

Regular Board Meeting

Tuesday, February 20, 2024 6:30 PM

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

7. **Consent Agenda**

7.A. Approval of Minutes

7.B. Approval of Bills & Disbursements

8. **Reports**

8.A. Director & Staff Reports

8.B. Statistics

8.C. Strategic Plan Report

8.D. Friends of the Library Report

9. **Unfinished Business**

9.A. ACTION ITEM: Revised Scope of Building Project

10. **New Business**

10.A. ACTION ITEM: Pay Grade Structure
Adjustment

11. **Closed Session - 5 ILCS 120/2(c) (11)**

12. **Correspondence & Announcements**

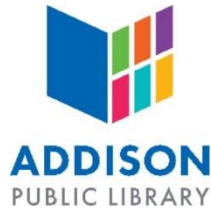
12.A. Patron Comment Cards

12.B. Library News

12.C. Other Correspondence

13. **Additional Discussion**

14. **Adjournment**



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4. **Approval of the Agenda**
5. **Public Comment**
6. **Treasurer's Report**
7. **Consent Agenda**
 - A. Approval of Minutes
 - B. Approval of Bills & Disbursements
8. **Reports**
 - A. Director & Staff Reports
 - B. Statistics
 - C. Strategic Plan Report
 - D. Friends of the Library Report
9. **Unfinished Business**
 - A. ACTION ITEM: Revised Scope of Building Project
10. **New Business**
 - A. ACTION ITEM: Pay Grade Structure Adjustment
11. **Closed Session - 5 ILCS 120/2(c)(11)**
12. **Correspondence & Announcements**
 - A. Patron Comment Cards
 - B. Library News
 - C. Other Correspondence
13. **Additional Discussion**
14. **Adjournment**

Addison Public Library Balance Sheet as of January 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending 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	160,050.11	733.74	160,783.85
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	8,529.11	1,246.67	9,775.78
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	225,681.12	(116,937.45)	108,743.67
10-11-1085 - Cash in Bank - Ehlers	14,836,019.85	93,166.01	14,929,185.86
10-11-1095 - Cash in Bank - Harris Bank MM	6,388,750.07	(386,544.19)	6,002,205.88
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>12,518,017.04</u>	<u>(408,335.22)</u>	<u>12,109,681.82</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	114,470.19	52,891.20	167,361.39
10-22-0250 - Health Insurance Withholding Payable	0.00	0.03	0.03
10-22-0260 - Def Annuity Withholding Payable	(2,840.00)	2,715.00	(125.00)
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>6,000,692.30</u>	<u>55,606.23</u>	<u>6,056,298.53</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>9,476,525.76</u>	<u>55,606.23</u>	<u>9,532,131.99</u>
 Excess Revenues Over Expenses	<u>3,041,491.28</u>	<u>(463,941.45)</u>	<u>2,577,549.83</u>

Addison Public Library Balance Sheet as of January 31, 2024

	<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	623,151.53	2,566.65	625,718.18
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,559,099.11</u>	<u>2,566.65</u>	<u>15,561,665.76</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>(236,994.97)</u></u>	<u><u>2,566.65</u></u>	<u><u>(234,428.32)</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 January 31, 2024

	<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	160,050.11	733.74	160,783.85
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	8,529.11	1,246.67	9,775.78
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	225,681.12	(116,937.45)	108,743.67
Cash in Bank - Ehlers	14,836,019.85	93,166.01	14,929,185.86
Cash in Bank - Harris Bank MM	6,388,750.07	(386,544.19)	6,002,205.88
Cash in Bank - Ill Metropolitan	623,151.53	2,566.65	625,718.18
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>28,078,903.18</u>	<u>(405,768.57)</u>	<u>27,673,134.61</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	114,470.19	52,891.20	167,361.39
Health Insurance Withholding Payable	0.00	0.03	0.03
Def Annuity Withholding Payable	(2,840.00)	2,715.00	(125.00)
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>6,000,692.30</u>	<u>55,606.23</u>	<u>6,056,298.53</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>25,274,406.87</u>	 <u>55,606.23</u>	 <u>25,330,013.10</u>
 Excess Revenues Over Expenditures	 <u>2,804,496.31</u>	 <u>(461,374.80)</u>	 <u>2,343,121.51</u>

Addison Public Library Balance Sheet as of January 31, 2024

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <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 9 Months Ended January 31, 2024**

<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	0.00	5,389,496.18	5,408,932.09	19,435.91	99.64
10-41-3202 - Property Current - F.I.C.A.	0.00	75,707.21	75,980.23	273.02	99.64
10-41-3203 - Property Current - I.M.R.F.	0.00	229,978.49	230,807.86	829.37	99.64
10-41-3205 - Property Current - Liability Insurance	0.00	59,994.41	60,210.75	216.34	99.64
10-41-3206 - Property Current - Audit	0.00	5,713.77	5,734.36	20.59	99.64
10-41-3207 - Property Current - Unemployment	0.00	5,713.77	5,734.36	20.59	99.64
10-41-3208 - Property Current - Workers Compensation	0.00	5,713.77	5,734.26	20.49	99.64
10-41-3301 - Replacement Taxes	0.00	108,660.33	135,000.00	26,339.67	80.49
10-41-3400 - Aggregate Refunds	<u>0.00</u>	<u>35,710.94</u>	<u>35,839.73</u>	<u>128.79</u>	<u>99.64</u>
	<u>0.00</u>	<u>5,916,688.87</u>	<u>5,963,973.64</u>	<u>47,284.77</u>	<u>99.21</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	1,106.66	4,518.76	5,000.00	481.24	90.38
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	52.00	0.00	(52.00)	0.00
10-42-3012 - Nonresident Fees	0.00	3,097.36	2,000.00	(1,097.36)	154.87
10-42-3016 - Scanner Fees	427.15	6,925.19	7,500.00	574.81	92.34
10-42-3023 - Activity Fees	0.00	4.80	0.00	(4.80)	0.00
10-42-3099 - Printing and Other Fees	<u>0.00</u>	<u>5,118.94</u>	<u>5,000.00</u>	<u>(118.94)</u>	<u>102.38</u>
	<u>1,533.81</u>	<u>19,717.05</u>	<u>19,500.00</u>	<u>(217.05)</u>	<u>101.11</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	5,958.58	39,433.54	0.00	(39,433.54)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>93,166.01</u>	<u>522,134.97</u>	<u>0.00</u>	<u>(522,134.97)</u>	<u>0.00</u>
	<u>99,124.59</u>	<u>561,631.13</u>	<u>0.00</u>	<u>(561,631.13)</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>1,463.78</u>	<u>10,062.50</u>	<u>0.00</u>	<u>(10,062.50)</u>	<u>0.00</u>
	<u>1,463.78</u>	<u>55,028.10</u>	<u>0.00</u>	<u>(55,028.10)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>102,122.18</u>	<u>689,036.73</u>	<u>72,192.00</u>	<u>(616,844.73)</u>	<u>954.45</u>
Total General Fund Revenues	<u>102,122.18</u>	<u>6,605,725.60</u>	<u>6,036,165.64</u>	<u>(569,559.96)</u>	<u>109.44</u>

**Addison Public Library
Revenue Report
For the 9 Months Ended January 31, 2024**

	<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	2,566.65	21,861.69	0.00	(21,861.69)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>2,566.65</u>	<u>21,861.69</u>	<u>100,000.00</u>	<u>78,138.31</u>	<u>21.86</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>2,566.65</u>	<u>21,861.69</u>	<u>100,000.00</u>	<u>78,138.31</u>	<u>21.86</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>104,688.83</u>	<u>6,627,587.29</u>	<u>6,136,165.64</u>	<u>(491,421.65)</u>	<u>108.01</u>

**Addison Public Library
Expense Report
For the 9 Months Ended January 31, 2024**

	<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	311,453.89	2,114,504.39	3,150,000.00	1,035,495.61	67.13	32.87
10-50-2200 - Employer F.I.C.A. Expense	23,602.23	159,343.83	251,070.00	91,726.17	63.47	36.53
10-50-2300 - Employer I.M.R.F. Expense	18,288.07	132,689.90	206,211.00	73,521.10	64.35	35.65
10-50-2400 - Health Insurance	29,490.50	319,936.28	515,000.00	195,063.72	62.12	37.88
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>382,834.69</u>	<u>2,729,724.40</u>	<u>4,126,531.00</u>	<u>1,396,806.60</u>	<u>66.15</u>	<u>33.85</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	15,573.29	55,574.99	72,000.00	16,425.01	77.19	22.81
10-52-3900 - Children Other Expenditures	<u>3,051.03</u>	<u>21,333.49</u>	<u>31,000.00</u>	<u>9,666.51</u>	<u>68.82</u>	<u>31.18</u>
	<u>18,624.32</u>	<u>76,908.48</u>	<u>103,000.00</u>	<u>26,091.52</u>	<u>74.67</u>	<u>25.33</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	19,238.22	124,452.25	166,000.00	41,547.75	74.97	25.03
10-54-3900 - Adult Other Expenditures	<u>13,724.69</u>	<u>64,779.76</u>	<u>88,000.00</u>	<u>23,220.24</u>	<u>73.61</u>	<u>26.39</u>
	<u>32,962.91</u>	<u>189,232.01</u>	<u>254,000.00</u>	<u>64,767.99</u>	<u>74.50</u>	<u>25.50</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	65.00	9,413.00	11,000.00	1,587.00	85.57	14.43
10-55-3500 - Online Databases	21,599.67	174,070.11	221,000.00	46,929.89	78.76	21.24
10-55-3860 - E-Books	9,357.90	56,298.40	75,000.00	18,701.60	75.06	24.94
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>31,022.57</u>	<u>243,031.51</u>	<u>353,000.00</u>	<u>109,968.49</u>	<u>68.85</u>	<u>31.15</u>
Total Library Materials	<u>82,609.80</u>	<u>509,172.00</u>	<u>710,000.00</u>	<u>200,828.00</u>	<u>71.71</u>	<u>28.29</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	172.88	2,588.72	12,000.00	9,411.28	21.57	78.43
10-56-4410 - Collection Agency Fees	337.85	1,933.90	3,500.00	1,566.10	55.25	44.75
10-56-4420 - Equipment Rental & Leasing	105.00	1,113.12	4,000.00	2,886.88	27.83	72.17
10-56-4450 - Accounting Service Fees	1,750.00	17,720.00	23,000.00	5,280.00	77.04	22.96
10-56-4500 - Payroll Service Fees	8,650.34	41,976.13	55,500.00	13,523.87	75.63	24.37
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>10,084.98</u>	<u>34,910.88</u>	<u>50,000.00</u>	<u>15,089.12</u>	<u>69.82</u>	<u>30.18</u>
	<u>21,101.05</u>	<u>104,092.75</u>	<u>156,400.00</u>	<u>52,307.25</u>	<u>66.56</u>	<u>33.44</u>

**Addison Public Library
Expense Report
For the 9 Months Ended January 31, 2024**

	<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	6,478.08	17,861.89	25,000.00	7,138.11	71.45	28.55
10-58-5120 - Water Service	0.00	2,374.65	3,500.00	1,125.35	67.85	32.15
10-58-5310 - Refuse Disposal Service	675.80	3,122.35	5,000.00	1,877.65	62.45	37.55
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>57,204.00</u>	<u>75,000.00</u>	<u>17,796.00</u>	<u>76.27</u>	<u>23.73</u>
	<u>12,553.88</u>	<u>80,562.89</u>	<u>108,500.00</u>	<u>27,937.11</u>	<u>74.25</u>	<u>25.75</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	860.49	4,711.70	11,500.00	6,788.30	40.97	59.03
10-58-5570 - Leased Internet Access Line	<u>850.74</u>	<u>4,659.82</u>	<u>6,000.00</u>	<u>1,340.18</u>	<u>77.66</u>	<u>22.34</u>
	<u>1,711.23</u>	<u>9,371.52</u>	<u>17,500.00</u>	<u>8,128.48</u>	<u>53.55</u>	<u>46.45</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	2,041.30	26,820.11	35,000.00	8,179.89	76.63	23.37
10-58-5620 - HVAC	2,370.36	17,292.86	35,000.00	17,707.14	49.41	50.59
10-58-5690 - Other Building Materials & Repair	2,589.23	5,035.83	22,000.00	16,964.17	22.89	77.11
10-58-5710 - Equipment Maintenance & Repair	<u>4,048.38</u>	<u>63,716.54</u>	<u>75,000.00</u>	<u>11,283.46</u>	<u>84.96</u>	<u>15.04</u>
	<u>11,049.27</u>	<u>112,865.34</u>	<u>167,000.00</u>	<u>54,134.66</u>	<u>67.58</u>	<u>32.42</u>
Total Physical Services	<u>25,314.38</u>	<u>202,799.75</u>	<u>293,000.00</u>	<u>90,200.25</u>	<u>69.21</u>	<u>30.79</u>
<u>Automation</u>						
10-61-4800 - System Development	3,000.00	41,120.00	49,000.00	7,880.00	83.92	16.08
10-61-6100 - ILS Services	17,591.75	36,850.43	54,733.00	17,882.57	67.33	32.67
10-61-6110 - OCLC	0.00	290.46	7,655.00	7,364.54	3.79	96.21
10-61-6200 - Software/Licenses	<u>7,072.50</u>	<u>59,235.14</u>	<u>80,000.00</u>	<u>20,764.86</u>	<u>74.04</u>	<u>25.96</u>
	<u>27,664.25</u>	<u>137,496.03</u>	<u>191,388.00</u>	<u>53,891.97</u>	<u>71.84</u>	<u>28.16</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	2,332.70	2,000.00	(332.70)	116.64	(16.64)
10-62-7420 - Information Technology	347.00	1,072.56	1,600.00	527.44	67.04	32.96
10-62-7430 - Guest Services	372.00	1,355.00	1,500.00	145.00	90.33	9.67
10-62-7440 - Adult Services	15.84	1,252.87	1,680.00	427.13	74.58	25.42
10-62-7450 - Children Services	0.00	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	114.95	2,377.59	7,500.00	5,122.41	31.70	68.30
10-62-7480 - Board	0.00	1,450.00	2,500.00	1,050.00	58.00	42.00
10-62-7500 - Community Engagement	29.00	2,379.23	3,500.00	1,120.77	67.98	32.02
10-62-7510 - Memberships (Staff & Board)	691.67	8,119.09	11,000.00	2,880.91	73.81	26.19
10-62-7550 - In-State Travel	64.59	5,204.40	7,500.00	2,295.60	69.39	30.61
10-62-7560 - Out-of-State Travel	0.00	4,516.77	15,765.00	11,248.23	28.65	71.35
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>4,628.67</u>	<u>6,500.00</u>	<u>1,871.33</u>	<u>71.21</u>	<u>28.79</u>
	<u>1,635.05</u>	<u>36,401.84</u>	<u>66,575.00</u>	<u>30,173.16</u>	<u>54.68</u>	<u>45.32</u>

**Addison Public Library
Expense Report
For the 9 Months Ended January 31, 2024**

	<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	1,268.21	15,992.81	23,000.00	7,007.19	69.53	30.47
10-64-8120 - Children Services Programs - General	583.02	9,287.32	15,000.00	5,712.68	61.92	38.08
10-64-8160 - Teen Program	978.10	9,886.86	19,000.00	9,113.14	52.04	47.96
10-64-8165 - Community Engagement Program	353.81	2,969.10	5,000.00	2,030.90	59.38	40.62
10-64-8170 - IT Programs	<u>608.44</u>	<u>2,809.87</u>	<u>8,000.00</u>	<u>5,190.13</u>	<u>35.12</u>	<u>64.88</u>
	<u>3,791.58</u>	<u>40,945.96</u>	<u>70,000.00</u>	<u>29,054.04</u>	<u>58.49</u>	<u>41.51</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	1,086.15	34,920.61	48,000.00	13,079.39	72.75	27.25
10-64-8220 - Flyers/Brochures	115.00	2,925.01	6,500.00	3,574.99	45.00	55.00
10-64-8910 - Other Promotions	<u>98.30</u>	<u>12,462.55</u>	<u>17,100.00</u>	<u>4,637.45</u>	<u>72.88</u>	<u>27.12</u>
	<u>1,299.45</u>	<u>50,308.17</u>	<u>71,600.00</u>	<u>21,291.83</u>	<u>70.26</u>	<u>29.74</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	6.50	3,992.78	10,000.00	6,007.22	39.93	60.07
10-66-9220 - Guest Services Supplies	78.21	2,257.33	4,000.00	1,742.67	56.43	43.57
10-66-9230 - Adult Services Supplies	159.11	718.22	1,000.00	281.78	71.82	28.18
10-66-9240 - Children Services Supplies	18.04	1,762.76	3,500.00	1,737.24	50.36	49.64
10-66-9245 - Teen Services Supplies	0.00	547.33	1,000.00	452.67	54.73	45.27
10-66-9250 - Materials Management Supplies	5,272.70	21,868.11	35,000.00	13,131.89	62.48	37.52
10-66-9270 - Information Technology Supplies	236.76	17,388.33	20,000.00	2,611.67	86.94	13.06
10-66-9290 - Postage	35.27	5,794.00	10,000.00	4,206.00	57.94	42.06
10-66-9300 - Library Wide Supplies	227.55	8,378.93	10,500.00	2,121.07	79.80	20.20
10-66-9330 - Community Engagement Supplies	<u>527.50</u>	<u>3,811.84</u>	<u>5,000.00</u>	<u>1,188.16</u>	<u>76.24</u>	<u>23.76</u>
	<u>6,561.64</u>	<u>66,519.63</u>	<u>100,000.00</u>	<u>33,480.37</u>	<u>66.52</u>	<u>33.48</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	180.23	1,210.56	5,000.00	3,789.44	24.21	75.79
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>180.23</u>	<u>58,243.56</u>	<u>82,000.00</u>	<u>23,756.44</u>	<u>71.03</u>	<u>28.97</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	703.84	13,585.14	52,692.00	39,106.86	25.78	74.22
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>703.84</u>	<u>26,585.14</u>	<u>52,692.00</u>	<u>26,106.86</u>	<u>50.45</u>	<u>49.55</u>

**Addison Public Library
Expense Report
For the 9 Months Ended January 31, 2024**

	<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	7,949.48	29,681.62	50,000.00	20,318.38	59.36	40.64
10-66-9920 - Furniture and Equipment	0.00	330.39	10,000.00	9,669.61	3.30	96.70
10-66-9930 - Reciprocal Borrowing Expense	18.54	157.95	1,000.00	842.05	15.80	84.20
10-66-9940 - Cable Broadcast	400.00	3,200.00	4,800.00	1,600.00	66.67	33.33
10-66-9945 - Back to School Fair Expenses	0.00	9,449.22	0.00	(9,449.22)	0.00	100.00
10-66-9950 - Donations	0.00	0.00	500.00	500.00	0.00	100.00
10-66-9955 - PLA Digital Literacy Workshop Incentive	1,888.20	4,435.22	0.00	(4,435.22)	0.00	100.00
10-66-9960 - Friends of the Library	315.51	13,075.51	15,000.00	1,924.49	87.17	12.83
10-66-9970 - FUNshine Committee	135.00	1,736.17	3,800.00	2,063.83	45.69	54.31
10-66-9980 - Staff Recognition	1,660.94	3,820.46	9,000.00	5,179.54	42.45	57.55
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>12,367.67</u>	<u>65,886.54</u>	<u>94,200.00</u>	<u>28,313.46</u>	<u>69.94</u>	<u>30.06</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>19,813.38</u>	<u>217,234.87</u>	<u>328,892.00</u>	<u>111,657.13</u>	<u>66.05</u>	<u>33.95</u>
Total General Fund Expenditures	<u>566,063.63</u>	<u>4,028,175.77</u>	<u>6,014,386.00</u>	<u>1,986,210.23</u>	<u>66.98</u>	<u>33.02</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>566,063.63</u>	<u>4,284,465.78</u>	<u>16,264,386.00</u>	<u>11,979,920.22</u>	<u>26.34</u>	<u>73.66</u>

Addison Public Library

Check List

All Bank Accounts

January 1, 2024 - February 20, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
1289	01/10/24	Addison Public Library 500004	98.83
1290	01/26/24	Addison Public Library 500004	117.00
21272	01/11/24	ADP, LLC #110146	4,381.29
21273	01/11/24	Albertsons - Safeway 112213	159.56
21274	01/11/24	Arranging Time 112870	150.00
21275	01/11/24	Nicor Gas 241916	2,975.62
21276	01/11/24	Republic Services #551 122869	337.90
21277	01/17/24	Mission Square 231901	2,715.00
21278	01/17/24	Village of Addison - HSA	2,347.28
21279	01/23/24	Amazon Capital Services 112300	1,680.09
21280	01/23/24	Convergint Technologies LLC 132568	2,991.96
21281	01/23/24	Limricc Unemployment Comp 290227	180.23
21282	01/23/24	Verizon	94.14
21283	01/23/24	Village of Addison:Health Ins 500011	2,024.82
21284	01/23/24	Village of Addison:Health Ins 500011	279.69
21285	01/23/24	Village of Addison:Health Ins 500011	28,194.70
21286	01/25/24	Dave and Buster's 141965	1,107.03
21287	01/29/24	Mission Square 231901	2,815.00
21288	01/29/24	Village of Addison: Misc Exp 500010	158.15
21289	01/29/24	Village of Addison: Misc Exp 500010	88.00
21290	01/29/24	Village of Addison: Misc Exp 500010	27.90
21291	01/29/24	Village of Addison: Misc Exp 500010	746.98
21292	01/29/24	Village of Addison: Misc Exp 500010	564.77
21293	01/29/24	Village of Addison: Misc Exp 500010	158.15
21293	01/29/24	Village of Addison: Misc Exp 500010	(158.15)
21294	01/31/24	Comcast 132548	68.71
21295	01/31/24	Illinois Notary Discount Bonding Co 192261	63.00
21296	01/31/24	Norcomm Public Safety 242571	210.00
21297	01/31/24	The Language Labs 112890	425.00
21298	02/02/24	Johnson Controls Security 311290	241.86
21299	02/05/24	Comcast 132554	791.78
21300	02/13/24	Mission Square 231901	2,815.00
21301	02/13/24	Unique Management Services Inc 312430	151.45
21302	02/13/24	Village of Addison - HSA	2,347.28
38012	02/08/24	Addison Public Library 500004	0.44
38013	02/08/24	ADP, LLC #110146	4,269.05
38014	02/08/24	Albertsons - Safeway 112213	335.98
38015	02/08/24	Amazon Capital Services 112300	1,043.79
38016	02/08/24	Amazon Capital Services 112300	789.35
38017	02/08/24	AMS Mechanical Systems, Inc.	1,346.00
38018	02/08/24	Blackstone Publishing, Inc 122220	169.65
38019	02/08/24	BMO Harris Bank N.A. - Payments 122301	4,983.14
38020	02/08/24	CDS Office Technologies 131476	288.42
38021	02/08/24	CDW Government 131480	2,240.70
38022	02/08/24	Center Point Publishing 131571	378.72
38023	02/08/24	Chicago Filter Supply 131842	581.36
38024	02/08/24	Children's Plus, Inc. 131861	5,090.70
38025	02/08/24	Colley Elevator 132555	663.00
38026	02/08/24	Computype Inc. 132559	19.21
38027	02/08/24	Crimson Multimedia Dist. 132835	74.66
38028	02/08/24	Current Technologies 133170	7,596.98
38029	02/08/24	D&Z House of Books Inc 143662	1,298.32
38030	02/08/24	Dreisilker Electric Motors 142824	830.13
38031	02/08/24	Dupage Children Museum	250.00
38032	02/08/24	Ehler Investment Partners, LLC 151700	6,862.30
38033	02/08/24	Erika Ochoa 281526	150.00
38034	02/08/24	Faronics Technologies USA Inc 161176	840.00

Addison Public Library**Check List**

All Bank Accounts

January 1, 2024 - February 20, 2024

Check Number	Check Date	Payee	Amount
38035	02/08/24	GALE/CENGAGE Learning 171152	389.46
38036	02/08/24	Grainger 333337	645.01
38037	02/08/24	IL Library Association 192210	150.00
38038	02/08/24	Jackson-Hirsh, Inc. 201115	99.68
38039	02/08/24	Kribi Coffee Company 211166	395.00
38040	02/08/24	Los Amigos Books 222579	311.08
38041	02/08/24	Nicor Gas 241916	3,502.46
38042	02/08/24	Patricia Trampas 261181	80.00
38043	02/08/24	Playaway 262219	359.94
38044	02/08/24	Quill 273145	853.99
38045	02/08/24	Rails 281145	620.00
38046	02/08/24	Republic Services #551 122869	337.90
38047	02/08/24	Shaw Media 291845	65.00
38048	02/08/24	Sherie C Shapiro 291967	75.00
38049	02/08/24	Sir Speedy Printing 291970	41.77
38050	02/08/24	Statista Inc.	6,300.00
38051	02/08/24	Technology Management Revolving Fund 132558	378.30
38052	02/08/24	Uline 312246	110.10
38053	02/08/24	Unique Patron Services Solutions 312431	40.00
38054	02/08/24	Village of Addison: Misc Exp 500010	1,086.15
38058	02/20/24	4imprint, Inc. 162600	435.83
38059	02/20/24	Amazon Capital Services 112300	912.51
38060	02/20/24	Amazon Capital Services 112300	694.19
38061	02/20/24	Amazon Capital Services 112300	606.11
38062	02/20/24	Amazon Capital Services 112300	485.51
38063	02/20/24	American Library Association	440.00
38064	02/20/24	Angelo Sorce Productions 112417	400.00
38065	02/20/24	Baker & Taylor 120290	7,679.61
38066	02/20/24	Baker & Taylor 120300	1,838.07
38067	02/20/24	Baker & Taylor 120310	18,978.27
38068	02/20/24	Bibliotheca, LLC 121830	7,351.95
38069	02/20/24	Bolingbrook Glass & Mirror, Inc.	1,155.00
38070	02/20/24	Bright Plum, Inc. 221160	3,000.00
38071	02/20/24	Cengage Learning 131563	1,995.00
38072	02/20/24	Children's Plus, Inc. 131861	2,101.75
38073	02/20/24	Complete Cleaning 132523	5,400.00
38074	02/20/24	Computype Inc. 132559	777.85
38075	02/20/24	Crimson Multimedia Dist. 132835	2,973.01
38076	02/20/24	Current Technologies 133170	4,975.50
38077	02/20/24	D&Z House of Books Inc 143662	197.40
38078	02/20/24	Ehler Investment Partners, LLC 151700	2,823.69
38079	02/20/24	ELM USA, Inc. 152250	89.45
38080	02/20/24	Gabriela Tafolla 162821	11.06
38081	02/20/24	GALE/CENGAGE Learning 171152	83.17
38082	02/20/24	IL Library Association 192210	150.00
38083	02/20/24	Ingram Library Service 192452	99.44
38084	02/20/24	Innovation Arts Connection, LLC	200.00
38085	02/20/24	Julia Nephew 892146	10.79
38086	02/20/24	Lauterbach&Amen LLP 172582	1,750.00
38087	02/20/24	Len's Ace Hardware, Inc. 221567	814.93
38088	02/20/24	Lesley Cyrier 892152	53.21
38089	02/20/24	Mango Languages 231163	4,713.79
38090	02/20/24	Manufacturers News Inc 231168	332.90
38091	02/20/24	Marti LaHood - 281914	160.00
38092	02/20/24	Mateo Gomez Bedoya	325.00
38093	02/20/24	Matthew Williams 892182	5.23
38094	02/20/24	Midwest Tape 231925	11,142.99
38095	02/20/24	Nardi's Pizza 241172	513.00

Addison Public Library

Check List

All Bank Accounts

January 1, 2024 - February 20, 2024

Check Number	Check Date	Payee	Amount
38096	02/20/24	ODP Business Solutions 251353	87.64
38097	02/20/24	Patti Gebala 892144	34.90
38098	02/20/24	Perks & Possibilities Cafe 261575	6.50
38099	02/20/24	Playaway 262219	527.21
38100	02/20/24	ProQuest LLC 121932	3,211.88
38101	02/20/24	Ra'am Integration Solutions	1,024.36
38102	02/20/24	Robbins Schwartz 282514	109.88
38103	02/20/24	Rowman & Littlefield Publishing Group 282590	64.48
38104	02/20/24	Samantha Parkison 892193	12.18
38105	02/20/24	Scholastic Library Publishing 172866	4,759.00
38106	02/20/24	Sir Speedy Printing 291970	115.00
38107	02/20/24	Swan 293316	17,610.29
38108	02/20/24	Technology Management Revolving Fund 132558	378.30
38109	02/20/24	Tony Bowers 302523	200.00
38110	02/20/24	Unique Patron Services Solutions 312431	377.85
38111	02/20/24	Villa Park Electrical Supply 321940	122.06
38112	02/20/24	Welcome Wagon 331191	98.30
38113	02/20/24	Yesenia Benavidez 892185	2.61
Vendor Check Total			<u>228,711.41</u>
Check List Total			<u><u>228,711.41</u></u>

Check count = 133

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Addison Public Library 500004 10-66-9960	Friends of the Library	Addison Public Library 500004	98.83	1289	01/10/24	<u>98.83</u>
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Addison Public Library 500004	117.00	1290	01/26/24	<u>117.00</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	Inv #650638727 Inv #650637559	363.00 4,018.29	21272	01/11/24	<u>4,381.29</u>
Albertsons - Safeway 112213 10-64-8100 10-66-9970 10-66-9240 10-66-9980 10-64-8100 10-64-8165 10-66-9980 10-64-8160	Adult Services Programs FUNshine Committee Children Services Supplies Staff Recognition Adult Services Programs Community Engagement Program Staff Recognition Teen Program	12/8/23 Free Time Fridays 12/12/23 Erdman Farewell 12/12/23 12/12/2023 12/13/2023 12/14/2023 12/21/2023 Diego's Farewell 1/3/2024 Nostalgia Days	9.49 10.00 18.04 24.99 21.64 17.98 48.93 8.49	21273	01/11/24	<u>159.56</u>
Arranging Time 112870 10-66-9840	Per Capita Grant - Current Year	1st Session of Coaching/Training	150.00	21274	01/11/24	<u>150.00</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	2,975.62	21275	01/11/24	<u>2,975.62</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	Inv #0551-015840274	337.90	21276	01/11/24	<u>337.90</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,715.00	21277	01/17/24	<u>2,715.00</u>
Village of Addison - HSA 10-50-2400	Health Insurance	ER & EE HSA Contribution for 1/17/24 Payroll	2,347.28	21278	01/17/24	<u>2,347.28</u>
Amazon Capital Services 112300 10-54-3900	Adult Other Expenditures	INV # 1PDM-G1CG-LGJ6	1,680.09	21279	01/23/24	<u>1,680.09</u>
Convergint Technologies LLC 132568 10-58-5710	Equipment Maintenance & Repair	Inv #IN00134380	2,991.96	21280	01/23/24	<u>2,991.96</u>

