States Postal Service 312448	1,300.00
37872	12/07/23	Village of Addison - HSA	1,412.53
37873	12/07/23	Village of Addison: Misc Exp 500010	40.00
37874	12/07/23	Welcome Wagon 331191	144.12
37875	12/07/23	West Suburban Living 331579	15.00
37876	12/07/23	WP Company LLC	1,620.68
37878	12/19/23	Educate Station 151451	400.00
37879	12/19/23	Addison Public Library 500004	0.40
37880	12/19/23	Alpha Park Public Library 113188	14.95
37881	12/19/23	Amazon Capital Services 112300	2,252.79
37882	12/19/23	Amazon Capital Services 112300	1,077.95
37883	12/19/23	Amazon Capital Services 112300	168.21
37884	12/19/23	American Button Machines 112451	196.11
37885	12/19/23	American Library Association	247.00
37886	12/19/23	Angelo Sorce Productions 112417	1,600.00
37887	12/19/23	Baker & Taylor 120290	757.24
37888	12/19/23	Baker & Taylor 120300	621.10
37889	12/19/23	Baker & Taylor 120310	3,557.29
37890	12/19/23	Bibliotheca, LLC 121830	5,461.66
37891	12/19/23	CDS Office Technologies 131476	732.88
37892	12/19/23	Chris Pudelek 829225	55.00
37893	12/19/23	Complete Cleaning 132523	5,400.00
37894	12/19/23	Crimson Multimedia Dist. 132835	3,476.02
37895	12/19/23	Elizabeth Lynch 892107	224.00
37896	12/19/23	Ferguson Enterprises 161575	265.88
37897	12/19/23	Gabriela Tafolla 162821	102.10
37898	12/19/23	Heyl Royster 181565	120.00
37899	12/19/23	Homeless Training 181956	999.00
37900	12/19/23	HW Wilson c/o Grey House Publishing 172830	3,595.00
37901	12/19/23	IHLS - OCLC 191857	290.46
37902	12/19/23	IL Library Association 192210	300.00
37903	12/19/23	Ingram Library Service 192452	37.80
37904	12/19/23	Jodi Gianakopoulos 892160	79.37
37905	12/19/23	Kate Diego 892178	7.60
37906	12/19/23	LACONI, Inc. 221163	150.00
37907	12/19/23	Laurie Larson 892174	40.00
37908	12/19/23	Lauterbach&Amen LLP 172582	1,750.00
37909	12/19/23	Len's Ace Hardware, Inc. 221567	650.23
37910	12/19/23	Lesley Cyrier 892152	40.42
37911	12/19/23	Marti LaHood - 281914	80.00
37912	12/19/23	Matthew Williams 892182	63.40
37913	12/19/23	Midwest Tape 231925	1,691.68
37914	12/19/23	Nardi's Pizza 241172	975.75
37915	12/19/23	ODP Business Solutions 251353	12.49
37916	12/19/23	Patricia Trampas 261181	80.00
37917	12/19/23	Patti Gebala 892144	17.69
37918	12/19/23	Robbins Schwartz 282514	89.74
37919	12/19/23	Samantha Parkison 892193	402.87

Addison Public Library

Check List

All Bank Accounts

November 1, 2023 - December 19, 2023

Check Number	Check Date	Payee	Amount
37920	12/19/23	Steven Krage 212700	53.07
37921	12/19/23	Todays Business Solutions,Inc 302521	5,657.67
37922	12/19/23	Unique Patron Services Solutions 312431	40.00
Vendor Check Total			<u>186,158.87</u>
Check List Total			<u><u>186,158.87</u></u>

Check count = 118

Addison Public Library Check Register

All Bank Accounts
November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Comcast 132554 10-58-5510	Telephone	Inv #186367703	396.35	21243	11/15/23	<u>396.35</u>
HR Source 231161 10-56-4900	Other Contracts	Inv #18947	917.50	21244	11/15/23	<u>917.50</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	1,545.43	21245	11/15/23	<u>1,545.43</u>
Amazon Capital Services 112300 10-64-8120 10-66-9210 10-66-9970 10-66-9970 10-54-3110	Children Services Programs - General Office Supplies FUNshine Committee FUNshine Committee Adult Books	Inv #1VHQ-L3YD-NRCP Inv #1J6M-LPDT-ML3Q Inv #1NPL-T4PH-MFCX Inv #1391-YXNM-MKMW Inv #1WRH-3R4F-9QNH	42.37 22.98 91.89 26.87 38.28	21246	11/22/23	<u>222.39</u>
Dell 141554 10-66-9910	Hardware	Inv #10698186737	2,115.08	21247	11/22/23	<u>2,115.08</u>
IL Library Association 192210 10-62-7480	Board	OakBrook Legislative Meet-Up Lyons and Robles	110.00	21248	11/22/23	<u>110.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,590.00	21249	11/22/23	<u>2,590.00</u>
Norcomm Public Safety 242571 10-56-4420 10-58-5100	Equipment Rental & Leasing Natural Gas Service	Acct# A4-309 Acct# A4-309	105.00 105.00	21250	11/22/23	<u>210.00</u>
Quill 273145 10-66-9300 10-66-9300	Library Wide Supplies Library Wide Supplies	Inv #35427649 Inv #35453293	292.01 33.43	21251	11/22/23	<u>325.44</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9948647140	94.14	21252	11/22/23	<u>94.14</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contribution for 11/22/23	1,412.53	21253	11/22/23	<u>1,412.53</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
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - October 2023	158.15	21254	11/22/23	<u>158.15</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife HyattLegal - December 2023	88.00	21255	11/22/23	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - December 2023	716.06	21256	11/22/23	<u>716.06</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc Bill - December 2023	326.26	21257	11/22/23	<u>326.26</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS December 2023	29,005.04	21258	11/22/23	<u>29,005.04</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - December 2023	2,002.53	21259	11/22/23	<u>2,002.53</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP - December 2023	265.21	21260	11/22/23	<u>265.21</u>
ALA - Membership 0261961 - 112324 10-62-7510	Memberships (Staff & Board)	Customer ID: 256685	247.00	37822	12/07/23	<u>247.00</u>
Amazon Capital Services 112300 10-66-9970	FUNshine Committee	Inv# 143J-RY9D-VN3R	21.97	37823	12/07/23	<u>4,075.48</u>
10-66-9250	Materials Management Supplies	Inv# 1QQ7-PGNK-VQQC	13.29			
10-66-9250	Materials Management Supplies	Inv# 19JD-FKR6-PJ9K	127.95			
10-66-9300	Library Wide Supplies	Inv# 1WXL-THM6-W1MF	79.96			
10-66-9300	Library Wide Supplies	Inv# 17T9-4JHY-NMLM	3,214.53			
10-66-9270	Information Technology Supplies	Inv# 1FR6-GYVL-PG46	233.78			
10-66-9270	Information Technology Supplies	Inv# 1F3J-GV7J-W6RD	141.84			
10-64-8170	IT Programs	Inv# 1QY3-F1XD-MRVT	108.03			
10-64-8170	IT Programs	Inv# 1N97-GRDG-PXTJ	57.53			
10-66-9330	Community Engagement Supplies	Inv# 14YX-YYN3-VLHQ	43.90			
10-54-3110	Adult Books	CREDIT MEMO# 1CKH-PWTF-PYV3	-38.28			
10-66-9220	Guest Services Supplies	Inv# 1M4Q-GPH4-PQTK	70.98			
Andertoons 231182 10-64-8160	Teen Program	Drawing Instructor - 12.14.23	350.00	37824	12/07/23	<u>350.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baldwin Cooke 121149 10-66-9300	Library Wide Supplies	Inv# 7471302	352.68	37825	12/07/23	<u>352.68</u>
Bibliotheca, LLC 121830 10-58-5710	Equipment Maintenance & Repair	Inv# INV-US7919	38,183.45	37826	12/07/23	<u>38,183.45</u>
BMO Harris Bank N.A. - Payments 122301				37827	12/07/23	<u>5,517.73</u>
10-58-5610	Building Supplies	The Home Depot	387.21			
10-62-7510	Memberships (Staff & Board)	ALA Membership	185.00			
10-64-8910	Other Promotions	Spotify	103.03			
10-66-9840	Per Capita Grant - Current Year	YWCA Domestic Violence Training	285.00			
10-66-9840	Per Capita Grant - Current Year	PLA Conference Registration	1,041.00			
10-61-6200	Software/Licenses	Zoho	115.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Adobe	320.04			
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	Lightspeed	94.50			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-61-6200	Software/Licenses	Zoho	123.50			
10-66-9300	Library Wide Supplies	WayFair	52.07			
10-66-9300	Library Wide Supplies	Target	201.37			
10-64-8160	Teen Program	American Buttons Machines	69.25			
10-62-7450	Children Services	PLA Conference Registration	347.00			
10-66-9980	Staff Recognition	Dave & Busters	792.59			
10-62-7410	Administration	PLA Conference Registration	347.00			
10-62-7560	Out-of-State Travel	Hyatt Regency	556.26			
10-66-9220	Guest Services Supplies	EcoChit.com	359.94			
CDS Office Technologies 131476				37828	12/07/23	<u>1,648.02</u>
10-66-9270	Information Technology Supplies	Inv# INV1561334	1,254.00			
10-58-5710	Equipment Maintenance & Repair	Inv# INV1573770	394.02			
Center Point Publishing 131571				37829	12/07/23	<u>168.99</u>
10-52-3100	Children Books	Inv# 2062609	145.62			
10-54-3110	Adult Books	Inv# 2050089	23.37			
Certif-A-Gift 131574				37830	12/07/23	<u>1,514.07</u>
10-66-9840	Per Capita Grant - Current Year	Inv# 1889353	1,514.07			

