

## Regular Board Meeting

Tuesday, March 19, 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

9. **Unfinished Business**

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

10. **New Business**

10.A. Action Item: Illinois Libraries Present  
Intergovernmental Agreement

10.B. Action Item: Non-Resident Library Card  
Program Participation

11. **Closed Session - 5 ILCS 120/2 (c) (1)**  
*The appointment, employment, compensation,  
discipline, performance, or dismissal of specific  
employees of the public body, including hearing  
testimony on a complaint lodged against an  
employee to determine its validity.*

12. **Correspondence & Announcements**

12.A. Patron Communication

12.B. Library News

12.C. Other Correspondence

13. **Additional Discussion**

14. **Adjournment**



**Tuesday, March 19, 2024**

Finance Committee Meeting - 6:00 PM

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

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Discussion of Draft Budget**
5. **Additional Discussion**
6. **Adjournment**



**Tuesday, March 19, 2024**

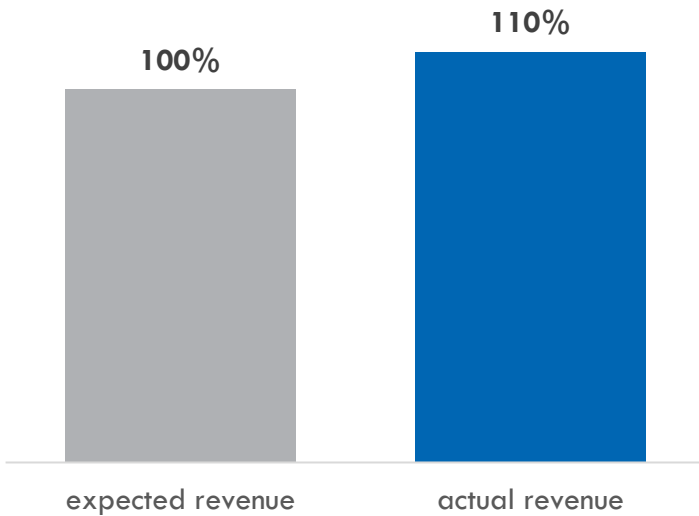
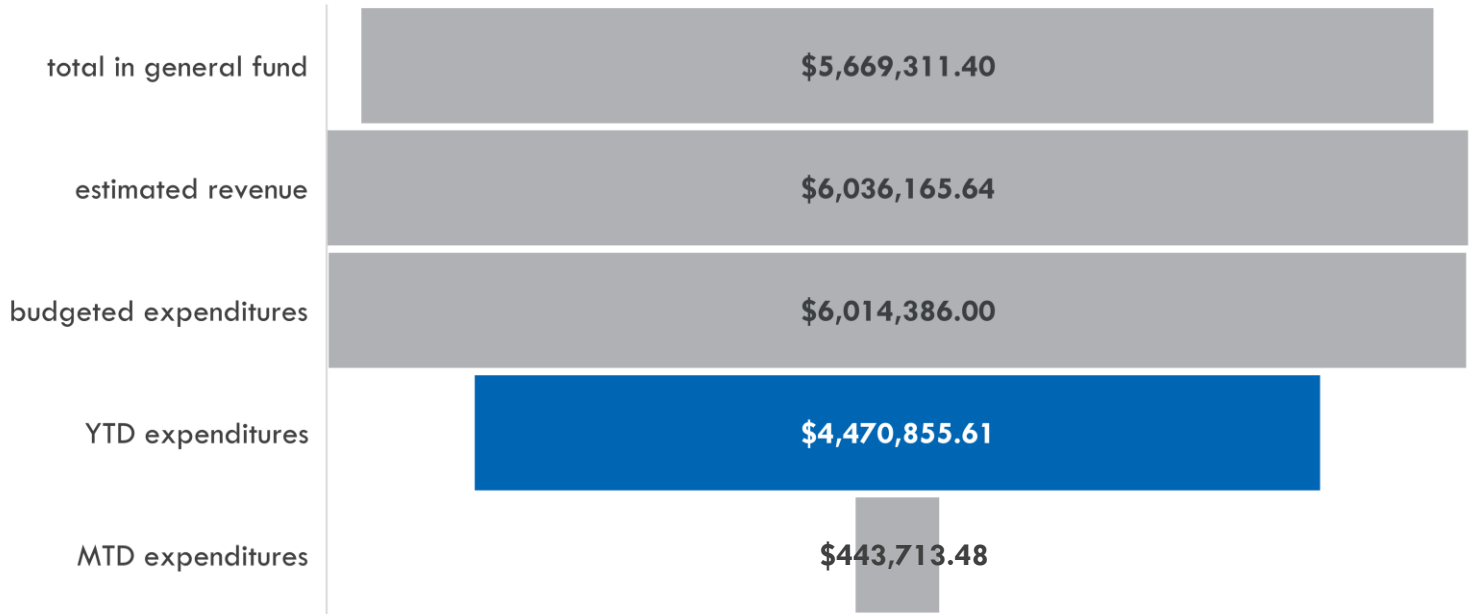
Regular Board Meeting - 6:30 PM