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Limricc Unemployment Comp 290227 10-66-9510	Unemployment Compensation Insurance	Unemployment Compensation Q4-2023	180.23	21281	01/23/24	<u>180.23</u>
Verizon 10-58-5570	Leased Internet Access Line	INV #9953569533	94.14	21282	01/23/24	<u>94.14</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental February 2024	2,024.82	21283	01/23/24	<u>2,024.82</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP February 2024	279.69	21284	01/23/24	<u>279.69</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS February 2024	28,194.70	21285	01/23/24	<u>28,194.70</u>
Dave and Buster's 141965 10-66-9980	Staff Recognition	Balance on Staff Outing 1/26/24	1,107.03	21286	01/25/24	<u>1,107.03</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,815.00	21287	01/29/24	<u>2,815.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica -	158.15	21288	01/29/24	<u>158.15</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - February 2024	88.00	21289	01/29/24	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate Identity Theft - February 2024	27.90	21290	01/29/24	<u>27.90</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - February 2024/Jan 2024 Balance	746.98	21291	01/29/24	<u>746.98</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc Bill - February 2024	564.77	21292	01/29/24	<u>564.77</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - December 2023	158.15	21293	01/29/24	<u>158.15</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	TO VOID CHECK # 21293	-158.15	21293	01/29/24	<u>(158.15)</u>
Comcast 132548 10-58-5510	Telephone	Acct #8771 20 183 0148973	68.71	21294	01/31/24	<u>68.71</u>
Illinois Notary Discount Bonding Co 192261 10-56-4100	Legal Fees	Tafolla #908905 Renewal	63.00	21295	01/31/24	<u>63.00</u>
Norcomm Public Safety 242571 10-58-5710 10-56-4420	Equipment Maintenance & Repair Equipment Rental & Leasing	Inv #3991 Inv #3991	105.00 105.00	21296	01/31/24	<u>210.00</u>
The Language Labs 112890 10-64-8100	Adult Services Programs	Learn Spanish - 4 classes in January 2024	425.00	21297	01/31/24	<u>425.00</u>
Johnson Controls Security 311290 10-58-5690	Other Building Materials & Repair	Inv #39724097	241.86	21298	02/02/24	<u>241.86</u>
Comcast 132554 10-58-5510	Telephone	Inv #193666078/Acct #902012302	791.78	21299	02/05/24	<u>791.78</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,815.00	21300	02/13/24	<u>2,815.00</u>
Unique Management Services Inc 312430 10-56-4410	Collection Agency Fees	Inv #6122248	151.45	21301	02/13/24	<u>151.45</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE/ER HSA Contributions for 2/14/24 Payroll	2,347.28	21302	02/13/24	<u>2,347.28</u>
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Reimbursement for coin fee	0.44	38012	02/08/24	<u>0.44</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	ADP, LLC #110146 ADP, LLC #110146	3,911.55 357.50	38013	02/08/24	<u>4,269.05</u>
Albertsons - Safeway 112213				38014	02/08/24	<u>335.98</u>

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8160	Teen Program	Date 1/8/2024 Teen Program Hot Chocolate Party	22.95			
10-64-8100	Adult Services Programs	Date 1/19/2024 AS Program	10.47			
10-64-8100	Adult Services Programs	Date 1/24/2024 AS Program	9.98			
10-64-8160	Teen Program	Date 1/24/2024 Teen Program	150.43			
10-64-8160	Teen Program	Date 1/30/2024 Teen Program	53.91			
10-64-8160	Teen Program	Date 2/1/24 Teen Program Class Visits	88.24			
Amazon Capital Services 112300				38015	02/08/24	<u>1,043.79</u>
10-64-8170	IT Programs	Inv - 1HRQ-YRJY-WJLG	108.48			
10-64-8100	Adult Services Programs	Inv - 1KK-4X4W-PLRV	43.88			
10-54-3900	Adult Other Expenditures	Inv - 1VNM96GV-C43K	104.00			
10-54-3110	Adult Books	Inv - 1VNM96GV-C43K	44.97			
10-66-9300	Library Wide Supplies	Inv - 1W1Q-VFP7-N6N6	89.94			
10-54-3110	Adult Books	Inv - 1WG7-DN1Y-CQCF	187.44			
10-54-3110	Adult Books	Inv - 1WKG-34HD-NMLH	33.74			
10-64-8100	Adult Services Programs	Inv - 16F7-XLVM-X9RQ	7.49			
10-64-8120	Children Services Programs - General	Inv - 16VQ-Q1MW-PMCJ	133.02			
10-66-9220	Guest Services Supplies	Inv - 17GW-6YYG-WVPP	30.13			
10-52-3900	Children Other Expenditures	Inv - 19VV-RFPD-9XFQ	198.00			
10-54-3900	Adult Other Expenditures	Inv - 131P-1GQ7-N9QF	62.70			
Amazon Capital Services 112300				38016	02/08/24	<u>789.35</u>
10-54-3110	Adult Books	Inv - 1WYD-TQ3R-7K4Q	12.74			
10-54-3110	Adult Books	Inv - 1C3C-TG3P-D7CH	14.99			
10-54-3110	Adult Books	Inv - 13YK-K43M-CLVY	17.09			
10-54-3110	Adult Books	Inv - 16MP-KPGF-9XCG	17.99			
10-54-3110	Adult Books	Inv - 1KQX-JTLY-CYPK	33.39			
10-66-9230	Adult Services Supplies	Inv - 1611-9HDV-C3HC	41.57			
10-54-3110	Adult Books	Inv - 19FG-VTCY-CV1J	54.99			
10-54-3900	Adult Other Expenditures	Inv - 1C3C-TG3P-D7CH	59.93			
10-64-8170	IT Programs	Inv - 1DPH-CJLC-9YNX	111.42			
10-62-7470	Staff In-Service	Inv - 1TP9-NFFX-9KFV	114.95			
10-64-8160	Teen Program	Inv - 17L1-YC3H-CVKN	147.40			
10-66-9270	Information Technology Supplies	Inv - 14+P-Q6KM-C7Y7	162.89			
AMS Mechanical Systems, Inc.				38017	02/08/24	<u>1,346.00</u>
10-58-5620	HVAC	Inv - 803267-1	1,346.00			
Blackstone Publishing, Inc 122220				38018	02/08/24	<u>169.65</u>
10-54-3900	Adult Other Expenditures	Inv - 2136190	169.65			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BMO Harris Bank N.A. - Payments 122301				38019	02/08/24	<u>4,983.14</u>
10-61-6200	Software/Licenses	Zoon	15.99			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9980	Staff Recognition	Inv Date - 1/10/2024 Staff Recognition	120.00			
10-61-6200	Software/Licenses	Vend Inc	94.50			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-62-7510	Memberships (Staff & Board)	Ecommerce	51.67			
10-61-6200	Software/Licenses	Zoho Management	115.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-62-7500	Community Engagement	Notary	29.00			
10-62-7430	Guest Services	Webinar	25.00			
10-61-6200	Software/Licenses	Zoho Patch	123.50			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9250	Materials Management Supplies	FEDEX	14.47			
10-66-9290	Postage	UPS	35.27			
10-61-6200	Software/Licenses	Screenconnect	36.00			
10-54-3110	Adult Books	The Polish Bookstore	289.55			
10-54-3900	Adult Other Expenditures	Mobile Beacon	600.00			
10-58-5690	Other Building Materials & Repair	Home Depot	30.31			
10-58-5690	Other Building Materials & Repair	Menards	598.00			
10-58-5690	Other Building Materials & Repair	Universal Fiber Optics	442.00			
10-64-8160	Teen Program	Sam's Club	195.22			
10-64-8100	Adult Services Programs	Sam's Club	88.56			
10-62-7420	Information Technology	Sarah vdH	347.00			
10-61-6200	Software/Licenses	Adobe	320.04			
10-66-9840	Per Capita Grant - Current Year	Evenbrite	228.84			
10-62-7430	Guest Services	GS Consulting Education	347.00			
10-64-8170	IT Programs	JoAnn	280.40			
10-61-6200	Software/Licenses	Deque Styems, Inc	409.00			
10-66-9250	Materials Management Supplies	Really Useful Boses	83.85			
CDS Office Technologies 131476				38020	02/08/24	<u>288.42</u>
10-58-5710	Equipment Maintenance & Repair	Inv - INV1585507	288.42			
CDW Government 131480				38021	02/08/24	<u>2,240.70</u>
10-66-9910	Hardware	Inv - NZ38778	352.50			
10-66-9955	PLA Digital Literacy Workshop Incentive	Inv - NN89376	1,888.20			
Center Point Publishing 131571				38022	02/08/24	<u>378.72</u>
10-54-3110	Adult Books	Inv - 2069853	378.72			

Addison Public Library Check Register

All Bank Accounts
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Chicago Filter Supply 131842 10-58-5610	Building Supplies	Inv - 79014	581.36	38023	02/08/24	<u>581.36</u>
Children's Plus, Inc. 131861 10-52-3100	Children Books	Inv 239891	338.28	38024	02/08/24	<u>5,090.70</u>
10-52-3100	Children Books	Inv 240045	82.84			
10-52-3100	Children Books	Inv 240345	40.42			
10-52-3100	Children Books	Inv 239998	32.23			
10-52-3100	Children Books	Inv 240048	4,511.48			
10-52-3100	Children Books	Inv 240135	85.45			
Colley Elevator 132555 10-58-5710	Equipment Maintenance & Repair	Inv - 253959	663.00	38025	02/08/24	<u>663.00</u>
Computype Inc. 132559 10-66-9250	Materials Management Supplies	Inv - 686155	19.21	38026	02/08/24	<u>19.21</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	Inv - 013067	74.66	38027	02/08/24	<u>74.66</u>
Current Technologies 133170 10-66-9910	Hardware	Inv - 14340	7,596.98	38028	02/08/24	<u>7,596.98</u>
D&Z House of Books Inc 143662 10-54-3110	Adult Books	Inv - 2024/I162477	517.52	38029	02/08/24	<u>1,298.32</u>
10-54-3110	Adult Books	Inv - 2024/I162482	599.76			
10-52-3100	Children Books	Inv - 2024/I162498	181.04			
Dreisilker Electric Motors 142824 10-66-9250	Materials Management Supplies	Inv - 5325410	830.13	38030	02/08/24	<u>830.13</u>
Dupage Children Museum 10-64-8120	Children Services Programs - General	Invoice Date - 12/13/2023	250.00	38031	02/08/24	<u>250.00</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	Invoice Date - 12/1/2023	2,712.60	38032	02/08/24	<u>6,862.30</u>
10-56-4900	Other Contracts	Invoice Date - 10/2/2023	2,042.84			
10-56-4900	Other Contracts	Invoice Date - 9/1/2023	2,106.86			
Erika Ochoa 281526				38033	02/08/24	<u>150.00</u>

Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	Invoice Date - 11/8/2023 - AS Program Zumba	150.00			
Faronics Technologies USA Inc 161176				38034	02/08/24	<u>840.00</u>
10-61-6200	Software/Licenses	Inv - INUS0223339	840.00			
GALE/CENGAGE Learning 171152				38035	02/08/24	<u>389.46</u>
10-54-3110	Adult Books	Inv - 833399085	29.59			
10-54-3110	Adult Books	Inv - 83362183	133.55			
10-54-3110	Adult Books	Inv - 83239894	24.79			
10-54-3110	Adult Books	Inv - 83184167	201.53			
Grainger 333337				38036	02/08/24	<u>645.01</u>
10-58-5610	Building Supplies	Inv - 9974103377	645.01			
IL Library Association 192210				38037	02/08/24	<u>150.00</u>
10-62-7510	Memberships (Staff & Board)	Inv - 278288	75.00			
10-62-7510	Memberships (Staff & Board)	Inv - 278355	75.00			
Jackson-Hirsh, Inc. 201115				38038	02/08/24	<u>99.68</u>
10-66-9960	Friends of the Library	Inv - 1081784	99.68			
Kribi Coffee Company 211166				38039	02/08/24	<u>395.00</u>
10-64-8100	Adult Services Programs	Invoice Date - 12/5/2023 - AS Program Brewing Connections	197.50			
10-64-8165	Community Engagement Program	Invoice Date - 12/5/2023 - CE Program Brewing Connections	197.50			
Los Amigos Books 222579				38040	02/08/24	<u>311.08</u>
10-52-3100	Children Books	Inv - D132	311.08			
Nicor Gas 241916				38041	02/08/24	<u>3,502.46</u>
10-58-5100	Natural Gas Service	Acct #6689551902 4	3,502.46			
Patricia Trampas 261181				38042	02/08/24	<u>80.00</u>
10-64-8100	Adult Services Programs	Inv - 10/9/2023 - AS Programs Essentrics	80.00			
Playaway 262219				38043	02/08/24	<u>359.94</u>
10-54-3900	Adult Other Expenditures	Inv - 450673	254.96			
10-54-3900	Adult Other Expenditures	Inv - 450005	104.98			
Quill 273145				38044	02/08/24	<u>853.99</u>

Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv - 36747506	239.94			
10-66-9250	Materials Management Supplies	Inv - 36404852	516.00			
10-66-9300	Library Wide Supplies	Inv - 36404852	98.05			
Rails 281145				38045	02/08/24	<u>620.00</u>
10-55-3500	Online Databases	Inv - 12088	620.00			
Republic Services #551 122869				38046	02/08/24	<u>337.90</u>
10-58-5310	Refuse Disposal Service	Inv - 0551-015863435	337.90			
Shaw Media 291845				38047	02/08/24	<u>65.00</u>
10-55-3400	Magazines/News	Acct #89293 - Annual Renewal	65.00			
Sherie C Shapiro 291967				38048	02/08/24	<u>75.00</u>
10-64-8100	Adult Services Programs	Invoice Date - 11/29/2023 AS Program Ageless Grace	75.00			
Sir Speedy Printing 291970				38049	02/08/24	<u>41.77</u>
10-66-9250	Materials Management Supplies	Inv - 87613	41.77			
Statista Inc.				38050	02/08/24	<u>6,300.00</u>
10-55-3500	Online Databases	Inv - A40123-04838	6,300.00			
Technology Management Revolving Fund 132558				38051	02/08/24	<u>378.30</u>
10-58-5570	Leased Internet Access Line	Inv - T2410806	378.30			
Uline 312246				38052	02/08/24	<u>110.10</u>
10-66-9250	Materials Management Supplies	Inv - 172562763	110.10			
Unique Patron Services Solutions 312431				38053	02/08/24	<u>40.00</u>
10-61-6200	Software/Licenses	Inv - 6121714	40.00			
Village of Addison: Misc Exp 500010				38054	02/08/24	<u>1,086.15</u>
10-64-8210	Newletter	Inv - 2024-00000014	1,086.15			
4imprint, Inc. 162600				38058	02/20/24	<u>435.83</u>
10-66-9330	Community Engagement Supplies	Inv - 12122897	435.83			
Amazon Capital Services 112300				38059	02/20/24	<u>912.51</u>
10-66-9250	Materials Management Supplies	Inv# 1MRL-QFK4-NC6N	216.92			
10-66-9980	Staff Recognition	Inv# 1QK6-LWJX-PHMD	91.89			
10-66-9980	Staff Recognition	Inv# 1HTT-9Y7D-LN3F	251.39			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3110	Adult Books	Inv# 1QY9-X6G4-NX4X	16.07			
10-54-3900	Adult Other Expenditures	Inv# 1NFV-H3XR-NFQD	54.45			
10-54-3110	Adult Books	Inv# 1QY9-X6G4-NPCV	46.56			
10-52-3100	Children Books	Inv# 1RXR-GY7Y-M4GM	16.99			
10-54-3110	Adult Books	Inv# 1GFL-FCT3-NWC7	42.53			
10-66-9230	Adult Services Supplies	Inv# 1YKT-KPWP-NKL6	117.54			
10-54-3110	Adult Books	Inv# 1MRL-QFK4-PGF1	14.99			
10-52-3100	Children Books	Inv# 1MRL-QFK4-PGF1	25.19			
10-54-3900	Adult Other Expenditures	Inv# 1NRT-DRPW-M7MW	17.99			
Amazon Capital Services 112300				38060	02/20/24	<u>694.19</u>
10-54-3110	Adult Books	Inv# 16CC-H6FD-PGVR	108.07			
10-52-3100	Children Books	Inv# 1JQY-4PQM-GFDM	11.89			
10-54-3110	Adult Books	Inv# 1FWL-MJ4V-DVPW	73.60			
10-54-3110	Adult Books	Inv# 1JC3-CHVQ-DHHV	39.81			
10-54-3110	Adult Books	Inv# 1NPL-77HR-DR3Y	35.49			
10-54-3110	Adult Books	Inv# 11TT-6H4G-CYG7	-0.01			
10-54-3110	Adult Books	Inv# 1TXH-D931-DGVG	244.28			
10-52-3100	Children Books	Inv# 1TXH-D931-DRXV	17.99			
10-52-3100	Children Books	Inv# 1TXH-D931-DRXV	9.99			
10-54-3900	Adult Other Expenditures	Inv# 1TXH-D931-DRXV	16.05			
10-54-3900	Adult Other Expenditures	Inv# 1M4L-JCQL-CXFF	97.34			
10-52-3900	Children Other Expenditures	Inv# 1M4L-JCQL-CXFF	39.69			
Amazon Capital Services 112300				38061	02/20/24	<u>606.11</u>
10-66-9980	Staff Recognition	Inv# 1DHR-D4JX-GP7W	16.71			
10-64-8160	Teen Program	Inv# 13DC-VRWC-DCYV	41.96			
10-66-9270	Information Technology Supplies	Inv# 13C3-XFCY-7YQ1	49.38			
10-64-8170	IT Programs	Inv# 116R-N6RT-3T3D	108.14			
10-66-9330	Community Engagement Supplies	Inv# 1XQN-W430-4MVX	48.29			
10-66-9270	Information Technology Supplies	Inv# 19WC-CVDT-1T7X	24.49			
10-66-9330	Community Engagement Supplies	Inv# 1NTR-CW4K-1JFV	31.20			
10-54-3110	Adult Books	Inv# 1DJP-LWX6-43KW	19.00			
10-54-3900	Adult Other Expenditures	Inv# 11RQ-1R44-34ND	24.99			
10-52-3900	Children Other Expenditures	Inv# 11RQ-1R44-34ND	34.63			
10-54-3900	Adult Other Expenditures	Inv# 1CNW-4TDX-4GXQ	139.82			
10-52-3900	Children Other Expenditures	Inv# 1CNW-4TDX-4GXQ	67.50			
Amazon Capital Services 112300				38062	02/20/24	<u>485.51</u>
10-54-3900	Adult Other Expenditures	Inv# 1MCW-R93V-66KY	79.76			
10-54-3900	Adult Other Expenditures	Inv# 13LL-DK6L-4XVN	42.73			
10-52-3900	Children Other Expenditures	Inv# 1DJP-LWX6-4WRL	29.99			

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3110	Adult Books	Inv# 116R-N6RT-4T46	21.99			
10-64-8100	Adult Services Programs	Inv# 1V6Y-YV9H-3T76	138.33			
10-64-8165	Community Engagement Program	Inv# 1V6Y-YV9H-3T76	138.33			
10-52-3100	Children Books	Inv# 1KT3-9XDN-1YN3	34.38			
American Library Association				38063	02/20/24	<u>440.00</u>
10-62-7510	Memberships (Staff & Board)	ID - 2343757	123.00			
10-62-7510	Memberships (Staff & Board)	ID - 0171705	317.00			
Angelo Sorce Productions 112417				38064	02/20/24	<u>400.00</u>
10-66-9940	Cable Broadcast	Inv - 0876	400.00			
Baker & Taylor 120290				38065	02/20/24	<u>7,679.61</u>
10-52-3100	Children Books	Inv# 2038021071	280.12			
10-52-3100	Children Books	Inv# 2038051044	681.00			
10-66-9250	Materials Management Supplies	Inv# 2038039108	5.95			
10-66-9250	Materials Management Supplies	Inv# 2038027765	20.23			
10-66-9250	Materials Management Supplies	Inv# 2038021072	7.14			
10-52-3100	Children Books	Inv# 2038027764	657.32			
10-52-3100	Children Books	Inv# 2037996627	486.81			
10-52-3100	Children Books	Inv# 2037994560	2,530.61			
10-52-3100	Children Books	Inv# 2038039107	224.97			
10-52-3100	Children Books	Inv# 2038027785	1,120.99			
10-52-3100	Children Books	Inv# 2038048829	989.45			
10-66-9250	Materials Management Supplies	Inv# 2038027786	14.28			
10-66-9250	Materials Management Supplies	Inv# 2038048830	10.71			
10-66-9250	Materials Management Supplies	Inv# 2038061270	21.42			
10-66-9250	Materials Management Supplies	Inv# 2038051045	24.99			
10-52-3100	Children Books	Inv# 2038061269	603.62			
Baker & Taylor 120300				38066	02/20/24	<u>1,838.07</u>
10-66-9250	Materials Management Supplies	Inv# 2038024517	64.26			
10-54-3900	Adult Other Expenditures	Inv# 2038024516	210.86			
10-66-9250	Materials Management Supplies	Inv# 2038039552	99.96			
10-54-3900	Adult Other Expenditures	Inv# 2038039551	322.42			
10-66-9250	Materials Management Supplies	Inv# 2038050594	242.76			
10-54-3900	Adult Other Expenditures	Inv# 2038050593	897.81			
Baker & Taylor 120310				38067	02/20/24	<u>15,978.27</u>
10-54-3110	Adult Books	Inv# 2038077395	2,307.87			
10-54-3110	Adult Books	Inv# 2038080616	1,772.21			
10-66-9250	Materials Management Supplies	Inv# 2038077396	111.86			

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv# 2038080617	28.56			
10-66-9250	Materials Management Supplies	Inv# 2038039582	27.37			
10-66-9250	Materials Management Supplies	Inv# 2038037242	22.61			
10-66-9250	Materials Management Supplies	Inv# 2038028041	35.70			
10-54-3110	Adult Books	Inv# 2038034971	1,078.82			
10-54-3110	Adult Books	Inv# 2038032834	771.78			
10-54-3110	Adult Books	Inv# 2038028055	1,522.29			
10-66-9250	Materials Management Supplies	Inv# 2038032835	22.61			
10-66-9250	Materials Management Supplies	Inv# 2038028056	9.52			
10-66-9250	Materials Management Supplies	Inv# 2038034972	44.03			
10-66-9250	Materials Management Supplies	Inv# 2038016458	55.93			
10-66-9250	Materials Management Supplies	Inv# 2038026820	64.26			
10-54-3110	Adult Books	Inv# 2038026819	1,385.16			
10-54-3110	Adult Books	Inv# 2038016457	1,127.00			
10-54-3110	Adult Books	Inv# 2038028040	683.24			
10-54-3110	Adult Books	Inv# 2038053453	515.55			
10-54-3110	Adult Books	Inv# 2038039581	817.62			
10-54-3110	Adult Books	Inv# 2038037241	533.01			
10-54-3110	Adult Books	Inv# 2038043154	316.58			
10-54-3110	Adult Books	Inv# 2038047425	696.81			
10-54-3110	Adult Books	Inv# 2038049264	495.40			
10-66-9250	Materials Management Supplies	Inv# 2038047426	28.56			
10-66-9250	Materials Management Supplies	Inv# 2038049265	24.99			
10-54-3110	Adult Books	Inv# 2038061243	707.84			
10-54-3110	Adult Books	Inv# 2038057645	672.32			
10-66-9250	Materials Management Supplies	Inv# 2038053454	11.90			
10-66-9250	Materials Management Supplies	Inv# 2038057646	39.27			
10-66-9250	Materials Management Supplies	Inv# 2038061244	30.94			
10-66-9250	Materials Management Supplies	Inv# 2038043155	16.66			
Bibliotheca, LLC 121830				38068	02/20/24	<u>7,351.95</u>
10-55-3860	E-Books	Cloud Library - Jan 2024	7,351.95			
Bolingbrook Glass & Mirror, Inc.				38069	02/20/24	<u>1,155.00</u>
10-58-5690	Other Building Materials & Repair	Inv - B0058346	1,155.00			
Bright Plum, Inc. 221160				38070	02/20/24	<u>3,000.00</u>
10-61-4800	System Development	Inv - 1672	3,000.00			
Cengage Learning 131563				38071	02/20/24	<u>1,995.00</u>
10-55-3500	Online Databases	Inv - 83744656	1,995.00			

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Children's Plus, Inc. 131861				38072	02/20/24	<u>2,101.75</u>
10-52-3100	Children Books	Inv - 240961	41.90			
10-52-3100	Children Books	Inv - 241076	24.95			
10-52-3100	Children Books	Inv - 240974	154.50			
10-52-3100	Children Books	Inv - 240773	38.20			
10-52-3100	Children Books	Inv - 240820	1,116.40			
10-52-3100	Children Books	Inv - 240857	488.80			
10-52-3100	Children Books	Inv - 240680	59.15			
10-52-3100	Children Books	Inv - 240435	177.85			
Complete Cleaning 132523				38073	02/20/24	<u>5,400.00</u>
10-58-5320	Cleaning Service	Inv - C26283	5,400.00			
Computype Inc. 132559				38074	02/20/24	<u>777.85</u>
10-66-9250	Materials Management Supplies	Inv - 696019	777.85			
Crimson Multimedia Dist. 132835				38075	02/20/24	<u>2,973.01</u>
10-54-3900	Adult Other Expenditures	Inv - 013353	121.44			
10-54-3900	Adult Other Expenditures	Inv - 013352	326.11			
10-52-3900	Children Other Expenditures	Inv - 013186	1,629.14			
10-54-3900	Adult Other Expenditures	Inv - 013187	896.32			
Current Technologies 133170				38076	02/20/24	<u>4,975.50</u>
10-61-6200	Software/Licenses	Inv - 14427	4,975.50			
D&Z House of Books Inc 143662				38077	02/20/24	<u>197.40</u>
10-52-3100	Children Books	Inv - 2024/I62499	177.04			
10-52-3100	Children Books	Inv - 2024/I163567	20.36			
Ehler Investment Partners, LLC 151700				38078	02/20/24	<u>2,823.69</u>
10-56-4900	Other Contracts	Inv Date - 1/2/2024	2,823.69			
ELM USA, Inc. 152250				38079	02/20/24	<u>89.45</u>
10-66-9250	Materials Management Supplies	Inv - 64727	89.45			
Gabriela Tafolla 162821				38080	02/20/24	<u>11.06</u>
10-62-7550	In-State Travel	Delivery/Outreach	11.06			
GALE/CENGAGE Learning 171152				38081	02/20/24	<u>83.17</u>
10-54-3110	Adult Books	Inv - 83670912	26.39			
10-54-3110	Adult Books	Inv - 83499339	56.78			

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
IL Library Association 192210 10-62-7510	Memberships (Staff & Board)	Inv - 278246 - Annual Membership	150.00	38082	02/20/24	<u>150.00</u>
Ingram Library Service 192452 10-54-3110 10-54-3110	Adult Books Adult Books	Inv - 80022163 Inv - 80022164	53.79 45.65	38083	02/20/24	<u>99.44</u>
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	Inv - 1323	200.00	38084	02/20/24	<u>200.00</u>
Julia Nephew 892146 10-62-7550	In-State Travel	Labcorp mileage	10.79	38085	02/20/24	<u>10.79</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv - 86585	1,750.00	38086	02/20/24	<u>1,750.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610 10-58-5610 10-58-5610 10-58-5610	Building Supplies Building Supplies Building Supplies Building Supplies	Inv - K10993/1 Inv - 511531/1 Inv - 511922/1 Inv - 512114/1	71.90 80.94 558.66 103.43	38087	02/20/24	<u>814.93</u>
Lesley Cyrier 892152 10-62-7440 10-64-8100	Adult Services Adult Services Programs	Kiwanis meals Michaels - Program	15.84 37.37	38088	02/20/24	<u>53.21</u>
Mango Languages 231163 10-55-3500	Online Databases	Mango Languages 231163	4,713.79	38089	02/20/24	<u>4,713.79</u>
Manufacturers News Inc 231168 10-54-3110	Adult Books	Inv - A11446-00	332.90	38090	02/20/24	<u>332.90</u>
Marti LaHood - 281914 10-64-8100	Adult Services Programs	AS Program - Chair Yoga	160.00	38091	02/20/24	<u>160.00</u>
Mateo Gomez Bedoya 10-66-9840	Per Capita Grant - Current Year	Mateo Gomez Bedoya	325.00	38092	02/20/24	<u>325.00</u>
Matthew Williams 892182 10-62-7550	In-State Travel	Delivery/Outreach mileage	5.23	38093	02/20/24	<u>5.23</u>
Midwest Tape 231925				38094	02/20/24	<u>11,142.99</u>

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 504932637	33.73			
10-55-3860	E-Books	Inv# 504982499	550.97			
10-54-3900	Adult Other Expenditures	Inv# 504986665	174.65			
10-54-3900	Adult Other Expenditures	Inv# 504986664	41.23			
10-54-3900	Adult Other Expenditures	Inv# 504986663	29.98			
10-54-3900	Adult Other Expenditures	Inv# 504986661	29.08			
10-52-3900	Children Other Expenditures	Inv# 504986683	231.68			
10-52-3900	Children Other Expenditures	Inv# 504986669	14.99			
10-52-3900	Children Other Expenditures	Inv# 504986681	37.48			
10-66-9250	Materials Management Supplies	Inv# 504995443	885.23			
10-54-3900	Adult Other Expenditures	Inv# 504986666	91.27			
10-54-3900	Adult Other Expenditures	Inv# 504986667	407.80			
10-54-3900	Adult Other Expenditures	Inv# 504986668	182.95			
10-54-3900	Adult Other Expenditures	Inv# 504986680	22.48			
10-54-3900	Adult Other Expenditures	Inv# 504986682	9.74			
10-66-9250	Materials Management Supplies	Inv# 504861419	361.31			
10-54-3900	Adult Other Expenditures	Inv# 504932638	11.99			
10-54-3900	Adult Other Expenditures	Inv# 504932639	29.99			
10-54-3900	Adult Other Expenditures	Inv# 504932640	15.74			
10-54-3900	Adult Other Expenditures	Inv# 504941664	37.49			
10-55-3860	E-Books	Inv# 504952942	160.74			
10-52-3900	Children Other Expenditures	Inv# 504932632	194.92			
10-54-3900	Adult Other Expenditures	Inv# 504932279	303.25			
10-54-3900	Adult Other Expenditures	Inv# 504932631	378.56			
10-54-3900	Adult Other Expenditures	Inv# 504932633	21.74			
10-54-3900	Adult Other Expenditures	Inv# 504932634	160.40			
10-54-3900	Adult Other Expenditures	Inv# 504932635	95.95			
10-54-3900	Adult Other Expenditures	Inv# 504932636	18.74			
10-54-3900	Adult Other Expenditures	Inv# 504900181	45.98			
10-54-3900	Adult Other Expenditures	Inv# 504900182	466.96			
10-54-3900	Adult Other Expenditures	Inv# 504871716	106.42			
10-54-3900	Adult Other Expenditures	Inv# 504871718	934.11			
10-54-3900	Adult Other Expenditures	Inv# 504871950	128.18			
10-54-3900	Adult Other Expenditures	Inv# 504896839	961.71			
10-54-3900	Adult Other Expenditures	Inv# 504896837	500.88			
10-54-3900	Adult Other Expenditures	Inv# 504888965	59.98			
10-52-3900	Children Other Expenditures	Inv# 504900180	276.62			
10-52-3900	Children Other Expenditures	Inv# 504888964	29.99			
10-52-3900	Children Other Expenditures	Inv# 504871719	35.08			
10-52-3900	Children Other Expenditures	Inv# 504924743	11.24			
10-55-3860	E-Books	Inv# 504919535	79.99			
10-54-3900	Adult Other Expenditures	Inv# 504958012	251.86			