**Addison Public Library
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Children's Plus, Inc. 131861				37831	12/07/23	<u>160.55</u>
10-52-3100	Children Books	Inv# 237204	36.65			
10-52-3100	Children Books	Inv# 237315	22.99			
10-52-3100	Children Books	Inv# 237647	100.91			
Cintas Fire Protection 131961				37832	12/07/23	<u>1,978.55</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 0F94699392	1,978.55			
Clarence Goodman 132227				37833	12/07/23	<u>329.00</u>
10-64-8100	Adult Services Programs	12.11.23 - Clarence Goodman	329.00			
CMRS-FP 132402				37834	12/07/23	<u>1,000.00</u>
10-66-9290	Postage	Postage Meter - Acct: 106000476387	1,000.00			
Colley Elevator 132555				37835	12/07/23	<u>228.00</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 247890	228.00			
Comcast 132548				37836	12/07/23	<u>63.48</u>
10-58-5510	Telephone	Acct# 8771201830148973 - Billed Date: 11.22.23	63.48			
Crimson Multimedia Dist. 132835				37837	12/07/23	<u>381.69</u>
10-52-3900	Children Other Expenditures	Inv# 012417	196.22			
10-54-3900	Adult Other Expenditures	Inv# 012290	185.47			
CTBook Holdings LLC 230134				37838	12/07/23	<u>1,525.41</u>
10-66-9840	Per Capita Grant - Current Year	Inv#148179	1,525.41			
D&Z House of Books Inc 143662				37839	12/07/23	<u>206.84</u>
10-54-3110	Adult Books	Inv# 2023/I161056	206.84			
Dave Herzog's Marionettes 141182				37840	12/07/23	<u>300.00</u>
10-64-8120	Children Services Programs - General	Check for Christmas Capers Program - 12.13.23	300.00			
Discount School Supply 141917				37841	12/07/23	<u>214.96</u>
10-66-9240	Children Services Supplies	Inv# P42505240101	214.96			
Dow Theory Forecasts 14595				37842	12/07/23	<u>289.00</u>
10-55-3400	Magazines/News	Renewal for Dow Theory Forecasts - 11.29.23	289.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Dunne Cleaning Specialist Inc 142998 10-58-5320	Cleaning Service	Inv# 203919	3,204.00	37843	12/07/23	<u>3,204.00</u>
Ferguson Enterprises 161575 10-58-5690	Other Building Materials & Repair	Inv# 7508008	207.00	37844	12/07/23	<u>207.00</u>
Francotyp-Postalia, Inc 162817 10-56-4420	Equipment Rental & Leasing	Inv# RI105986066	166.14	37845	12/07/23	<u>166.14</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	Inv# 83000823	617.38	37846	12/07/23	<u>617.38</u>
Grainger 333337 10-58-5610 10-58-5610	Building Supplies Building Supplies	Inv# 9912501492 Inv# 9904668804	214.08 456.79	37847	12/07/23	<u>670.87</u>
High Yield Investing 181934 10-55-3400	Magazines/News	High Yield Investing - Renewal 1 year	99.00	37848	12/07/23	<u>99.00</u>
HR Source 231161 10-56-4900	Other Contracts	Inv# 19092	917.50	37849	12/07/23	<u>917.50</u>
IHLS - OCLC 191857 10-61-6110	OCLC	Inv# 29543	290.46	37850	12/07/23	<u>290.46</u>
Ingram Library Service 192452 10-54-3110 10-54-3110	Adult Books Adult Books	Inv# 7895312 Inv# 78955311	54.39 18.68	37851	12/07/23	<u>73.07</u>
Jackson-Hirsh, Inc. 201115 10-66-9300	Library Wide Supplies	Inv# 1077600	98.83	37852	12/07/23	<u>98.83</u>
JanWay Company USA, Inc 201169 10-66-9250	Materials Management Supplies	Inv# 144201	2,540.54	37853	12/07/23	<u>2,540.54</u>
Library Ideas 221922 10-52-3900 10-52-3900	Children Other Expenditures Children Other Expenditures	Inv# 103833 Inv# 103834	609.28 261.12	37854	12/07/23	<u>870.40</u>
Marti LaHood - 281914				37855	12/07/23	<u>80.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	Marti LaHood - Chair Yoga 12.14.23	80.00			
Mayors Community Charity Ball 231196				37856	12/07/23	<u>125.00</u>
10-62-7480	Board	Board of Trustees - Sophia Neri 11.10.23	125.00			
Mission Square 231901				37857	12/07/23	<u>2,715.00</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740 - 12.6.23 Payroll	2,715.00			
Norcomm Public Safety 242571				37858	12/07/23	<u>210.00</u>
10-56-4420	Equipment Rental & Leasing	Inv# 619	105.00			
10-58-5710	Equipment Maintenance & Repair	Inv# 619	105.00			
OTC Brands, Inc 252842				37859	12/07/23	<u>109.97</u>
10-66-9300	Library Wide Supplies	Inv# 727974780001	109.97			
Paul Sebedyn 121575				37860	12/07/23	<u>325.00</u>
10-64-8100	Adult Services Programs	Elmhurst Student Intern - Leer y Escribir en Espanol	325.00			
Playaway 262219				37861	12/07/23	<u>590.44</u>
10-52-3900	Children Other Expenditures	Inv# 445804	590.44			
Quill 273145				37862	12/07/23	<u>275.96</u>
10-66-9210	Office Supplies	Inv# 35675873	84.47			
10-66-9300	Library Wide Supplies	Inv# 35361665	191.49			
Republic Services #551 122869				37863	12/07/23	<u>337.90</u>
10-58-5310	Refuse Disposal Service	Inv# 0551-015818780	337.90			
Royal Publishing Inc 282526				37864	12/07/23	<u>365.00</u>
10-64-8910	Other Promotions	Half Page Advertisement in Winter & Spring Sports Program Book	365.00			
Shi International Corp. 291330				37865	12/07/23	<u>1,812.00</u>
10-66-9910	Hardware	Inv# 16575286	1,812.00			
Sir Speedy Printing 291970				37866	12/07/23	<u>390.00</u>
10-64-8165	Community Engagement Program	Inv# 87300	390.00			
Swan 293316				37867	12/07/23	<u>17,592.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-61-6100	ILS Services	Inv# 10769	17,592.00			
The Pioneer Woman 301511 10-55-3400	Magazines/News	1 Year Renewal - 11.28.23	24.00	37868	12/07/23	<u>24.00</u>
TN Marketing, LLC 301510 10-55-3500	Online Databases	Inv# INV00000000004528	1,250.00	37869	12/07/23	<u>1,250.00</u>
Tumbleweed Press Inc 303151 10-55-3500	Online Databases	Inv# 115870	599.25	37870	12/07/23	<u>599.25</u>
United States Postal Service 312448 10-64-8210	Newletter	Postage for January / February - Permit #85	1,300.00	37871	12/07/23	<u>1,300.00</u>
Village of Addison - HSA 10-50-2400	Health Insurance	HSA - ER Contribution for Payroll - 12.6.23	1,412.53	37872	12/07/23	<u>1,412.53</u>
Village of Addison: Misc Exp 500010 10-56-4900	Other Contracts	Inv# 12690	40.00	37873	12/07/23	<u>40.00</u>
Welcome Wagon 331191 10-64-8910	Other Promotions	Acct: ACC197480	144.12	37874	12/07/23	<u>144.12</u>
West Suburban Living 331579 10-55-3400	Magazines/News	1 Year Renewal - 12.7.23	15.00	37875	12/07/23	<u>15.00</u>
WP Company LLC 10-55-3500	Online Databases	Inv# 2856	1,620.68	37876	12/07/23	<u>1,620.68</u>
Educate Station 151451 10-55-3500	Online Databases	Inv# 1057	400.00	37878	12/19/23	<u>400.00</u>
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Reimbursement for coin fee	0.40	37879	12/19/23	<u>0.40</u>
Alpha Park Public Library 113188 10-66-9930	Reciprocal Borrowing Expense	November 7,2023 - The Power of Positive Thinking	14.95	37880	12/19/23	<u>14.95</u>
Amazon Capital Services 112300				37881	12/19/23	<u>2,252.79</u>

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10-64-8120	Children Services Programs - General	Inv# 1GPL-XFLM-4MFG	234.89			
10-52-3100	Children Books	Inv# 16M9-VDDG-7GRC	100.49			
10-52-3100	Children Books	Inv# 133T-91C9-7JCP	197.46			
10-66-9240	Children Services Supplies	Inv# 1XD4-P9QL-4YPF	163.17			
10-66-9300	Library Wide Supplies	Inv# 17WC-3RNP-64D4	283.17			
10-66-9270	Information Technology Supplies	Inv# 1DTK-MQ61-3F7P	89.97			
10-66-9270	Information Technology Supplies	Inv# 1DGM-HR31-336F	758.23			
10-66-9245	Teen Services Supplies	Credit Memo# 19TG-CX3P-MNCD	-16.00			
10-54-3110	Adult Books	Inv# 19FQ- XYJL-4LQY	135.92			
10-54-3110	Adult Books	Inv# 1QNM-CVKC-444G	153.00			
10-54-3110	Adult Books	Inv# 1MQ4-XX1Q-7D3P	35.53			
10-54-3900	Adult Other Expenditures	Inv# 19FQ- XYJL-4LQY	116.96			
Amazon Capital Services 112300				37882	12/19/23	<u>1,077.95</u>
10-64-8120	Children Services Programs - General	Inv# 14J7-PDH7-371X	137.97			
10-64-8120	Children Services Programs - General	Inv# 164Y-NQL9-6M71	24.79			
10-64-8160	Teen Program	Inv# 14J7-PDH7-371X	275.94			
10-64-8160	Teen Program	Inv# 1H9K-RCRH-6FM6	109.21			
10-64-8100	Adult Services Programs	Inv# 19XP-MVRW-6FM1	155.97			
10-64-8100	Adult Services Programs	Inv# 1H9K-RCRH-6FM6	109.22			
10-66-9270	Information Technology Supplies	Inv# 13RP-R6LX-9PDG	38.18			
10-54-3110	Adult Books	Inv# 1D1J-XP9Y- 7FQ9	114.73			
10-54-3110	Adult Books	Inv# 1D1J-XP9Y-6VCR	73.95			
10-54-3900	Adult Other Expenditures	Inv# 1D1J-XP9Y-6VCR	16.89			
10-54-3900	Adult Other Expenditures	Inv# 1D1J-XP9Y- 7FQ9	21.10			
Amazon Capital Services 112300				37883	12/19/23	<u>168.21</u>
10-52-3100	Children Books	Inv# 1WQ7-VR7Y-4LDJ	54.77			
10-52-3900	Children Other Expenditures	Inv# 1WQ7-VR7Y-4LDJ	93.45			
10-54-3900	Adult Other Expenditures	Inv# 1WQ7-VR7Y-4LDJ	19.99			
American Button Machines 112451				37884	12/19/23	<u>196.11</u>
10-66-9330	Community Engagement Supplies	Inv# 244523	196.11			
American Library Association				37885	12/19/23	<u>247.00</u>
10-62-7510	Memberships (Staff & Board)	Member# 1272604	247.00			
Angelo Sorce Productions 112417				37886	12/19/23	<u>1,600.00</u>
10-66-9940	Cable Broadcast	Inv# 0871	400.00			
10-66-9940	Cable Broadcast	Inv# 0872	400.00			
10-66-9940	Cable Broadcast	Inv# 0873	400.00			
10-66-9940	Cable Broadcast	Inv# 0874	400.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor 120290				37887	12/19/23	<u>757.24</u>
10-52-3100	Children Books	Inv# 2037922379	217.98			
10-52-3100	Children Books	Inv# 2037896629	498.80			
10-66-9250	Materials Management Supplies	Inv# 2037896630	30.94			
10-66-9250	Materials Management Supplies	Inv# 2037922380	9.52			
Baker & Taylor 120300				37888	12/19/23	<u>621.10</u>
10-66-9250	Materials Management Supplies	Inv# 2037931033	142.80			
10-54-3900	Adult Other Expenditures	Inv# 2037931032	478.30			
Baker & Taylor 120310				37889	12/19/23	<u>3,557.29</u>
10-66-9250	Materials Management Supplies	Inv# 2037935115	52.36			
10-66-9250	Materials Management Supplies	Inv# 2037922213	81.91			
10-54-3110	Adult Books	Inv# 2037935114	1,370.05			
10-54-3110	Adult Books	Inv# 2037922212	2,052.97			
Bibliotheca, LLC 121830				37890	12/19/23	<u>5,461.66</u>
10-55-3860	E-Books	Cloud Library - November 2023	5,461.66			
CDS Office Technologies 131476				37891	12/19/23	<u>732.88</u>
10-66-9270	Information Technology Supplies	Inv# INV1576204	732.88			
Chris Pudelek 829225				37892	12/19/23	<u>55.00</u>
10-62-7480	Board	ILA Legislative Meet up Luncheon - 11.22.23	55.00			
Complete Cleaning 132523				37893	12/19/23	<u>5,400.00</u>
10-58-5320	Cleaning Service	Inv# c25767	5,400.00			
Crimson Multimedia Dist. 132835				37894	12/19/23	<u>3,476.02</u>
10-52-3900	Children Other Expenditures	Inv# 012749	1,397.35			
10-52-3900	Children Other Expenditures	Inv# 012747	80.00			
10-54-3900	Adult Other Expenditures	Inv# 012748	1,938.67			
10-54-3900	Adult Other Expenditures	Inv# 012746	60.00			
Elizabeth Lynch 892107				37895	12/19/23	<u>224.00</u>
10-62-7510	Memberships (Staff & Board)	ALA Membership	224.00			
Ferguson Enterprises 161575				37896	12/19/23	<u>265.88</u>
10-58-5690	Other Building Materials & Repair	Inv# 7531013	265.88			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Gabriela Tafolla 162821				37897	12/19/23	<u>102.10</u>
10-21-2750	Accounts Payable	Nationwide Payroll (27.22x3 pay dates)	81.66			
10-66-9330	Community Engagement Supplies	Wesley Elm, ATHS, OPPL & ITJH	10.00			
10-62-7550	In-State Travel	Wesley Elm, ATHS, OPPL & ITJH	10.44			
Heyl Royster 181565				37898	12/19/23	<u>120.00</u>
10-56-4100	Legal Fees	Inv# 1626845	120.00			
Homeless Training 181956				37899	12/19/23	<u>999.00</u>
10-66-9840	Per Capita Grant - Current Year	Inv# 1205202310	999.00			
HW Wilson c/o Grey House Publishing 172830				37900	12/19/23	<u>3,595.00</u>
10-55-3500	Online Databases	Inv# 982499-500	3,595.00			
IHLS - OCLC 191857				37901	12/19/23	<u>290.46</u>
10-61-6110	OCLC	Inv# 29543	290.46			
IL Library Association 192210				37902	12/19/23	<u>300.00</u>
10-62-7510	Memberships (Staff & Board)	Inv# 260168	150.00			
10-62-7510	Memberships (Staff & Board)	Inv# 260155	150.00			
Ingram Library Service 192452				37903	12/19/23	<u>37.80</u>
10-54-3110	Adult Books	Inv# 78809564	18.97			
10-54-3110	Adult Books	Inv# 78809565	18.83			
Jodi Gianakopoulos 892160				37904	12/19/23	<u>79.37</u>
10-64-8100	Adult Services Programs	Michael's Free Time Fridays - 11.16.23	20.39			
10-64-8100	Adult Services Programs	Dollar Tree Free Time Fridays - 11.16.23	36.00			
10-62-7550	In-State Travel	RAILS Netowkring Grop - 11.10.23	22.98			
Kate Diego 892178				37905	12/19/23	<u>7.60</u>
10-62-7550	In-State Travel	Outreach & Jewel - 12.1.23	7.60			
LACONI, Inc. 221163				37906	12/19/23	<u>150.00</u>
10-62-7510	Memberships (Staff & Board)	Annual Library Membership - Jan - Dec 2024	150.00			
Laurie Larson 892174				37907	12/19/23	<u>40.00</u>
10-66-9210	Office Supplies	8 \$5 Gift Cards for Evening Buddies - Dunkin Donuts -11.8.23	40.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv# 85081	1,750.00	37908	12/19/23	<u>1,750.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610	Building Supplies	Inv# 509358/1	17.98	37909	12/19/23	<u>650.23</u>
10-58-5610	Building Supplies	Inv# 509502/1	106.12			
10-58-5610	Building Supplies	Inv# 508114/4	64.33			
10-58-5610	Building Supplies	Inv# 508188/1	118.72			
10-58-5610	Building Supplies	Inv# 508219/1	98.01			
10-58-5610	Building Supplies	Inv# 508405/1	43.12			
10-58-5610	Building Supplies	Inv# 508621/1	118.93			
10-58-5610	Building Supplies	Inv# 509183/1	83.02			
Lesley Cyrier 892152 10-66-9970	FUNshine Committee	Bags for Funshine SWAN week activity - 11.10.23	5.99	37910	12/19/23	<u>40.42</u>
10-62-7440	Adult Services	Kiwanis - 12.5.23	31.68			
10-62-7550	In-State Travel	Kiwanis - 12.5.23	2.75			
Marti LaHood - 281914 10-64-8100	Adult Services Programs	In person - Chair Yoga - 11/9/23	80.00	37911	12/19/23	<u>80.00</u>
Matthew Williams 892182 10-62-7550	In-State Travel	Local Business for SBS, CE at WorkNet & OPPL	63.40	37912	12/19/23	<u>63.40</u>
Midwest Tape 231925 10-66-9250	Materials Management Supplies	Inv# 504718234	37.84	37913	12/19/23	<u>1,691.68</u>
10-55-3860	E-Books	Inv# 504701563	70.00			
10-55-3860	E-Books	Inv# 504444145	1,583.84			
Nardi's Pizza 241172 10-66-9300	Library Wide Supplies	Luncheon - 11.14.23	695.00	37914	12/19/23	<u>975.75</u>
10-64-8160	Teen Program	Pizza, soda, tip - 11.16.23	70.00			
10-64-8160	Teen Program	Pizza - 11.08.23	34.75			
10-64-8160	Teen Program	Pizza, soda, tip - 11.9.23	70.00			
10-64-8100	Adult Services Programs	2 pizzas, salad, tip - 11.29.23	106.00			
ODP Business Solutions 251353 10-66-9210	Office Supplies	Inv# 343492049001	12.49	37915	12/19/23	<u>12.49</u>