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**
  - a. Approval of Minutes
  - b. Approval of Bills & Disbursements
8. **Reports**
  - a. Director & Staff Reports
  - b. Statistics
9. **Unfinished Business**
  - a. ACTION ITEM: Revised Scope of Building Project
10. **New Business**
  - a. Action Item: Illinois Libraries Present Intergovernmental Agreement
  - b. Action Item: Non-Resident Library Card Program Participation
11. **Closed Session - 5 ILCS 120/2 (c) (1)**
12. **Correspondence & Announcements**
  - a. Patron Communication
  - b. Library News
  - c. Other Correspondence
13. **Additional Discussion**
14. **Adjournment**

# February 2024 Financial Highlights

# General Fund



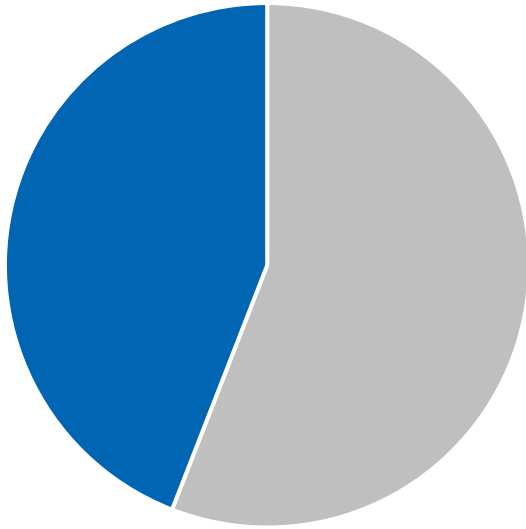
We have received 110% of our estimated revenue for the fiscal year including \$56,820.92 this month.

At this point last year, we had received 101% of our estimated revenue for FY23.



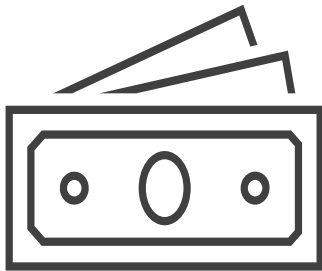
The general fund decreased from \$6.06 million to \$5.67 million from 2/1/2024 to 2/29/2024.

This is a result of \$57k revenue coming in and \$444k (general fund + asset replacement) expended.



79% has been spent out of the general fund. We are 83% through the fiscal year.