Addison Public Library Check Register

All Bank Accounts
January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 504957999	239.90			
10-54-3900	Adult Other Expenditures	Inv# 504958010	13.49			
10-54-3900	Adult Other Expenditures	Inv# 504958011	83.96			
10-54-3900	Adult Other Expenditures	Inv# 504958018	17.24			
10-54-3900	Adult Other Expenditures	Inv# 504957998	76.76			
10-52-3900	Children Other Expenditures	Inv# 504958013	145.42			
10-54-3900	Adult Other Expenditures	Inv# 504958017	89.96			
10-54-3900	Adult Other Expenditures	Inv# 504958016	744.33			
10-54-3900	Adult Other Expenditures	Inv# 504958014	94.60			
10-55-3860	E-Books	Inv# 504966815	1,214.25			
Nardi's Pizza 241172				38095	02/20/24	<u>513.00</u>
10-64-8160	Teen Program	Inv - 211559 1/25/2024	90.00			
10-66-9970	FUNshine Committee	Inv - 408416 1/25/2024	125.00			
10-64-8100	Adult Services Programs	Inv - 408417 1/25/2024	40.00			
10-64-8100	Adult Services Programs	Inv - 408412 1/11/2024	36.00			
10-64-8100	Adult Services Programs	Inv - 408415 1/18/2024	42.50			
10-64-8160	Teen Program	Inv - 408413 1/11/2024	89.75			
10-64-8160	Teen Program	Inv - 408414 1/18/2024	89.75			
ODP Business Solutions 251353				38096	02/20/24	<u>87.64</u>
10-66-9300	Library Wide Supplies	Inv - 351229979001	39.56			
10-66-9220	Guest Services Supplies	Inv - 350410105001	48.08			
Patti Gebala 892144				38097	02/20/24	<u>34.90</u>
10-62-7550	In-State Travel	Outreach mileage	26.66			
10-62-7550	In-State Travel	Outreach mileage	8.24			
Perks & Possibilities Cafe 261575				38098	02/20/24	<u>6.50</u>
10-66-9210	Office Supplies	Inv - Buddy Program	6.50			
Playaway 262219				38099	02/20/24	<u>527.21</u>
10-54-3900	Adult Other Expenditures	Inv - 451415	527.21			
ProQuest LLC 121932				38100	02/20/24	<u>3,211.88</u>
10-55-3500	Online Databases	Inv - 70820667	1,710.21			
10-55-3500	Online Databases	Inv - 70815345	1,501.67			
Ra'am Integration Solutions				38101	02/20/24	<u>1,024.36</u>
10-58-5620	HVAC	Inv - 1454	1,024.36			
Robbins Schwartz 282514				38102	02/20/24	<u>109.88</u>

Addison Public Library

Check Register

All Bank Accounts

January 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-56-4100	Legal Fees	Inv - 008872	109.88			
Rowman & Littlefield Publishing Group	282590			38103	02/20/24	<u>64.48</u>
10-54-3110	Adult Books	Inv - 12400138	64.48			
Samantha Parkison	892193			38104	02/20/24	<u>12.18</u>
10-66-9330	Community Engagement Supplies	Raffle Supplies	12.18			
Scholastic Library Publishing	172866			38105	02/20/24	<u>4,759.00</u>
10-55-3500	Online Databases	Inv - 56322546	4,759.00			
Sir Speedy Printing	291970			38106	02/20/24	<u>115.00</u>
10-64-8220	Flyers/Brochures	Inv - 87661	115.00			
Swan	293316			38107	02/20/24	<u>17,610.29</u>
10-61-6100	ILS Services	Inv - 10774	17,591.75			
10-66-9930	Reciprocal Borrowing Expense	Inv - 10890	18.54			
Technology Management Revolving Fund	132558			38108	02/20/24	<u>378.30</u>
10-58-5570	Leased Internet Access Line	Inv - T2413415	378.30			
Tony Bowers	302523			38109	02/20/24	<u>200.00</u>
10-64-8100	Adult Services Programs	AS Programs - Bridging Literary Worlds	200.00			
Unique Patron Services Solutions	312431			38110	02/20/24	<u>377.85</u>
10-56-4410	Collection Agency Fees	Inv - 6121015	337.85			
10-61-6200	Software/Licenses	Inv - 6121850	40.00			
Villa Park Electrical Supply	321940			38111	02/20/24	<u>122.06</u>
10-58-5690	Other Building Materials & Repair	Inv - 257164-00	122.06			
Welcome Wagon	331191			38112	02/20/24	<u>98.30</u>
10-64-8910	Other Promotions	Inv - ACC197480	98.30			
Yesenia Benavidez	892185			38113	02/20/24	<u>2.61</u>
10-62-7550	In-State Travel	Community Flyers	2.61			

Check List Total 228,711.41

Plus January payroll for 2024: \$353,344.82

Grand Total: \$582,056.23

Addison Public Library
Payroll Distribution Summary

Board Meeting 2/20/2024

<u>Description</u>	<u>Amount</u>
Payroll	\$353,344.82

Approved by Board of Trustees

President

Date

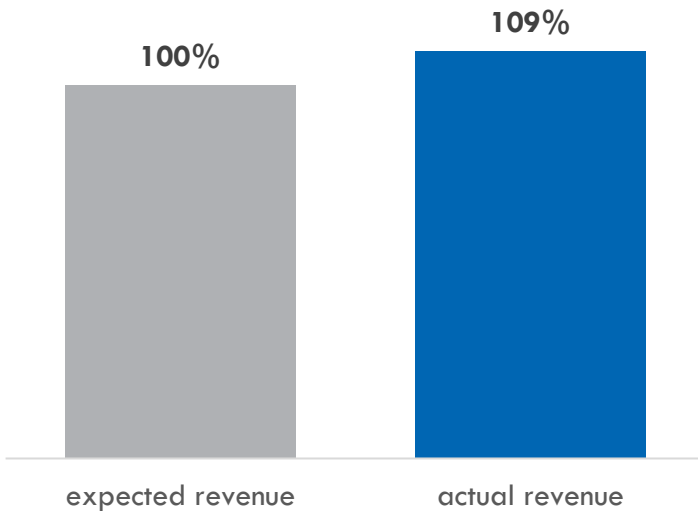
Secretary

Date

January 2024 Financial Highlights

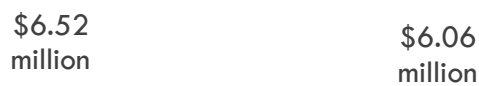
General Fund

total in general fund	\$6,055,170.32
estimated revenue	\$6,036,165.64
budgeted expenditures	\$6,014,386.00
YTD expenditures	\$4,028,175.77
MTD expenditures	\$566,063.63



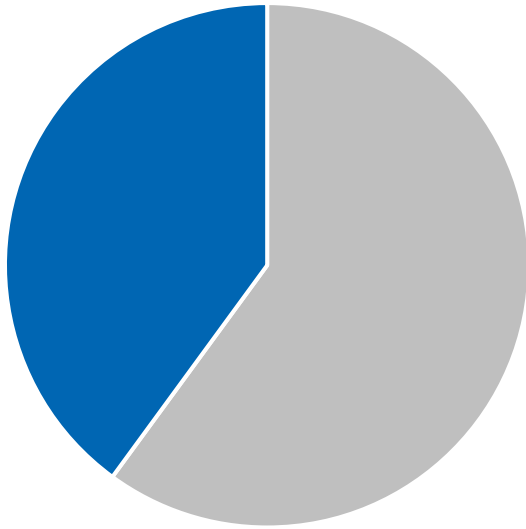
We have received 109% of our estimated revenue for the fiscal year including \$102,122.18 this month.

At this point last year, we had received 102% of our estimated revenue for FY23.



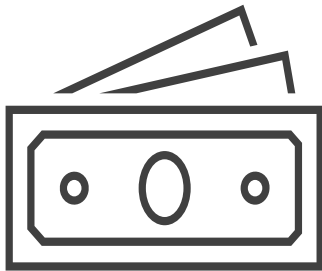
The general fund decreased from \$6.52 million to \$6.06 million from 1/1/2024 to 1/31/2024.

This is a result of \$102k revenue coming in and \$566k (general fund + asset replacement) expended.



67% has been spent out of the general fund. We are 75% through the fiscal year.

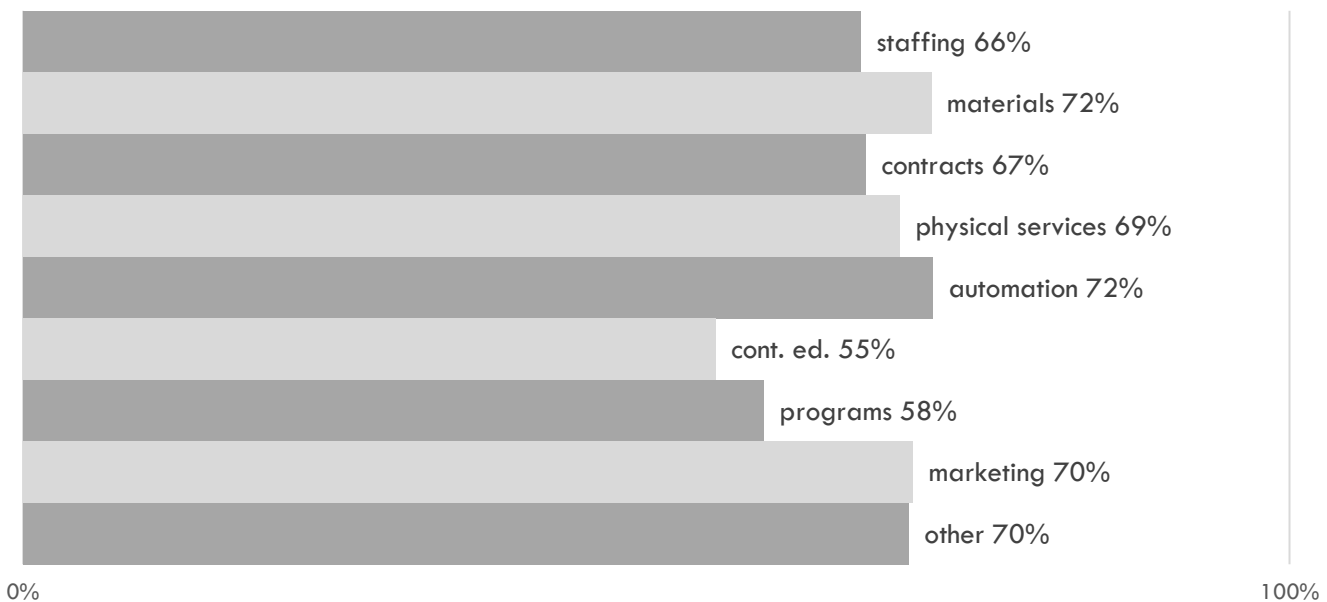
We have budgeted to spend 99% of what is currently in the general fund.



We have spent 67% of our estimated budget.

At this point last year, we had spent 63% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group





DIRECTOR'S REPORT – JANUARY 2023

PERSONNEL –

Last month we had five vacancies. I'm pleased to report we have filled all five positions. Newly hired staff include:

- Sara Afreen, IT Associate
- Megan Christianson, Adult Services Specialist
- Claire Bartlett, Community Engagement Assistant
- Jessica Hernandez, Guest Services Associate
- Eden Morris, Cataloging Specialist

We've had no additional turnover or employee resignations since last month, and so for the first time in a very long time, we are fully staffed!

ANNUAL CERTIFICATION

In accordance with Illinois statute and administrative rules [[23 Ill. Adm. Code 3030.200](#)] every RAILS member library must complete an annual certification process to remain eligible for system membership and to retain eligibility for grants administered by the Illinois State Library. The deadline for certification this year is March 31, 2024. I completed our certification on February 2. The process primarily consists of answering a list of yes or no questions, including things such as:

- The library meets the financial requirements for state per capita grants to public libraries ([75 ILCS 10/8.1](#): Illinois State Library Grant Programs) **YES**
- The library has one or more employees serving as librarian at least 15 hours per week **YES**
- The library has a bibliographically organized collection of library materials **YES**
- The library abides by the [ILLINET Interlibrary Loan \(ILL\) Code](#) **YES**
- The library allows 'Reciprocal Access' as defined in 23 Ill. Adm. Code 3030.110 **YES**

(Our answers are shown in blue.)

Other questions on this year's certification form included:

- What education level has your library's director completed? **Master's degree**
 - Field of Study or Degree Earned: **Library & Information Science**
- Does your library director have at least 2 years of experience as a library director? **YES**
- How many total hours per week is your library open? **68**
- How many total hours is your library open on weekends? **12**
- Which days of the week do you have at least one library location open? **(Every day)**
- Which days of the week are you open after 5 p.m. in at least one library location? **(Monday, Tuesday, Wednesday, Thursday)**

Martin Luther King Day of Service and CareCon

In case you missed them, I want to share two recent days at the Library where we had an amazing impact on the community. First was an event organized on Martin Luther King Day. MLK Day is the only federal holiday designated as a National Day of Service to encourage all Americans to volunteer to improve their communities. We were asked at the 2023 Shape of Addison Event why the library was not closed on MLK Day and my response at the event was that we like the library to be open on many federal holidays as a place for children and families to visit on days when schools are closed. We are also open on Veterans Day and President's Day and Juneteenth and so on. We want the community to know that we do respect and value and honor the memory of Martin Luther King, however, and joining in this National Day of Service on that day seemed like the best way to demonstrate this. The day was a huge success. We had a great turnout of volunteers who



assembled hygiene kits, knitted hats and blankets, made greeting cards for the elderly, and more. Agencies served by the efforts of our staff and volunteers include: [Metropolitan Family Services](#), [Golden Haven Senior Living](#), [Clarendale of Addison](#), [DuPage PADS](#), [Lurie Children's Hospital](#), and [Kathy Paulsen Hope House](#).



The second event was our second annual CareCon. For this event, we brought together an amazing number of local agencies and organizations focused on supporting the mental and physical health needs of our community. Library staff provided activities and crafts to help people focus on self-care and community partners who joined us that day included:

- Northeast DuPage Family and Youth Services (NEDFYS)
- DuPage Health Department/WIC (Women, Infants, and Children) Mobile Clinic
- Addison Partners for Play, Learning, & Education (APPLE)
- Birth to Five/Region 19 (DuPage)
- Metropolitan Family Services
- All Our Kids (AOK)/ DuPage Early Childhood Collaboration (DECC)
- Addison Early Learning Center
- 211 DuPage
- ICNA Relief
- DuPage Children's Museum

- Hamdard Health
- NAMI
- World Relief DuPage
- Access DuPage/DuPage Health Coalition
- Northeast DuPage Special Recreation Association (NEDSRA)
- YWCA
- Youth Outlook
- DuPage High School District 88
- Addison Fire Protection District
- Medinah Shriners Therapy Dog Club



Our mission as a library is to help meet the informational needs of our users. The willingness of all our partner agencies to join us for CareCon helped us introduce these organizations and their services to the community, arming them with valuable information to improve the physical and mental health of community members of all ages. I'm deeply grateful to every one of these organizations and to all of our staff members who worked so hard to make this day a success.

ADULT SERVICES – JANUARY 2024

SNAPSHOT

January for Adult Services had three big focuses: Social Services, Winter Reading, and language acquisition.

On Monday, January 15 the library hosted an MLK Day of Service event. Despite the below freezing temperatures, we had 26 participants create 150 hygiene kits, 77 activity kits, 25 cards, 5 hats, and 9 blankets! A huge shout out to Yesenia, Narze, and Sarah in IT for making this event happen. Patrons expressed their gratitude for being able to volunteer for a single day and make a difference in the lives of so many different members of our community.



Yesenia & Narze at MLK Day of Service

The need for social services was at an all-time high in January. Narze and Yesenia conducted 85 appointments with patrons. 59 of these appointments were done in Spanish. With the historically cold temperatures, Narze and Yesenia expressed that some of their greatest successes in January were connecting unsheltered patrons with emergency shelters through Hope House and Catholic Charities.



AS dept. members showing off our winter reading kits

Then on January 8, winter reading began! To participate, patrons stop by the AS desk, get a book recommendation from a staff member and then pick up a starter kit. Kits included APL mugs, fuzzy socks, hot cocoa and more! Staff curated winter themed reading lists for various genres, a word search in English and Spanish and a Spotify playlist to round out the experience. By the end of January, we already had 83 adults registered for the program!

At the end of January, we also began our new session of Read & Write in Spanish. Our Elmhurst University intern Mateo is an Addison



Learn Spanish with the Language Labs

resident and his students love him already! Our new course, Learn Spanish with the Language Labs ran for 4 weeks in January and was a huge success. Now that we know the program is a hit, we are working on scheduling future dates and discussing a class focused on American Sign Language. In a program survey, a patron expressed their gratitude to for the course. *“Please continue the language lab to learn Spanish!!! It is very much needed in the community! It’s great that Spanish speakers are learning English, but English speakers should be able to speak some Spanish so we can come together in the community. The teacher is great.”*

Interesting Question

Question: During the extremely cold and snowy days, a patron came in asking about snowblowers and what a good option would be for an electric one.

Answer: Angela informed him that through the library website you have access to databases including Consumer Reports. Angela was able to pull up reports and compare different brands and models so the patron left with information on snowblowers sold at stores in the Addison area.

Success Story

Randy, the fire educator from the Addison Fire Protection District (AFPD), joined the Wednesday night ESL conversation group in December to share all the services the AFPD offers Addison residents. Numerous conversation group members took down Randy’s contact information so he could come to their homes for a smoke detector inspection and replace faulty ones as needed. Randy went to a volunteer’s house in mid-January for that service. The volunteer was so appreciative of Randy, that she wrote a letter to the AFPD to express her gratitude and praise Randy for excellent customer service.

CHILDREN'S SERVICES – JANUARY 2024

SNAPSHOT

Highlights from January:

- Winter Reading: 78 total registrations; 48 logs completed.
- We had a good turnout for Toddler Time on Jan. 18. Little ones and their caregivers had a wide variety of activities from which to choose, including crafts, toys, and a reading station stocked with a variety of board books.
- Julia launched a new iteration of our Monday morning storytime, rebranding it as Discovery Babies & Toddlers. Recently CS staff have observed there is a higher demand for programming more specifically geared towards our youngest patrons, and we are working to fulfill that need.
- Staff from the DuPage Co. Health Department (DCHD) came to present a Youth Preparedness Course for kids in grades 3-5 and their caregivers. While we had a small audience, DCHD concurred the program went well and they were happy to collaborate with us.
- Betsi planned and presented a Bilingual Stories & Crafts storytime on Jan. 29; participants very much enjoyed the books she read.
- Brittany planned and presented a Lunar New Year storytime on Jan. 31, which was well attended by an energetic crowd.
- Debbie noted the following interaction in her monthly report: “A parent came in that had been looking for me for a while. Quite some time ago I suggested Playaways (and showed them read alongs, etc.) for their child that was struggling with reading and comprehension. She thanked me multiple times and said they have really made an enormous difference for her child. He is doing so much better, and they just came in to pick up one that came in from another library today.”



STATISTICS

Continuing Education: 22.58 hours total

Children's Programs: 22 programs, 430 participants (includes onsite and offsite programs)

Passive Programs: 5 passive programs; 342 participants | Appointments: 12

Reference Questions: 168 | Scan/Fax Questions: 68 | Directional Questions: 81 | Teacher Resource Room: 4

Book Displays: Try Something New (Opto), Snow Many Books, Dr. Martin Luther King, Jr. Day, If You Like ...
Stella Diaz to the Rescue.

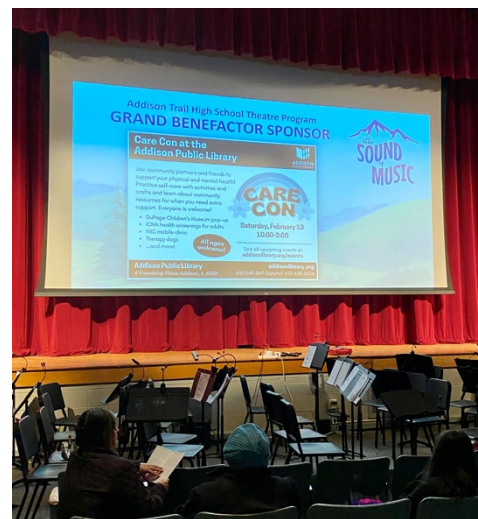
COMMUNITY ENGAGEMENT

JANUARY 2024



SNAPSHOT

- Samantha and Matt hosted another successful round of Professional Headshots! Over two days, they took 18 free headshots for people looking for a job, updating their current headshots on websites or LinkedIn, recent or soon-to-be college graduates, and local business owners. Samantha then goes through all the photos to make minor edits before sending them off to the patrons!
- Patti assisted the Friends on creating a personalized thank you card for a large donation received from an out-of-state resident. He lived in Addison for a brief period and fondly remembers visiting the library with his mother.
- After reviewing applications for the Community Engagement Assistant position, Gaby is pleased to announce that Claire will be joining the team!
- Gaby worked with Kathy W. (Guest Services) to plan out the Library Olympics session for Feb. 23rd.



PROJECTS / COMMITTEES

- **Welcome Wagon:** The library is officially in all Welcome Wagon booklets in 2024! Welcome Wagon is a company that contacts new homeowners in whatever city you choose, providing them with coupons and advertisements from local businesses so they can have an overview of the community. Welcome Wagon anticipates mailing the Addison booklet to 50-60 new resident households, which will feature our double-sided advertisement!
- **Marketing:** Samantha submitted our latest advertisement for the ATHS theater season! This ad promoted the Care Con event in the program that was distributed during the spring musical, The Sound of Music. This year we upgraded our sponsorship level and our ads will be placed in the program but also in a slideshow that displays before each performance.
- **Staff Outing:** As part of the Staff Outing Committee, Matt finished his term by coordinating a Staff Night at Dave & Busters! Attendees reported having a great time mingling across departments and getting to know their coworkers.



STATISTICS

- The CE department participated in 3 outreach events & connected with 59 community members!
- Number of New Job Toolkits distributed: 18
- 26 one-on-one appointments with Job Seekers & Business Owners
- Business Library Accounts: 1 new library card
- 34.5 hours of community service



From Top to Bottom: Library Ad in the ATHS play; Staff having fun during the Staff Outing; Plaque commemorating the donor's mother.

GUEST SERVICES – JANUARY 2024

SNAPSHOT

Ana Tovar's last day was January 24th. We wish her well at her new job.

There were no Guest Services anniversaries in January.

Eva completed 9 translations for a total of 9.75 hours in January.

Maintenance for the National Change of Address report was completed. 50 patrons that had no bills and moved out of state were removed from the database following record retention guidelines. 309 cards were expired for patrons that did not pass the NCOA check and were not previously expired. These patrons will be purged in the future following record retention guidelines.

After an initial dip in self-checkout usage, it came back up some in January as patrons became used to using a PIN for self-checkout and learned how to check out materials from other libraries.

Guest Services Associates started putting the barcode numbers on the videogame discs and cartridges that are in GS. This is a large project that will help make sure that APL videogames are being returned in the appropriate case. This is especially important as they go out to other SWAN libraries. Previously these games were unlabeled making them easy to get mixed up with a patron's personal games and another library's games.

We have expanded from using 6 shelves for holds to using 8 shelves due to the larger volume of holds.



STATISTICS

There were 7 curbside pick-ups in January.

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

We compared Lucky Day stats to determine the best location (upstairs or the lobby) for the Lucky Day collection. From 11/14 (go live with SWAN)-12/1 (when Lucky Day items were moved upstairs) 85 books circulated and 70 DVDs. We were open 16 days during this time and the items were in the lobby. During the month of January 80 books circulated and 84 DVDs. We were open 30 days during January and the items were upstairs. The decision was made to move the Lucky Day items back downstairs. Several people have commented this makes the collection more accessible to them because they are not able to walk upstairs and do not like elevators.

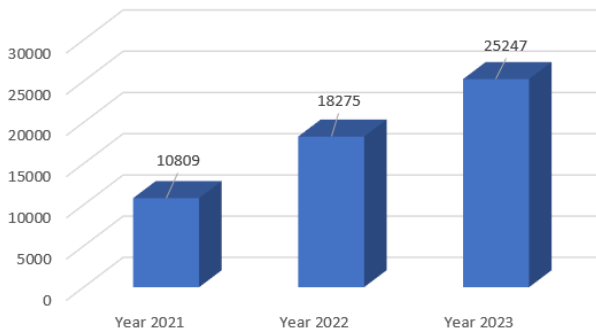
IT SERVICES – January 2024

SNAPSHOT (Public Computer Usage)

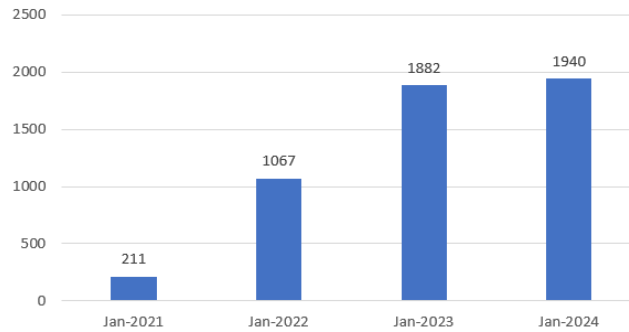
Annual public computer usage has increased by 134% since year 2021.

January public computer usage has increased by 82% since January 2022. (The library was partially closed in January 2021, hence usage that month did not reflect normal use.)

Public Computer Sessions (Year 2021 - 2023)



January Public Computer Sessions (2021 - 2024)



PROJECTS

IT Services Associates

- Answered a total of 645 questions, representing a 68% increase compared to December 2023 (which was a slow, holiday month).
- Answered a total of 101 questions (out of 645) in Spanish. Also, served as interpreters for other library staff.
- Assisted the IT System Administrator in equipment setup for a board meeting.
- Served as an interpreter when the Creative Services Coordinator helped a Spanish-speaking patron make party invitation cards.
- Helped train a new IT Associate on routine IT Desk tasks and the opening/closing procedures.

The Creative Services Coordinator

- Partnered with Social Services staff to offer an MLK Day of Service, distributing 75+ activity kits, 150+ hygiene kits, 10 baby blankets, 4 knit hats, and cards that were donated to the community.
- Finished the Drupal 10 upgrade with our web consulting firm, re-enabling MFA (Multi-Factor Authentication) for content managers and updating some webforms.

The IT System administrator

- Resolved a total of 21 IT tickets. Reinstalled a public desktop computer. Replaced a staff laptop.
- Updated all board, staff, and patron laptops. Coordinated patron laptop use for hands-on programs.
- Evaluated and tested Keeper Security Password Manager for potential library use.

The Head of IT Services

- Applied for a grant offered by the Broadband, Equity, Access, and Deployment (BEAD) program.
- Met with each IT staff member for annual evaluation and goal setting.
- Hired 2 IT Associates after multiple interviews, onboarding 1.

STATISTICS

- The Creative Services Coordinator hosted 9 one-on-one appointments and a Teen Maker Monday.
- The Creative Services Coordinator struggled with program attendance despite full registration lists with 4+ patrons on the waiting list. The class average was 2 patrons per program. They already initialized a reflection process about how to reduce cancellations and no-shows by 50%.



MATERIALS MANAGEMENT – JANUARY 2024

SNAPSHOT

Welcome to Priyanka, our new Library Aide to the department! Priyanka has been spending time training with other Library Aides as she continues to learn about her role.

We now have a “new” section for travel books and video games. The reason they are now part of our new collection is because it prevents them from being holdable by non-Addison SWAN patrons. This gives our patrons priority in requesting/checking out these materials first.

PROJECTS

Jenny completed the Budget Request Form for fiscal year 2025.

Karen added Britannica to the list of databases.

Allie selected sub-genres and authors to be read for sci-fi genre study, and compiled definitions for the sub-genres. She also worked on “Animal, Mineral, Vegetable” display by the biography section, and two endcap displays: “Caribbean Histories” and “Animal Ethics”.

The Library Aides worked on various reports: old/new list, missing list, and the weeding list.

Marilyn has been working on updating ILL procedures due to joining SWAN. She also learned how to add items to Workflows.

Steven trained staff in various tasks: withdrawing and processing materials. He also continues to be part of Funshine.

Paul is learning how to catalog children’s nonfiction books and children’s picture books.

STATISTICS

MM staff completed 12.25 hours of CE.

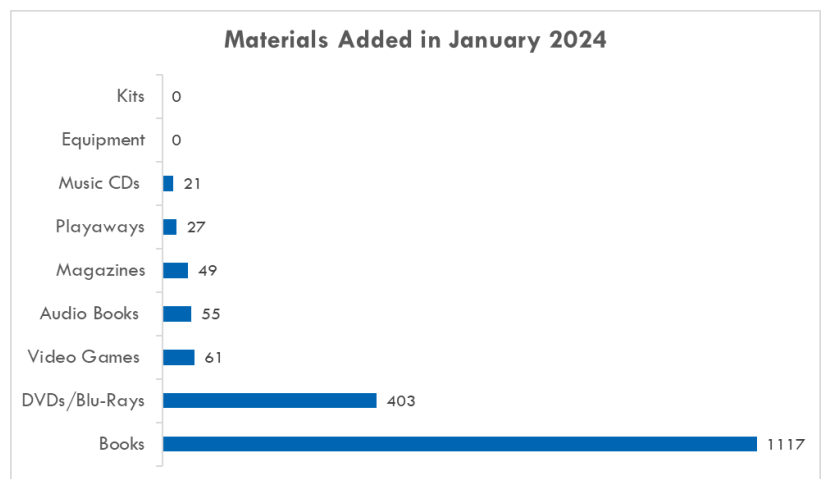
MM staff withdrew 239 items.