Addison Public Library

Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Pat Trampas Essentrics - 12.20.23	80.00	37916	12/19/23	<u>80.00</u>
Patti Gebala 892144 10-62-7550	In-State Travel	Outreach (ATHS, Centennial, Community, Clarendale) & Delivery	17.69	37917	12/19/23	<u>17.69</u>
Robbins Schwartz 282514 10-56-4100	Legal Fees	Inv# 965252, 965609, 965261, 965268	89.74	37918	12/19/23	<u>89.74</u>
Samantha Parkison 892193 10-62-7550	In-State Travel	LMCC Conference in Indianapolis, Panel Participation at NIU	24.83	37919	12/19/23	<u>402.87</u>
10-62-7560	Out-of-State Travel	LMCC Conference in Indianapolis, Panel Participation at NIU	378.04			
Steven Krage 212700 10-21-2750	Accounts Payable	Nationwide Payroll - (17.69x 3 pay date)	53.07	37920	12/19/23	<u>53.07</u>
Today's Business Solutions, Inc 302521 10-61-6200	Software/Licenses	Inv# 15675	3,736.95	37921	12/19/23	<u>5,657.67</u>
10-58-5510	Telephone	Inv# 112723-26	270.72			
10-58-5710	Equipment Maintenance & Repair	Inv# 15675	1,650.00			
Unique Patron Services Solutions 312431 10-61-6200	Software/Licenses	Inv# 6120513	40.00	37922	12/19/23	<u>40.00</u>
Check List Total						<u><u>186,158.87</u></u>

Plus November payroll for 2023: \$239,182.25

Grand Total: \$425,341.12

Addison Public Library
Payroll Distribution Summary

Board Meeting 12/19/2023

<u>Description</u>	<u>Amount</u>
Payroll	\$239,182.25

Approved by Board of Trustees

President

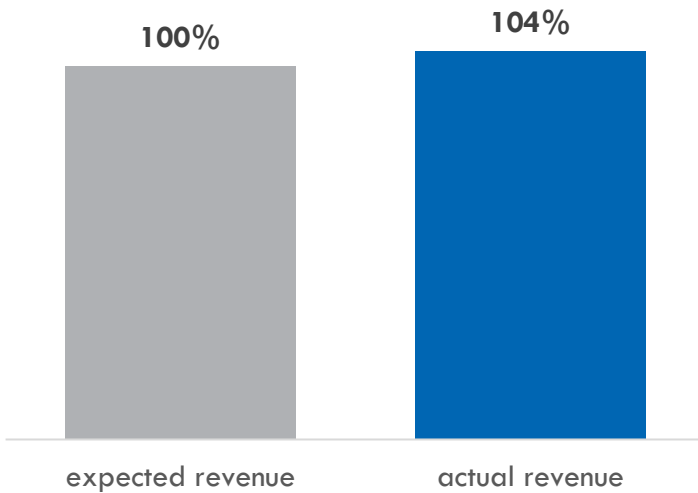
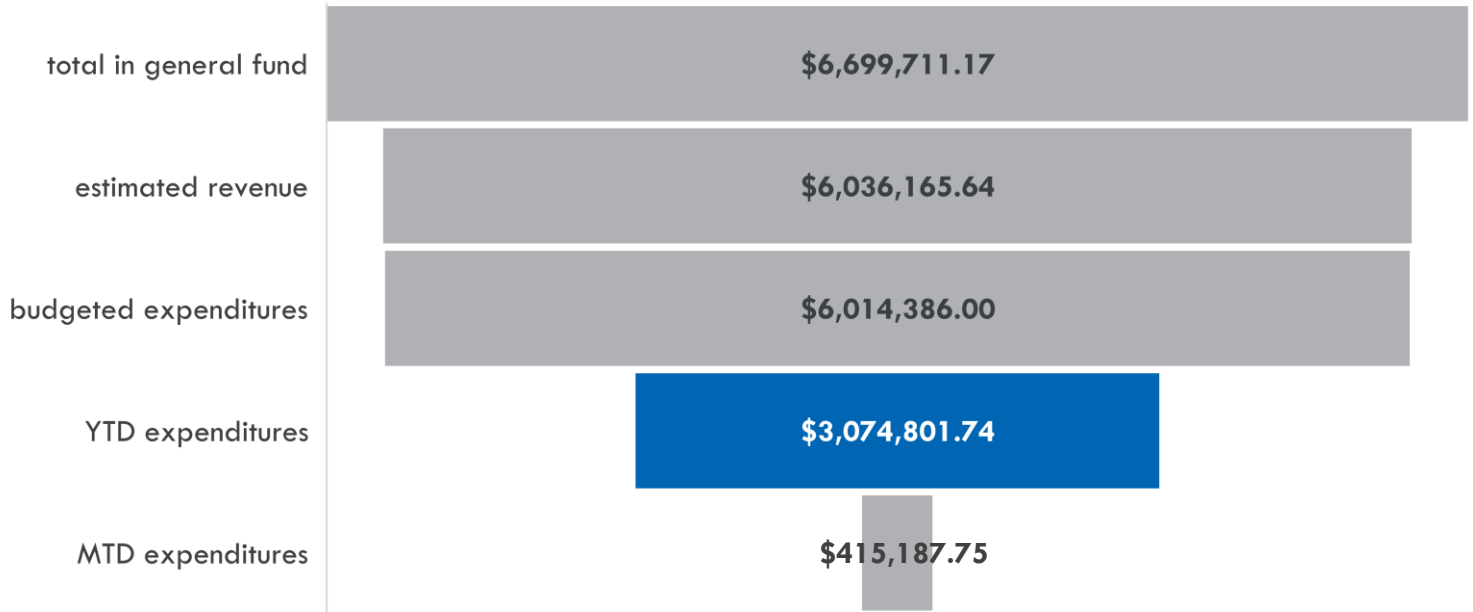
Date

Secretary

Date

November 2023 Financial Highlights

General Fund



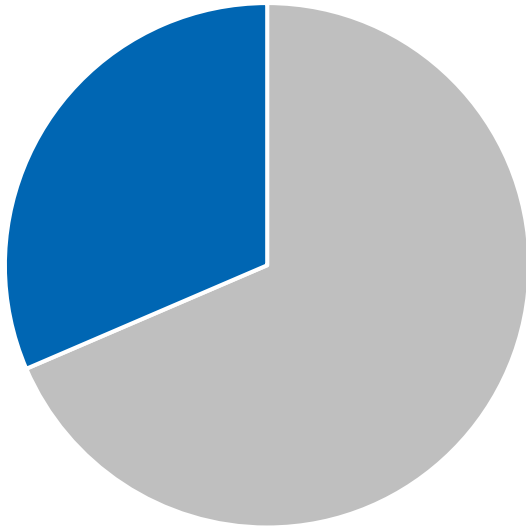
We have received 104% of our estimated revenue for the fiscal year including \$135,629.45 this month.

At this point last year, we had received 98% of our estimated revenue for FY23.

\$6.98 million \$6.7 million

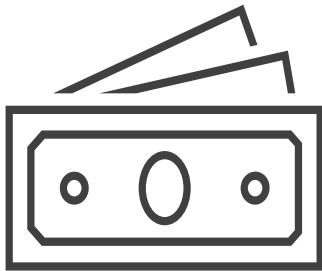
The general fund decreased from \$6.98 million to \$6.7 million from 11/1/2023 to 11/30/2023.

This is a result of \$136k revenue coming in and \$415k (general fund + asset replacement) expended.



46% has been spent out of the general fund. We are 58% through the fiscal year.

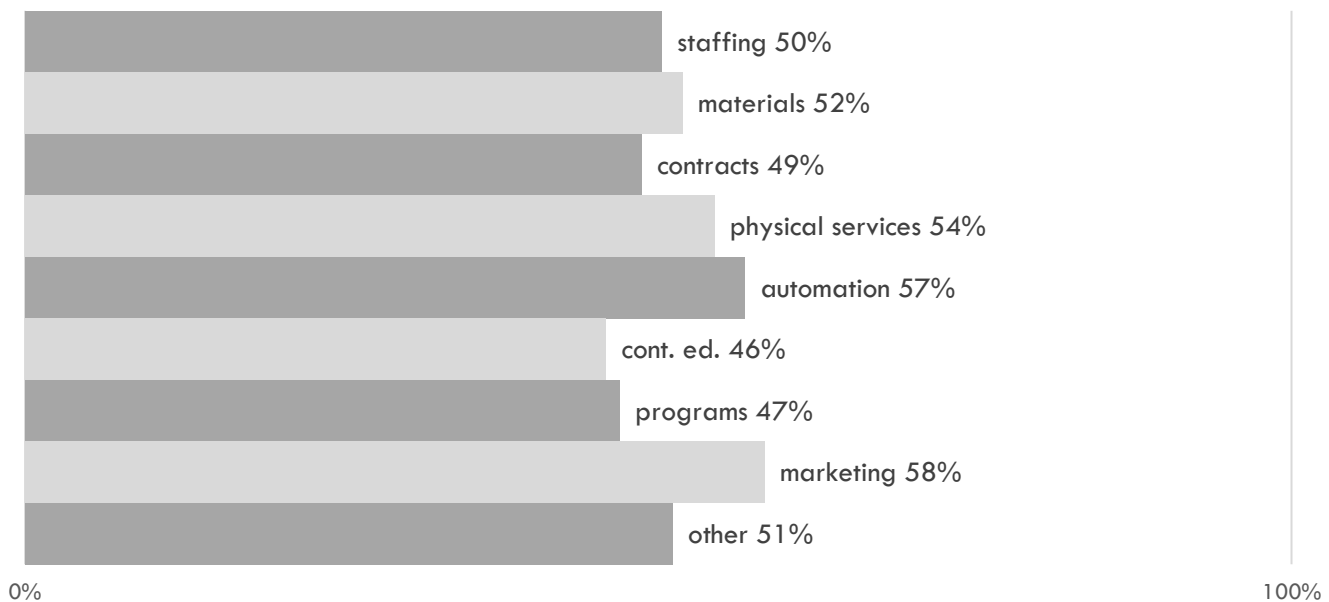
We have budgeted to spend 90% of what is currently in the general fund.



We have spent 51% of our estimated budget.

At this point last year, we had spent 50% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group





ADDISON
PUBLIC LIBRARY

ADULT SERVICES – NOVEMBER 2023

SNAPSHOT



AS NaNoWriMo Bags

November was [NaNoWriMo](#), which stands for National Novel Writing Month. This year AS joined in on the fun and created starter kits. AS Specialist Angela designed the bags and used the Creative Studio to create them. AS Specialist Steve helped select the contents and created a guide on publishing resources. Steve also planned 4 different writing focused programs for November. These included an interview with a local author and information on the editing process. While the department was sad to see Steve leave us for a new full-time role at the end of the month, we were also very grateful he agreed to stay and finish off all his programs!

We also had two social services focused programs in

November. Social Services Specialist Yesenia and Narze our Social Services Intern arranged for the mobile WIC clinic to be onsite Nov. 3 and 20 people were able to receive benefits. In honor of Veteran's Day, Yesenia and AS Assistant Jodi worked together to bring the DuPage County Veteran's Assistance Commission on site to inform veterans and their families of all the services they are entitled to. The audience proved to be a great combination of all of the above with veterans, spouses and children of veterans attending to learn about services!



Yesenia & Narze with the WIC Van

Interesting Question

Question: A business owner in Addison called and wanted to know the publication date for a Hearne Brothers map of DuPage County he wants to display in his memorabilia shop.