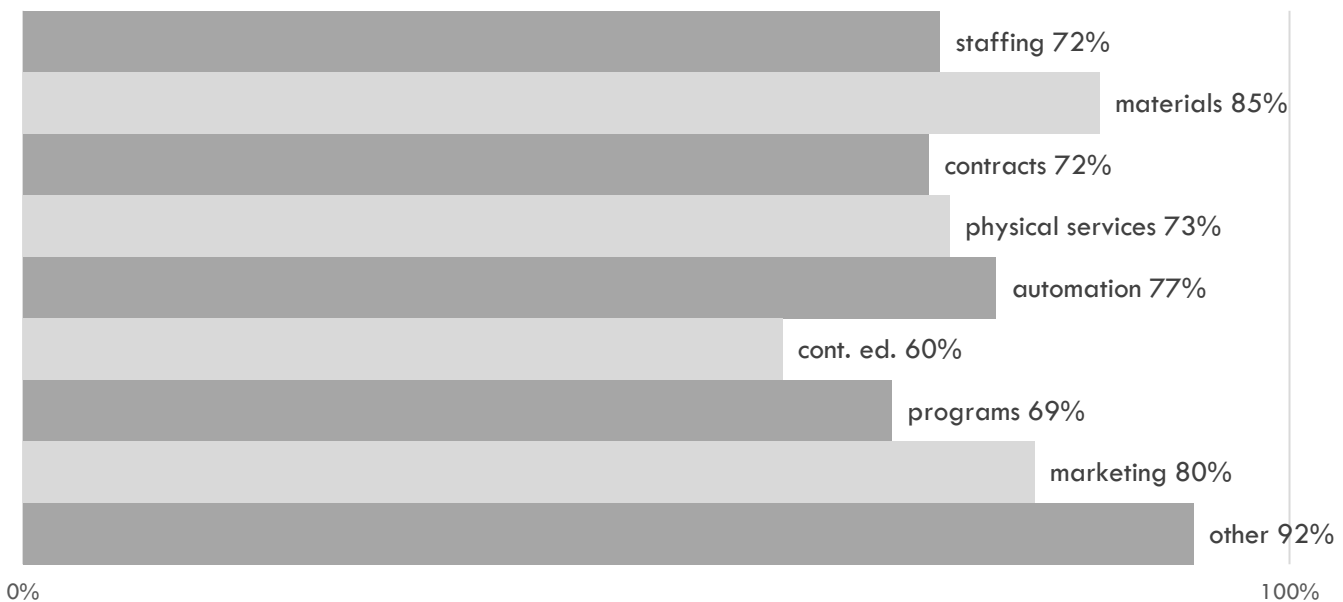
We have budgeted to spend 106% of what is currently in the general fund.



We have spent 74% of our estimated budget.

At this point last year, we had spent 69% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group



## Addison Public Library Balance Sheet as of February 29, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>General Fund</b> <hr/>			
<b><u>Assets</u></b>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	160,783.85	690.60	161,474.45
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	0.00	5,000.00
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,775.78	(1,602.31)	8,173.47
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	109,777.31	57,737.50	167,514.81
10-11-1085 - Cash in Bank - Ehlers	14,929,185.86	24,679.43	14,953,865.29
10-11-1095 - Cash in Bank - Harris Bank MM	6,002,205.88	(446,748.77)	5,555,457.11
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>12,110,715.46</u>	<u>(365,243.55)</u>	<u>11,745,471.91</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	167,361.39	13,142.24	180,503.63
10-22-0230 - Employee I.M.R.F. Payable	0.00	8,506.80	8,506.80
10-22-0250 - Health Insurance Withholding Payable	0.03	(0.03)	0.00
10-22-0260 - Def Annuity Withholding Payable	(125.00)	0.00	(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>6,056,298.53</u>	<u>21,649.01</u>	<u>6,077,947.54</u>
 <b>Fund Balance</b>			
10-30-2920 - Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
10-30-2930 - Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
10-30-2940 - Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
10-30-2950 - Reserved - Liability Insurance	(343.96)	0.00	(343.96)
10-30-2960 - Reserved - Audit	7,092.22	0.00	7,092.22
10-30-2965 - Reserved - Workers Comp	23,994.40	0.00	23,994.40
10-30-2970 - Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
10-30-2990 - Unreserved Fund Balance	5,482,902.05	0.00	5,482,902.05
	<u>3,475,833.46</u>	<u>0.00</u>	<u>3,475,833.46</u>
 <b>Total Liabilities and Fund Balance</b>	<u>9,532,131.99</u>	<u>21,649.01</u>	<u>9,553,781.00</u>
 <b>Excess Revenues Over Expenses</b>	<u>2,578,583.47</u>	<u>(386,892.56)</u>	<u>2,191,690.91</u>

## Addison Public Library Balance Sheet as of February 29, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Capital Improvement Fund</b> <hr/>			
<b><u>Assets</u></b>			
80-11-1110 - Cash in Bank - Ill Metropolitan	625,718.18	1,298.79	627,016.97
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,561,665.76</u>	<u>1,298.79</u>	<u>15,562,964.55</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>15,796,094.08</u></u>	<u><u>0.00</u></u>	<u><u>15,796,094.08</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>(234,428.32)</u></u>	<u><u>1,298.79</u></u>	<u><u>(233,129.53)</u></u>

<hr/> <b>Rebillables Fund</b> <hr/>			
<b><u>Assets</u></b>			
90-11-2000 - Allocated Cash	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
<b><u>Fund Balance</u></b>			
90-30-2990 - Fund Balance	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>1,787.03</u></u>	<u><u>0.00</u></u>	<u><u>1,787.03</u></u>