Library Aides shelved 272 carts.

APL patrons borrowed 32 items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: 8.59 days.

APL sent 119 items to other libraries through interlibrary loan.



TEEN SERVICES – JANUARY 2024

SNAPSHOT



Courtney developed a new program, Nostalgia Days, a chance for older teens and new adults that used to be at the library regularly to meetup and take part in some of their favorite activities. The series was scheduled during winter break to make it easy for college students to attend. Each day patrons came by to do a simple craft or game and check in with librarians and old friends. They especially loved looking through old photos of library programs. Nostalgia Days demonstrated just how much our after school and summer activities mean to patrons, even as they become adults. One college student told us, "I am more likely to come to these than any high school reunion." It wasn't just Nostalgia Days' participants feeling this way. A patron was flipping through the picture book and found one of her daughter. She told us that she felt so lucky that her children had the library to go to.

She said it was just the right amount of independence and that they would still come back today if they could. She said that this library has so much more to offer than other libraries and people probably don't realize how lucky they are to have everything we do.

This month we began offering a new kind of class visit for Indian Trail students and teachers. Classes are invited to come have a cup of hot cocoa and listen to TS staff recommend books. Most teachers just wanted us to choose a variety of books to get their students excited about independent reading. Others specifically requested topics like biographies, space, and fairytale retellings. We also hosted Special Ed and Cross-Cat classes. Sometimes an early morning class would check out so many of the books we talked about that we had to scramble to find more books for later classes. A great problem to have! In total, we hosted 21 classes and 336 students in January with more scheduled for February. We hope this will become a regular partnership with the school.



We also recommended books this month as part of our Winter Reading program. We wanted to highlight readers advisory and gave patrons a goodie bag when they checked out a book recommended by staff. One student who swore he wasn't into reading took a novel in verse about basketball. He came back about a week later and said, "That book you gave me, I'm actually into it." Another teen that claimed not to be a reader instantly changed their mind when Courtney showed them a graphic novel about a kid with ADHD. They took the book and latched onto the illustrations, explaining that they could relate to the main character. They especially recognized how the artist depicted the expressions of people around the main character getting annoyed or confused when he talks a lot.

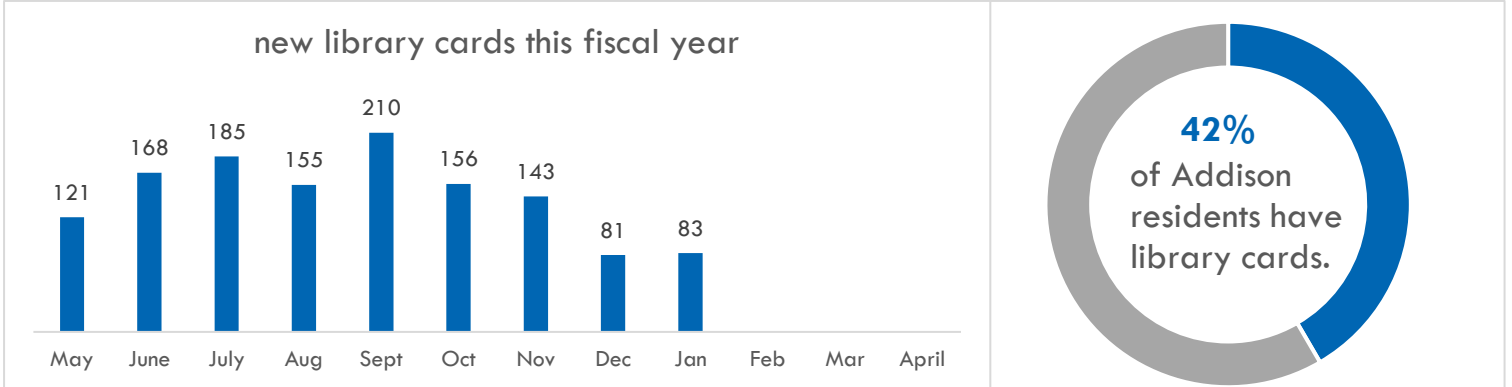
Courtney worked with a high school student one-on-one throughout the first semester, showing him tools to stay focused and complete his work on time. This month he told us, "I can actually do my homework at home sometimes now. I could never have done that a few months ago."

January 2024 Library Usage Report

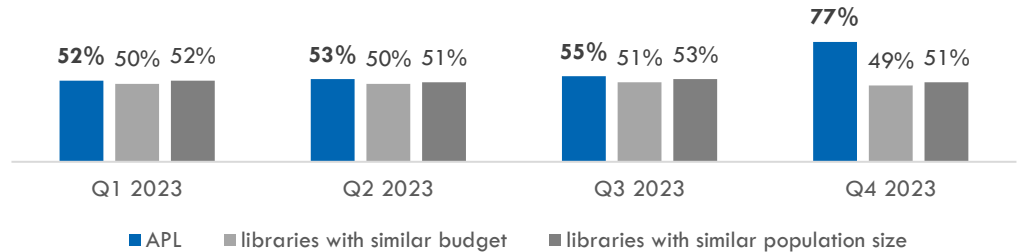


Library Cards

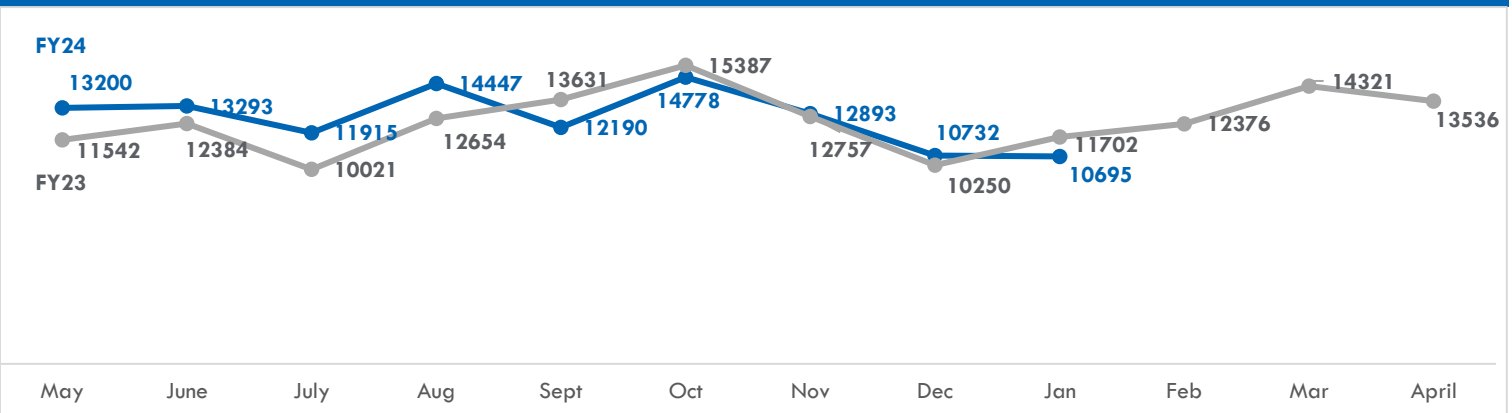
83 new library cards this month.



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

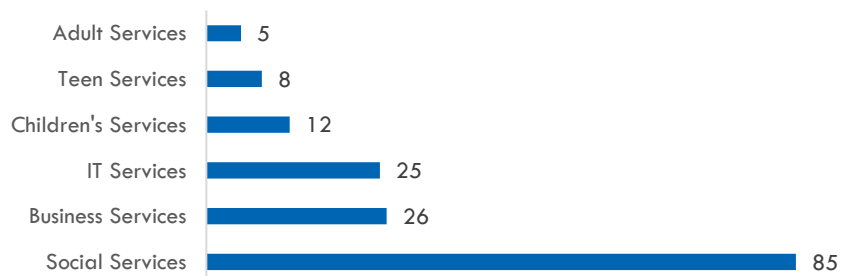


Library Visits



1-on-1 appointments

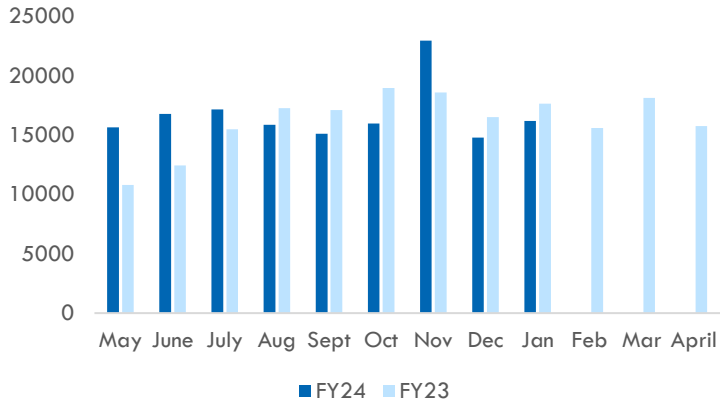
- 161 1-on-1 appointments
- 1940 computer logins
- 794 wifi sessions
- 47 large meeting room bookings
- 459 study room bookings
- 4 Creative Studio bookings
- 41 Sound Studio bookings



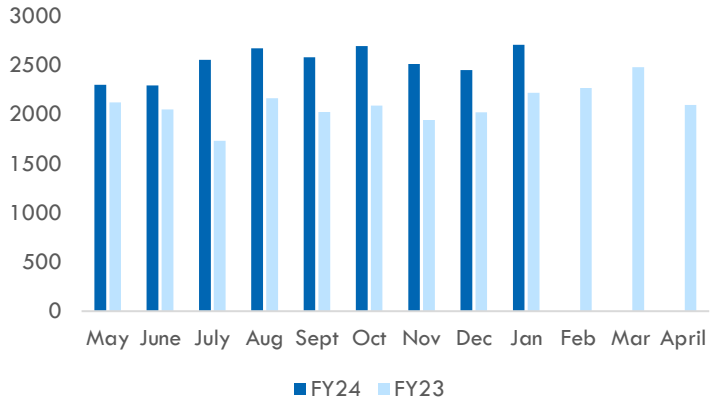
Circulation

18884 total checkouts this month.

physical item checkouts

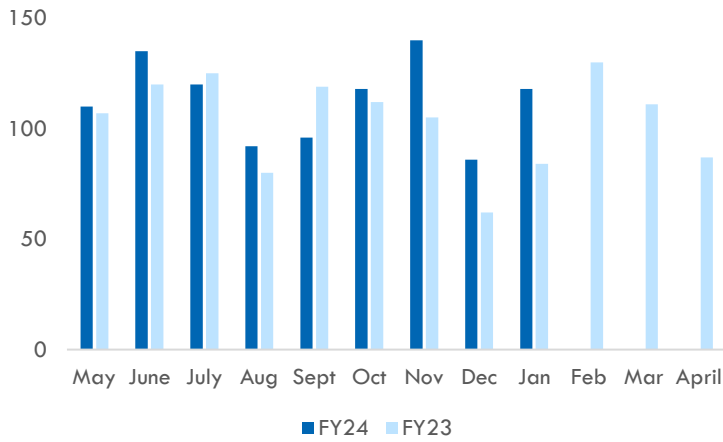


digital checkouts

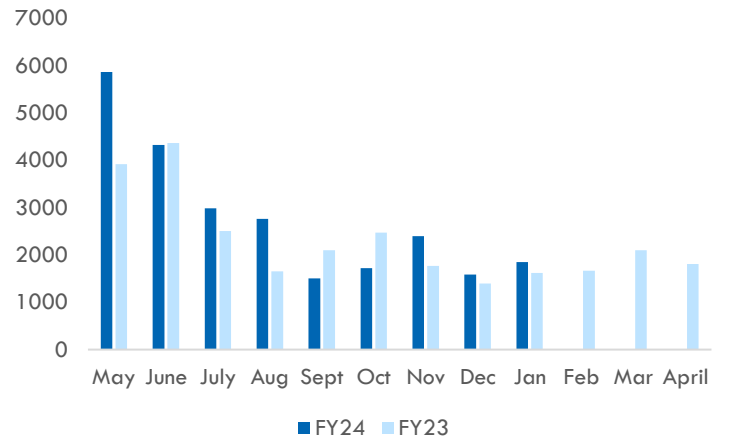


Programs & Outreach

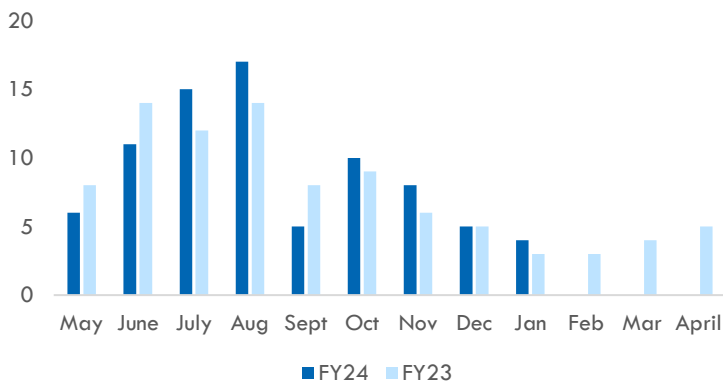
programs held



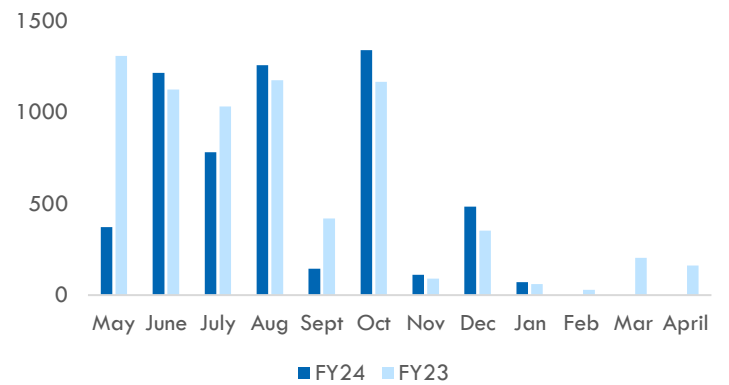
program attendees



outreach events held



people engaged at outreach events





2021-2024 Strategic Initiatives

Literacy

Patron Experience

Access + Equity

Sharing Our Story

Ultimate Impacts:

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

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

STRATEGIC PLAN REPORT, NOVEMBER 2023 - JANUARY 2024

Access + Equity

Activities in Progress

Activity	Progress	Expected Completion Date
Library will identify ways for programs and services to be inclusive for non-English speakers.	<ul style="list-style-type: none">• EDISJ committee is currently discussing ideas.	April 2024
Create a community asset map.	<ul style="list-style-type: none">• Map is being created using google maps.	February 2024
The Library will identify a diverse list of local groups to market our community space and expand our equitable access to resources.	<ul style="list-style-type: none">• No progress	March 2023

Activities completed this quarter.

- We will develop library-wide standards for programming using the newly developed EDISJ tools.
- Identify ways to engage with "New to Addison" residents.
- Standardize a consistent bilingual social media presence by ensuring social media posts are available in English and Spanish.

All Access + Equity activities are now in progress.

STRATEGIC PLAN REPORT, NOVEMBER 2023 - JANUARY 2024

Sharing Our Story

Activities in Progress

Activity	Progress	Expected Completion Date
Create an advocacy kit for partners relevant to their services with summary of APL services and how to use advocacy kit.	<ul style="list-style-type: none">• Business services related content has been created.	March 2024
Identify Library advocates and work with them intentionally on promoting the library.	<ul style="list-style-type: none">• A running list of library advocates has been created and shared with supervisors.	March 2024

Activities completed this quarter.

- Assess blog success (likes, shares, etc.) and recommend updates to content strategy.

All Sharing Our Story activities are now in progress.

STRATEGIC PLAN REPORT, NOVEMBER 2023 - JANUARY 2024

Patron Experience

Activities in Progress

Activity	Progress	Expected Completion Date
Conduct a privacy audit and use findings to improve standards for confidentiality.	<ul style="list-style-type: none">Privacy Audit Committee continues to work on the previously listed checklists plus the Library Privacy Checklists for ILS, OPAC, and Public Computers.All of the action items from the audit will not be completed by April, but all action items will be scheduled for completion.	April 2024
Identify and participate in CE that helps us focus outward (like Harwood or OF/BY/FOR)	<ul style="list-style-type: none">Head of CE will participate in a 5-week training course from the Harwood Institute during March and April this year.	April 2024
Create ways for patrons to discover and access patron-created content; promote this content.	<ul style="list-style-type: none">Blog post drafted explaining to patrons how they can upload their content to biblioboard.Webform on the Creative Studio page for patrons to tell us about recent projects they've worked on as a way to start the conversation about patron-created content, but it doesn't get much traffic. Marketing request for a sign to post in Sound Studio is submitted.	February 2024
Identify methods, promote, and engage with the community on ways for them to share their stories (video, self-published print, etc.) including Board members on why they serve and how to become involved.	<ul style="list-style-type: none">No progress	April 2024

Activities completed this quarter.

- Review job titles, job descriptions, roles, responsibilities, and organizational structure

All Patron Experience activities are now in progress.

STRATEGIC PLAN REPORT, NOVEMBER 2023 - JANUARY 2024

Literacy

Activities completed this quarter.

- Offer Spanish-speaking adults programs to strengthen pre-9th grade education skills in Spanish language in preparation for GED en español preparatory courses.
- Offer programs for children & teens that support heritage language skills.
- Increase patrons' information literacy skills.

All Literacy activities are now complete.

From: [Patti Gebala](#)
To: [Mary Medjo Me Zengue](#)
Cc: [Brooke Sievers](#); [Gaby Tafolla](#); [Donna Quick](#)
Subject: FOL Meeting: January 24, 2024 (Rescheduled from 1/17/24)
Date: Wednesday, January 24, 2024 6:52:55 PM
Attachments: [Outlook-4dprx2dv.png](#)

Mary,

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

- With four board members present, quorum achieved, five total in attendance.
- Minutes of the November 2023 meeting were read and approved.
- The official treasurer's report was read and as of December, 2023 balance on hand \$ 8,529.11;
 - 2023 Continuous Book Sale total was \$995.25
- Membership total paid is twenty.
- The Friends received a donation from Lorne Strong of Vermont for \$1,000. The Friends will send a thank you letter with a narrative of their projects along with a photo of the FOL dedication plaque honoring his late mother.
- There was a funding request for Summer Reading for \$2,000. Lesley and Gaby were available to answer questions about the program and The Friends approved the amount.
- The Friends were thanked for their holiday decorations support and a photo was taken with the snowflakes in the Adult Programming Room.
- Suggestions for increasing membership and fund raising were discussed from book drives to plant sales with final decision tabled to the next meeting
- The Friends agreed to support Bernie's Book Bank by making a donation of children's books to a student who is working on placing donation boxes in the local area.
- The meeting adjourned at 5:15 PM, next meeting of The Friends is Wednesday, March 20, 2024 at 4PM.

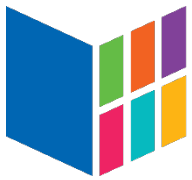
Patti Gebala

Community Engagement Assistant



ADDISON
PUBLIC LIBRARY

4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org



APL adopted our current Strategic Plan in May 2021 which includes the ultimate goals:

- Library works for everyone.
- Addison becomes a community of lifelong library users.
- Patrons feel valued and respected.
- Library leads, reflects, and supports our diverse community.

The Strategic Plan was developed based on survey results from a 2020 community survey. This survey is statistically valid because it ensured results came from all demographics in Addison. The Board wanted to ensure that we were not just surveying our satisfied users. The results including a variety of Addison residents including users and non-users, English speakers and Spanish speakers, teens and older adults, etc.



Community input

Community survey feedback (2020) and ongoing conversations with patrons have helped us identify where the community wants us to improve:

- Increase accessibility and convenience for patrons
- Reduce traffic flow, noise, and patron service challenges in the lobby
- Promote staff cohesion and teamwork
- Reduce traffic flow, noise, and patron service challenges on the 2nd floor
- Adapt to changing patron expectations
- Facility needs to be addressed

The Board and staff recognized that to achieve these goals, we need to update our facilities. We began working with Product Architecture + Design in August 2021 to create a plan on how to address our community's expectations, needs, and concerns by improving our facilities. The Board selected PA+D after the months-long process of soliciting Requests for Proposals, interviewing the top firms, and negotiating a contract with PA+D.

Timeline (2004-2021)

2004

- APL hires a facilities specialist to develop a building plan for the library.

2005

- Original building plans completed. The plan called for a 77,800 ft² building costing \$18 million. The size was based on library standards and community input.
- APL Board passed a motion in December to go to referendum for funding in November 2006.

2006

- D88 was also going to referendum. The Village Board proposed in January 2006 the Village would issue bonds backed by sales tax to raise \$11 million for the building.
- In January 2006, APL Board voted to rescind the November 2006 referendum if the Village Board approved issuing bonds which the Village did approve.
- Facilities specialist presents proposal to divide library building project into two phases so APL can save money over time instead of borrowing funds. The result was 22,000 ft² cut from the original plan including reduced staff spaces.

2008

- New building opens in October 2008.

2015

- APL Board hires Williams Architects to develop a space plan to address immediate building needs.
- APL Board reviews possibility of a branch on the west side of town.

2016

- \$2.5 million renovation to add seating, study rooms, give teens more space, updated signage, and strategic carpet and furniture replacement.

2021

- June 3, 2021: Mary met with the Mayor Veenstra and Village Manager Joe Maranowicz to discuss hiring an architect and developing a space plan.
- June – Aug: Send out RFPs to architecture firms, Board reviews proposals, interview three firms.
- Sept.: APL Board approves contract with Product Architecture + Design to complete an initial space study with multiple options for renovation and possible expansion.

Timeline (2022-2024)

2022

- Jan.: Product Architecture + Design presents options, the Board selects their preferred options, and a not to exceed amount of \$13.1 million for the project.
- Feb.: APL Board approves a new contract with Product Architecture + Design to proceed with option selected at the January meeting.
- Feb.: Mary and Broke meet with Mayor Veenstra, Deputy Mayor Tom Hundley, and Village Manager Joe Maranowicz to share the library's plans for the project. We are invited to present the plans to the full Village Board for approval.
- May: Mary and Brooke along with several board members attend a meeting with the Village Board to formally present our plans. No decision is made at the meeting.
- July: Mary is informed by the Village Manager that the Village Board has requested that we scale back the expansion of the building.
- Sept.: The architects provide revised drawings that comply with the Village's request which are approved by the Library Board and sent back to the Village Board for their approval.
- Oct. 3: The Village Board approves the new plans.


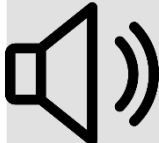
2023



- Mar.: APL Board approves a contract with FQC to provide construction management services for the project.
- May: Product Architecture + Design presents updates to APL Board.
- June: APL Board reviews project history, progress, and budget.
- July 17, 2023: Mayor asks the Library to pause the project.
- Sept. 19, 2023: APL Board unanimously votes to put building project on hold.
- Nov. 11, 2024: Board commits to touch base with the Village every 6 months in efforts to seek approval for expansion; President Pudelek commits to meeting with the Village to seek approval for the drive-up window.

2024

Current three options

Below are the priorities PA+D were tasked to resolve with the building project. They are grouped into categories based on four priorities from the community survey.

Priority category	Priority	Small	Medium	Large
	Create drive-up service window	X	X	X
	Replace the AMH (sorter) on the Guest Services workroom; connect the AMH to the drive-up return to improve efficiency; add return slot for kits/LOT in the lobby.	X	X	X
	Improve traffic flow in the lobby.	X	X	X
	Improve Guest Services workroom so staff have a behind-the-scenes area to attend webinars, trainings, and sort through the blue bins.	X	X	X
	Reorganize second floor shelving to make our materials more discoverable.			X
	Reorganize Children's shelving to make our materials more discoverable.		X	X
	Add displays and collections to the lobby.			X
	Address dim lighting in Children's.		X	X
	Current café seating exists. Patrons use this area to wait for rides, eat meals, and use the vending machines.	X	X	
	Space for a mobile coffee cart operated by D88 Transitions program.			X
	Stairs moved to keep north end of building in the social zone			X
	Teen space moved to north end of building keeping the social zones together.			X
	Second floor computers and additional study seating moved to south and east sides in a quiet zone.			X

Priority category	Priority	Small	Medium	Large	
	Reconfigured staff spaces (our staff has increased by 20 since 2008); currently Materials Management, Community Engagement, and Admin have staff on at least two different floors.		X		
	Larger and more robust Creative Studio to support STEM learning, small businesses, and makers. The \$100,000 donation the Gunda family has graciously offered is dependent on completion of this space.			X	
	Staff wellness room recreated. Currently and in the past when we've had nursing mothers on staff, we set up a schedule and rotation for them to borrow offices. For example, the Director may vacate her office every Wednesday at 11 AM so the nursing employee can use her office to pump. It has been a less than ideal way to ensure we are in compliance with the law.			X	X
	All Admin staff moved to the 3 rd floor with appropriate workspaces.		X	X	
	All Materials Management staff moved to the 3 rd floor with appropriate workspaces.		X	X	
	IT staff all moved into one workroom with an office.		X	X	
	PR & Marketing Coordinator moved into a workspace near the rest of the Community Engagement department.				
	Office created for Social Services Specialist (currently uses study rooms for one-on-ones with patrons)				
	Improve layout of Children's Services workroom.		X	X	
	Flooring replaced in Children's.		X	X	
	Flooring replaced on second floor (will have to determine if Teen space will be replaced or redone when expansion happens)			X	
	Replace worn furniture in Children's.		X	X	
	Replace worn furniture on the second floor.			X	
	Address current HVAC deficiencies.			X	
	Book bike storage created (currently missing from drawings)		X	X	

Summary

The three options presented do not address all the concerns the community has communicated to us. **Below is a list of priorities that are not significantly addressed.**



Increase outdoor space

- No improvements made.
- Patrons love the outdoor programming we've been offering on the west lawn. This includes chair yoga, storytimes, and dance classes.
 - Patrons are looking for outdoor space to relax in. The outdoor space outside the current café feels like you're in a parking lot.
- No improvements to the west lawn; no effort to address ADA accessibility for programming.
- Existing patio greatly reduced in size (or eliminated) to make room for the drive-thru.



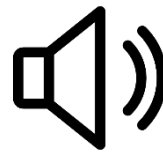
Increase meeting and working spaces

- Large Meeting Room: no changes; currently must turn some groups away; all staff cannot fit in the LMR sitting at tables due to its awkward shape; LMR is not divisible to accommodate more groups using the room.
- Increase the number of co-working/study rooms.
 - Original expansion increased from 8 to 14.
- Without the expansion which includes a Teen workroom, study rooms may have to be used as staff spaces.



Increase accessibility and convenience for patrons

- The highest priorities are addressed in at least one of the three options.



Sound mitigation

- No enclosed teen space.
- Café seating is not moved away from the service desk in the lobby.



Address facility needs.

- Restrooms have no work done.

For your consideration

Small option

This is a plan that should be considered, in my opinion, only if the Board wants to start doing something now with the hope of gaining Village approval to do the full, original project in the very near future. We should view it only as a starting point to what is needed.

Medium option

I also view the medium option as simply a starting point for what is needed. It addresses many of our priorities, but still doesn't address the bulk of the facility concerns.

Large option

The Large options comes the closest to achieving everything we were trying to do with the original project, but the loss of the café may be very problematic. The Teen area did not have new flooring proposed because it assumes that we may still expand as originally planned in the near future, and so we wouldn't want to invest in new flooring that would have to be replaced with the expansion. The teen area as shown in the large option will be very similar to the current Hive (teen area), and while it will help to move it further away from the adult computer area in addressing many of the noise concerns we have after school, **the fact that it is not enclosed** as it was in the original project plans **means that it won't mitigate the noise from the rest of the floor** as well, and without the expansion, we aren't gaining any additional space for teens.

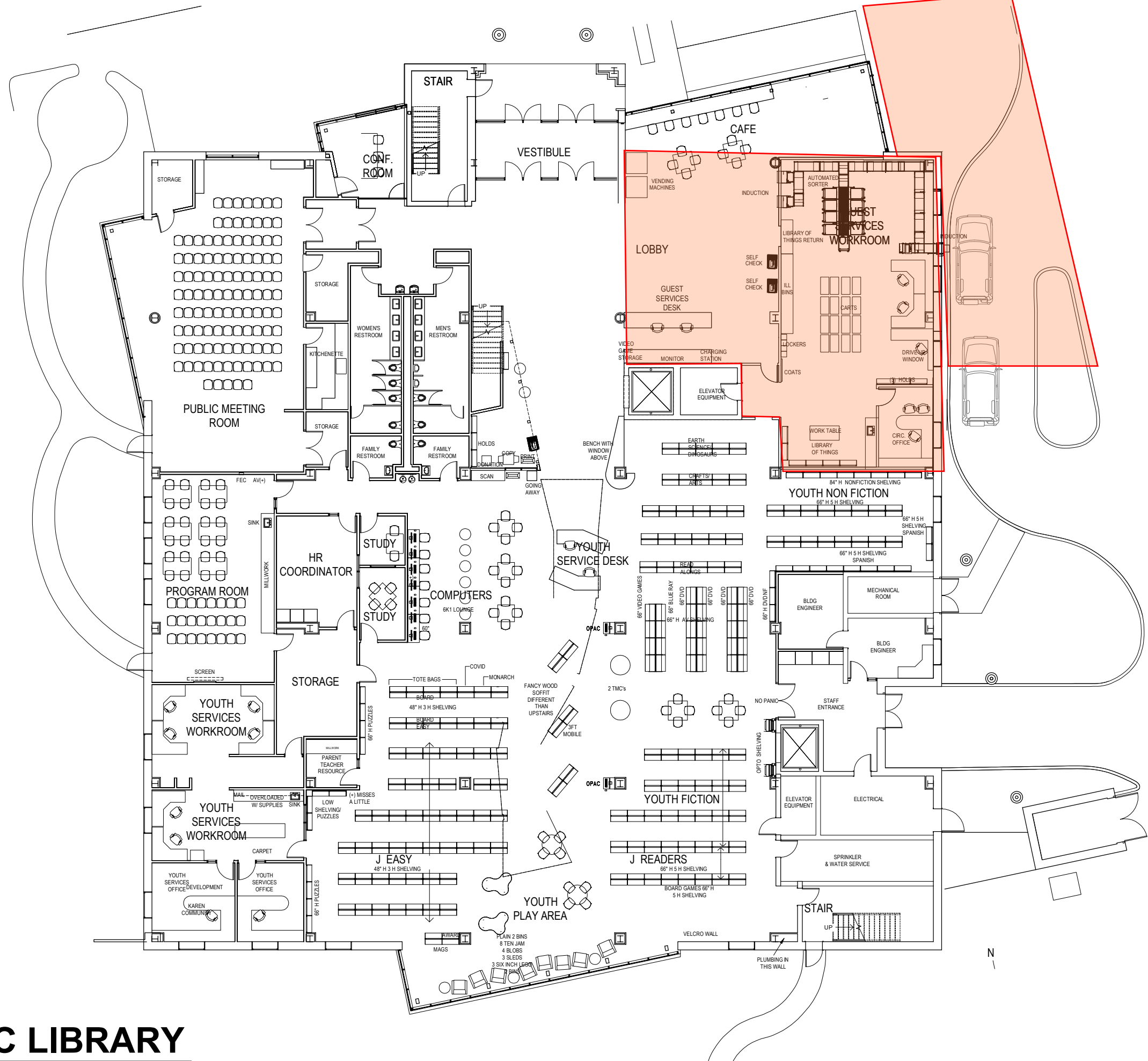
Other areas of concern include a lack of café seating patrons use while waiting for rides and eating meals.