Answer: Angela was able to find a picture online and information about the map from the Barlett History Museum website. She provided contact information for staff there for him to follow up with if he had any other questions.



Wednesday Night Conversation Group Thanksgiving Celebration

Success Stories

Congratulations to AS Assistant Ana who along with our Business Services Specialist Matt received the Pathways to Success Grant! These funds and cohort learning will help Ana and Matt connect and create job seeker services focused on our ELL patrons.

At the Clarendale Book Club meeting, a patron thanked Sara for bringing the audiobook version of the next book. She said, "I miss out on so much because of my lack of vision and lack of hearing. But I'm not giving up. And you make it worth it."

CHILDREN'S SERVICES – NOVEMBER 2023

SNAPSHOT

Highlights from November:

- Fall Craft with Krystyna: Local presenter Krystyna Jaroc joined us on Nov. 4 to guide participants to create a Thanksgiving-inspired project.
- Former CS Specialist Brigit Goudie presented a Shoebox Puppet Theater program on Nov. 9. Participants enjoyed creating their own mini theater (complete with puppets) and came up with some very creative ideas.
- DuPage Children's Museum Pop-Up: On Nov. 20 we hosted the DuPage Children's Museum for a pop-up event in the Children's Services department. The event included pop-up exhibits from the museum, an art project, and a representative from the DuPage County Health Department, who provided information to patrons. A huge thank you to local partner APPLE for collaborating with us on the event and providing the funding. We had a total of 210 participants!
- Learn to Crochet: On Nov. 30 a local crochet artist, Carol Leeson, joined us to present an introductory crochet program by patron request. Participants were very excited to have this opportunity and asked that we schedule another crochet program again in the near future.



PROJECTS

- CS celebrated National Novel Writing Month (NaNoWriMo) by putting together 50 kits filled with writing prompts (in English and Spanish) and goodies.
- Brittany presented a session of Robot Club that garnered several new participants who were enthusiastic to learn how the library's Coji bots worked.

STATISTICS

Continuing Education: 46.88 hours total

Programs: 29 live programs; 570 total participants (includes onsite & offsite programs, plus 1 multigenerational program)

Passive Programs: 8 passive programs; 571 participants | Appointments: 9

Reference Questions: 168 | Scan/Fax Questions: 78 | Directional Questions: 60 | Teacher Resource Room: 6

Book Displays: Native American Heritage Month (Opto), Dinovember, Veterans' Day, If You Like ... Beezus & Ramona.

COMMUNITY ENGAGEMENT – NOV 2023



ADDISON
PUBLIC LIBRARY

SNAPSHOT

- At this month's community events, the Community Engagement staff made it their utmost priority to help patrons update their PINs, answer questions about the migration to SWAN, and troubleshoot issues with digital content platforms.
- Samantha was honored to be a guest speaker on a panel for the Northern Illinois University Public Administration class focused on "Strategic Engagement in Local Government & Nonprofit Organizations." The class, taught by Addison's Don Weiss, featured other local panel members: Dean Constantopoulos (Addison School District 4); Pam Hamil (Addison Park District); and Dani Brink (DuPage High School District 88).
- Samantha recently attended the 2023 Library Marketing and Communications Conference in Indianapolis, IN, a two-day event dedicated to all aspects of library marketing.
- Patti represented the CE team at the Veterans Circle Dedication, as well as the DuPage Children's Museum Pop-up event.
- Kate was praised for the selection shared at the Clarendale pop-up library!
- When Patti was unable to reach a patron about their hold, she brainstormed ideas to connect with them since we no longer mail out notices. As a result, Patti & Gaby created a door hanger 'notice' and the patron came in for her hold shortly after!
- Patti also prepared a list of events happening in neighboring towns for them to enjoy the winter festivities.
- In addition to finalizing and launching the Small Business Saturday event, Matt was busy working with the Library Administrators Conference of Northern Illinois (LACONI) to plan the first Unconference at the Oak Park Library. The event was filled with productive conversations between library staff of all positions.
- Matt also spoke at the WorkNet DuPage AARP, where he shared relevant library resources.



PROJECTS

- **Welcome Wagon:** Welcome Wagon is a marketing company that contacts new homeowners and provides them with coupons and advertisements from local businesses. After discovering that we will be reaching approximately 50-60 new households in Addison per month, we decided to move forward with this opportunity. We should be seeing our ads in Welcome Wagon beginning in 2024!
- **Library Website:** While Sarah deals with most of the issues that arise on the website, Samantha has found that she has to update the same content multiple times and is very limited in how she can present information on our website. Sarah, Yabin, Samantha & Gaby met with a representative from Library Market to explore an alternative to our current service model. After the meeting, they agreed that moving to a more comprehensive service like Library Market would make a significant difference in how library services are showcased and the amount of staff time spent on updating content.

STATISTICS

- The CE department participated in 7 outreach events & connected with 103 community members!
- Number of New Job Toolkits distributed: 14 || 20 one-on-one appointments with Job Seekers & Business Owners || Business Library Accounts: 1 new library card

From Top to Bottom: Matt welcoming staff from other libraries during the LACONI & Recharge Committee Unconference; Patti & Gaby getting International Gaming Day started by assisting with the DuPage Children's Museum Pop-Up (hosted by Children Services); Clarendale residents exploring materials to check out, curated by Kate; Veterans Circle Dedication (Patti in attendance).

GUEST SERVICES – NOVEMBER 2023

SNAPSHOT

Tuesday, November 14 we went live in SWAN and Guest Services staff was busy learning the Daily Pull List, helping patrons, and using all the knowledge of Workflows learned during training in October and early November.

Between October and November all Guest Service Associates each completed Bloodborne pathogen awareness, Preventing workplace harassment, and SWAN/Workflows trainings.

Eva was helping a patron and her granddaughter when the granddaughter got a little impatient. To distract the granddaughter Eva gave her 2 stickers for her fingers and the granddaughter said to Eva, “You made my day!”

Below is a picture of the hold shelf after we started receiving items from other SWAN libraries:



Currently there are 130 items on hold which is about 50-60 more than when we migrated from Sierra. Our patrons are definitely getting the benefit of being in the SWAN consortium with resource sharing.

STATISTICS

Since the beginning of the school year Guest Services staff have processed 290 teen limited access library card applications for incoming 6th grade students at Indian Trail Junior High School. 173 new cards were created from these applications.

There were 5 curbside pick-ups in November.

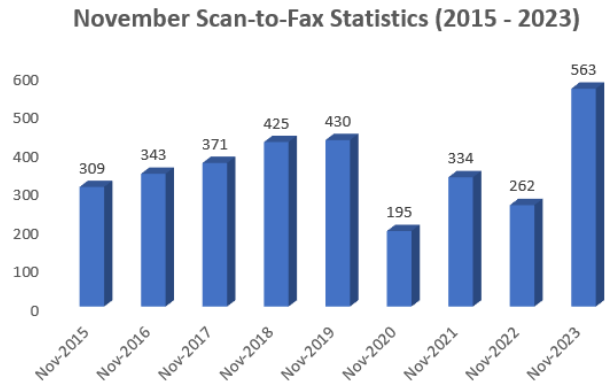
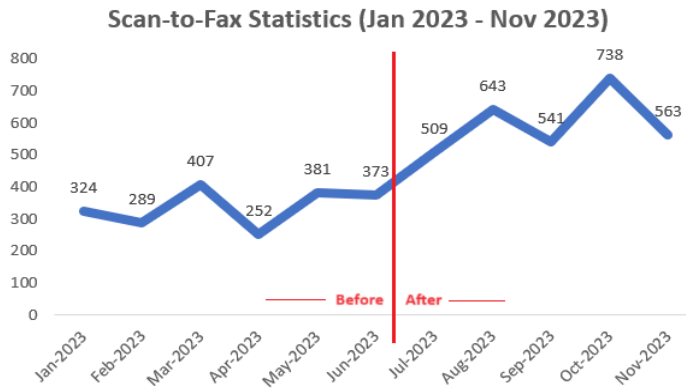
0 items were found from the 10-Day Overdue List that was on shelf but still checked out to the patrons because the list was only run for the first half of November. SWAN will have a replacement list that Kathy is looking into.

SWAN doesn't have a report to break down checkouts just by Guest Services terminals so Kathy is looking into another way to capture what checkouts and renewals are done by Guest Services, if it is possible.

IT SERVICES – November 2023

SNAPSHOT (Scan-to-Fax Service)

Thanks to our Board of Trustees' decision in June 2023 about eliminating the fees charged to patrons for faxing, patron usage of our Scan-to-Fax service has been exceeding the pre-pandemic level since then, setting a new record-high of twenty-four pages per day.



PROJECTS

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

- Swapped out all OPACs on the day of SWAN going live.
- Monitored printer/copier toner levels, replacing toner cartridges as needed.

The Creative Services Coordinator:

- Conducted ten 1-on-1 appointments, just slightly less than the monthly average of twelve.
- Offered seven programs, including a sublimation class partnered with Children's Services.
- Received five requests for 3D prints, compared to only one request in October.
- Started the Drupal 10 upgrade project with Bright Plum, our web consulting firm.
- Collaborated with staff across departments to make sure that the library website integrates with SWAN, including the Search box on the homepage and the reading lists.
- Re-wrote the Opening/Closing Inventory Procedures for IT staff to go with SWAN migration.
- Facilitated a conference session, talking about navigating jobs (without an MLS) inside and outside of libraries.

The IT System administrator:

- Worked on about thirty IT tickets, with coverage from configuring OPACs to fixing printing problems to applying server/computer updates to preparing a new computer system.
- Worked diligently on troubleshooting M365 login issues.
- Re-configured spine label printers so that they are compatible with SWAN.

The Head of IT Services:

- Coordinated multiple IT tasks to assist with SWAN migration.
- Focused on on-boarding our new IT System Administrator, completing about twenty IT tickets in the meantime.
- Completed annual PCI compliance for self-check machines.

CONTINUING EDUCATION

- All IT staff members attended the following two online training sessions, as required by HR.
 - Bloodborne Pathogens; and
 - Preventing Discrimination & Harassment.
- The Creative Services Coordinator and Head of IT Services attended an online demo about Library Market, which can serve as an alternative platform for the library website.



MATERIALS MANAGEMENT – NOVEMBER 2023

SNAPSHOT

We are now part of SWAN! The migration went well, and we faced a few minor issues that we were able to fix quickly. There are still some things that need to be worked on such as data clean up. Jenny continues to monitor issues and report them to SWAN.

Currently we have an open Library Aide position and will start reviewing applications soon.

Library Aides pulled close to 300 items from the holds list for our patrons and patron requests from the library consortium when we went live with open resource sharing. This number will stabilize in the next couple of months and expect a lower number.

All Materials Management staff completed their Staff Input Form as we prepare for annual evaluations.

Staff have been helping with processing materials. Marilyn has been adding barcodes to items and checking to see if the item has been cataloged in Workflows. Steven has been helping with adding item records in Workflows. Paul has been adding children's materials, and Sue has been helping with call numbers for our children's picture books.

PROJECTS

Karen is investigating options for purchasing laptops without the hotspot for checkout. Adult Services and Community Engagement have indicated that patrons are asking just for laptops, since they already have wi-fi at home. We will use circulating collection money as well as money left over from a grant that Lesley and Gaby had gotten to purchase laptops.

Ordering for library materials is still paused for Midwest Tape and Baker & Taylor, as we are testing the EDI process with Workflows. But we can order through Children's Plus and other vendors that do not use EDI (such as Amazon).

Karen has been working with SWAN to get the following databases started sometime in December: Educate Station, Hoover's, Craft and Hobby. And potentially Statista and Scholastic Go for a start date in January.

Hooriya created literacy kits for Adult Services and FUNSHINE bags. Jenni put up the Indigenous Peoples' Display.

Diana and Jenni were trained in the new procedure for withdrawing items in Workflows.

STATISTICS

MM staff completed 11.5 hours of CE.

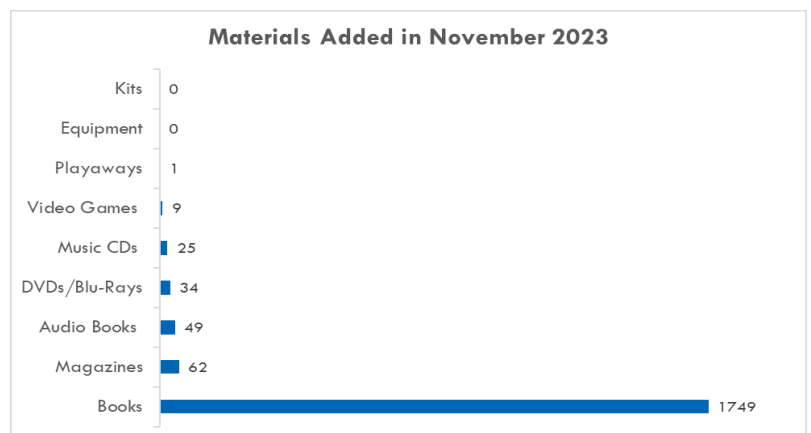
MM staff withdrew 0 items.

Library Aides shelved a total of 224 carts.

APL patrons borrowed 77 items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: 7.32 days.