## Addison Public Library Balance Sheet as of February 29, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Total All Funds</b> <hr/>			
<b><u>Assets</u></b>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	160,783.85	690.60	161,474.45
Cash in Bank - Illinois National Bank	5,000.00	0.00	5,000.00
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,775.78	(1,602.31)	8,173.47
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	109,777.31	57,737.50	167,514.81
Cash in Bank - Ehlers	14,929,185.86	24,679.43	14,953,865.29
Cash in Bank - Harris Bank MM	6,002,205.88	(446,748.77)	5,555,457.11
Cash in Bank - Ill Metropolitan	625,718.18	1,298.79	627,016.97
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>27,674,168.25</u>	<u>(363,944.76)</u>	<u>27,310,223.49</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	167,361.39	13,142.24	180,503.63
Employee I.M.R.F. Payable	0.00	8,506.80	8,506.80
Health Insurance Withholding Payable	0.03	(0.03)	0.00
Def Annuity Withholding Payable	(125.00)	0.00	(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>6,056,298.53</u>	<u>21,649.01</u>	<u>6,077,947.54</u>
 <b>Fund Balance</b>			
Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
Reserved - Liability Insurance	(343.96)	0.00	(343.96)
Reserved - Audit	7,092.22	0.00	7,092.22
Reserved - Workers Comp	23,994.40	0.00	23,994.40
Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
Unreserved Fund Balance	5,484,689.08	0.00	5,484,689.08
Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	<u>19,273,714.57</u>	<u>0.00</u>	<u>19,273,714.57</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>25,330,013.10</u>	<u>21,649.01</u>	<u>25,351,662.11</u>
<b>Excess Revenues Over Expenditures</b>	<u>2,344,155.15</u>	<u>(385,593.77)</u>	<u>1,958,561.38</u>

## Addison Public Library Balance Sheet as of February 29, 2024

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

# Addison Public Library Revenue Report For the 10 Months Ended February 29, 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>
<b><u>Taxes</u></b>					
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>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	(727.15)	3,791.61	5,000.00	1,208.39	75.83
10-42-3011 - Reciprocal Borrowing Reimbursements	15.00	67.00	0.00	(67.00)	0.00
10-42-3012 - Nonresident Fees	395.95	3,493.31	2,000.00	(1,493.31)	174.67
10-42-3016 - Scanner Fees	731.43	7,656.62	7,500.00	(156.62)	102.09
10-42-3023 - Activity Fees	2.30	7.10	0.00	(7.10)	0.00
10-42-3099 - Printing and Other Fees	<u>1,265.85</u>	<u>6,384.79</u>	<u>5,000.00</u>	<u>(1,384.79)</u>	<u>127.70</u>
	<u>1,683.38</u>	<u>21,400.43</u>	<u>19,500.00</u>	<u>(1,900.43)</u>	<u>109.75</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
<b><u>Interest</u></b>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	5,260.74	44,694.28	0.00	(44,694.28)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>24,679.43</u>	<u>546,814.40</u>	<u>0.00</u>	<u>(546,814.40)</u>	<u>0.00</u>
	<u>29,940.17</u>	<u>591,571.30</u>	<u>0.00</u>	<u>(591,571.30)</u>	<u>0.00</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	2,005.00	2,055.60	0.00	(2,055.60)	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	22,729.42	24,870.42	0.00	(24,870.42)	0.00
10-47-3030 - Friends of Addison Public Library	<u>462.95</u>	<u>10,525.45</u>	<u>0.00</u>	<u>(10,525.45)</u>	<u>0.00</u>
	<u>25,197.37</u>	<u>80,225.47</u>	<u>0.00</u>	<u>(80,225.47)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>56,820.92</u>	<u>745,857.65</u>	<u>72,192.00</u>	<u>(673,665.65)</u>	<u>1,033.16</u>
Total General Fund Revenues	<u>56,820.92</u>	<u>6,662,546.52</u>	<u>6,036,165.64</u>	<u>(626,380.88)</u>	<u>110.38</u>

**Addison Public Library  
Revenue Report  
For the 10 Months Ended February 29, 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>					
<b><u>Other</u></b>					
80-46-3029 - Interest on IMET	1,298.79	23,160.48	0.00	(23,160.48)	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>1,298.79</u>	<u>23,160.48</u>	<u>100,000.00</u>	<u>76,839.52</u>	<u>23.16</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>1,298.79</u>	<u>23,160.48</u>	<u>100,000.00</u>	<u>76,839.52</u>	<u>23.16</u>
<u>Rebillables Fund</u>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>58,119.71</u>	<u>6,685,707.00</u>	<u>6,136,165.64</u>	<u>(549,541.36)</u>	<u>108.96</u>