Budget

We have already invested \$516,637.76 into this project. If we do not move forward with PA+D, the designs go with them.

In addition to the \$516,637.76 spent, hundreds of staff hours have been spent on gathering and analyzing community input, working with the architects to review and provide feedback on plans, and communicating with the Board and public.

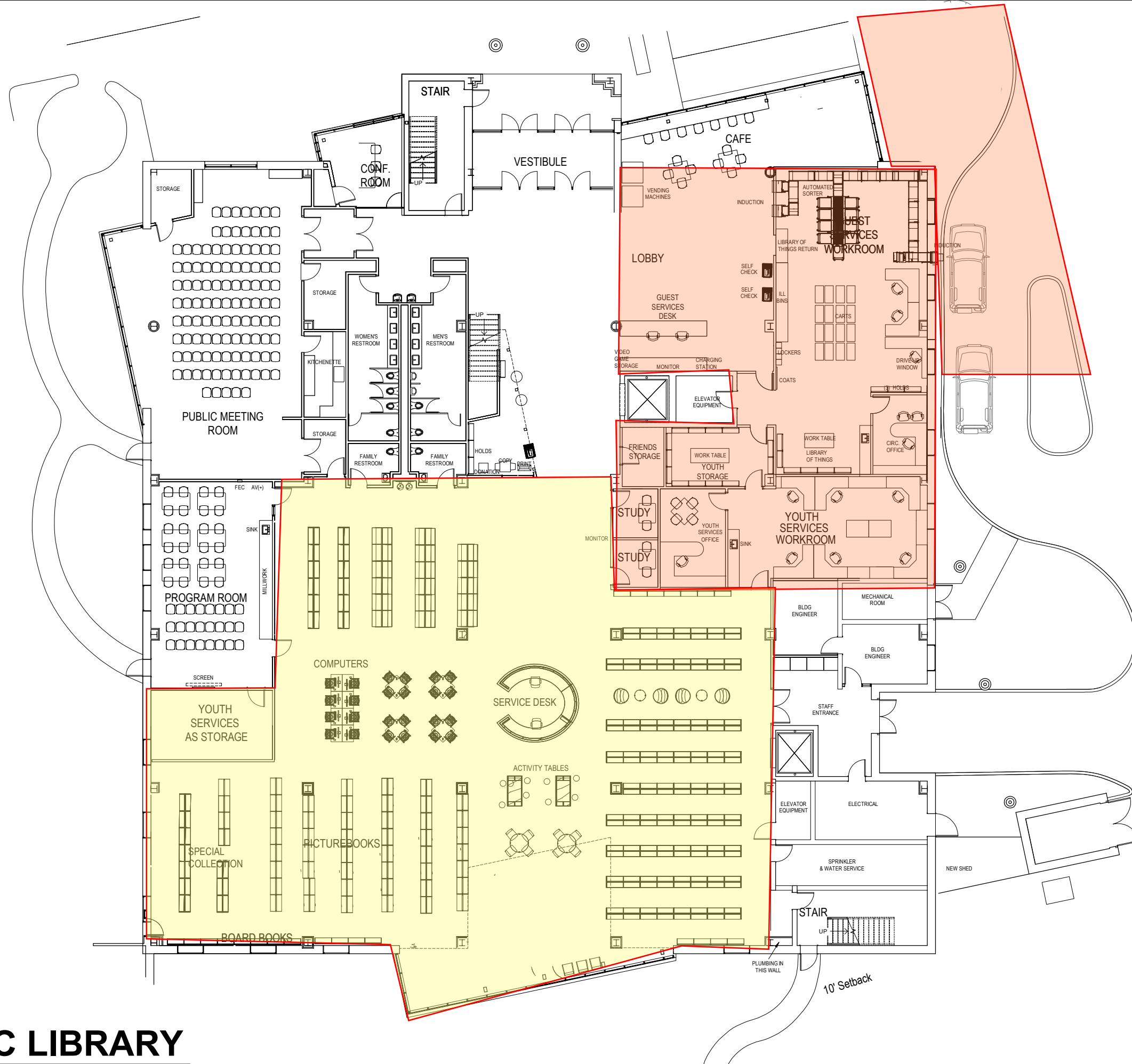
We have adequate funds to complete any of the three options without increasing the tax levy to fund them. The funds in the capital improvement fund are restricted to be used on building and facility expenditures.



S

ADDISON PUBLIC LIBRARY

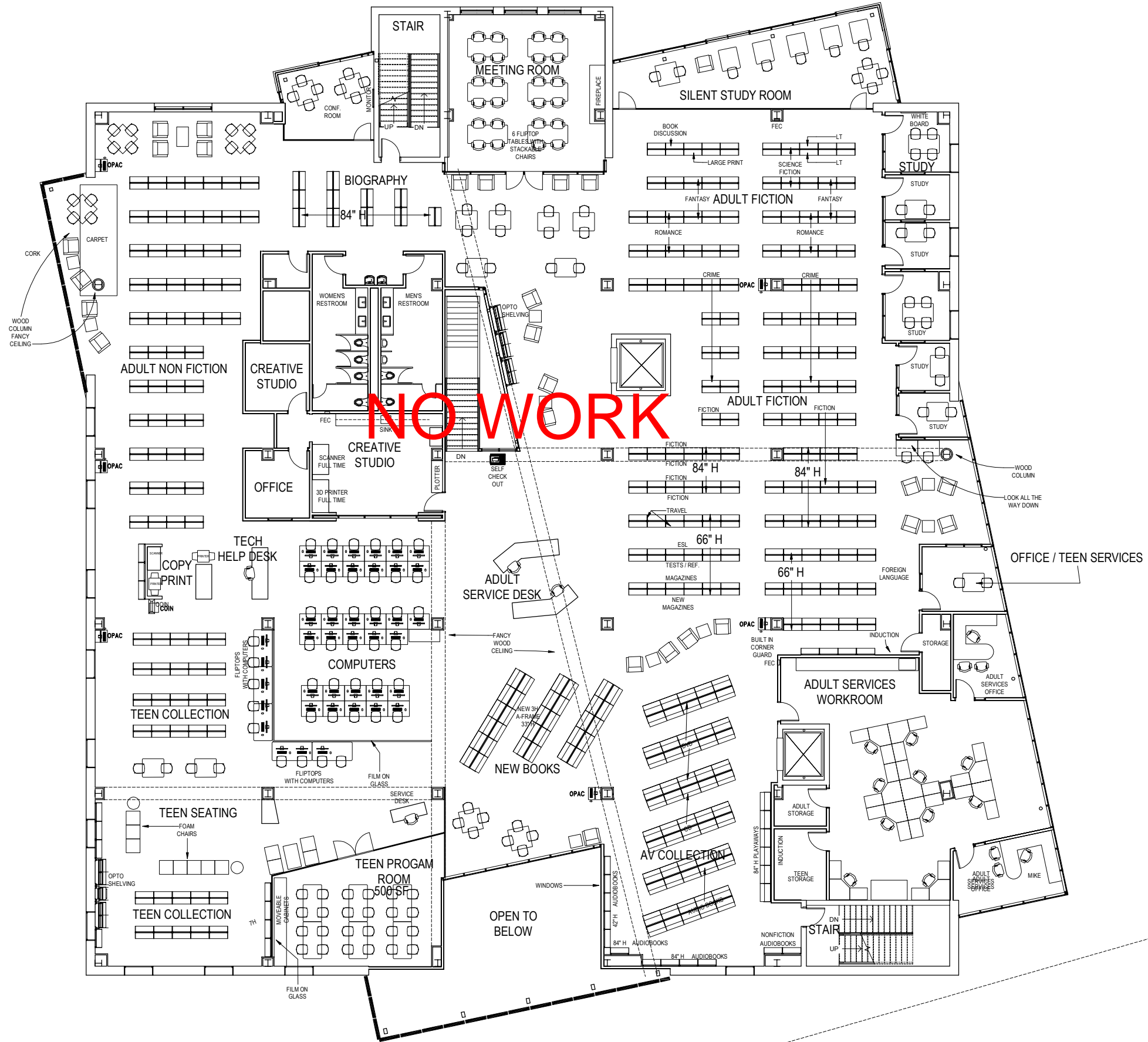
LEVEL 1



M

ADDISON PUBLIC LIBRARY

LEVEL 1



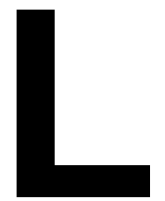
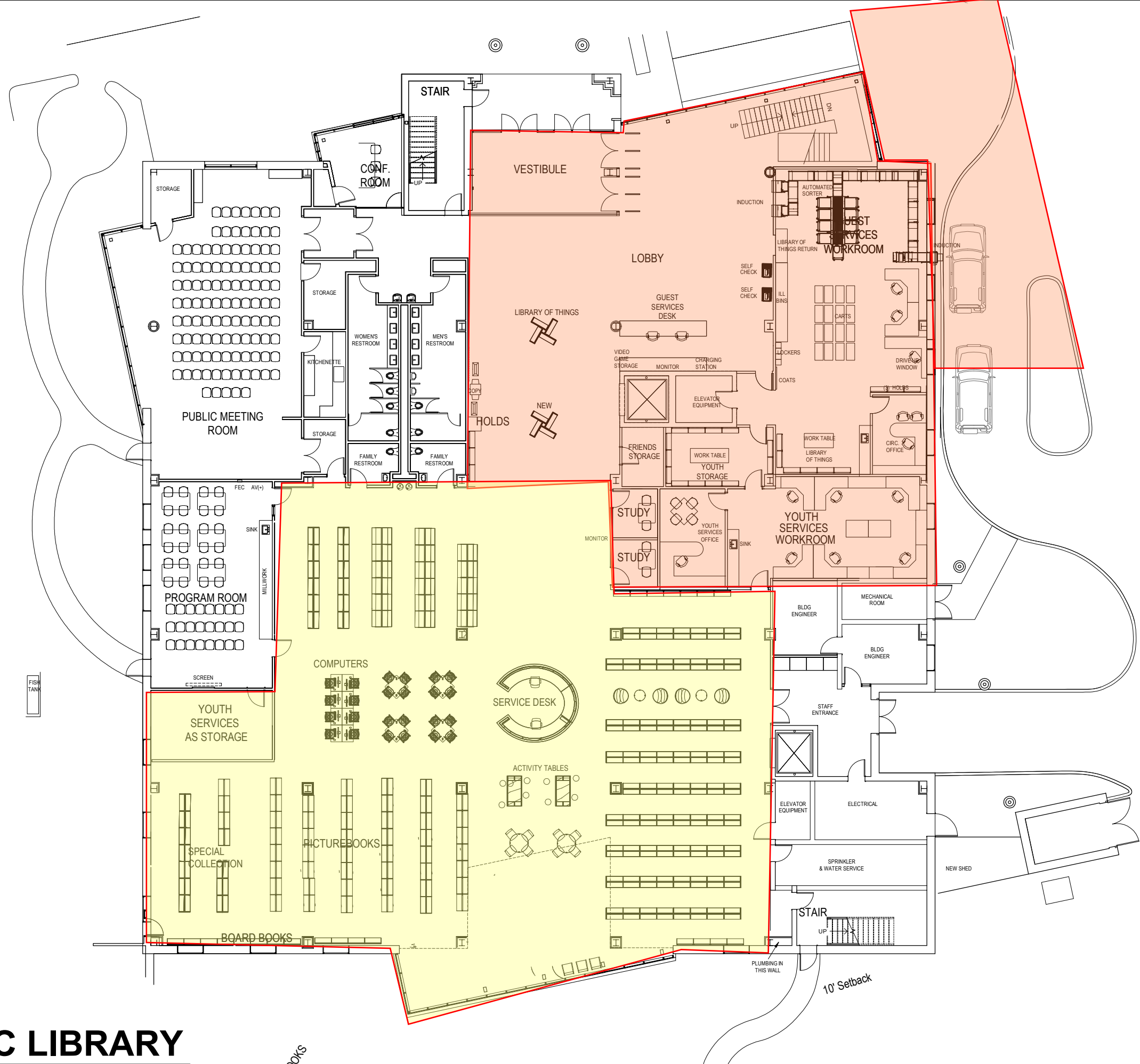
M

ADDISON PUBLIC LIBRARY
EXISTING PLAN
LEVEL 2 EXISTING



M

ADDISON PUBLIC LIBRARY
LEVEL 3 PLAN



ADDISON PUBLIC LIBRARY

LEVEL 1

PICTUREBOOKS
30

10' Setback

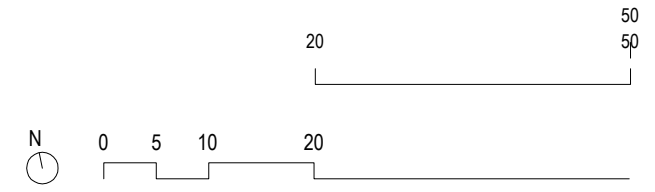


NO NEW FLOORING



ADDISON PUBLIC LIBRARY

LEVEL 2 PLAN



product architecture+design



ADDISON PUBLIC LIBRARY
LEVEL 3 PLAN

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	- Selective Demolition of existing Fireplace D26					In Above		N/A	included	included
	- Selective Demolition of existing Casework / Millwork D3, D33		425	LF		In Above		D3 - Included	D3 - Included	included
	- Selective Demolition of existing Floor Finishes D4, D18, D19		36,500	SF		In Above		D4 - Included	D4 - Included	included
	- Selective Demolition of existing Terrazzo Floor and Base D17		1,359	SF		In Above		Included	Included	included
	Selective Demolition of existing exterior Masonry & Glass walls D5, D6, D28, & D32		5,400	SF		In Above		D32 - Included	D32 - Included	D32 - Included
	- Include Needle Beam Shoring along A Line		1	Allow	\$ 225,000.00	\$ 225,000.00		N/A	N/A	N/A
	- Shoring at new Stair Opening		1	Allow	\$ 10,000.00	\$ 10,000.00		N/A	N/A	\$ 10,000.00
	- Demo top of existing foundations D5		150	LF		In Above		N/A	N/A	N/A
	- Demo Slab on grade D31		140	SF		In Above		N/A	N/A	N/A
	- demo existing 2nd floor slab D25, steel framing & roofing and framing D24, D30		532	SF		In Above		N/A	N/A	Included
	- demo existing stairs 1st to 2nd floor including assoc. framing, railings & finishes, D9		1	Allow		In Above		N/A	N/A	Included
	- demo existing sliding security gate D12		2	Ea		In Above		1 - included	Included	Included
	- Remove and Salvage Security Gates D11		8	Ea	\$ 600.00	\$ 4,800.00		N/A	N/A	\$ 4,800.00
	- Selective Demolition of existing Plumbing Fixtures D20, D21		29	Ea		In Above		Included	Included	Included
	- Selective Demo of existing Ceilings, Lights, etc. Areas C1, C2, C3 , C8, C9, C10, C11		22,895	SF		In Above		Included	Included	Included
	- Additional Mobilizations for demo work		5	Allow	\$ 1,200.00	\$ 6,000.00		N/A	\$ 2,400.00	\$ 6,000.00
	Subcontractor Bonding		#####	%	2%	\$ 12,916.00		\$ 620.00	\$ 2,488.00	\$ 7,416.00
03300	Concrete	\$ 4.81					\$ 258,637.00	\$ 5,000.00	\$ 27,499.20	\$ 30,498.00
	Building Concrete		1	Lsum	\$ 185,000.00	\$ 185,000.00		N/A	\$ 10,000.00	\$ 10,000.00
	Foundation Walls & Footings					In Above		N/A	N/A	N/A
	Pads and Piers F6 & F8		6	Ea		In Above		N/A	N/A	N/A
	Rebar - steel reinforcement					In Above		N/A	N/A	N/A
	Perimeter Rigid Insulation		1,500	SF		In Above		N/A	N/A	N/A
	Concrete Slab on Grade - 5" thick w/ mesh & vapor barrier includes 8' band in existing		4,736	SF		In Above		N/A	N/A	N/A
	3" regular concrete on composite deck at 2nd floor		4,080	SF		In Above		N/A	N/A	N/A
	3" regular concrete on metal deck infill area at stairs 2nd floor w/ wire		196	SF		In Above		N/A	N/A	\$ 2,940.00
	3" regular concrete on metal deck 3rd floor w/ wire		416	SF		In Above		N/A	\$ 6,240.00	\$ 6,240.00
	Pan Stairs infill 5' wide & landing		1	Set		In Above		N/A	N/A	Included
	Remove and Reconstruct Footing on A line F10 & F11		6	Ea	\$ 6,500.00	\$ 39,000.00		N/A	N/A	NA
	Moisture Mitigation Additive 'Barrier One' on slabs on grade		90	CY	\$ 115.00	\$ 10,350.00		N/A	\$ 720.00	\$ 720.00
	Existing Slab Patch 1st Floor at new foundations		1,200	SF	\$ 8.00	\$ 9,600.00		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Misc. Floor Patching for MEP penetrations		1	Allow	\$ 10,000.00	\$ 10,000.00		N/A	\$ 5,000.00	\$ 5,000.00
	Subcontractor Bonding		#####	%	2%	\$ 4,687.00		N/A	\$ 539.20	\$ 598.00
04000	Masonry	\$ 1.51					\$ 81,090.00	\$ 2,500.00	\$ 15,250.00	\$ 15,250.00
	Exterior 4" face brick Veneer w/ 3" insulation and Fluid Applied Air Barrier		1,400	SF	\$ 45.00	\$ 63,000.00		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	- Flashing, weep & vents					In Above		N/A	N/A	N/A
	- Patch at removed fireplace		1	Allow	\$ 2,500.00	\$ 2,500.00		N/A	\$ 2,500.00	\$ 2,500.00
	- Patch in Existing Elevator Opening and Provide on opposite side		1	Allow	\$ 7,500.00	\$ 7,500.00		N/A	\$ 7,500.00	\$ 7,500.00
	Scaffold		1	Allow	\$ 5,000.00	\$ 5,000.00		N/A	\$ 2,000.00	\$ 2,000.00
	Dumpsters for clean -up		2	Ea	\$ 750.00	\$ 1,500.00		N/A	\$ 750.00	\$ 750.00
	Subcontractor Bonding		#####	%	2%	\$ 1,590.00		N/A	N/A	N/A
05000	Metals	\$ 11.78					\$ 633,318.00	\$ 54,978.00	\$ 90,678.00	\$ 250,920.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	Structural Steel Framing at NE Corner & Misc.					See Below		See Below	See Below	\$ 50,000.00
	2" Composite Deck 2nd floor with steel beams		4,000	SF	\$ 50.00	\$ 200,000.00		N/A	N/A	N/A
	Roof Structure Beams, 'V' Columns, 1.5" Deck		4,000	SF	\$ 50.00	\$ 200,000.00		N/A	N/A	N/A
	Structural Framing Beams & 2" composite deck		400	SF	\$ 50.00	\$ 20,000.00		N/A	\$ 20,000.00	\$ 29,100.00
	Lateral Framing System Moment Connections		1	Allow	\$ 10,000.00	\$ 10,000.00		N/A	N/A	N/A
	RTU's support steel		1	Allow	\$ 7,500.00	\$ 7,500.00		\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
	Roof Screen support steel		1	Allow	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	Reinforcing of existing steel columns on A line		6	Ea	\$ 5,500.00	\$ 33,000.00		N/A	N/A	N/A
	Engineered stamp on Connection details		1	Allow	\$ 3,500.00	\$ 3,500.00		N/A	N/A	\$ 3,500.00
	Miscellaneous		1	Allow	\$ 25,000.00	\$ 25,000.00		\$ 5,000.00	\$ 10,000.00	\$ 20,000.00
	New Monument Stair - Steel stringers w/ sharp edges & platform		1	Allow	\$ 50,000.00	\$ 50,000.00		N/A	N/A	\$ 50,000.00
	Folding Partition Supports		2	Ea	\$ 7,500.00	\$ 15,000.00		N/A	N/A	\$ 15,000.00
	Decorative Steel Piloti Pipes		36	Ea	\$ 1,000.00	\$ 36,000.00		N/A	N/A	N/A
	New aluminum Roof Ladder		1	Ea	\$ 4,500.00	\$ 4,500.00		N/A	N/A	\$ 4,500.00
	Steel Pipe Bollards		4	Ea	\$ 350.00	\$ 1,400.00		\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
	Erection of structure					In Above		\$ 25,000.00	\$ 35,000.00	\$ 50,000.00
	Subcontractor Bonding		#####	%	2%	\$ 12,418.00		\$ 1,078.00	\$ 1,778.00	\$ 4,920.00
06000	Wood & Plastics	\$ 2.31					\$ 124,409.00	\$ 8,500.00	\$ 36,500.00	\$ 70,839.00
	Miscellaneous Rough & Finish Carpentry		1	Lsum	\$ 25,000.00	\$ 25,000.00		\$ 5,000.00	\$ 10,000.00	\$ 20,000.00
	Roof Blocking and roof perimeter, fascia and soffit blocking		2,376	SF	\$ 20.00	\$ 47,520.00		N/A	N/A	N/A
	Misc. Interior Blocking for Millwork items		1	Allow	\$ 5,000.00	\$ 5,000.00		\$ 500.00	\$ 1,000.00	\$ 5,000.00
	Safety Barricades and Railings		1	Allow	\$ 5,000.00	\$ 5,000.00		\$ 1,500.00	\$ 1,500.00	\$ 3,500.00
	Install Doors, Frames & Hardware		52	Opgs	\$ 750.00	\$ 39,000.00		\$ 1,500.00	\$ 24,000.00	\$ 40,500.00
	Install Toilet Accessories		1	Lsum	\$ 450.00	\$ 450.00		N/A	N/A	\$ 450.00
	Subcontractor Bonding		#####	%	2%	\$ 2,439.00		N/A	N/A	\$ 1,389.00
06000	Millwork	\$ 11.85					\$ 636,740.00	\$ 20,800.00	\$ 87,618.00	\$ 577,274.10
	M1 - Self Check Counter		9	LF	\$ 150.00	\$ 1,350.00		N/A	N/A	N/A
	New counter tops and base storage cabinets		20	LF	\$ 500.00	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	M2 - Café Bar Counter		20	LF	\$ 150.00	\$ 3,000.00		N/A	N/A	N/A
	M3 - Meeting Room Service Counter		5	LF	\$ 200.00	\$ 1,000.00		N/A	N/A	\$ 1,000.00
	M4 - Kitchenette Sink Counter & Storage w/ 3 tall cabinets		27	LF	\$ 500.00	\$ 13,500.00		N/A	N/A	N/A
	- Uppers Cabinets		18	LF	\$ 200.00	\$ 3,600.00		N/A	N/A	N/A
	M5 - Restroom Lavatory Counter (Level 1 - 2 required 9' ea.)		18	LF	\$ 200.00	\$ 3,600.00		N/A	N/A	\$ 3,600.00
6.26.23	- Restroom Lavatory Sink Counter (Level 3 - 2 required)		5	LF	\$ 200.00	\$ 1,000.00		N/A	N/A	\$ 1,000.00
	M6 - Program Room Sink Counter & Storage w/ 5 tall cabinets		26	LF	\$ 650.00	\$ 16,900.00		N/A	N/A	N/A
	- Uppers Cabinets		14	LF	\$ 200.00	\$ 2,800.00		N/A	N/A	N/A
	M7 - Youth Services Sink Counter & Storage w/ Uppers		13	LF	\$ 700.00	\$ 9,100.00		N/A	\$ 9,100.00	\$ 9,100.00
	M8 - Guest Services Sink Counter & Storage w/ Uppers		9	LF	\$ 700.00	\$ 6,300.00		\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
	M9 - Innovation Display Counter & Storage		32	LF	\$ 500.00	\$ 16,000.00		N/A	N/A	\$ 16,000.00
	M10 - Innovation Work Counter & Storage		81	LF	\$ 500.00	\$ 40,500.00		N/A	N/A	\$ 40,500.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	- Uppers Cabinets		37	LF	\$ 200.00	\$ 7,400.00		N/A	N/A	\$ 7,400.00
	M11 - Express Computer Counter		9	LF	\$ 150.00	\$ 1,350.00		N/A	N/A	\$ 1,350.00
6.26.23	M12 - Copy / Print / Scan Counter & Storage		1	Allow	\$ 8,000.00	\$ 8,000.00		N/A	N/A	\$ 8,000.00
	M13 - Teen Services Sink Counter & Storage		15	LF	\$ 500.00	\$ 7,500.00		N/A	N/A	N/A
	M14 - Teen Sink Counter & Storage		15	LF	\$ 500.00	\$ 7,500.00		N/A	N/A	N/A
	M15 - Teen Bar Counter		25	LF	\$ 150.00	\$ 3,750.00		N/A	N/A	N/A
	M16 - Restroom Lavatory Counter (Level 2 - 2 required 8' ea.)		16	LF	\$ 200.00	\$ 3,200.00		N/A	N/A	\$ 3,200.00
	M17 - Staff Lounge Sink Counter & Storage		13	LF	\$ 500.00	\$ 6,500.00		N/A	\$ 6,500.00	\$ 6,500.00
	- Uppers Cabinets		20	LF	\$ 200.00	\$ 4,000.00		N/A	\$ 4,000.00	\$ 4,000.00
	M18 - Admin Staff Counter & Storage		13	LF	\$ 500.00	\$ 6,500.00		N/A	\$ 6,500.00	\$ 6,500.00
	New casework at 3rd Flr. IT room with Uppers					N/A		N/A	\$ 10,500.00	\$ 10,500.00
	Part Time Counter / Shelves 16' long similar to M9					N/A		N/A	\$ 16,000.00	\$ 16,000.00
	Holds Book Shelving - 9'h x 19'L x12"d		9	LF	\$ 450.00	\$ 4,050.00		N/A	N/A	\$ 4,050.00
	LobbyScan / Copy / Print & Holds near Youth Gate - Wood Veneer - 7'h x 12'w		12	LF	\$ 450.00	\$ 5,400.00		N/A	N/A	\$ 5,400.00
	- Wood Hand Rail at Stair		36	LF	\$ 25.00	\$ 900.00		N/A	N/A	\$ 900.00
	- Wood Cap Rail at Stair		100	LF	\$ 25.00	\$ 2,500.00		N/A	N/A	\$ 2,500.00
	- WB-1 4" wood Base		261	LF	\$ 15.00	\$ 3,915.00		N/A	N/A	\$ 3,915.00
	Millwork Installation, shops and delivery		1	Allow	\$ 55,865.00	\$ 55,865.00		\$ 4,500.00	\$ 17,000.00	\$ 50,000.00
6.26.23	Youth Entry Gates		1	Allow	\$ 25,000.00	\$ 25,000.00		N/A	N/A	N/A
	- WD-1 Wood Decorative wall panels - furnish and install		550	SF	\$ 80.00	\$ 44,000.00		N/A	N/A	\$ 44,000.00
	- WD-2 Wood Decorative wall panels - furnish and install		3,500	SF	\$ 80.00	\$ 280,000.00		N/A	N/A	\$ 280,000.00
	- WD-3 Wood Decorative wall panels 2nd floor - furnish and install		303	SF	\$ 80.00	\$ 24,240.00		N/A	N/A	\$ 24,240.00
	Subcontractor Bonding		#####	%	2%	\$ 6,520.00		N/A	\$ 1,718.00	\$ 11,319.10
07000	Thermal & Moisture Protection	\$ 7.50					\$ 403,283.00	\$ 58,374.60	\$ 61,434.60	\$ 66,024.60
	Air Barrier at Exterior Masonry Walls					In Masonry		N/A	N/A	N/A
	Spray foam Insulation		1	Allow	\$ 5,000.00	\$ 5,000.00		N/A	N/A	N/A
	Roof Screens for Mechanical Equipment		232	SF	\$ 50.00	\$ 11,600.00		\$ 11,600.00	\$ 11,600.00	\$ 11,600.00
	EPDM / TPO Roofing / Insulation & Sheet Metal & Patch existing for new RTU		5,000	SF	\$ 25.60	\$ 128,000.00		\$ 25,600.00	\$ 25,600.00	\$ 25,600.00
	Cut and Patch for new RTU on Existing Roof		1	Lsum	\$ 18,000.00	\$ 18,000.00		\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
	Sheet Metal / Flashings, Coping, Fascia		1	Lsum	\$ 28,000.00	\$ 28,000.00		N/A	N/A	N/A
	- Demo existing Green Roof		406	SF		in above		\$ 2,030.00	\$ 2,030.00	\$ 2,030.00
	- New Rubber walkways		1,350	SF	\$ 53.50	\$ 72,225.00		N/A	N/A	N/A
	- New Green Roof Trays		3,800	SF	\$ 32.25	\$ 122,550.00		N/A	N/A	N/A
	Caulking		1	allow	\$ 10,000.00	\$ 10,000.00		N/A	\$ 3,000.00	\$ 7,500.00
	Subcontractor Bonding		#####	%	2%	\$ 7,908.00		\$ 1,144.60	\$ 1,204.60	\$ 1,294.60
08000	Doors, Frames, & Hardware	\$ 2.99					\$ 160,599.00	\$ 5,800.00	\$ 68,391.00	\$ 121,125.00
	Access Doors		1	Allow	\$ 5,000.00	\$ 5,000.00		N/A	\$ 1,000.00	\$ 4,000.00
	3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - mortise lock		33	Opgs	\$ 2,900.00	\$ 95,700.00		\$ 5,800.00	\$ 17,400.00	\$ 58,000.00
	3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - rim exit device		2	Ea	\$ 3,500.00	\$ 7,000.00		N/A	\$ 7,000.00	\$ 7,000.00
	Pr. 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - mortise lock		3	Ea	\$ 3,900.00	\$ 11,700.00		N/A	\$ 11,700.00	\$ 11,700.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	3' x 7'-2" Prefinished rift cut white oak door, HM Frame w/ 2' sidelight and hardware		3	Ea	\$ 3,350.00	\$ 10,050.00		N/A	\$ 3,350.00	\$ 10,050.00
	3' x 7'-2" Prefinished rift cut white oak door, HM Frame w/ 6' sidelight and hardware		2	Ea	\$ 3,450.00	\$ 6,900.00		N/A	\$ 6,900.00	\$ 6,900.00
	Pr. 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - SVR Exit Device		1	Ea	\$ 8,300.00	\$ 8,300.00		N/A	\$ 8,300.00	\$ 8,300.00
	2 leaf bypass system w/ hardware		2	Ea	\$ 2,200.00	\$ 4,400.00		N/A	\$ 4,400.00	\$ 4,400.00
	- Electric Strike		12	Ea	\$ 700.00	\$ 8,400.00		N/A	\$ 7,000.00	\$ 8,400.00
	- Aluminum Door Hardware					See Glass/Aluminum		See Glass/Aluminum	See Glass/Aluminum	See Glass/Aluminum
	Subcontractor Bonding		#####	%	2%	\$ 3,149.00		N/A	\$ 1,341.00	\$ 2,375.00
08000	Glass / Aluminum	\$ 23.67					\$ 1,272,150.00	\$ 5,500.00	\$ 19,500.00	\$ 140,454.00
	Remove existing Alum. Doors and replace with Glass Panel D16		1	Lsum	\$ 1,070,000.00	\$ 1,070,000.00		N/A	N/A	N/A
	New Kawneer 1600 Curtain Wall system w/ internal reinforcement - clear anodized		5,900	SF		In Above		N/A	N/A	N/A
6.26.23	- Tinted film on #2 surface / or tinted glass ??		6,200	SF	\$ 10.00	\$ 62,000.00		N/A	N/A	N/A
	New Kawneer 1600 Curtain Wall system non-thermal storefront - vest 100		300	SF		In Above		N/A	N/A	\$ 30,000.00
	Rework existing exterior window framing note 37 at 3rd floor offices					In Above		N/A	\$ 10,000.00	\$ 10,000.00
	Storefront Doors (wide style) doors 104, 110, 121pr, and 122 w/ hardware of \$3,000 /ea		5	Ea		In Above		N/A	N/A	N/A
	Automatic Operator for Glass Doors at vest 100 - note #5 w/ allow \$4,000 for operator		5	Ea		In Above		N/A	N/A	\$ 25,000.00
	Provide and install IGU-1, -2, & -3 per glazing schedule on A3.1		1	Allow		In Above		N/A	N/A	N/A
	F & I (22) 1/2" glass doors 9'H w/ aluminum rails /channels CRL Cascade w/ Hardware		22	Ea		In Above		N/A	N/A	\$ 30,000.00
	Glass sidelights, door lights, and standalone glass wall		1	Lot		In Above		N/A	\$ 2,000.00	\$ 10,000.00
	F & I transaction window ready Access 600 in room 136 note #26		1	Ea		In Above		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6.26.23	- with Drawer		1	Ea	\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00	\$ 500.00
	F & I Nanawall Acoustical 645 elevation in room 208 1/2" class note #33		1	Ea	\$ 90,000.00	\$ 90,000.00		N/A	N/A	N/A
	Glass Decorative Window Film GR-3		1,800	SF	\$ 14.00	\$ 25,200.00		N/A	N/A	\$ 25,200.00
6.26.23	Youth Study Rooms - (room 142 & 143 - change westside to all glass walls / doors keynote 14)					In Base Above		N/A	\$ 2,000.00	\$ 2,000.00
	Subcontractor Bonding		#####	%	2%	\$ 24,450.00		N/A	N/A	\$ 2,754.00
09000	Drywall	\$ 17.18					\$ 923,773.00	\$ 45,470.00	\$ 214,281.60	\$ 259,233.00
	Exterior Column Cover / Enclosure Round		1	Ea	\$ 5,000.00	\$ 5,000.00		N/A	N/A	N/A
	Interior Column Cover / Enclosure Round		4	Ea	\$ 4,500.00	\$ 18,000.00		\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
	Interior Drywall Column Wrap Square		13	Ea	\$ 1,750.00	\$ 22,750.00		\$ 5,250.00	\$ 17,500.00	\$ 22,750.00
	Exterior 5/8" Dens glass Gold Reinforced Sheathing		2,376	SF	\$ 25.00	\$ 59,400.00		N/A	N/A	N/A
	Drywall Metal Stud Partitions		37,305	SF	\$ 20.00	\$ 746,100.00		\$ 34,720.00	\$ 181,720.00	\$ 181,720.00
	Drywall Ceilings / Soffits C1		1,373	SF	\$ 10.00	\$ 13,730.00		N/A	\$ 1,590.00	\$ 10,000.00
	Drywall Header Walls		2,712	SF	\$ 15.00	\$ 40,680.00		N/A	\$ 4,770.00	\$ 30,680.00
	Subcontractor Bonding		#####	%	2%	\$ 18,113.00		\$ 1,000.00	\$ 4,201.60	\$ 5,083.00
09000	Ceramic Tile	\$ 2.63					\$ 141,470.00	\$ -	\$ -	\$ 41,820.00
	Ceramic Tile Floors T-1, 30cm x 120cm - Ceasar Ceramics 2 Stair & Landing		220	SF	\$ 50.00	\$ 11,000.00		N/A	N/A	\$ 11,000.00
	Ceramic Tile Floors T-1 at restroom 219		70	SF	\$ 35.00	\$ 2,450.00		N/A	N/A	N/A
	Ceramic Tile Walls T-1 at restroom 219		279	SF	\$ 35.00	\$ 9,765.00		N/A	N/A	N/A
	Floor prep		290	sf	\$ 5.00	\$ 1,450.00		N/A	N/A	N/A
6.26.23	Tile Replacement at Toilet Rooms level 1, 2 & 3 Floors & Walls		3,331	SF	\$ 35.00	\$ 116,585.00		N/A	N/A	\$ 30,000.00
	Subcontractor Bonding		#####	%	2%	\$ 220.00		N/A	N/A	\$ 820.00
09000	Acoustical Ceiling/Treatments	\$ 11.25					\$ 604,808.00	\$ 55,824.00	\$ 105,561.84	\$ 447,943.20