APL sent 37 items to other libraries through interlibrary loan.



TEEN SERVICES – NOVEMBER 2023

SNAPSHOT

This month we gave out 1,085 snacks on 17 school days or an average of 64 snacks a day.

This is our second year participating in National Novel Writing Month (NaNoWriMo). Participants receive a "starter kit" bag with a notebook, pen, and stickers to start their writing project. They "check in" during November to earn button badges for accomplishments like writing a certain number of words, creating a villain, world-building, or introducing a love triangle. We also held "rush hour" activities throughout the month to inspire and challenge our budding writers. They shared a lot of incredible plots and characters with us after school and during our Lunch Bunch meetings at Indian Trail.

We wrapped up NaNoWriMo with an all-ages Open Mic, which was a big success. A woman in the audience cried when one of our high school patrons read their poem aloud. One teen read a multi-chapter story from the notebook she got with her "starter kit" that was inspired by the story from our murder mystery club. Another teen writer had only heard about the Open Mic the day before, but stayed up writing a prologue for a novel about dragons and pirates. We hope the warm and enthusiastic response to their work inspires them to keep writing!



We also hosted our all-ages International Game Day event this month. Games have a special way of bringing people together across all ages and interests. This year we set up the second floor program room as a video game arcade with vintage consoles like Atari and Nintendo 64. Parents excitedly shared games from their childhood and younger patrons were eager to try out games they had heard about, but never had the chance to play. In the teen program room, we hosted Gaming Goat, a local business. They introduced players to a variety of board games and trading card games. One young patron showed up right at the beginning of the event with their Pokémon cards and played all the way through until the event closed at 7pm!

HOLIDAY DECORATIONS – Staff from several departments worked together to decorate the library for Christmas and Winter Reading. All service desks have lights and snowflake garland. There are Christmas trees and festive photo booths on both the 1st and 2nd floors. There is an inflatable snowman in the Children's play area, and the front of the building is lit up with blue and white snowflake lights.



We've also had a number of holiday programs this month including:

- DIY Holiday Cards
- Polish Christmas Crafts with Krystyna
- Celebrate Las Posadas
- Christmas Classics Storytime
- Nutcracker Dance Party
- Dave Herzog's Marionettes Presents Christmas Capers
- It's Christmastime in the City: Chicago Yuletide Traditions

In addition, we've had multiple, drop-in Open Lab sessions (every weekday, for the first 3 weeks of December) in the Creative Studio These are a great opportunity for winter crafters or those who wanted to create gifts for the holidays to use Creative Studio tools and equipment and to get help from our trained staff. Sessions were offered in the morning, the afternoon, and the evening to reach as many people as possible.

PERSONNEL – Annual evaluations are underway for all staff, so this is always a particularly busy time of year for supervisors. I have eight staff who report directly to me and am working on their evaluation documents now. I've completed a couple, but I will have the actual evaluation meeting and discussion of goals for the new year with most of them in early January.

Part-time IT Associate Nick Erdman submitted his resignation after 7 years at APL. His last day at the library was Friday 12/15. Nick is leaving us for a full-time position at the Niles Maine Township District Library.

Current vacancies are:

- FT Cataloging Specialist
- PT Adult Services Specialist
- PT Library Aide
- PT IT Associate

Interviews for all four positions are underway and I hope we'll be back to full staffing soon.

DEI SURVEY – We contracted with HR Source to conduct a survey of our staff on their perceptions of Diversity, Equity, & Inclusion in the workplace. The survey was done in late October, and we received the survey results report from HR Source in November. Brooke, Laurie, & I participated in a meeting with HR Source to review the results on Tuesday, December 5. I also met with the staff EDISJ (equity, diversity, inclusion, & social justice) Committee to review the survey results and to discuss strategies on how to address some of the issues raised by survey respondents.

It should be noted that per the HR Source consultants who administered our survey and analyzed the results, we scored very, very well overall when benchmarked against other employers who have administered the same survey. They told us the efforts we've already made to embrace diversity, equity, and inclusion were evident in our results and that we are further along than many of the employers they work with. Having said that, the point of gathering input from staff on DEI issues is to help us listen, better understand, and elevate the voices of the underrepresented or those who have not been in the majority. As an example, one statement on the survey was "I feel like I belong here". Respondents were asked to choose from strongly agree,

agree, neutral, disagree, or strongly disagree with that statement. It's great to know that most employees agree or strongly agree that they feel like they belong at APL, but we cannot simply dismiss the staff who disagreed, or who strongly disagreed with that statement and be content with the fact that there were only a few who responded that way. Survey results are anonymous, so addressing the issues that were revealed through the survey will not be easy, but our initial discussions have produced some thoughtful ideas on how we can respond and work toward improvement, and I look forward to digging more into this in the new year.

SWAN APP – Late in November, we lost access to the SWAN app. Our migration team knew the app had performance issues and a replacement was being sought before we migrated, so we had not advertised it to our patrons. Because of the known issues, SWAN was able to act quickly. They had already identified an alternative; the Aspen Library Discovery App (LiDA) and they made it available to users within a couple weeks. You can find it in the Android and Apple app stores by searching “SWAN Libraries +”.

VOTER REGISTRATION – Donna arranged for Jessica Stachniak from the DuPage County Election Commission to visit us this month. While here she provided refresher training on the voter registration process for several of our existing Deputy Registrars, including me, and Adult Services Specialist Sara Lock was sworn in as a new Deputy Registrar.

BUILDING PROJECT – Brooke and I met on Tuesday 12/5 with Dan Pohrte and Tiffany Nash from Product Architecture + Design and Jack Hayes from FQC to discuss the priorities identified at the November board meeting and the revised scope to the building project. Based on our discussion at that meeting, the architects are preparing at least 3 options that will be brought to the board in January. The options will range in scope and will be shared with FQC to have preliminary cost estimates prepared to help the Board understand how much it may cost to proceed with the various options that will be presented. All options are based on the interior renovations that were already planned over the last year, and because of that, the architects and Jack agreed that we should be able to start moving forward fairly quickly once we decide what we want to do.

November 2023 Library Usage Report

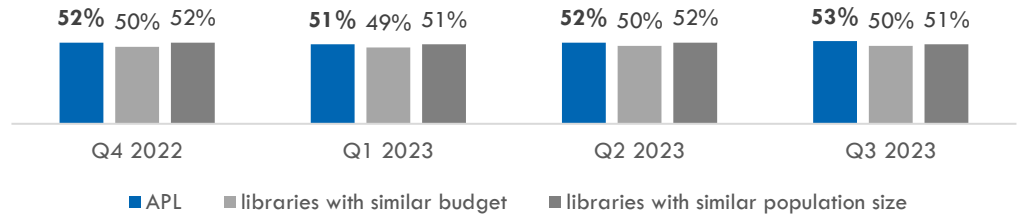


Library Cards

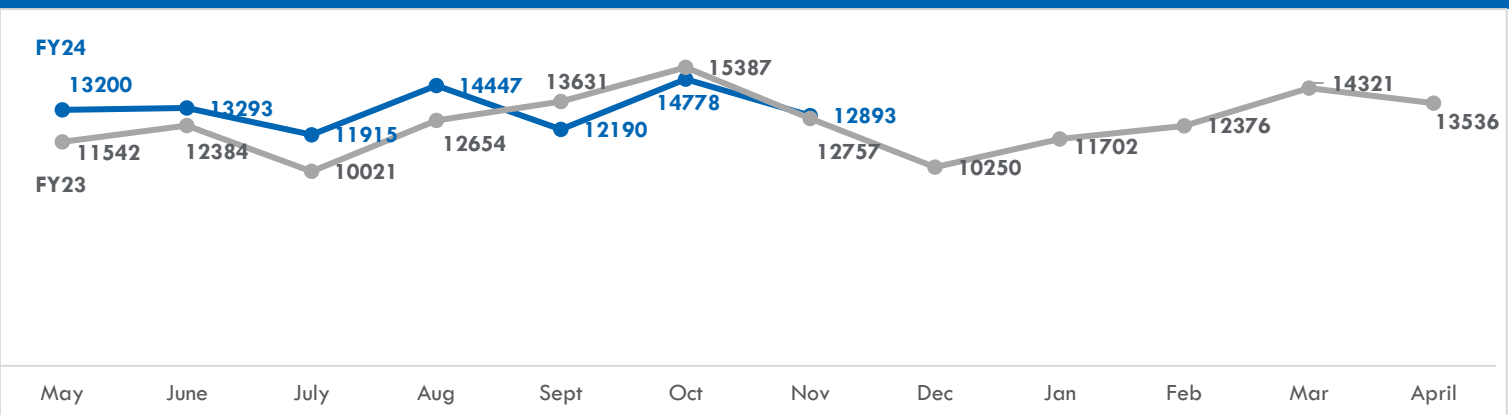
143 new library cards this month.



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

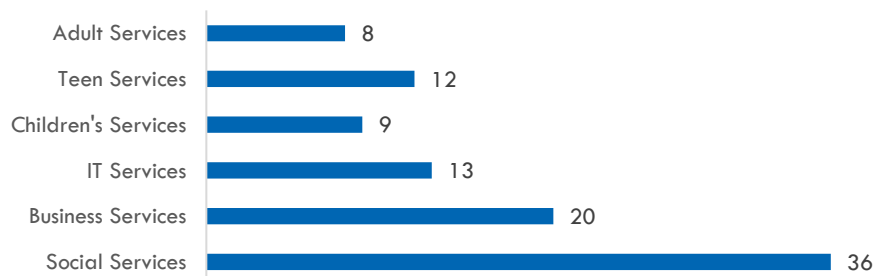


Library Visits



1-on-1 appointments

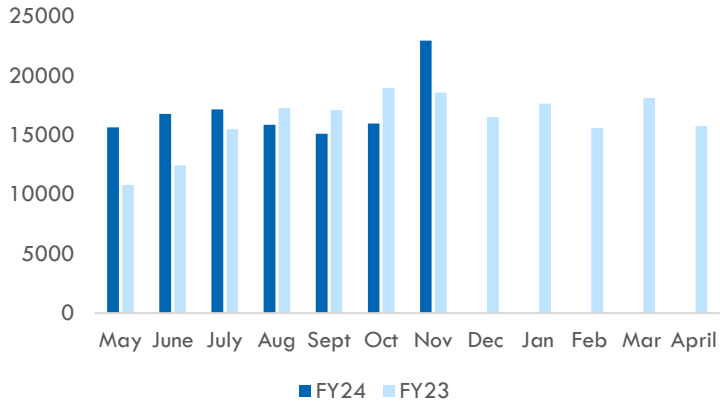
- 98 1-on-1 appointments
- 2069 computer logins
- 940 wifi sessions
- 51 large meeting room bookings
- 570 study room bookings
- 4 Creative Studio bookings
- 50 Sound Studio bookings



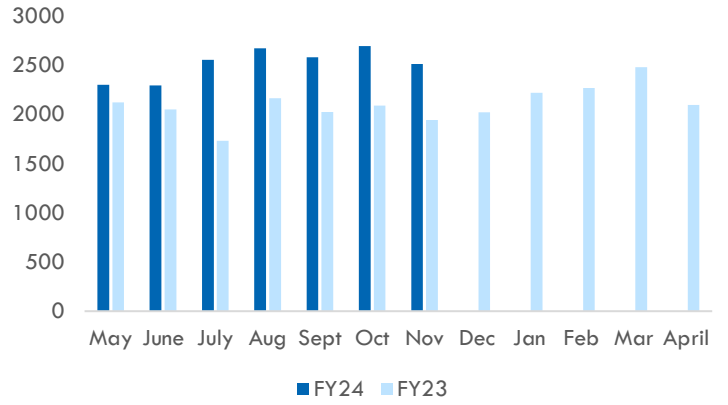
Circulation

25468 total checkouts this month.

physical item checkouts

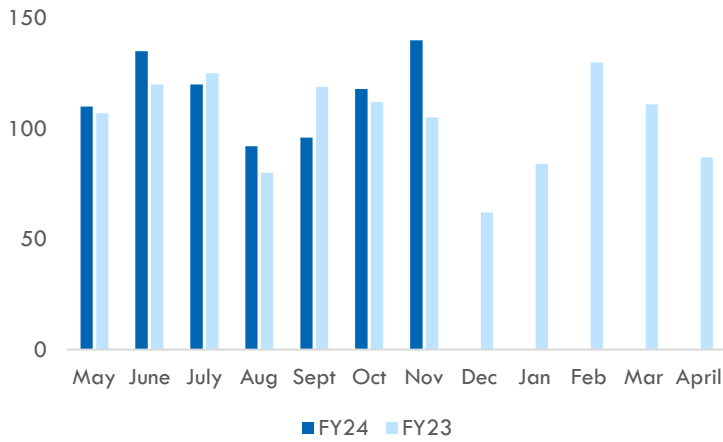


digital checkouts

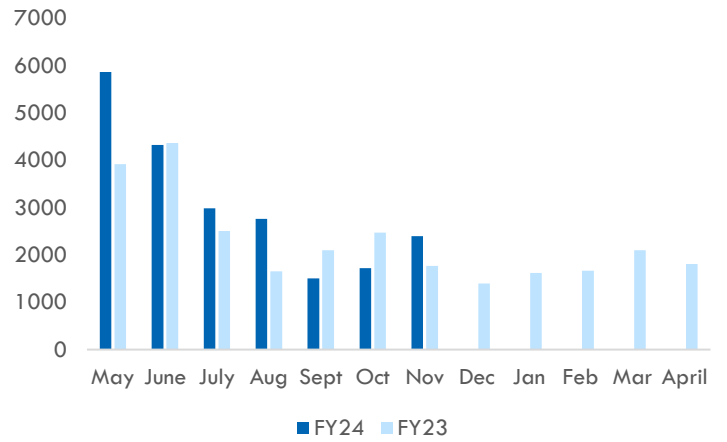


Programs & Outreach

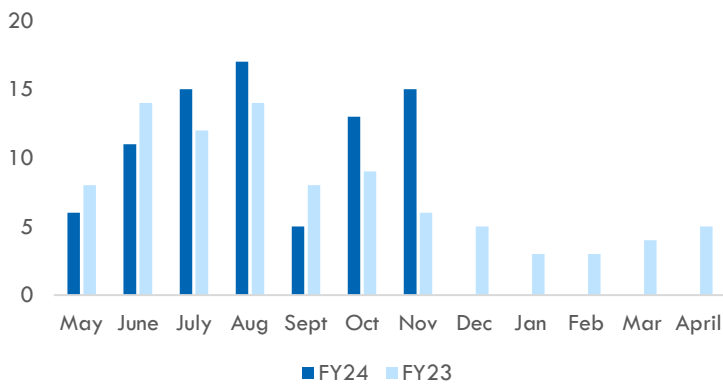
programs held



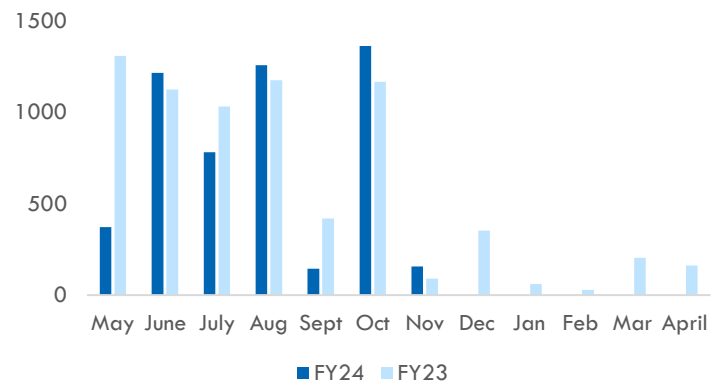
program attendees



outreach events held



people engaged at outreach events





We recommend the changes indicated below to the current policy on placing holds on items in the library's collection. This restriction is needed so we're not sending materials that are kept in flexible bags through the delivery system. The bags these collections circulate in do not provide adequate protection to keep the materials in good condition during transit. Restricting holds on these items is the only way we can prevent them from being sent out from a technical perspective.

*Hold*s

Any items available for check out can have holds placed on them except for in-library use materials and the Lucky Day collection. Patrons may select which automated system they would like to be used to notify them when their hold is ready for pick-up. Items not picked up within 7 days will be returned to the collection or given to the next person on the holds list. Only the person who placed the item on hold or their designee may pick up the item. Reciprocal borrowers from outside the SWAN library consortium and teacher cardholders are limited to a maximum of 8 holds at one time. Only Addison Public Library cardholders may place holds on Library of Things, ~~and~~ New items, puppets, totes, games, and puzzles.

Mary Medjo Me Zengue

From: Heffernan, Jill <JHeffernan@ILSOS.GOV>
Sent: Monday, December 4, 2023 9:34 AM
Subject: FY2024 Public Library Per Capita and Equalization Aid Grant Opportunity

Importance: High

-Please share this information with the appropriate staff at your library-

The FY2024 Public Library Per Capita and Equalization Aid grant application and expenditure report(s) documenting disbursement of the FY2022 award are due January 30, 2024.

FY2024 grant information can be found at [Public Library Per Capita and Equalization Aid Grants](#). Grant amounts of up to \$1.475 per person, based on the [population of the library's service area](#), are awarded annually to qualified Illinois public libraries. The Equalization Aid Grant provides additional support to help public libraries with a low library tax base to ensure a minimum level of funding for library services.

To be eligible, a public library shall meet all statutory requirements including providing library services that meet or show progress toward meeting Illinois public library standards. [75 ILCS 10/8.1](#) The FY2024 application presents a series of questions to determine the status of the library in relationship to "Serving Our Public 4.0 Standards for Illinois Public Libraries." Review the checklist at the end of each chapter to navigate the application and evaluate if the library meets, is making progress towards meeting, or does not meet each standard.

A new requirement this year is certification that the library meets [75 ILCS 10/8.7](#). It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

Illinois libraries are only eligible for state-funded grants if:

- They provide a written certification that they have adopted the American Library Association's Library Bill of Rights, specifically indicating reading materials should not be removed or restricted because of partisan or personal disapproval; or
- Provide their own policy statement prohibiting the practice of banning books or resources, similar to the following: The _____ library or institution name _____, shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

Submit the required certification form by January 30, 2024. If your library has adopted the ALA's Bill of Rights, check the first box on the form. If the library board has approved a policy, check the second box on the form and attach a copy of your policy. For more information about this legislation, please visit <https://www.banbookbans.com/>.

Please complete and submit all forms as attachments in an email addressed to percapgrant@ilsos.gov no later than **January 30, 2024**. Please include the name of the city and library in the subject line of the message.

If you have already submitted the completed forms and received confirmation, there is no need to resubmit. Any questions should be directed to the Illinois State Library at 217-524-8836 or percapgrant@ilsos.gov.



Library Grants and Programs

Illinois State Library

Secretary of State Alexi Giannoulias

Gwendolyn Brooks Building, 300 South Second Street, Springfield IL

62701-1796

217.524-8836 (o)



Keep Informed! Learn more about the products and services the Secretary of State's Office provides throughout Illinois by signing up for our newsletter by clicking [here](#).



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

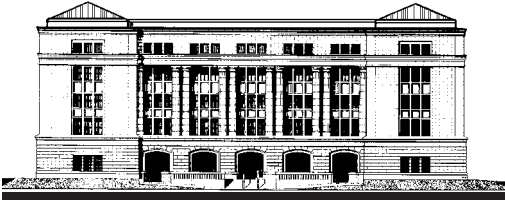
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2022: _____

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

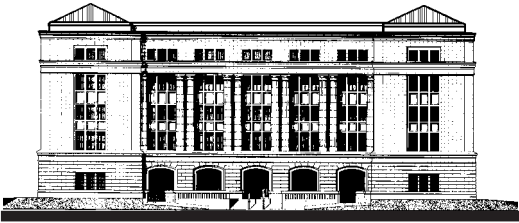
Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Addison Public Library

Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

Date

Signature Name (Typed or Printed)

Title

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

Rosario was a huge part in me getting my project done. She helped me with logging onto Google. She helped me ~~for~~ with making copies from 2 sided to one side. She helped me with scanning paperwork and then emailing. She was kind, considerate, compassionate. Rosario is a gem and a good addition to the Addison library.

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

The best person I've ever seen here. He was excellent. Nervous because I didn't know the computer, but he did it with me.

He should get special things.

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

The library has helped 3 ELLs attain jobs, Mira Ivanovich, Raghda, & MAKI. by helping them with resumes & interviewing skills.

I think some sort of public display in the library should make this known to all visitors, as ~~the~~ long as the 3 people agree.

Fecha: 11-29-23

Translation:

I like the kindness they show by helping me.

Yesenia helped me now.

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

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.

me gusta la amabilidad
que muestran al ayudarme
ahora me atendio
yesenia

Fecha: 12/05/23

Para: Mary Medjo Me Zengue, Directora

Translation: I am very pleased with the good service from the staff; excellent service; very attentive, very friendly, with an excellent explanation that can be understood perfectly.

I am very pleased with Ms. Rosario.

Thank you for your great service.

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

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.

Estoy muy complacida con el buen servicio del personal; excelente servicio; muy atentos, muy amables, con una explicación excelente, que se puede entender a la perfección. Estoy muy complacida con la Sra. Rosario.
Gracias por su gran Servicio.



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

KWAME RAOUL
ATTORNEY GENERAL

December 1, 2023

PUBLIC ACCESS OPINION 23-014
(Request for Review 2023 PAC 78444)

OPEN MEETINGS ACT:
Taking Final Action in Closed Session

The Honorable James Johnson
Trustee
Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077

The Honorable George Van Dusen
Mayor
Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077

Dear Mr. Johnson and Mr. Van Dusen:

This binding opinion is issued by the Attorney General pursuant to section 3.5(e) of the Open Meetings Act (OMA) (5 ILCS 120/3.5(e) (West 2022)). For the reasons discussed below, this office concludes that the Village of Skokie (Village) Board of Trustees (Board) violated section 2(e) of OMA¹ by taking final action during the closed session portion of its October 2, 2023, meeting.

BACKGROUND

On October 4, 2023, Board Trustee James Johnson submitted a Request for Review to the Public Access Bureau alleging that the Board improperly voted to approve the

¹ 5 ILCS 120/2(e) (West 2022), as amended by Public Act 103-311, effective July 28, 2023.

The Honorable James Johnson
The Honorable George Van Dusen
December 1, 2023
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closed session minutes of its June 5, 2023, meeting during the closed session portion of its October 2, 2023, meeting.²

On October 13, 2023, the Public Access Bureau sent a copy of the Request for Review to Mayor George Van Dusen, in his capacity as the head of the Board. The Public Access Bureau also sent the Board a letter requesting a written response to Trustee Johnson's allegations, together with copies of the notice, agenda, minutes (both open and closed), and closed session verbatim recording for the October 2, 2023, meeting.³ In a letter dated October 19, 2023, the Mayor provided this office with copies of the requested materials, including a redacted written answer⁴ and an unredacted written answer for this office's confidential review.⁵

On November 1, 2023, the Public Access Bureau forwarded a copy of the Board's redacted written answer to Trustee Johnson and notified him of his opportunity to reply.⁶ Later that same day, Trustee Johnson submitted a reply.⁷

ANALYSIS

Section 2(a) of OMA⁸ requires public bodies to conduct public business openly unless considering a subject that is among the enumerated exceptions to that requirement in section 2(c) of the Act.⁹ One of those exceptions authorizes public bodies to hold a closed meeting or close a portion of a meeting for the purpose of "[d]iscussion of minutes of meetings

²E-mail from James Johnson to Leah Bartelt, Public Access Counselor, Office of the Attorney General (October 4, 2023).

³Letter from Christopher R. Boggs, Deputy Public Access Counselor, Public Access Bureau, Office of the Attorney General, to The Honorable George Van Dusen, Mayor, Village of Skokie (October 13, 2023).

⁴Section 3.5(c) of OMA (5 ILCS 120/3.5(c) (West 2022)) provides that "the public body may * * * furnish the Public Access Counselor with a redacted copy of the answer excluding specific references to any matters at issue."

⁵Letter from Mayor George Van Dusen, Village of Skokie, to Christopher Boggs, Deputy Public Access Counselor, Public Access Bureau, [Office of the Attorney General] (October 19, 2023).

⁶Letter from Christopher R. Boggs, Deputy Public Access Counselor, Public Access Bureau, Office of the Attorney General, to The Honorable James Johnson, Trustee, Village of Skokie (November 1, 2023).

⁷E-mail from James Johnson to Christopher Boggs (November 1, 2023).

⁸5 ILCS 120/2(a) (West 2022), as amended by Public Act 103-311, effective July 28, 2023.

⁹5 ILCS 120/2(c) (West 2022), as amended by Public Act 103-311, effective July 28, 2023.

lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."¹⁰ Section 2(e) of OMA, however, provides that "[n]o final action may be taken at a closed meeting[]" and that "[f]inal action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted."

The non-confidential portion of the Board's answer denied that the Board violated OMA during the closed session portion of its October 2, 2023 meeting,¹¹ but the entirety of its reasoning in support of that assertion was provided confidentially. This office has reviewed the allegations in Trustee Johnson's Request for Review, the minutes of both the open and closed portions of the October 2, 2023, meeting, as well as the entirety of the verbatim recording of the October 2, 2023, closed session. The October 2, 2023, open session meeting minutes¹² reflect that the Board adjourned its open session at 8:10 p.m. to convene in closed session for the review and discussion of pending litigation under section 2(c)(11) of OMA.¹³ The closed session verbatim recording confirms the allegations in Trustee Johnson's Request for Review, which stated that during the relevant portion of the closed session meeting, the Board approved the June 5, 2023, closed session minutes, with Trustee Johnson abstaining.¹⁴ Following additional closed session discussion that is not at issue in this matter, the Board adjourned its closed session at 8:20 p.m.¹⁵ The October 2, 2023, open session meeting minutes do not indicate that the Board took any vote in open session with regards to the approval of the June 5, 2023, closed session minutes or otherwise reconvened in open session following the adjournment of the closed session.

¹⁰ ILCS 120/2(c)(21) (West 2022), as amended by Public Act 103-311, effective July 28, 2023.

¹¹Letter from Mayor George Van Dusen, Village of Skokie, to Christopher Boggs, Deputy Public Access Counselor, Public Access Bureau (October 19, 2023), at 2.