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	Patch existing 2x2 ceiling where linear light fixtures are removed - C15		2,492	SF	\$ 10.00	\$ 24,920.00		\$ 4,000.00	\$ 14,000.00	\$ 24,920.00
	Remove / Replace & Patch existing 2x2 ceilings for modifications in MEPs		1	Allow	\$ 20,000.00	\$ 20,000.00		N/A	\$ 10,000.00	\$ 20,000.00
	Acoustical Ceilings - CLG-2 Armstrong - 2x2x3/4 Ultima w/ 9/16" grid		1	Lsum	\$ 535,000.00	\$ 535,000.00		\$ 51,200.00	\$ 76,952.00	\$ 380,950.00
	Acoustical Ceilings - CLG-3 Metal Works Synchro Effects in Oak Micro perforated					In Above		N/A	N/A	N/A
	Acoustical Ceilings - CLG-4 Metal Works Synchro Non-perforated at Court Yard 114					In Above		N/A	N/A	N/A
	Acoustical Ceilings - CLG-5 Armstrong - Optima 4x4 tile 15/16" grid					In Above		N/A	N/A	N/A
6.26.23	Ceiling Replacement at Toilet Rooms level 1, 2 & 3		1,329	SF	\$ 10.00	\$ 13,290.00		N/A	\$ 2,540.00	\$ 13,290.00
	Subcontractor Bonding		#####	%	2%	\$ 11,598.00		\$ 624.00	\$ 2,069.84	\$ 8,783.20
09000	<u>Carpet/Resilient Flooring</u>	\$ 9.70					\$ 521,319.00	\$ 25,813.14	\$ 110,984.42	\$ 469,017.93
	Resilient Base 4" rubber base		1	Lsum	\$ 20,257.00	\$ 20,257.00		\$ 507.00	\$ 6,916.00	\$ 18,000.00
	Transitions		1	Lsum	\$ 3,326.00	\$ 3,326.00		\$ 300.00	\$ 1,000.00	\$ 2,750.00
	Carpet CPT-1A, CPT-1B, CPT-1C, CPT-2, CPT-3		1	Lsum	\$ 74,032.00	\$ 74,032.00		N/A	\$ 18,265.00	\$ 64,032.00
	LVT-1, LVT-2a, 2B, 2C, LVT-3, 4, 5		1	Lsum	\$ 312,454.00	\$ 312,454.00		\$ 20,000.00	\$ 55,560.00	\$ 283,690.00
	Templates to Achieve Arcs in Layout		1	Lsum	\$ 3,000.00	\$ 3,000.00		N/A	\$ 3,000.00	\$ 3,000.00
	Floor prep - Carpet - Skim Coat		13,509	sf	\$ 1.25	\$ 16,886.00		N/A	\$ 4,566.25	\$ 14,261.25
	Floor prep - LVT - Skim Coat		33,013	sf	\$ 2.25	\$ 74,279.00		\$ 4,500.00	\$ 12,501.00	\$ 67,088.25
	Moisture Mitigation					Not Required		N/A	N/A	N/A
6.26.23	Replace existing tile / carpet with new LVT in Board Room (level 3)		700	SF	\$ 10.00	\$ 7,000.00		N/A	\$ 7,000.00	\$ 7,000.00
	Subcontractor Bonding		#####	%	2%	\$ 10,085.00		\$ 506.14	\$ 2,176.17	\$ 9,196.43
09000	<u>Terrazzo</u>	\$ 2.28					\$ 122,792.00	\$ 30,706.08	\$ 30,706.08	\$ 102,264.18
	ET-1A Terrazzo Floor		2,016	SF	\$ 35.00	\$ 70,560.00		N/A	N/A	\$ 50,435.00
	ET-1B Terrazzo Floor		1,216	SF	\$ 35.00	\$ 42,560.00		\$ 27,720.00	\$ 27,720.00	\$ 42,560.00
	- Patch existing Terrazzo floor at security gate removal		8	Ea	\$ 100.00	\$ 800.00		\$ 800.00	\$ 800.00	\$ 800.00
	Floor Prep		3,232	sf	\$ 2.00	\$ 6,464.00		\$ 1,584.00	\$ 1,584.00	\$ 6,464.00
	Subcontractor Bonding		#####	%	2%	\$ 2,408.00		\$ 602.08	\$ 602.08	\$ 2,005.18
09000	<u>Painting</u>	\$ 3.11					\$ 167,076.00	\$ 16,000.00	\$ 92,060.10	\$ 136,986.00
	Interior Painting - Walls, ceilings, soffits, HM Drs & Frms		1	Lsum	\$ 143,800.00	\$ 143,800.00		\$ 16,000.00	\$ 90,255.00	\$ 114,300.00
	- Paint steel columns in 4 colors					In Above		N/A	N/A	In Above
	Decorative wall coverings # GR1, GR2, & GR4		1	Allow	\$ 20,000.00	\$ 20,000.00		N/A	N/A	\$ 20,000.00
	Subcontractor Bonding		#####	%	2%	\$ 3,276.00		N/A	\$ 1,805.10	\$ 2,686.00
10000	<u>Specialties</u>	\$ 1.07					\$ 57,528.00	\$ -	\$ 2,200.00	\$ 15,900.00
	Signage Interior - department/Room signs - Allowance					in FF&E		in FF&E	in FF&E	in FF&E
6.26.23	Replace Level 1 & 2 toilet partitions		12	EA	\$ 1,100.00	\$ 13,200.00		N/A	N/A	\$ 13,200.00
6.26.23	Replace Level 3 toilet partitions		2	Ea	\$ 1,100.00	\$ 2,200.00		N/A	\$ 2,200.00	\$ 2,200.00
	Toilet Accessories (1-individual Toilet Rm 214)		1	Allow	\$ 500.00	\$ 500.00		N/A	N/A	\$ 500.00
	Operable Wall-STC 50 - Modernfold vinyl fabric wall covering - Manual		1	Lsum	\$ 40,500.00	\$ 40,500.00		N/A	N/A	N/A
	Subcontractor Bonding		#####	%	2%	\$ 1,128.00		N/A	N/A	N/A
11000	<u>Equipment</u>	\$ 0.83					\$ 44,880.00	\$ -	\$ -	\$ 11,000.00
	Motorized Projector Screen		4	ea	\$ 6,000.00	\$ 24,000.00		N/A	N/A	\$ 6,000.00
	Projectors		4	ea	\$ 5,000.00	\$ 20,000.00		N/A	N/A	\$ 5,000.00
	New RFID Sorter and induction units - Note 27, 10 & 25 on A1.1					By Owner		By Owner	By Owner	By Owner

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
12000	Kitchen 113 - Refrigerators / Freezer		2	Ea		By Owner	By Owner	By Owner	By Owner	By Owner
	Subcontractor Bonding		#####	%	2%	\$ 880.00				
	Window Treatments	\$ 5.33					\$ 286,644.00	\$ -	\$ 20,000.00	\$ 204,000.00
	Dual Roll Shades - WS1 - Meeting Rm 110 & Program Rm 122		1,380	SF	\$ 20.00	\$ 27,600.00		N/A	N/A	N/A
	Single Roll - WS2 - Café 104, Youth Activity 121, Program Rm 122, Teen 207, Adult Seating 216		3,480	SF	\$ 14.00	\$ 48,720.00		N/A	N/A	N/A
	Single Roll Shades - WS3 Teen Workroom 209 and Teen Office 210		336	SF	\$ 14.00	\$ 4,704.00		N/A	N/A	N/A
	Electronic shades (av controlled) at Creative Studio (level 2)		1	Allow	\$ 200,000.00	\$ 200,000.00		N/A	N/A	\$ 200,000.00
	Electronic shades (daylight controlled) at Adult ComputerArea (level 2)					In Above		N/A	N/A	In Above
	Manual Shades to new office @ tall curtain wall glass (level 3 - north)					In Above		N/A	\$ 10,000.00	In Above
	Manual Privacy shades to new office doors (all levels)					In Above		N/A	\$ 10,000.00	In Above
Mechoshade as basis of design					Alternative to Mecho	Alternative to Mecho	N/A	Alternative to Mecho	Alternative to Mecho	
Subcontractor Bonding		#####	%	2%	\$ 5,620.00			N/A	N/A	\$ 4,000.00
14000	Conveying						\$ 51,000.00	\$ -	\$ 51,000.00	\$ 51,000.00
	Modify and install New Elevator Opening at 3rd Floor D29		1	Allow	\$ 50,000.00	\$ 50,000.00		N/A	\$ 50,000.00	\$ 50,000.00
	Subcontractor Bonding		#####	%	2%	\$ 1,000.00		N/A	\$ 1,000.00	\$ 1,000.00
21000	Fire Protection	\$ 3.96					\$ 212,886.00	\$ 18,500.00	\$ 76,810.08	\$ 161,380.32
	Expanded Wet Pipe System NFPA 13		1	Lsum	\$ 175,000.00	\$ 175,000.00		\$ 18,000.00	\$ 74,804.00	\$ 152,400.00
	- Permit Review Fee		1	Allow	\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00	\$ 500.00
	- Temporary heads upright protection during construction					In Above		N/A	In Above	In Above
	- Renovate heads down for renovated areas in existing building					In Above		N/A	In Above	In Above
	- Extend existing system into new addition areas w/ new heads					In Above		N/A	N/A	N/A
	- Dry System at exterior Courtyard 114		1	Lsum	\$ 28,000.00	\$ 28,000.00		N/A	N/A	N/A
	Hydrostatic Test (6)					In Above		In Above	In Above	In Above
	Fire Pump System - NONE					NONE	NONE	NONE	NONE	NONE
6.26.23	Fire Protection Modifications at Toilet Rooms level 1, 2 & 3		1,329	SF	\$ 4.00	\$ 5,316.00		N/A	N/A	\$ 5,316.00
	Subcontractor Bonding		#####	%	2%	\$ 4,070.00		N/A	\$ 1,506.08	\$ 3,164.32
22000	Plumbing	\$ 3.53					\$ 189,720.00	\$ 15,000.00	\$ 54,060.00	\$ 79,560.00
	Disconnect & Make Safe for Demolition					In Below		In Below	In Below	In Below
	Total Plumbing		1	Allow	\$ 162,000.00	\$ 162,000.00		\$ 15,000.00	\$ 30,000.00	\$ 50,000.00
	Coring or sleeving with Penetration Firestopping					In Above		N/A	N/A	N/A
	Extend Water, Sanitary & Storm from existing building for new Addition					In Above		N/A	N/A	N/A
	Plumbing demo and provide new fixtures as noted w/ sensor flush valve and faucets					In Above		N/A	In Above	In Above
	Sink in design studio to have solid trap					In Above		N/A	N/A	In Above
6.26.23	Replacement urinals & flush Valves at level 1 & 2 Toilets		4	Ea	\$ 1,500.00	\$ 6,000.00		N/A	N/A	N/A
6.26.23	- Restroom Lavatory Sink Replacement (Level 3 - 2 required)		2	Ea	\$ 1,500.00	\$ 3,000.00		N/A	\$ 3,000.00	\$ 3,000.00
6.26.23	Bottle Fillers at All water fountains (all levels)		3	Ea	\$ 5,000.00	\$ 15,000.00		N/A	\$ 10,000.00	\$ 15,000.00
	New water heater at third floor 92 gallons high efficiency					In Above		N/A	\$ 10,000.00	\$ 10,000.00
	Roof Drainage & Overflows 5ea required					In Above		N/A	N/A	N/A
	System Commissioning - Working with third Party by Owner					In Above		N/A	N/A	In Above
	Subcontractor Bonding		#####	%	2%	\$ 3,720.00		N/A	\$ 1,060.00	\$ 1,560.00
23000	HVAC	\$ 8.64					\$ 464,400.00	\$ 178,500.00	\$ 308,002.25	\$ 343,077.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	Total HVAC		1	Lsum	\$ 443,000.00	\$ 443,000.00		\$ 175,000.00	\$ 294,713.25	\$ 323,850.00
	Disconnect & Make Safe recover existing refrigerant for Demolition					In Above		In Above	In Above	In Above
	HVAC per Drawings with new RTU and curb & vibration isolation					In Above		In Above	In Above	In Above
	VAV's, some pumps, duct work, piping, etc.					In Above		In Above	In Above	In Above
	Radiant Panels					In Above		N/A	N/A	N/A
	Required crane and some chemical treatment					In Above		In Above	In Above	Crane in Above
	Gas & Hydronic Piping					In Above		In Above	In Above	In Above
	Penetration Firestopping					In Above		In Above	In Above	In Above
	Insulation					In Above		In Above	In Above	In Above
	Temperature Controls - extend from existing					In Above		In Above	In Above	In Above
	Test & Balance of Systems					In Above		In Above	In Above	In Above
	System Commissioning - Working with third Party by Owner					In Above		In Above	In Above	In Above
	Add exhaust Fan for Staff Lounge (level 3)		1	Lsum	\$ 2,000.00	\$ 2,000.00		N/A	\$ 2,000.00	\$ 2,000.00
6.26.23	HVAC Modifications at Toilet Rooms level 1, 2 & 3		5	Ea	\$ 1,750.00	\$ 8,750.00		N/A	\$ 3,500.00	\$ 8,750.00
6.26.23	Staff Lounge Exhaust Fan level 3		1	Ea	\$ 1,750.00	\$ 1,750.00		N/A	\$ 1,750.00	\$ 1,750.00
	Subcontractor Bonding		#####	%	2%	\$ 8,900.00		\$ 3,500.00	\$ 6,039.00	\$ 6,727.00
26000	Electrical	\$ 32.20					\$ 1,730,970.00	\$ 231,540.00	\$ 457,495.50	\$ 1,162,585.80
	Total Electrical		1	Lsum	\$ 1,000,000.00	\$ 1,000,000.00		\$ 227,000.00	\$ 448,525.00	\$ 952,500.00
	Disconnect & Make Safe for Demolition					In Above		In Above	In Above	In Above
	Remove and Salvage Light Fixtures for Reuse C13		159			In Above		In Above	In Above	In Above
	Remove and Salvage Linear Light Fixtures for Reuse C15		58			In Above		N/A	In Above	In Above
	Temporary Power and Lighting for Construction					In Above		In Above	In Above	In Above
	New Distribution & Transformers					In Above		New distribution	New distribution	In Above
	Connect to plumbing & mechanical equipment, grounding					In Above		N/A	N/A	In Above
	Branch Wiring & Wiring Devices / floor boxes					In Above		In Above	In Above	In Above
6.26.23	Creative Studio master switches (level 2) outlets on north and east walls single circuited & switched from attendants' office		1	Allow	\$ 5,000.00	\$ 5,000.00		N/A	N/A	\$ 5,000.00
	Raceways for Low Voltage, data, sound, access control, intrusion detection,					In Above		In Above	In Above	In Above
	Interior & Exterior Lighting & Controls		1	KSA	\$ 500,000.00	\$ 500,000.00		F1, FX1 & F3 fixtures	FX, F1, FX1, F3, F6, F28, FX2A, FX2B,	In Above
	- Exit & Emergency Lighting					In Above		In Above	In Above	In Above
	- Undercabinet Lighting - C2					In Above		FX13	FX13	In Above
	- Provide decorative Light Fixture above new stairs C3		1	Allow	\$ 10,000.00	\$ 10,000.00		N/A	N/A	\$ 10,000.00
6.26.23	- Lighting Controls Change - ?? Nlight vs Hubbell		1	Allow	\$ 150,000.00	\$ 150,000.00		N/A	N/A	\$ 150,000.00
6.26.23	- Youth Gate Feature Lighting		1	Allow	\$ 10,000.00	\$ 10,000.00		N/A	N/A	N/A
	- Exterior / Landscape Lighting (wall packs, bollards, floods, etc.)					In Above		N/A	N/A	N/A
	Cord Reels in Creative Studio		6	Ea	\$ 1,500.00	\$ 9,000.00		N/A	N/A	\$ 9,000.00
	Exterior Building Lighting					In Above		N/A	N/A	In Above
	Extension Fire Alarm System					In Above		In Above	In Above	In Above
	System Commissioning - Working with third Party by Owner					In Above		N/A	In Above	In Above
6.26.23	Lighting Replacement at Toilet Rooms level 1, 2 & 3		1,329	SF	\$ 10.00	\$ 13,290.00		N/A	At level 3 only	\$ 13,290.00
	Subcontractor Bonding		#####	%	2%	\$ 33,680.00		\$ 4,540.00	\$ 8,970.50	\$ 22,795.80
28000	Low Voltage Systems	\$ 7.21					\$ 387,600.00	\$ 8,000.00	\$ 153,000.00	\$ 292,740.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals	Div. Totals	Div. Totals	Div. Totals
	Extension Access Control System		1	Allow	\$ 20,000.00	\$ 20,000.00		N/A	\$ 10,000.00	\$ 17,000.00
	- ADT Security System - new door locations; relocate a couple motion sensors		1	Allow		In Above		N/A	N/A	N/A
	Extension Security Cameras		1	Allow	\$ 30,000.00	\$ 30,000.00		N/A	\$ 15,000.00	\$ 20,000.00
	- Camera System - relocate 12 cameras & 6 new cameras		1	Allow		In Above		N/A	In Above	
	Communications Voice & Data Structured Cabling		1	Allow	\$ 100,000.00	\$ 100,000.00		\$ 8,000.00	\$ 35,000.00	\$ 75,000.00
	Paging / PA System		1	Allow	\$ 30,000.00	\$ 30,000.00		N/A	\$ 15,000.00	\$ 25,000.00
	- Update Brain / new CAT6 Speakers					In Above		N/A	N/A	In Above
	AV / Sound System & Monitors		1	Allow	\$ 200,000.00	\$ 200,000.00		N/A	\$ 75,000.00	\$ 150,000.00
	Subcontractor Bonding		#####	%	2%	\$ 7,600.00		N/A	\$ 3,000.00	\$ 5,740.00
	Sub Total of Building	\$ 194.94				\$ 10,479,028.00	\$ 10,479,028.00	\$ 668,125.82	\$ 2,010,820.42	\$ 5,292,721.13
31000	Earthwork & Site Demolition	\$ 1.60					\$ 86,251.00	\$ -	\$ -	\$ -
	Need - Clean CCDD Report					clean ccdd report		N/A	N/A	N/A
	Erosion Control Silt Fencing (install & maint.)		372	LF	\$ 5.00	\$ 1,860.00		N/A	N/A	N/A
	Existing Tree & Shrub Protection		400	LF	\$ 5.00	\$ 2,000.00		N/A	N/A	N/A
	Existing tree and top soil Removal		1	Allow	\$ 3,000.00	\$ 3,000.00		N/A	N/A	N/A
	Remove existing Walks		450	SF	\$ 2.25	\$ 1,013.00		N/A	N/A	N/A
	Construction Entrance / Roadways		1	allow	\$ 2,000.00	\$ 2,000.00		N/A	N/A	N/A
	Site Grubbing and Rough Grade Areas w/ spoil haul off		200	CY	\$ 25.00	\$ 5,000.00		N/A	N/A	N/A
	- granular CA-6 fill at Unit Pavers, Concrete Walks & Concrete Paved areas		43	CY	\$ 73.00	\$ 3,139.00		N/A	N/A	N/A
	- Furnish and Install new 6" top soil at landscape areas		225	CY	\$ 38.00	\$ 8,550.00		N/A	N/A	N/A
	Building Excavation - frost walls and interior pier/pads w/ spoil haul off - 206 LF		122	CY	\$ 28.00	\$ 3,416.00		N/A	N/A	N/A
	- Excavation - pier/pads		190	CY	\$ 28.00	\$ 5,320.00		N/A	N/A	N/A
	- Granular Backfill at Foundations		92	CY	\$ 62.00	\$ 5,704.00		N/A	N/A	N/A
	- Granular Backfill Piers		150	CY	\$ 62.00	\$ 9,300.00		N/A	N/A	N/A
	- Granular fill at all building slabs on grade 6"		50	CY	\$ 73.00	\$ 3,650.00		N/A	N/A	N/A
	Soils Haul Off		312	CY	\$ 34.00	\$ 10,608.00		N/A	N/A	N/A
	Unsuitable Soil and Engineered Fill - Allowance		1	allow	\$ 20,000.00	\$ 20,000.00		N/A	N/A	N/A
	Subcontractor Bonding		#####	%	2%	\$ 1,691.00		N/A	N/A	N/A
32000	Asphalt Paving	\$ 0.44					\$ 23,843.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
	Patch Asphalt east side note 5 on A1.0		45	SY	\$ 75.00	\$ 3,375.00		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	- Repair Staging area Pavement		1	Allow	\$ 20,000.00	\$ 20,000.00		N/A	\$ 10,000.00	\$ 10,000.00
	Subcontractor Bonding		#####	%	2%	\$ 468.00		N/A	N/A	N/A
32000	Unit Pavers	\$ 0.42					\$ 22,619.00	\$ -	\$ -	\$ -
	New Permeable Paving - Café Patio Pavers		850	SF	\$ 23.50	\$ 19,975.00		N/A	N/A	N/A
	- CA-16 setting bed, 3x12 Unilock Pavers, 1/4" limestone joints, plastic snap edge					In Above		N/A	N/A	N/A
	Existing Donor Brick to be salvaged and relocated in Patio note D6 on D1.0		220	SF	\$ 10.00	\$ 2,200.00		N/A	N/A	N/A
	Subcontractor Bonding		#####	%	2%	\$ 444.00		N/A	N/A	N/A
32000	Site Concrete	\$ 0.49					\$ 26,240.00	\$ 8,900.00	\$ 8,900.00	\$ 8,900.00
	Concrete Curbs - B6-12 at		60	LF	\$ 65.00	\$ 3,900.00		\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
	Concrete Walk and Patio 5" thick		1,310	SF	\$ 7.50	\$ 9,825.00		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

Div	Description	SF Cost	Qty.	Unit	Unit Cost	Line Budget	Div. Totals
	Concrete 5" thick base slab under pavers at Covered Courtyard		1,000	SF	\$ 9.00	\$ 9,000.00	
	Sculpture Pad & Footing		1	Allow	\$ 3,000.00	\$ 3,000.00	
	Subcontractor Bonding		#####	%	2%	\$ 515.00	
32000	Landscaping	\$ 3.00					\$ 161,380.00
6.26.23	Landscaping - Allowance -(trees, bushes / shrubs / flowers & Grass) - revised 6.12.23		1	allow	\$ 69,000.00	\$ 69,000.00	
6.26.23	Irrigation System at Beds and Sod Areas		1	allow	\$ 31,000.00	\$ 31,000.00	
	Remove and relocate existing Sculpture		1	Allow	\$ 5,000.00	\$ 5,000.00	
	Rubber 2'x2'x 2.5" thick Playground Tiles		1,000	SF	\$ 55.00	\$ 55,000.00	
	Subcontractor Bonding		#####	%	2%	\$ 1,380.00	
32000	Site Furnishings						NONE
32000	Fencing		0				NONE
33000	Site Utilities	\$ 0.73					\$ 39,418.00
	Remove 1 catch basin and 20' storm pipe		1	Allow	\$ 1,000.00	\$ 1,000.00	
	12" PVC Piping from roof drain to existing storm drainage w/ trench backfill		130	SF	\$ 165.00	\$ 21,450.00	
	Catch Basins		2	Ea	\$ 5,000.00	\$ 10,000.00	
	Tap existing storm piping		1	allow	\$ 3,500.00	\$ 3,500.00	
	Spoil removal		77	CY	\$ 35.00	\$ 2,695.00	
	Subcontractor Bonding		#####	%	2%	\$ 773.00	
	Sub Total of Site Work	\$ 6.69				\$ 359,751.00	\$ 359,751.00
	Sub Total of Building & Site Work	\$ 201.63				\$ 10,838,779.00	\$ 10,838,779.00
6.26.23	Design Contingency	\$ 18.15	#####	%	9%	\$ 975,490.00	\$ 975,490.00
	Construction Contingency	\$ 10.99	#####	%	5%	\$ 590,713.00	\$ 590,713.00
	SUBTOTAL w/ 14% contingency	\$ 230.76				\$ 12,404,982.00	\$ 12,404,982.00
	Escalation 2025			%	5%	\$ 620,249.00	\$ 620,249.00
	SUBTOTAL w/ 14% contingency	\$ 242.30				\$ 13,025,231.00	\$ 13,025,231.00
	General Conditions		14	Months	\$ 27,500	\$ 385,000.00	\$ 385,000.00
	Subtotal					\$ 13,410,231.00	\$ 13,410,231.00
	Insurance		#####	%	0.90%	\$ 120,692.00	\$ 120,692.00
	Subtotal					\$ 13,530,923.00	\$ 13,530,923.00
	Fee		#####	%	2.75%	\$ 372,100.00	\$ 372,100.00
	Subtotal					\$ 13,903,023.00	\$ 13,903,023.00
	Bond		#####	%	0.75%	\$ 104,273.00	\$ 104,273.00
	Pre-Construction Services					\$ 35,000.00	\$ 35,000.00
	CONSTRUCTION SD BUDGET ESTIMATE	\$ 261.22				\$ 14,042,296.00	\$ 14,042,296.00

Div. Totals	Div. Totals	Div. Totals
N/A	N/A	N/A
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
N/A	N/A	N/A
\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
N/A	N/A	N/A
N/A	N/A	N/A
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
\$ 31,400.00	\$ 41,400.00	\$ 41,400.00
\$ 699,526.00	\$ 2,052,220.00	\$ 5,334,121.00
\$ 69,953.00	\$ 205,222.00	\$ 533,412.00
\$ 38,474.00	\$ 112,872.00	\$ 293,377.00
\$ 807,953.00	\$ 2,370,314.00	\$ 6,160,910.00
\$ 40,398.00	\$ 118,516.00	\$ 308,046.00
\$ 848,351.00	\$ 2,488,830.00	\$ 6,468,956.00
\$ 110,000.00	\$ 302,500.00	\$ 385,000.00
\$ 917,953.00	\$ 2,672,814.00	\$ 6,545,910.00
\$ 8,262.00	\$ 24,055.00	\$ 58,913.00
\$ 926,215.00	\$ 2,696,869.00	\$ 6,604,823.00
\$ 25,471.00	\$ 74,164.00	\$ 181,633.00
\$ 951,686.00	\$ 2,771,033.00	\$ 6,786,456.00
\$ 7,138.00	\$ 20,783.00	\$ 50,898.00
\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
\$ 968,824.00	\$ 2,806,816.00	\$ 6,857,354.00
\$ 372.62	\$ 160.84	\$ 180.01

Robbins Schwartz

550 Warrenville Road, Suite 460 | Lisle, IL 60532-4311

PATRICK R. MINER
pminer@robbins-schwartz.com

April 13, 2022

Phillip B. Lenzini
Kavanagh Scully
301 SW Adams Street, Suite 700
Peoria, IL 61602-1574
PLenzini@aol.com

**VIA U.S. MAIL AND EMAIL
PRIVILEGED & CONFIDENTIAL**

Re: Leasehold IGA between the Village of Addison and the Addison Public Library

Dear Phil:

Thank you for your several correspondences dated March 31, 2022, with regard to the issue of ownership of the Addison Public Library Building. After carefully considering your correspondences, and after review of the 2006 IGA and the attached exhibit titled "Leasehold Intergovernmental Agreement" (the "Agreements") we do not agree that the Agreements support the conclusion that the Library Building is owned by the Library. It is the Village's opinion that these Agreements support the position that the Library Building is owned by the Village and is being leased to the Library for a period of 99 years. This position is supported by numerous provisions of the Agreements. For example, it is notable that the Agreement is called a "Leasehold Agreement" and uses the term "lease" throughout the document. In addition, the Village's issuance of bonds in the amount of Thirteen Million Dollars (\$13,000,000) to construct the Library Building is further evidence of the Village's ownership of the Library Building. The Village's position is strengthened even further when you consider all of the provisions in conjunction with one another. The Village is confident that a Court would side with the Village if it was ever asked to rule on the issue of ownership of the Library Building. While we appreciate your correspondence explaining the basis of your opinion, it does not bring us any closer to an agreement on this issue. Therefore, the Village wishes to communicate its position regarding the proposed interior and exterior renovations to the Library Building.

The Village does not have any objection to the Library renovating the interior of the Library Building so long as the renovations are done in accordance with the Village Code. This should not be a surprising or controversial position. The Library sought the required building permits and complied with the Village Code for renovations to the interior of the Library Building in 2011 and 2015. However, it is the Village's position that all renovations to the exterior of the Library Building must be brought before the Village Board for approval. This specifically includes all exterior renovations that would modify the Library Building's footprint, size, and/or structure. Even under your theory that the Agreements created a "ground lease," a theory the Village refutes in its entirety, it is clear that renovations that modify the Library Building's footprint, size, and/or structure would be in violation of the Agreements.

I appreciate your assistance in resolving this issue. Please let me know if you have any additional questions or concerns.

Very truly yours,
ROBBINS SCHWARTZ



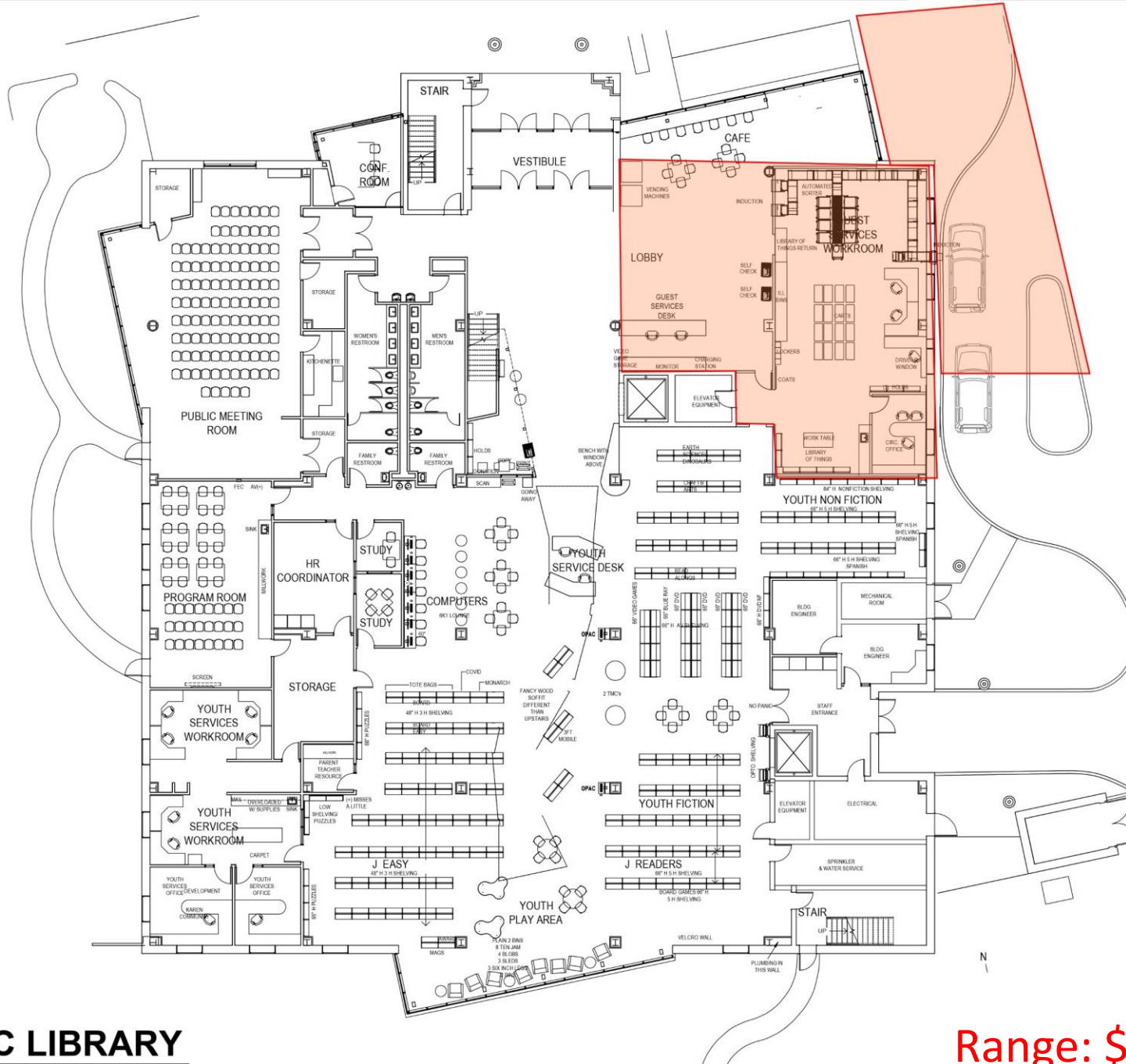
By: Patrick R. Miner

Attorneys at Law | ph: 630.929.3639 fax: 630.783.3231 www.robbins-schwartz.com

ADDISON PUBLIC LIBRARY

BOARD MEETING

01.16.24

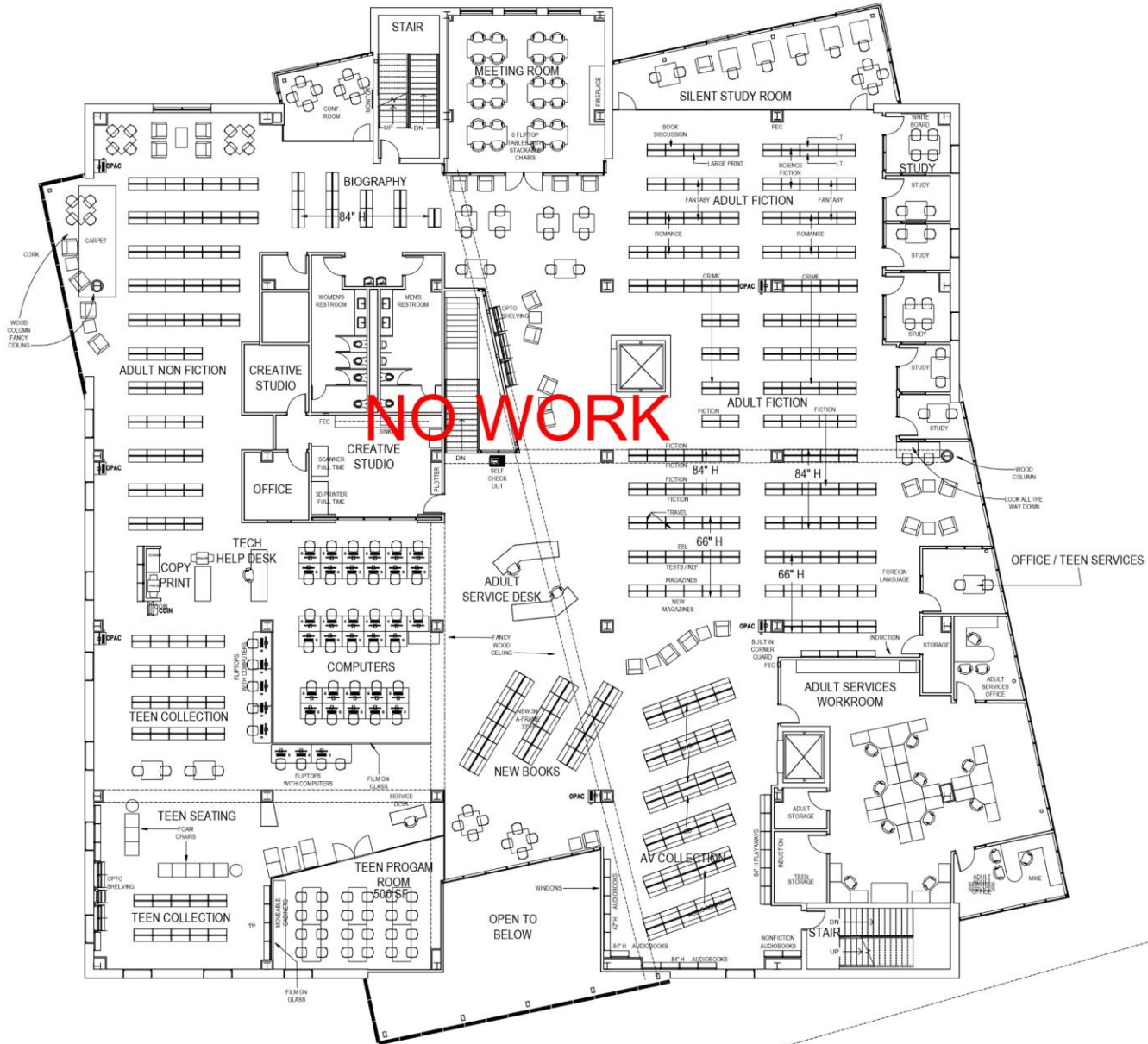


S

ADDISON PUBLIC LIBRARY

LEVEL 1

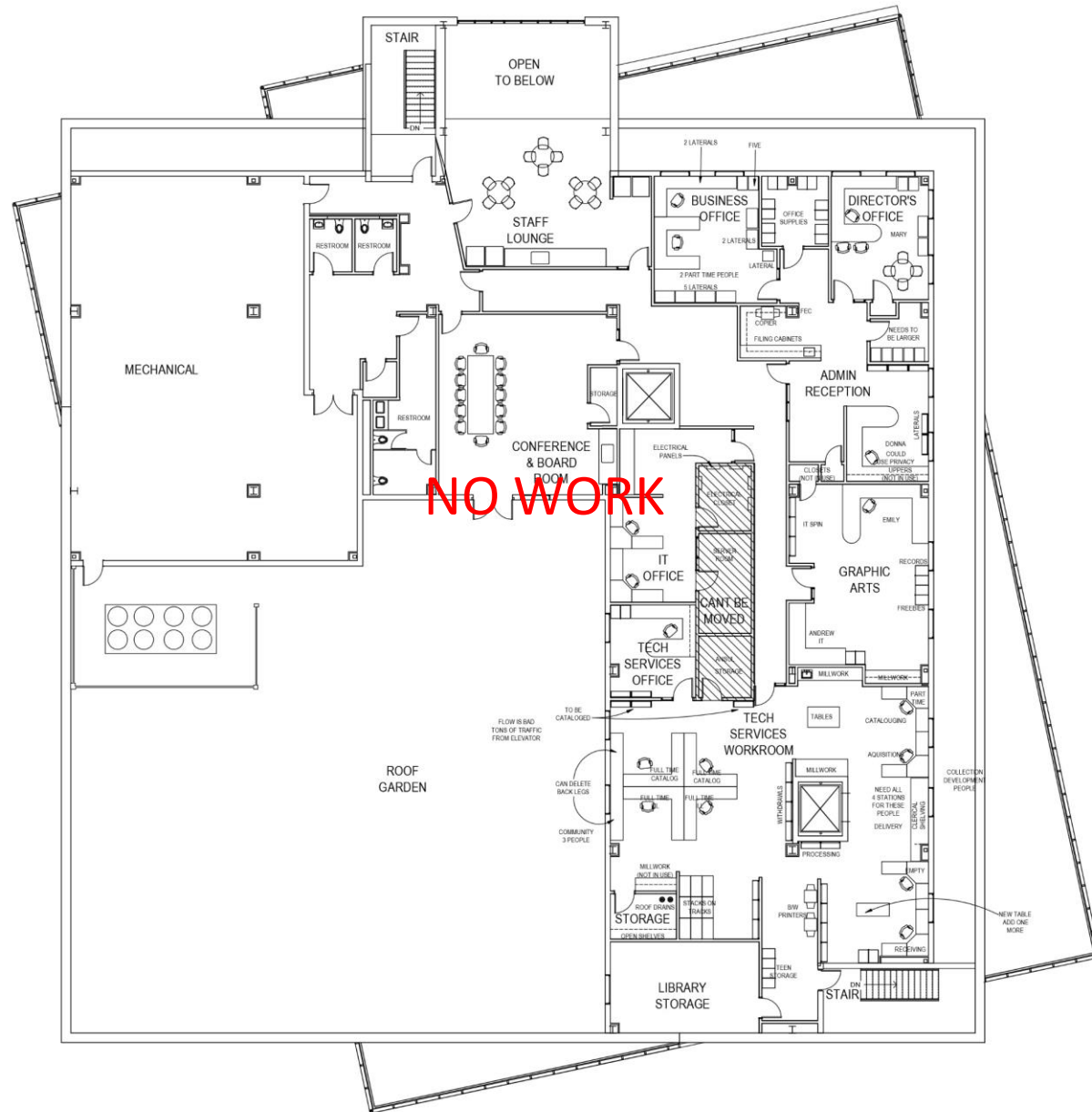
Range: \$875,000 - \$960,000



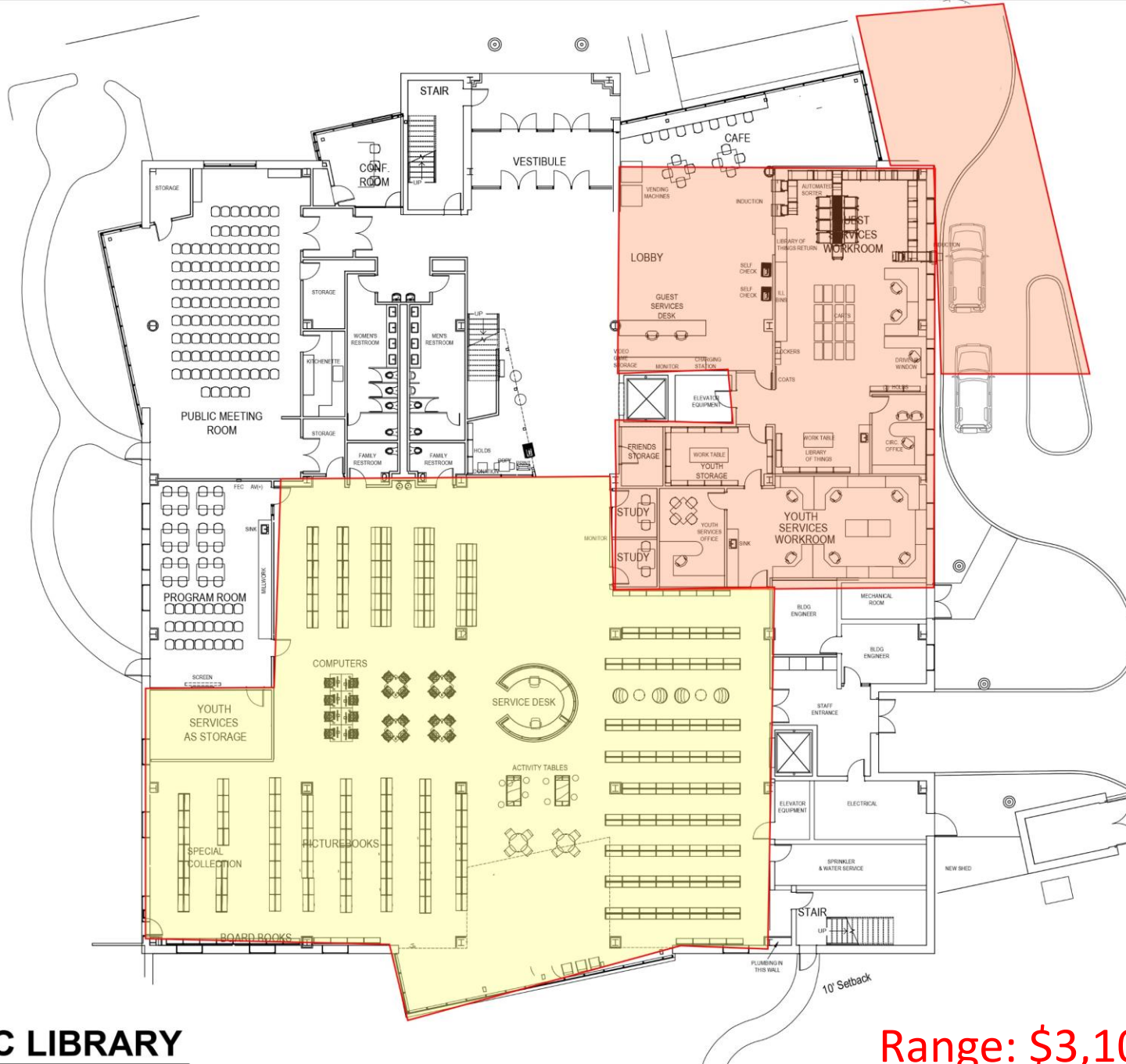
S

ADDISON PUBLIC LIBRARY
EXISTING PLAN
LEVEL 2 EXISTING

S



ADDISON PUBLIC LIBRARY
EXISTING PLAN
LEVEL 2 EXISTING

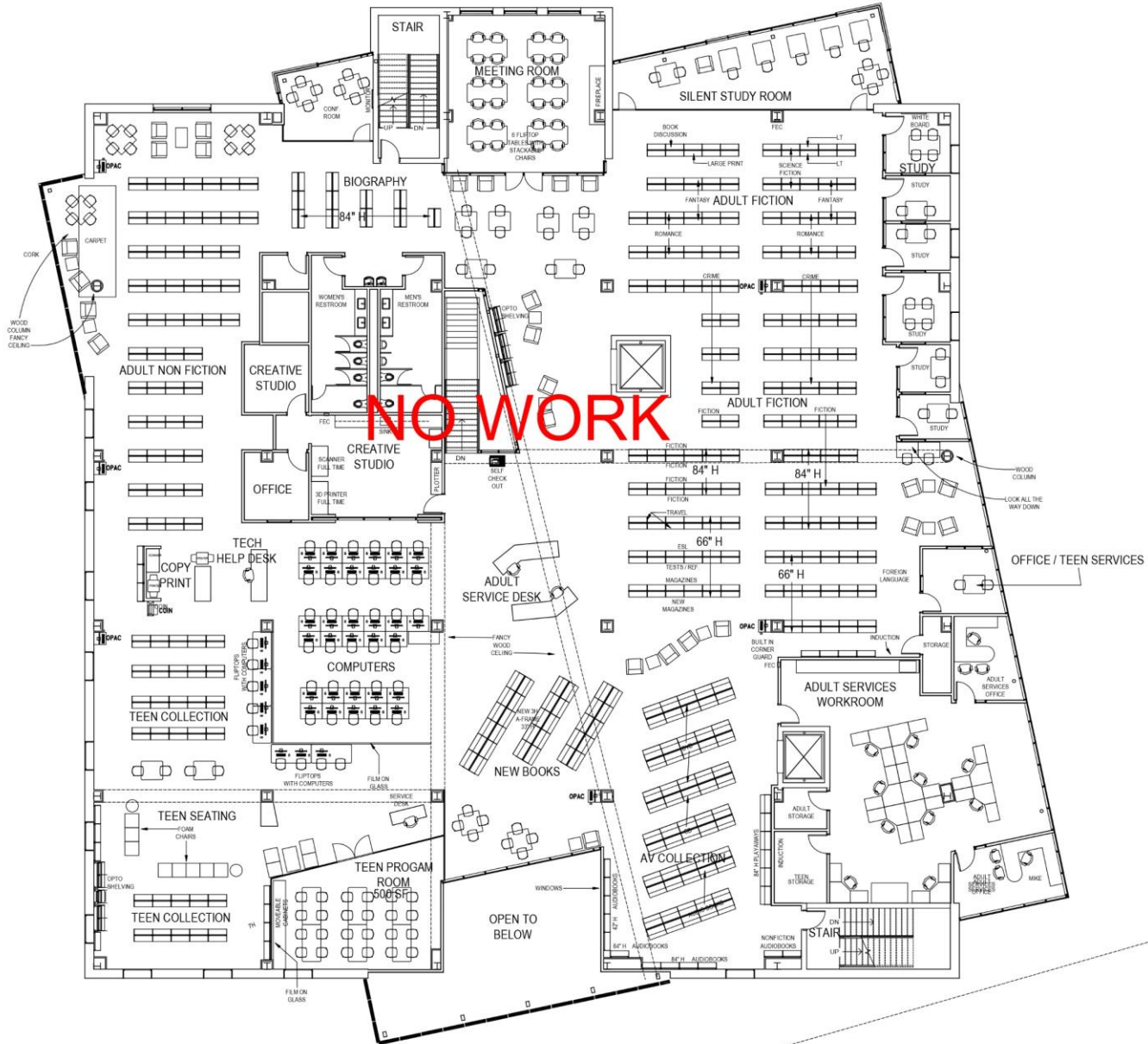


M

ADDISON PUBLIC LIBRARY

LEVEL 1

Range: \$3,100,000 - \$3,350,000

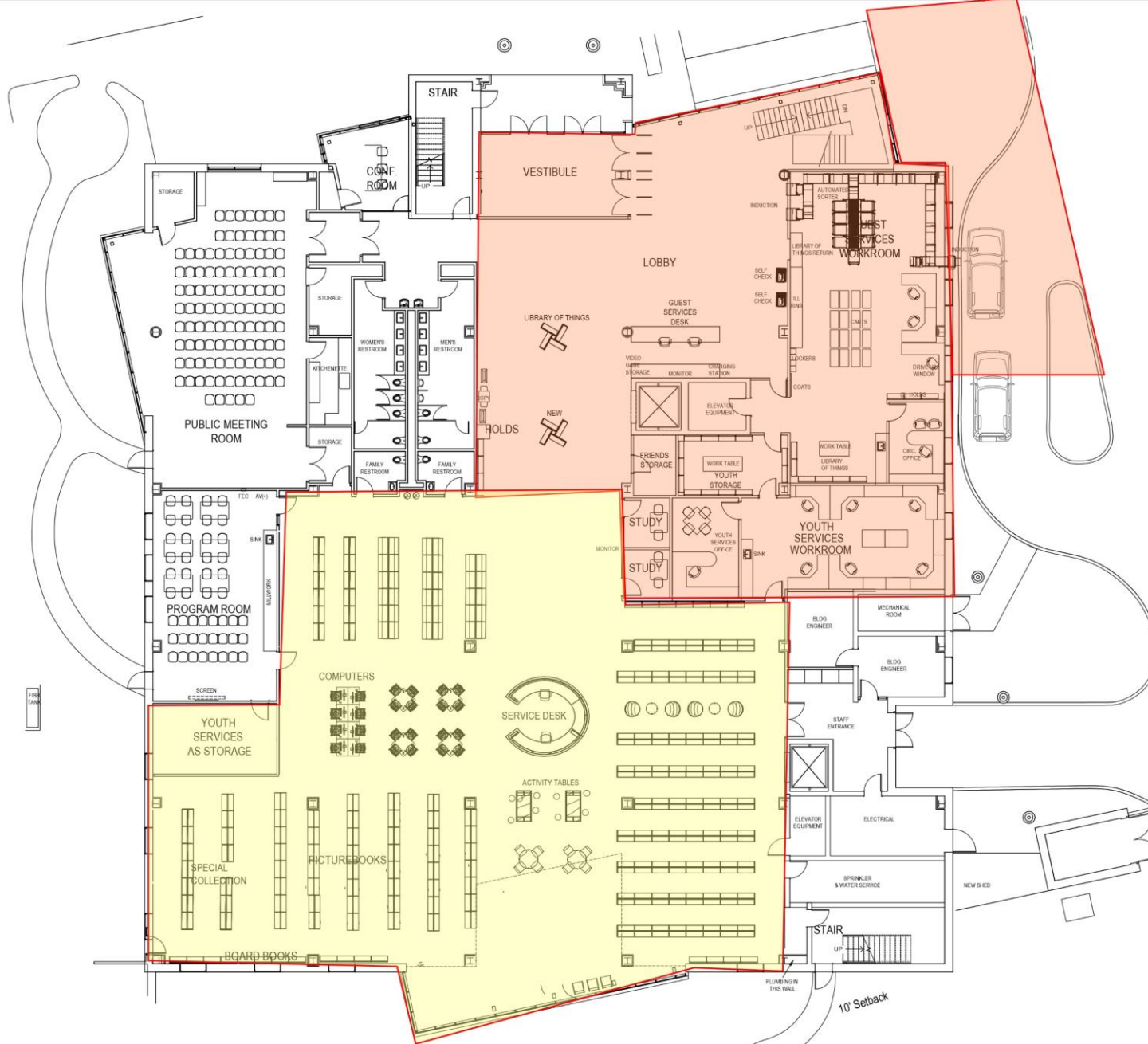


M

ADDISON PUBLIC LIBRARY
EXISTING PLAN
LEVEL 2 EXISTING



ADDISON PUBLIC LIBRARY
LEVEL 3 PLAN



ADDISON PUBLIC LIBRARY

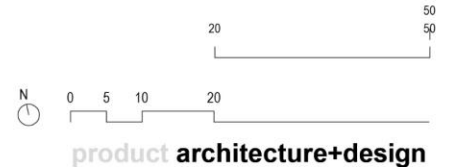
LEVEL 1

Range: \$8,200,000 - \$8,750,000

PICTUREBOOKS
50



ADDISON PUBLIC LIBRARY
LEVEL 2 PLAN





1ST FLOOR - LOBBY

All schemes view similar, no wood (no new stair in S/M)



1ST FLOOR - LOBBY

All schemes view similar, no wood (no stair in S/M)



1ST FLOOR – NEW STAIRS

All schemes view similar (no stair in S/M)



1ST FLOOR – YOUTH ENTRANCE

L scheme view similar



1ST FLOOR – YOUTH

M, L scheme view similar



2ND FLOOR –CREATIVE STUDIO

L scheme view same



2ND FLOOR – CREATIVE STUDIO

L scheme view same



2ND FLOOR – ADULT FLOORING **L scheme view similar/same**



2ND FLOOR – ADULT COMPUTERS

L scheme view same




2ND FLOOR – STACKS

L scheme view similar/same



(../..../..../hrs)

HR Source™

 [Cart \(https://www.hrsource.org/maimis/hrs/cart\)](https://www.hrsource.org/maimis/hrs/cart)

2024 Structure Adjustments

By Kathryn O'Connor (<mailto:koconnor@hrssource.org>), PHR, SHRM-CP, CCP, GRP, Director, Compensation Services

Published November 7, 2023

An essential piece of paying competitively is ensuring that your compensation structure and pay grades are maintained and align with the external labor market, especially in the years between comprehensive market studies.

For organizations that manage their compensation programs on a calendar year, now is the time to collect data and make decisions regarding adjustments for the upcoming year.

HR Source structure adjustment recommendations are compiled using data from employer surveys of compensation practices. As always, HR Source has gathered and analyzed data from both internal and external sources to provide the following **general industry structure** adjustment recommendations for 2024:



- Compensation structures specifically covering production, service, and maintenance positions: 2.3% increase.
- Compensation structures specifically covering non-exempt office and technical positions: 2.5% increase.
- Compensation structures specifically covering exempt professional and managerial positions: 2.5% increase.
- Compensation structures including two or more of the previously identified groups: 2.5% increase.

HR Source also collects, analyzes, and publishes select industry-specific compensation surveys, which enable us to share 2024 structure adjustment recommendations for the following industries:

- Non-Profit Organizations: 2.3% increase.
- Public Libraries: 2.6% increase.
- Park and Recreation Agencies: 2.6% increase.

To adjust your pay grade structure, modify all range midpoints using the fixed percentage noted above. Once all range midpoints have been adjusted, expand outwards to recalculate range minimum and maximum values.

As a reminder, structure adjustments are a perfectly acceptable and recommended pay practice, but they should not be a replacement for compensation benchmarking at regular intervals. It is generally recommended that all jobs be formally benchmarked every three to four years. In the off years, it is acceptable to apply structure adjustments.

HR Source's highly qualified compensation analysts can help with your compensation questions and project needs. Contact the Compensation Department at 800-448-4584 or email us at info@hrsource.org (<mailto:info@hrsource.org>).