¹²Village of Skokie Board of Trustees, Regular Meeting, October 2, 2023, Minutes 3.

¹³ ILCS 120/2(c)(11) (West 2022), as amended by Public Act 103-311, effective July 28, 2023). Although not alleged as a violation in Trustee Johnson's Request for Review, the meeting minutes do not also cite the section 2(c)(21) exception as a basis for the Board's closed session discussion. Section 2a of OMA (5 ILCS 120/2a (West 2022)) requires public bodies to publicly cite "the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public" before voting to enter closed session, and to record and enter that exception in the meeting minutes.

¹⁴Village of Skokie Board of Trustees, Closed Session, October 2, 2023, MP3 Audio File, at 00:03:45 (on file with the Public Access Bureau).

¹⁵Village of Skokie Board of Trustees, Regular Meeting, October 2, 2023, Minutes 3.

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The primary objective when construing the meaning of a statute is to ascertain and give effect to the intent of the General Assembly. *DeLuna v. Burciaga*, 223 Ill. 2d 49, 59 (2006). "The most reliable indicator of legislative intent is the statutory language, given its plain and ordinary meaning." *Gaffney v. Board of Trustees of Orland Fire Protection District*, 2012 IL 110012, ¶ 56. If the language of a statute is clear and unambiguous, a reviewing body "may not depart from the plain language by reading into the statute exceptions, limitations, or conditions that the legislature did not express." *Hayashi v. Illinois Department of Financial & Professional Regulation*, 2014 IL 116023, ¶ 16. "[L]ikewise, [a reviewing body] may not add provisions under the guise of interpretation." *Glynn v. Dep't of Corrections*, 2023 IL App (1st) 211657, ¶ 27. "[D]ifferent sections of the same statute should be read together and construed harmoniously." *Collinsville Community Unit School District No. 10 v. Regional Board of School Trustees of St. Clair County*, 218 Ill. 2d 175, 185-86 (2006).

As discussed above, section 2(e) of OMA expressly provides that "**[n]o final action may be taken at a closed meeting**. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." (Emphasis added.) The requirement that public bodies take final action openly and the prohibition against taking final action in closed session could not be more clearly stated and do not contain an exception for final action on approving closed session minutes. Although section 2(c)(21) of OMA provides that closed session minutes may be discussed in closed session "for purposes of approval by the body," the plain language of the exception does not state that the approval itself may occur in closed session. Sections 2(c)(21) and 2(e) of OMA may be read together and construed harmoniously to mean public bodies may enter closed session to discuss *whether* to approve closed session minutes before returning to open session to take final action on the approval of those minutes. Such a construction is consistent with the plain language of each provision and gives effect to both of them.

Further, taking action openly to approve closed session minutes does not compromise a public body's ability to maintain the confidentiality of the substance of closed session discussions. The Illinois Supreme Court has ruled that the public recital required by section 2(e) of OMA before a public body takes final action must "announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." *Board of Education of Springfield School District No. 186 v. Attorney General of Illinois*, 2017 IL 120343, ¶ 64. A public body may satisfy that requirement by simply making a motion to approve closed session minutes of a meeting held on particular date, without revealing details of the underlying matters

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discussed in closed session.¹⁶

OMA does permit a public body to take a preliminary vote in closed session followed by a final vote in open session. *Board of Education of Springfield School District No.*, 2017 IL 120343, ¶ 73 ("[T]he statute contains no bar to a public body's taking a preliminary vote at a closed meeting."); *see also Jewell v. Board of Education, Du Quoin Community Unit Schools, District No. 300*, 19 Ill. App. 3d 1091, 1095 ("The statute does not prohibit the Board from polling its members at a closed session. Thus the fact that there were two votes taken, one at the closed and one at the open session, should not be considered a violation of the open meeting law. The crucial fact is that the final vote was taken at an open session."). In this matter, however, there was nothing tentative about the Board's vote to approve closed session minutes during the closed session portion of its October 2, 2023, meeting, and the Board did not return to open session to take final action to approve the closed session minutes.

Finally, a vote to approve closed session minutes is final action despite the fact that public bodies are also obligated to review closed session minutes every six months, as required by section 2.06(d) of OMA,¹⁷ to determine whether they continue to require confidential treatment. As noted above, section 2(c)(21) permits closed session discussion of closed session minutes "for purposes of approval by the body of the minutes **or** semi-annual review of the minutes as mandated by Section 2.06." (Emphasis added.) The Board's future compliance with section 2.06(d) is therefore a separate and distinct final action from its approval of the minutes themselves.

Accordingly, this office concludes that the Board violated section 2(e) of OMA by taking final action to approve closed session minutes during the closed session portion of its October 2, 2023, meeting.

¹⁶This office also notes that the agenda of the Board's October 2, 2023, meeting did not contain an agenda item concerning the approval of closed session minutes as required by section 2.02(c) of OMA (5 ILCS 120/2.02(c) (West 2022)), which provides that "[a]ny agenda required under this Section shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting." Including the general subject matter of the approval of closed session minutes on the October 2, 2023, meeting agenda, in accordance with section 2.02(c) of OMA, would not have required the Board to reveal the substance of any confidential matters discussed in closed session.

¹⁷5 ILCS 120/2.06(d) (West 2022) (requiring public bodies to review closed session minutes "every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body[,] and to report "in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.").

FINDINGS AND CONCLUSIONS

After full examination and giving due consideration to the arguments presented, the Public Access Counselor's review, and the applicable law, the Attorney General finds that:

1) On October 4, 2023, Board Trustee James Johnson submitted a Request for Review to the Public Access Bureau alleging that the Board improperly voted to approve the closed session minutes of its June 5, 2023, meeting during the closed session portion of its October 2, 2023, meeting. Trustee Johnson's Request for Review was timely filed and otherwise complies with the requirements of section 3.5(a) of OMA.

2) On October 13, 2023, the Public Access Bureau sent a copy of the Request for Review to the Board. The Public Access Bureau also sent the Board a letter requesting a written response to Trustee Johnson's allegations, together with copies of the notice, agenda, minutes (both open and closed), and closed session verbatim recording for the October 2, 2023, meeting.

3) In a letter dated October 19, 2023, Mayor George Van Dusen, on behalf of the Board, provided this office with copies of the requested materials, including a redacted written answer and an unredacted written answer for this office's confidential review

4) On November 1, 2023, the Public Access Bureau forwarded a copy of the Board's redacted written answer to Trustee Johnson and notified him of his opportunity to reply. Later that same day, Trustee Johnson submitted a reply.

5) Section 2(c)(21) of OMA allows a public body to hold a closed meeting or close a portion of a meeting for the purpose of "[d]iscussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06."

6) Section 2(e) of OMA provides that "[n]o final action may be taken at a closed meeting" and that "[f]inal action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." Section 2(e) does not contain an exception that permits a public body to take final action to approve closed session meeting minutes during the closed session portion of a meeting.

7) The Board voted to approve the closed session minutes of its June 5, 2023, meeting during the closed session portion of its October 2, 2023, meeting. That vote was not a preliminary poll or a tentative consensus; the Board did not ratify the approval of the closed session minutes during the open session of its October 2, 2023, meeting.

The Honorable James Johnson
The Honorable George Van Dusen
December 1, 2023
Page 7

8) Accordingly, the Attorney General concludes that the Board violated section 2(e) of OMA by taking final action during the closed session portion of its October 2, 2023, meeting.

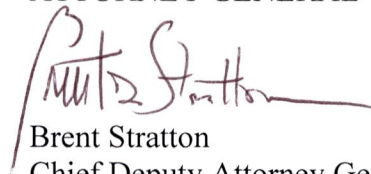
In accordance with these findings of fact and conclusions of law, the Board is directed to include the approval of the June 5, 2023, closed session minutes on the agenda of its next regular meeting, and provide the public with an adequate public recital before any vote on the approval of those minutes. As required by section 3.5(e) of OMA, the Board shall either take necessary action as soon as practical to comply with the directives of this opinion or shall initiate administrative review under section 7.5 of OMA. 5 ILCS 120/7.5 (West 2022).

This opinion shall be considered a final decision of an administrative agency for the purpose of administrative review under the Administrative Review Law. 735 ILCS 5/3-101 *et seq.* (West 2022). An aggrieved party may obtain judicial review of the decision by filing a complaint for administrative review in the Circuit Court of Cook County or Sangamon County within 35 days of the date of this decision, naming the Attorney General of Illinois and Mr. James Johnson as defendants. *See* 5 ILCS 120/7.5 (West 2022).

Very truly yours,

KWAME RAOUL
ATTORNEY GENERAL

By:

A handwritten signature in black ink, appearing to read "Brent Stratton", is written over a horizontal line.

Brent Stratton
Chief Deputy Attorney General

CERTIFICATE OF SERVICE

Steve Silverman, Bureau Chief, Public Access Bureau, hereby certifies that he has served a copy of the foregoing Binding Opinion (Public Access Opinion 23-014) upon:

The Honorable James Johnson
Trustee
Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077
jamesforskokie@gmail.com

The Honorable George Van Dusen
Mayor
Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077
George.VanDusen@skokie.org

by causing a true copy thereof to be sent electronically to the addresses as listed above and by causing to be mailed a true copy thereof in correctly addressed, prepaid envelopes to be deposited in the United States mail at Chicago, Illinois on December 1, 2023.



STEVE SILVERMAN
Chief, Public Access Bureau

STEVE SILVERMAN
Bureau Chief
Public Access Bureau
Office of the Attorney General
100 West Randolph Street, 11th Floor
Chicago, Illinois 60601
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After \$4.3 Million Renovation, Expanded Highwood Library Reopens

"This is an exciting time for our city," Mayor Charlie Pecaro said.

Jonah Meadows, Patch Staff

Posted Mon, Dec 11, 2023 at 12:24 pm CT



The Highwood Library and Community Center held a grand reopening ribbon-cutting event Saturday with a holiday craft market and

HIGHWOOD, IL — The Highwood Library & Community Center celebrated the completion of a yearlong \$4.3 million renovation project with a reopening event Saturday. The expansion added more rooms, updates the library's infrastructure and brings more experiential learning into the new space.

Formerly known as the Highwood Public Library, the facility has served as a vital resource for the community, functioning as a vaccine center during the COVID-19 pandemic and focusing on providing mental health services to the community in the wake of last year's Highland Park parade shooting.

"We are absolutely thrilled to reopen to the public and allow community members to access their new library and community center," Executive Director Laura Ramirez said in a statement. "Although we have continued to serve the community through programming held at our partner sites, nothing compares to being able to host families here in our newly renovated space."

Expanded services, including counseling, case management, education and coaching led to the need for renovations, according to library officials.

The new building has areas aimed at patrons of all ages, with a special events meeting room, collaborative meeting spaces, a children's department with a stage and an interactive exhibit sponsored by the Kohl Children's Museum and a computer lab.

Library Board President Lucy Hospodarsky referenced the library's recent win of one of the field's most prestigious awards.

"[Winning the 2021 National Gold Medal from the Institute of Museum and Library Services](#) (IMLS) was so special and an affirmation of the wonderful way we are serving the patrons of our library," Hospodarsky said. "Our newly renovated building will surely attract new patrons with its special features like the laptop bar, coffee and tea station, and private meeting rooms."

Highwood Mayor Charlie Pecaro thanked Ramirez, Hospodarsky and the rest of the library's board and staff.

"This is an exciting time for our city," Pecaro said. "The library has truly become an asset and welcoming space for countless families in our community."

After 2+ Years, Niles-Maine District Library Employees Have First Union Contract

By [Tom Robb](#) on November 20, 2023



Unionized Niles-Maine District Library employees take a group photo in the library. (AFSCME Council 31 photo)

Niles-Maine District Library trustees unanimously approved a first union collective bargaining agreement with library employees at their Wednesday, Nov. 15 library board meeting. The agreement comes more than two years after employees served notice they formed a union in June 2021.

The union, represented by the American Federation of State, County and Municipal Employees (AFSCME) Council 31, a part of the AFL-CIO, represents 62 Niles-Maine District Library employees below the level of department supervisor, and will now be known as Local 234 of AFSCME Council 31.

Those employees voted unanimously to ratify the new three-year collective bargaining agreement on Friday, Nov. 10, AFSCME Council 31 spokesman Anders Lindall said. The agreement runs from the date it was ratified through Dec. 31, 2026.

“Under the agreement, employees with at least one year of service will see their wages go up at least 5% to as much as 34% immediately, and up at least 12.5% to as much as 46.5% over three years, with the largest increases going to the lowest-paid employees,” AFSCME Council 31 said in a press release about the contract agreement.

“In addition to laying out costs for health care, ensuring predictable schedules, and providing for a fair process to resolve disputes between workers and managers, the contract also creates the library’s first-ever paid parental leave benefit,” the press release said.

“The (Niles-Maine District Library) Board of Trustees is proud to have unanimously approved the first union contract for our library workers,” Board President Becky Keane said.

“Since May of this year, the board and bargaining teams have worked diligently and collaboratively to bring about an equitable contract that both parties feel good about,” Keane continued.