Share this page:

**Addison Public Library
Pay Grade Assignments
Based on a 37.5 Hour Workweek
Effective: May 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Target Rate	Range Maximum
15	E	Assistant Director	\$81,216	\$101,520	\$121,823
			\$41.65	\$52.06	\$62.47
14	E	Head of Information Technology Services	\$74,674	\$93,343	\$112,011
			\$38.29	\$47.87	\$57.44
13		Hold for future use	\$68,660	\$85,824	\$102,989
			\$35.21	\$44.01	\$52.81
12	E	Collection Development Manager	\$63,129	\$78,912	\$94,694
	E	Head of Community Engagement	\$32.37	\$40.47	\$48.56
	E	Head of Guest Services			
	E	Head of Adult Services			
	E	Head of Children's Services			
	E	Head of Material Management			
	E	Head of Teen Services			
11	NE	Facilities Manager	\$58,045	\$72,566	\$87,067
			\$29.77	\$37.21	\$44.65
10	E	Communications and Marketing Coordinator	\$53,370	\$66,712	\$80,054
	E	Creative Services Coordinator	\$27.37	\$34.21	\$41.05
	E	Human Resources Generalist			
	E	IT Systems Administrator			
9	NE	Adult Services Specialist	\$49,071	\$61,339	\$73,606
	NE	Social Services Specialist	\$25.16	\$31.46	\$37.75
	NE	Business Services Specialist			
	NE	Cataloging Specialist			
	NE	Children's Services Specialist			
	NE	Collection Development Specialist			
	NE	Teen Services Specialist			
8	NE	Business Office Manager	\$45,119	\$56,398	\$67,678
7	NE	Adult Services Reference Assistant	\$41,485	\$51,856	\$62,227
	NE	Business Assistant	\$21.27	\$26.59	\$31.91
	NE	Children's Services Assistant			
	NE	Community Engagement Assistant			
	NE	Teen Services Assistant			
6	NE	Business Office Assistant	\$38,143	\$47,679	\$57,215
	NE	Facilities Associate	\$19.56	\$24.45	\$29.34
5	NE	Acquisitions Associate	\$35,071	\$43,839	\$52,606
	NE	Cataloging Associate	\$17.99	\$22.48	\$26.98
4	NE	Information Technology Services Associate	\$32,246	\$40,308	\$48,369
	NE	Interlibrary Loan Associate	\$16.54	\$20.67	\$24.80

**Addison Public Library
 Pay Grade Assignments
 Based on a 37.5 Hour Workweek
 Effective: May 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Target Rate	Range Maximum
3	NE	Guest Services Associate	\$29,649	\$37,061	\$44,473
	NE	Materials Management Associate	\$15.20	\$19.01	\$22.81
2		Hold for future use	\$29,250	\$34,076	\$40,891
			\$15.00	\$17.47	\$20.97
1	NE	Library Aide	\$29,250	\$31,331	\$37,598
			\$15.00	\$16.07	\$19.28

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

Addison public library is my place to come

Yesenia Benavidez is always helpful, she helps me with my questions

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

Thanks a lot all library staff for arranged of English classes and reading groups, where I and many others can participate.

This help me to communicate with others and increase my confidence.

Thanks a lot all Volunteer's Teachers and specially for beautiful Miss Ana and Mr Al Polin. Thank you all nice working people in our Library!

Sincerely
Alfreda Bucaya

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 an excellent help, She really showed me the steps ~~to~~ in a way, that made me be able to navigate the computer while I do my work. She is patient. I mean really, She's awesome! No Complaints

Jessie H.

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

Lucas did a great job helping me out on the computer - Thank you so much for your help.

A Ana

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

I just want to say how impressed ^{long with} the adult service desk is - so friendly & helpful! My friend & I were here about 2 weeks ago and the sweet lady at the desk suggested books for us for the winter reading program. I loved my book & my friend loved hers & today we're checking each others book out! Thank you for all you do for us Sr. Citizens! The Overnight Guest & A Quiet Life

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

Please Allow Free
Printing - Other Libraries
Don't charge to Print
B&W copies (maybe
1-10, or 1-20.

Please consider tax payers
& I don't carry cash TY.

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

Sharon Johnson and I both appreciate the help we get from the people at Adult Services. Two weeks ago one of the ladies helped us find books in the winter reading program. She has helped us before and is always friendly + patient. Sharon and I enjoyed our books so much when we returned then today we decided to switch books. It was so funny when I was reading mine one of the characters reminded me of Sharon - Sorry my handwriting is so hard to read.

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

Please put a waste basket in every student room.

Thank you!

NOTE: Mr. Strong, who lives in Vermont, has been making annual donations to support APL for a few years now. He has shared with us in previous years that he has fond memories of his childhood in Addison and of visiting the library with his mother. His initial donations were made in her memory.

LOREN STRONG



DEC 11, 2023

ADDISON PUBLIC LIBRARY
4 FRIENDSHIP PLAZA
ADDISON, IL 60101

TO THE FRIENDS OF THE ADDISON PUBLIC LIBRARY -
ENCLOSED IS A \$1000 CHARITABLE GIFT
TO SUPPORT THE LIBRARY. I HOPE THE LIBRARY
HAS HAD A GOOD YEAR. THANK YOU FOR YOUR
SERVICE AND DEDICATION.

Loren Strong.

50-755/213 5913

DATE 12-11-2023

PAY TO THE ORDER OF FRIENDS of the ADDISON PUBLIC LIBRARY \$ 1000⁰⁰

ONE THOUSAND and ⁰⁰/₁₀₀ DOLLARS

Community Bank
Community Bank, N.A. | cbna.com

MEMO _____

Loren Strong

Mary Medjo Me Zengue

From: Judy Belanger [REDACTED]
Sent: Saturday, February 17, 2024 3:49 PM
To: Mary Medjo Me Zengue
Subject: book return

It seems like a long time ago that I read about bids going out for various library projects, one of which was the return book drop off. I was happy to see it included being able to pick up books at the same time. What has happened to that project? I was really looking forward to better accessibility for book return and the added feature for pick up.

I would also like to give a thank you to the staff for the library support given to the residence at Clarendale.
Judy Belanger



LIBRARIES

New Bill in Illinois Addresses Threats to Library Workers

Kelly Jensen Jan 25, 2024

Introduced into the Illinois House January 23 by Representative Anne Stava-Murray and cosponsored by Representative Diane Blair-Sherlock, [HB 4567](#) aims to protect library workers throughout the state from harassment, threats, and disorderly conduct. The bill comes in the new legislative session after the state passed the nation's [first anti-book ban bill last year](#) and dealt with [several bomb threats](#) in the months following that bill's passage. The new bill would amend the Criminal Code of 2012.

The bill summary reads as follows:

Includes in offense of threatening a public official or human service provider, threatening a library employee. Provides that the threat to a public official, human service provider, or library employee includes a threat made electronically or via social media. Defines "library employee". In the offense of threatening a public official, human service provider, or library employee, includes in the definition of "public official" an employee of any State of Illinois constitutional office, State agency, or the General Assembly. Provides that the offense of disorderly conduct includes transmitting or causing to be transmitted threats or false reports electronically or via social media. Provides that disorderly conduct includes the knowing transmission of or causing to be transmitted in any manner, including electronically or via social media, a lewd, lascivious, indecent, or obscene message to a public official. Provides that making a terrorist threat or falsely making a terrorist threat includes making a terrorist threat or falsely making a terrorist threat by any means of communication, including electronically or via social media. Makes other changes.

Where once library workers were not explicitly named among populations protected from threats, the new bill would include the profession by name. The threats would be investigated and taken seriously, whether they came in person or through electronic means, including social media.

Not only does naming library workers in the Criminal Code lend legitimacy to the profession—and it covers everyone within a library from professional librarians to shelvers, custodians, and others—it codifies the importance of libraries to democracy in the state. Protections would extend beyond public library workers, too. It also covers those working for private libraries.

Amending the code to include threats transmitted via electronic means and social media legitimizes the current landscape of threats specifically targeting public employees as well. Bomb threats sent through email to a library, for example, would be considered a Class 1 felony. The current Code does not include threats received online.

Stava-Murray represents Illinois's 81st district, which includes Downers Grove, as well as parts of Lisle, Naperville, Woodridge, Darien, Westmont, and Bolingbrook. Downers Grove was among the libraries [targeted by protesters](#) and threats over a teen drag queen bingo event in fall 2022. Other public libraries in the district have been subject to similar threats and harassment. Diane Blair-Sherlock represents the 46th district, which includes all or parts of Addison, Oak Brook Terrace, Carol Stream, Glen Ellyn, Elmhurst, Villa Park, and more. Several of those libraries, including Addison, were subject to bomb threats last fall.

Illinois residents are encouraged to [reach out to their representatives](#) in support of the changes. The bill has not moved to committee yet, but when it does, take the time to also [file a witness slip](#) as a proponent of the bill.

Joliet Public Library Receives Funding from State Capital Appropriation Bill for Full, Funding of Project Burnham

January 29, 2024 9:18AM CST



Youth Services Area on the second level – Joliet Public Library

The Joliet Public Library is excited to announce that funding for Project Burnham from the Rebuild Illinois Community Development Initiative grant has been fully received and will be paid to the City of Joliet.

The total amount of \$6.3 million, which was used to cover a portion of the library's renovation of the interior of the downtown Ottawa Street Branch in 2021-2022, was paid upfront through the City of Joliet selling bonds to cover immediate construction costs. These bonds will be paid off by the recently received state grant several years earlier than expected.

The total cost of the project was \$10.5 million, funded through the grant and library reserves. No funding for the library renovation came from new Joliet property taxes. Executive Director of the Joliet Public Library, Megan Millen, is pleased that the grant money came in early.

“We are happy to have received the funding in full and paid them back to the City of Joliet,” said Millen. “We initially expected the money to be distributed gradually over a span of a few years. Learning that they have been received and that the City will be reimbursed ahead of schedule for the bonds is great news. We extend our gratitude to Senator McGuire, a steadfast ally of the Joliet Public Library, for championing our mission and considering us for this grant. Additionally, we appreciate the City Council for their decision to facilitate the bond sale on our behalf until the grant funds were secured.”

The renovation was completed in the summer of 2022 and since then the Library’s vision of a modernized community hub and place of learning has come to life.

“The Children’s Zone has to be my favorite,” said Communications Manager, Mallory Hewlett. “It’s wonderful to see children and families enjoying the features of the play structure and light bright wall. My toddlers love the magnetic white board with giant letters and magnetic gears. It’s a space that allows children to play and enjoy themselves in the library, while fostering a learning environment.”



3D printers lined up in the new expanded Digital Media Studio – Joliet Public Library

The individual study rooms on the first and second levels have also been a popular addition. From January-November 2023, the study rooms have had about 2,330 reservations.

Additionally, the Digital Media Studio (DMS), which was once a tiny office on the second floor, has expanded across the lower level to include more technology than ever before. Staff in the DMS has also been able to offer more programming, such as 3D printing demonstrations.

“The services the DMS can now provide has expanded exponentially,” said Digital Media Studio Manager, Josh Phillips. “We have a makerlab, featuring 3D printers, t-shirt printer, poster printer and lamination. We also have two audio booths and a green screen room with all the equipment you need for a professional photo or video shoot. Our staff can help you with a variety of creative projects, and we are happy to help.”



An additional seven study rooms were built on the first level, and two for teens on the second level, which have been extremely popular with patrons. Joliet Public Library

The Ottawa Street Branch was built in 1903 and designed by renowned Chicago architect Daniel Burnham. Over the years, Joliet families have enjoyed the building’s marble walls, limestone exterior, and arched windows. In 1991, a 49,000 square foot extension was built to accommodate Joliet’s growing population and complement the design of the original building. The addition was constructed to replicate the original building’s exterior. For more information, visit our website at jolietlibrary.org.

About the Joliet Public Library

The Joliet Public Library is committed to being a resource for the community to read, explore, ask and discover. For more information, visit jolietlibrary.org or call 815-740-2660.

Storytelling garden, band shell, futsal court and more: Suburbs getting state grants to create, improve, renovate parks

Posted February 01, 2024 11:44 am

Susan Sarkauskas

Dozens of park districts and towns – and one library – in the West and Northwest suburbs are among 111 receiving \$54.9 million from the state to develop or improve parks.

The governor's office announced the annual Open Space Land Acquisition and Development grants this week.

One of the coolest-sounding projects is at the Lake Villa Library. It is getting \$600,000 for its [West Activity Commons area](#). The commons will have a walking trail, a lawn, a landscape and nature play berm with “The Hobbit” theme, three activity courtyards with shade structures, a storytelling garden and a picnic shelter and stage area.

It is the first library to ever get an OSLAD grant, according to Library Director Mick Jacobsen.

“The OSLAD Grant will play a pivotal role in our outdoor space project, which will benefit the community for years to come,” he said in a news release.

Elburn will receive \$446,100 for adding a band shell and fitness stations, extending a trail and expanding a fishing outcrop at Prairie Park.



The Lake Villa District Library opened a new facility in Lindenhurst in 2019. It has received a state grant to help pay for construction of an outdoor space that will include a storytelling garden.

Daily Herald file photo/2019

Elgin is getting \$600,000 to spiff up Summerhill Park, including putting in a native garden trail with a stamped concrete path and educational signage.

The program is administered by the Illinois Department of Natural Resources.

“Since day one as Governor, it’s been my mission to support the health and well-being of Illinoisans,” Gov. J.B. Pritzker said in a news release. “With funding from the OLSAD program, municipalities across Illinois will have the opportunity to expand and improve local neighborhood parks through sport and recreational space, plants, playgrounds, and more. All across Illinois, we’re enhancing our state’s natural beauty and creating safer, healthier, and happier communities.”

OSLAD is a cost-sharing program between state and local governments.

For example, Deer Park has been awarded a \$600,000 grant to improve Town Center Park, officials announced this week. Overall, the project is expected to cost \$1.2 million. The grant will help pay for building a new playground, pickleball courts, a shelter, an amphitheater and other amenities.

The Hoffman Estates Park District, which is also receiving \$600,000, proposes to add an inclusive playground and splash pad to Vogelei Park., as well as a three-hole multi-golf course for disc golf, foot golf and park golf. It also wants to add ADA-accessible bocce courts and a BankShot Sports Court.

The St. Charles Park District plans to use its \$600,000 grant to redevelop its East Side Sports Complex. The playground, skate park, basketball courts, tennis court, volleyball courts and softball fields will be renovated. A 40-yard-dash field will be added, plus a fitness course, pickleball courts and an electronic play area.

In Addison, the \$600,000 grant will be spent on Centennial Park. The plan includes turning the current four tennis courts into one tennis court, four pickleball courts and one futsal court. Futsal is a soccer-like game with five players on a team and a smaller, harder ball.

Suburban agencies receiving awards include:

Cook County

Arlington Heights Park District — \$600,000

Bartlett Park District — \$600,000

City of Elgin — \$600,000

Hoffman Estates Park District — \$600,000

DuPage County

Addison Park District — \$600,000

Bensenville Park District — \$570,100

Bloomington Township Park District — \$150,000

City of Aurora — \$600,000

City of Warrenville — \$600,000

Fox Valley Park District — \$600,000

Lisle Park District — \$600,000

Roselle Park District — \$600,000

St. Charles Park District — \$600,000

Village of Itasca — \$600,000

Village of Villa Park — \$600,000

Village of Willowbrook — \$600,000

Westmont Park District — \$228,300

Winfield Park District — \$600,000

York Center Park District (Lombard) — \$304,200

Kane County

Sugar Grove Park District — \$600,000

Village of Elburn — \$446,100

Lake County

Lake Bluff Park District — \$600,000

Lake Villa Public Library District — \$600,000

Lake Villa Township — \$600,000

Lindenhurst Park District — \$450,000

Mundelein Park and Recreation District — \$600,000

Park District of Highland Park — \$528,500

Village of Deer Park — \$600,000

Village of Lake Zurich — \$600,000

McHenry County

Crystal Lake Park District — \$329,000

Huntley Park District — \$509,500

Daily Herald staff writer Russell Lissau contributed to this report.

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https://www.metropolisplanet.com/lawyer-in-the-library-serving-eight-first-judicial-circuit-locations/article_5f79a24d-6056-539a-ad84-89cedca385d4.html

EDITOR'S PICK

Lawyer in the Library serving eight First Judicial Circuit locations

By SCENE STAFF

Feb 12, 2024

Each month at local public libraries in the First Judicial Circuit, volunteer attorneys are working to help self-represented litigants through the Lawyer in the Library program.

“With eight locations across the southern Illinois region, free legal advice is available nearby,” said Brenda Sprague, who is with the Office of the Chief Judge, First Judicial Circuit.

The Lawyer in the Library program provides patrons needing help with a legal issue the opportunity to sit down with an attorney for a private, one-on-one, 20-minute session and receive advice or help with legal documents. There is no fee, but pre-registration is required at most locations.

On their session date, participants should check in at the library registration desk. They should bring paperwork pertaining to their legal question or situation, if applicable.

For more information about the program or to pre-register to speak to an attorney, contact one of the following participating libraries:

- Marion Carnegie Library – The next session is Tuesday, Feb. 13, with attorneys Michael Hampleman and Elisha Sanders. To pre-register, call 618-993-5935.

- Vienna Carnegie Public Library – The next session is Friday, Feb. 16, with attorney Michael Hampleman. To pre-register, call 618-658-5001.
- Stinson Memorial Public Library in Anna – The next session is Wednesday, Feb. 21, with attorney Gene Turk. To pre-register, call 618-833-2521.
- Harrisburg District Library – The next session is Wednesday, Feb. 21, with attorneys Nina Brown and Kelly Phelps. To pre-register, call 618-253-7455.
- Carbondale Public Library – The next session is Thursday, Feb. 22, with attorneys Christine Heins and Gene Turk. To pre-register, call 618-457-0354.
- Anne West Lindsey District Library in Carterville – The next session is Monday, Feb. 26, with attorney Winter Campanella. To pre-register, call 618-985-3298.
- Metropolis Public Library – The next session is Wednesday, March, 6, with attorney Julian Valdes. To pre-register, call 618-524-4312. Sessions in Metropolis will be held quarterly.
- Mounds Public Library – The next session is Friday, March, 8, with attorney Julian Valdes. Sessions in Mounds will be held quarterly and are walk-in only. For more information, call 618-745-6610.

“We would like to thank those who support this program: Chief Judge William J. Thurston, First Circuit Judges and Circuit Clerks, volunteer attorneys, library directors, library program coordinators and other library staff members,” Sprague said.

Each Lawyer in the Library program is initially launched with a Self-Represented Litigant/Access to Justice Improvement Grant funding through the Access to Justice Division, Administrative Office of the Illinois Courts. The programs continue with each volunteer attorney coordinating with the library and the Office of the Chief Judge, Brenda Sprague, Administrative Assistant and ATJ Grant Coordinator. For more information, visit www.firstcircuitil.org and click on the Self-Represented Litigant Resources link.



Terra Temple



Missouri Republican candidate torches LGBTQ-inclusive books in viral video

Valentina Gomez, who is running for Missouri secretary of state, lit two books on fire, including an LGBTQ guide for teens and a sex education book.

Feb. 7, 2024, 3:22 PM CST

By [Jo Yurcaba](#)

A Republican candidate for Missouri secretary of state posted a viral campaign video Tuesday lighting LGBTQ-inclusive books on fire with a flamethrower.

“This is what I will do to the grooming books when I become secretary of state,” Valentina Gomez, 24, of St. Louis, [said in the video](#) on X, Facebook and Instagram before she lit at least two books on fire. “These books come from a Missouri public library. When I’m in office, they will burn.”

Gomez added “MAGA” and “America First” in the text of her post on X.

The video then abruptly cuts to an image of Gomez, whose [campaign website](#) describes her as a real estate investor and financier, holding a large gun. The two books she set ablaze appear to be “Queer: The Ultimate LGBTQ Guide for Teens” and “Naked: Not Your Average Sex Encyclopedia.”

X restricted the post’s visibility, adding a note that it “may violate X’s rules against Hateful Conduct.”

Valentina Gomez, a Republican candidate for Missouri secretary of state, uses a flamethrower to burn two LGBTQ-inclusive books in a video shared on X.

Valentina Gomez campaign via X



Maicoll Gomez, Gomez's campaign director, said in an emailed statement that the “message is simple.”

“You want to be gay? Fine be gay. Just don’t do it around children,” the statement said. “Stop putting books in libraries about sexualization, indoctrination and grooming of children. Children need to learn mathematics, science, developing their people skills, getting fit, while protecting their innocence. Not learning the ideologies that the radical left loves to push on children. I am against all drag shows around children, pride flags in classrooms, teachers with pronouns, people wanting to ‘change’ genders, and people that can’t even define what a woman is. If genitals don’t define gender, how does removing them affirm it. I only fear God.”

athy Belge, one of the authors of “Queer: The Ultimate LGBTQ Guide for Teens,” said Americans “should be concerned that a candidate for public office not only thinks book burning is acceptable, but that it is something that will help her get elected.”

“My book ‘Queer: The Ultimate LGBTQ Book for Teens’ was written to give teens accurate and helpful information about what it means to be part of the LGBTQ community,” Belge said in a statement to NBC News. “We discuss important issues that teens face, like coming out, bullying, dating and finding community and support. And yes, dealing with haters like this political candidate.”

Belge added that LGBTQ teens are vulnerable, with 41% of them seriously considering suicide in the past year, according to [a survey last year](#) from The Trevor Project, a youth suicide prevention and crisis intervention organization.

“I suggest this candidate leave queer kids alone and focuses instead on the real issues that will make lives of people in Missouri better,” Belge said.

Gomez’s video has garnered more than 800,000 views and thousands of comments, from both critics and supporters.

“Excellent work, protect Children!” a commenter [on Instagram wrote](#). “Adults can do what they want, but stop indoctrinating children with LGBTQ+ propaganda.”

However, others with varying political views disagreed with Gomez’s video.

“I’m republican. But burning books is not good,” another person wrote on Instagram. “Make them where you have to be 18 to check them out or look at them. Grooming is bad but burning books only makes people want them more.”

Some people compared Gomez’s actions to [Nazi book-burning campaigns](#) in the 1930s, when a student group burned tens of thousands of books in Germany and Austria that were considered “un-German.”

A [Twitter user noted](#) that there’s a memorial in Berlin known as the [sunken or empty library](#) dedicated to remembering the book burnings. A [plaque outside the memorial](#) includes a quotation from the German writer Heinrich Heine: “That was but a prelude; where they burn books, they will ultimately burn people as well.”

Gomez's campaign director declined to respond to the criticism.

Gomez’s website says she received an MBA in finance and strategy from Tulane University and lists “protecting children against the transgender agenda” and “protecting sports — there’s only 2 genders” among her key campaign issues.

“Valentina vehemently opposes subjecting children under 18 to transgender-related medical procedures, therapies, treatments, prescriptions, and exposure,” her website says. “The physical and emotional scars endured by our young ones in the name of the transgender industry are unacceptable and must be halted.”

Gomez’s website echoes increasingly common inflammatory language used by conservatives in recent years to describe transition-related medical care for transgender minors. However, parental consent is required for minors to receive any care, and major medical associations — including the [American Medical Association](#), the [American Academy of Pediatrics](#) and the [American Psychological Association](#) — support minors’ access to such care and oppose laws restricting it.

In a [video on her Instagram](#) account, Gomez says she trusts three things: “The Bible, X — thank you, Elon Musk — and my AR-15.”

[In another](#), she says over video of her shooting firearms: “The First Amendment lives on, and let me remind you that the Second one will make sure it does.”

Gomez's book-burning video is part of a larger national trend of conservative candidates and lawmakers targeting books related to LGBTQ people and race for removal from public and school libraries, arguing that they are a form of "indoctrination" or are harmful for children.

Some, including Gomez, have even described LGBTQ-inclusive books and curricula as sexually grooming children, invoking a decades-old [false moral panic about LGBTQ people](#).

During the 2022-23 academic year, Missouri banned 333 books, according to [a report from PEN America](#), a nonprofit group that advocates for free expression in literature. Nationwide, from Jan. 1 to Aug. 31, 2023, a total of 1,915 unique titles were challenged, a 20% increase over the same period the previous year, according to a report [from the American Library Association](#). Many of the challenged books were titles related to LGBTQ people or race or written by LGBTQ authors or people of color.

Book challenges have surged alongside legislation targeting LGBTQ people and topics in schools. [Sixteen states have laws that restrict](#) how sexuality and gender identity can be discussed or taught in schools, with seven barring discussions of LGBTQ people or topics in some or all grade levels.

Ban lifted on book displays celebrating Black history, Pride Month in SW Louisiana city

Feb. 9, 2024

LAFAYETTE, La. (AP) — Book displays highlighting black history or the accomplishments of those in the LGBTQ+ community at libraries in a Southwest Louisiana city have returned after being prohibited in 2022.

“I believe it is important that our community be represented in our library,” Interim Library Director Sarah Monroe told [The Advocate](#) Tuesday of her decision to allow the displays. “No matter who you are, you should be able to walk in and see yourself represented in the programs, services and collections, including the displays.”

Monroe was appointed interim director in August after the Lafayette Parish Library Board fired Danny Gillane who implemented the ban for Pride Month, Women's History and Black History, to avoid drawing attention to books that some might target for removal from the libraries.

Initially, the board had been asked to ban or relocate two books and a documentary film that it received complaints about, including “This Book is Gay,” which discusses growing up LGBTQ+. The library board did not vote on prohibiting the displays and Gillane’s action drew national attention.

Today, a Black History Month display of nonfiction books including “Brothers in Valor: Battlefield Stories of the 89 African Americans Awarded the Medal of Honor,” “Black Legislators in Louisiana,” and “Black TV” can be seen on the third floor of the main library in downtown Lafayette. Another display has been erected at the East Regional Library in the Youngsville area.

There is no restriction against displays for Pride Month, which is typically held in June, Monroe said.

City Councilman Kenneth Boudreaux called the policy change good news.

“I believe that public facilities and public entities are designed to be accessible and available to each and all residents,” Boudreaux said, “in particular when it comes to Black history, which is something very dear to me,” as are the histories of others in the community.

Lynette Mejia, co-founder of Lafayette Citizens Against Censorship, applauded the action.

“We are very happy that displays are returning to our library,” she said, “not only because they allow marginalized communities to be seen and celebrated, but because they give people outside those communities the opportunity to discover and learn about cultures and experiences other than their own.”

Democratic state Sen. Gerald Boudreaux, of Lafayette, commended Monroe for “displaying leadership” in reversing the book display prohibitions.

“The topic of banning books and burying history has been flamed by many inside and outside the library walls around the country,” Boudreaux said. “With parental supervision we can and we should monitor and regulate safe spaces in our libraries without violating any freedoms guaranteed by our constitution.”

A director search committee met for the first time in January to seek a permanent replacement.



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

January 12, 2024

Dear Library Director:

I wanted to reach out to wish you a Happy New Year and alert you to some new information that the state now requires in submitting future Secretary of State grant applications.

On January 1, 2024, Public Act 103-0100 became law. This landmark "Right to Read" legislation was initiated to protect the freedom of a library to acquire and circulate a collection of materials that addresses the needs of the entire community of readers it serves.

The application forms will include more specific information about what needs to be included. Essentially, this new law requires every Illinois library that applies for grant funding from this office to establish an anti-censorship policy or statement. Libraries must either:

- 1) Adopt the American Library Association's Library Bill of Rights, which states reading materials should not be removed or restricted because of partisan or personal disapproval; or
- 2) Provide its own alternative policy, prohibiting the practice of banning books or resources.

Additionally, grant applicants must certify on the application that at the request of this office, the applicant agrees to provide the Illinois State Library with any final decision for the reconsideration of library materials during the term of the grant award.

I realize that every dollar this office provides to our state's libraries is essential to the vital services provided by our public, school and academic libraries. Please take the time to review your current policies and make sure your institution meets this new eligibility requirement.

I commit to continue advocating for and supporting libraries and librarians across the state. I hope your library continues to take advantage of the grant offerings from this office and uses the services we are expanding to bring additional resources to the community you serve.

In closing, I want to thank you personally for your service to your communities and schools. Libraries hold more than books. They open doors to learning, discovery, and possibilities. As the State Librarian, I appreciate your hard work and will always have your back.

Please contact the Illinois State Library at 217-785-5600 if you have any questions or need more information.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

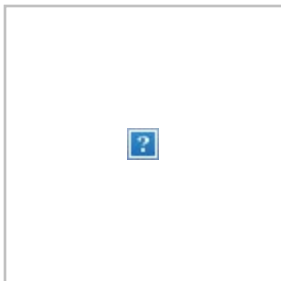
Alexi Giannoulis, Secretary of State
and State Librarian

AG:isl

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Date: Wednesday, January 17, 2024 9:16:11 AM

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Municipal Minute

[FOIA and OMA Bills Introduced in General Assembly](#)

Recently, a few new bills were introduced in the Illinois General Assembly, and are awaiting action by the Illinois House or Senate.

[House Bill 4401](#) was introduced on January 8th. If passed, the bill would amend the Freedom of Information Act (FOIA) and the Local Records Act (LRA) to add a definition for "junk mail" to each Act and provide that the term "public records" for purposes of complying with FOIA or the LRA does not include junk mail.

[House Bill 4402](#) was introduced on January 8th. If passed, the bill would amend the Open Meeting Act (OMA) to replace one of the reasons authorizing a member of a public body to attend an in-person meeting remotely ("a family or other emergency") with "exigent circumstances concerning a family member." The bill would also add definitions for "bona fide emergency" and "exigent circumstances."

[Senate Bill 2665](#) was introduced on January 10th. If passed, the bill would amend the OMA to add a new reason authorizing a member of a public body to attend an in-person meeting remotely for "performance of active duty as a service member." The bill would also add a definition for "active military duty" and "service member."

[House Bill 4325](#) was introduced on January 3rd. If passed, the bill would amend FOIA in a number of ways, including the following:

- The bill would update the definition of “commercial purpose” to also include the use of information from a public record “for solicitation of individuals for purposes of joining an organization.”
- The bill would also require a requester to pay in advance for commercial request records and voluminous requests.
- The bill would change the way a public body responds to recurrent requesters and allow the public body to notify the recurrent requester that it will not be responding to the request that triggered the requester being a recurrent requester or any other request filed by that same requester for a period of 90 days.
- The bill would also allow public bodies to charge up to \$10 per hour (over the first 2 hours rather than 8 hours) for personnel time in searching and reviewing records, and remove the current limitation that this personnel fee only applies to commercial requests.
- The bill would expand the FOIA exemptions to include communications that do not pertain to the transaction of public business that are sent to or received by an individual on his or her personal device.

Post Authored by Madeline Tankersley & Julie Tappendorf

Municipal Minute is authored by Julie Tappendorf, a partner at the Ancel Glink law firm in Chicago, to provide timely legal updates on topics of interest to local governments.



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