“People who are fairly paid feel respected and can just focus on serving the community. That will make it much easier to hire and keep people,” said Todd Miller, a digital services librarian and a member of the union’s bargaining committee. “It’s been a long time coming, but it has all been worth it. The whole bargaining unit is excited to enter a new day for the library.”

In the last few months, library employees and community members have come to library board meetings questioning what was taking so long to see the union agreement completed, given that the library was served notice that employees had unionized in June 2021.

Lindall said one year is not uncommon for a first contract to be written, as every aspect of the contract is created anew, vs. when a contract is renewed. He and Keane pointed to a majority bloc elected to the library board in April 2021, seated in May of that year — less than one month before employees unionized — as the major contributing factor for the delay in ratifying the first contract.

Since one library trustee’s resignation in the summer of 2021, the library board was deadlocked with two equal voting blocs of three members each. That deadlock prevented a replacement trustee from being appointed until state legislation was introduced in response to the situation. At the end of December 2022, after a court challenge to the new law, Trustee Umair Qadeer was appointed by then Illinois Secretary of State

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“The historic first contract is the latest in a string of victories for Niles (Maine District) library employees, who formed their union in June 2021 in response to a hostile takeover of the elected board by individuals who aimed to undermine library programs and services,” Lindall said in a press release.

“They stopped the worst of the board’s threatened budget cuts, weathered a two-year hiring freeze and the loss of a beloved library director, and earlier this year helped to retake a majority on the board for candidates who value library services,” Lindall continued.

“As AFSCME states in their press release, the union was formed in response to a hostile takeover of the (library) board,” Keane said. “Under their control, the former president (Carolyn Drblik) routinely postponed meetings between the board and union lawyer which resulted in lengthy delays.

“Additionally, the majority of the prior board didn’t understand what a modern-day library really is or respect the staff and that created a lot of roadblocks to the contract.”

Rather than awarding retroactive pay, the contract awards one-time bonus pay based on past years of service of between \$500 for employees who have been with the library less than one year to \$3,000 for employees with 20 or more years of service, along with a uniform 5% increase for most employees on adoption of the contract.

The contract also establishes a 12-step schedule taking effect on the anniversary of the employee’s work anniversary. The steps may be suspended if employee evaluations rank the employee’s performance as “needs improvement” or “unacceptable.”

The agreement also includes longevity pay, an added stipend for those who are bilingual and able to provide translation while working, and pays a full 7.5-hour shift for those working on Sundays when the library is not open for 8 hours.

Officials were not able to immediately provide an estimate of how the new agreement might impact the library’s budget.

Trustees adopted a \$7.8 million spending budget in September, with what was characterized as placeholders for labor costs as the agreement was not finalized at that point.

The budget includes two metrics, the budget, what the library expects to spend, and the allocation, what the library is legally allowed to spend. The budget allocation for most budget line items is double what the spending line items are.

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Too Much Money At Elmhurst's 'New' Library?

An alderman said the account for capital projects seemed a "little high."

David Giuliani, Patch Staff

Posted Wed, Nov 22, 2023

ELMHURST, IL – An Elmhurst alderman questioned this week whether the Elmhurst Public Library has too much money in its coffers for capital projects.

The library has about \$1.9 million in the account now, and that is budgeted to increase to over \$2 million next year.

At Monday's City Council meeting, Alderman Jacob Hill, a librarian at Elmhurst University, said the amount seemed a "little high."

He said Downers Grove's library, which he considered comparable, has a much smaller fund for capital projects.

"Why do we carry such a large balance in that fund?" he said. "We seem to fund it fairly aggressively, and I'd like to know about the library's thinking on that."

In response, the library's director, Mary Beth Harper, said the library puts \$250,000 into the account each year. This is based on an engineering study that projects the building's long-term needs, she said.

The library building turned 20 years old this year.

"People still constantly refer to the library as the new library, but it is no longer new," Harper said. "It's a well-maintained library, and it will continue to be well-maintained."

When building improvements are needed, Harper said, the library wants to avoid a tax increase and debt.

As for Downers Grove's library, Harper said it has \$750,000 in its capital account and is planning to put in \$350,000 more.

"They recently have done some major renovations to the library. It is an old building. Maybe they spent some down," Harper said.

Alderman Rex Irby differed with Hill's assessment. He suggested the annual increases in the capital account may not be enough.

Gov. Pritzker Announces Illinois' Statewide Launch of Dolly Parton's Imagination Library

Press Release - Tuesday, December 05, 2023

The goal is for all children 0-5 to receive free books mailed to their home

CHICAGO — Today, Governor JB Pritzker was joined by Dollywood Foundation Executive Director Nora Briggs, United Way of McLean County President and CEO David Taylor, local officials, parents, and community members at the Bloomington Public Library for the statewide launch of Illinois' partnership with The Dollywood Foundation to provide Dolly Parton's Imagination Library. This book gifting program mails free, high-quality, and age-appropriate books to children from birth to age five, regardless of the family's income. Governor Pritzker's FY24 budget allocates \$1.6 million to the program to support early childhood learning in Illinois and instill lifelong reading practice.

"Today, I couldn't be prouder to announce that Illinois is beginning its journey to provide every child under the age of five an opportunity to sign up and have a free book delivered to their house every month," **said Governor JB Pritzker**. "Research shows that early literacy makes a big difference for our youngest learners when it comes to developing language and social skills. It's one of the many reasons my administration allocated funding in FY24's historic budget to make this partnership possible—furthering our transformative early childhood education goals."

"I am so excited to announce that Illinois is expanding my Imagination Library statewide," **said Dolly Parton**. "Thank you to Governor JB Pritzker and all our local program partners across Illinois who worked so hard to make this dream a reality."

The Imagination Library Program is supported by The Dollywood Foundation, a nonprofit organization founded by Dolly Parton in 1988. Since launching in 1995, the Imagination Library has become the preeminent early childhood book-gifting program in the world, with the mission of inspiring a love of reading in children from birth to age five. Inspired by Dolly's father's inability to read, the Imagination Library Program was launched in her home county of Sevier County, Tennessee. The program's significant impact led to its international expansion and has gifted over 220 million free books in the United States, Canada, United Kingdom, Australia, and The Republic of Ireland. On a monthly basis, the Imagination Library mails over 2.8 million books.

The program is currently active in areas across forty counties in Illinois with over 30,000 children currently receiving books and with this expansion, is expected to fully cover the entire state. To ensure that all children can participate, new local program partners are needed, and existing Imagination Library programs are encouraged to grow capacity to register additional children.

Research has shown that the first five years of life are critical for young children, with around 90% of brain development occurring during those years. Daily readings by parents or caregivers provide the greatest opportunity to prepare their child for school, and literacy is a long term major social determinant of health and economic impact. Children receiving books through the Imagination Library see increased readiness for kindergarten and higher academic achievement.

"I'm thrilled Dolly Parton's Imaginary Library is expanding, bringing the love of reading to children across Illinois," **said Lieutenant Governor Juliana Stratton**. "Advocates like Dolly Parton have helped get our children excited about reading, learning, and discovery, and I'm grateful Illinois can partner with such a strong voice. I am firmly committed to supporting early childhood education—and how magical it is that we get to send free books to kids right at home?"

"Every child should have access to books at home," **said Dr. Tony Sanders, Illinois State Superintendent of Education**. "The Dolly Parton Imagination Library and State of Illinois are removing barriers to early literacy by providing free books to our youngest readers."

"Today's students who don't have opportunities to become strong readers are tomorrow's adults—adults who desperately need literacy to sign a lease agreement, fill out a job application, manage their own health care, support their children's education, and participate in our democracy," **said Senate Majority Leader Kimberly A. Lightford (D-Maywood)**. "The Dolly Parton Imagine Library is a critical program that gives young students the tools they need to succeed—both now and throughout life."

"The Dolly Parton Imagination Library is a symbol of hope and opportunity for our youngest minds," **said Senate Assistant Majority Leader David Koehler (D-Peoria)**. "This initiative is crucial for children, serving as the foundation that shapes their love for reading, learning and creativity—all while improving literacy rates and empowering our youth—regardless of their socio-economic background."

"As someone who grew up with limited access to books at home, projects like the Dolly Parton Imagination Library matter deeply to me," **said House Majority Conference Chairperson Theresa Mah (D-Chicago)**. "I was proud to fight to secure this item during the budget process because I know from experience how much a project like this can do for kids without books. We are working to build the best education system in the country for Illinois kids, and I believe projects like the Dolly Parton Imagination Library are an integral part of that effort."

"In addition to bolstering our public education system, one of the best things we can do to help kids learn is foster learning, reading especially, outside of school," **said State Representative Sharon Chung (D-Bloomington)**. "This library gives kids who may not have many books incredible opportunities to fulfill that need. Building a stronger future for Illinois kids starts with maintaining projects like this, and I plan on fighting to do so every day I stand for my community in Springfield."

"Governor Pritzker's visit underscores the importance of literacy, echoing Dolly Parton's visionary Imagination Library," **said Bloomington Mayor Mboka Mwilambwe**. "As we welcome such influential initiatives, our ongoing library renovations, coupled with the Public Library Per Capita Grant we received, reflect our commitment to creating a vibrant and resourceful community hub."

To learn more about becoming a local program partner, contact Pam Hunsaker at Phunsaker@imaginationlibrary.com.

To check to see if a program is available in your area, visit the 'find my program' page on www.imaginationlibrary.com. You can enroll your child or sign up to be notified when a program comes to your community. Visit back often as we expand across the state.

About Dolly Parton's Imagination Library

Since launching in 1995, Dolly Parton's Imagination Library has become the preeminent early childhood book-gifting program in the world. The flagship program of The Dollywood Foundation, a 501(c)(3) non-profit organization, has gifted over 200 million free books in the United States, Canada, United Kingdom, Australia, and The Republic of Ireland. This is achieved through funding shared by The Dollywood Foundation and Local Community Partners. The Imagination Library mails more than 2.8 million high-quality, age-appropriate books directly to children's homes each month. Each child enrolled in the program receives one book per month from birth to age five - at no cost to families. Dolly envisioned creating a lifelong love of reading and inspiring children to Dream More, Learn More, Care More and Be More.

The program's impact has been widely researched, and results demonstrate its positive impact on early childhood development and literacy skills. Penguin Random House is the exclusive publisher of Dolly Parton's Imagination Library.

Press Releases

- **Illinois Hate Crimes Commission Calls for Unified Rejection of Hate**

Tuesday, December 05

- **This Holiday Season; Deck the Halls with Fire Safety in Mind**

Tuesday, December 05

- **Gov. Pritzker Announces Illinois' Statewide Launch of Dolly Parton's Imagination Library**

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Missouri library will ban porn star book – after 20 people on waiting list read it

The Guardian Australia · 24 Nov 2023 · Gloria Oladipo

A Missouri library system will ban a book that critics are calling too sexually explicit – but they are allowing the 20 people on the book’s waiting list to read it first.



A committee with the St Charles city–county library system in eastern Missouri has moved to ban the book *Bang Like a Porn Star: Sex Tips from the Pros*, but will allow everyone on the book’s waiting list before 21 November to read it first, the St Louis Post–Dispatch reported. Jason Kuhl, CEO of the St Charles city–county library, announced the committee’s decision in a statement on Tuesday. He said the book would be removed after the review committee found the book “[did] have explicit photographs that seemed unrelated to the text they should have been illustrating”.

Kuhl added that the book was initially purchased five years ago because “it was the only item readily available at the time about sexuality and sexual health for gay men”.

The 2018 book features interviews from gay adult film stars and covers a range of topics about sex acts and health including “providing oral pleasure”, “creating your own home sex video”, and how to remain sexually healthy, according to the book’s description. It was previously housed in the library’s adult section.

The library system only had one copy of the book before the book’s formal challenge, which Kuhl said had not “been publicly available for months” as it was never returned.

More copies of the book had to be purchased by the library’s review committee to review the initial challenge.

In September, critics argued for the book’s removal after claiming it was too sexually explicit for a public library. The formal request for removal was made through the library system’s request for reconsiderations process, which allows patrons to challenge material or ask for books to be rehoused in a different section.

Lori Beth Crawford, a spokesperson for the library system, declined to release the names of who filed the initial complaints to the Guardian, but noted there were only three in total for *Bang Like a Porn Star*.

Parents also publicly critiqued the book *It’s Perfectly Normal: Changing Bodies, Growing Up, Sex, Gender and Sexual Health*, a 1994 book on puberty and sexual health for older children.

The book has become one of the most banned in the past two decades, according to the American Library Association.

A formal request for removal was not made for *It's Perfectly Normal*.

Crawford said that the library system has not seen an uptick in the amount of books being formally challenged, but that more people were using other channels such as writing letters to Kuhl and other board members to voice disapproval.

A petition for Kuhl's removal has already garnered nearly 1,000 signatures.

Like several libraries across the country, the St Charles city-county has been at the center of increased Republican-backed efforts to ban books that discuss race, gender or sexuality.

In a 2022 interview with the Guardian, Kuhl spoke about the difficulties of managing a library amid new laws targeting books.

"We are unsure on what someone can interpret as sexually explicit," Kuhl said in the interview, referring to a broadly written law that criminalizes anyone making sexually explicit material available at a school, including several acclaimed books by queer authors.

"To be blunt, it feels like we've moved backwards in time. We're in a culture of fear."