# Addison Public Library Expense Report For the 10 Months Ended February 29, 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>
<b><u>General Fund</u></b>						
<b><u>Staffing</u></b>						
10-50-1100 - Staff Salaries and Wages	210,023.56	2,324,527.95	3,150,000.00	825,472.05	73.79	26.21
10-50-2200 - Employer F.I.C.A. Expense	15,812.46	175,156.29	251,070.00	75,913.71	69.76	30.24
10-50-2300 - Employer I.M.R.F. Expense	0.00	132,689.90	206,211.00	73,521.10	64.35	35.65
10-50-2400 - Health Insurance	31,809.65	351,745.93	515,000.00	163,254.07	68.30	31.70
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>257,645.67</u>	<u>2,987,370.07</u>	<u>4,126,531.00</u>	<u>1,139,160.93</u>	<u>72.39</u>	<u>27.61</u>
<b><u>Library Materials</u></b>						
<b><u>Children Services</u></b>						
10-52-3100 - Children Books	4,107.55	59,682.54	72,000.00	12,317.46	82.89	17.11
10-52-3900 - Children Other Expenditures	<u>3,465.07</u>	<u>24,798.56</u>	<u>31,000.00</u>	<u>6,201.44</u>	<u>80.00</u>	<u>20.00</u>
	<u>7,572.62</u>	<u>84,481.10</u>	<u>103,000.00</u>	<u>18,518.90</u>	<u>82.02</u>	<u>17.98</u>
<b><u>Adult Services</u></b>						
10-54-3110 - Adult Books	13,658.42	138,110.67	166,000.00	27,889.33	83.20	16.80
10-54-3900 - Adult Other Expenditures	<u>7,370.95</u>	<u>72,150.71</u>	<u>88,000.00</u>	<u>15,849.29</u>	<u>81.99</u>	<u>18.01</u>
	<u>21,029.37</u>	<u>210,261.38</u>	<u>254,000.00</u>	<u>43,738.62</u>	<u>82.78</u>	<u>17.22</u>
<b><u>Other Library Materials</u></b>						
10-55-3400 - Magazines/News	311.97	9,724.97	11,000.00	1,275.03	88.41	11.59
10-55-3500 - Online Databases	19,154.21	193,224.32	221,000.00	27,775.68	87.43	12.57
10-55-3860 - E-Books	4,292.52	60,590.92	75,000.00	14,409.08	80.79	19.21
10-55-3900 - Other Digital Media	<u>41,903.25</u>	<u>45,153.25</u>	<u>46,000.00</u>	<u>846.75</u>	<u>98.16</u>	<u>1.84</u>
	<u>65,661.95</u>	<u>308,693.46</u>	<u>353,000.00</u>	<u>44,306.54</u>	<u>87.45</u>	<u>12.55</u>
Total Library Materials	<u>94,263.94</u>	<u>603,435.94</u>	<u>710,000.00</u>	<u>106,564.06</u>	<u>84.99</u>	<u>15.01</u>
<b><u>General Contractual Services</u></b>						
10-56-4100 - Legal Fees	339.05	2,927.77	12,000.00	9,072.23	24.40	75.60
10-56-4410 - Collection Agency Fees	151.45	2,085.35	3,500.00	1,414.65	59.58	40.42
10-56-4420 - Equipment Rental & Leasing	0.00	1,113.12	4,000.00	2,886.88	27.83	72.17
10-56-4450 - Accounting Service Fees	1,750.00	19,470.00	23,000.00	3,530.00	84.65	15.35
10-56-4500 - Payroll Service Fees	549.05	42,525.18	55,500.00	12,974.82	76.62	23.38
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>4,979.97</u>	<u>39,890.85</u>	<u>50,000.00</u>	<u>10,109.15</u>	<u>79.78</u>	<u>20.22</u>
	<u>7,769.52</u>	<u>111,862.27</u>	<u>156,400.00</u>	<u>44,537.73</u>	<u>71.52</u>	<u>28.48</u>

# Addison Public Library Expense Report For the 10 Months Ended February 29, 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>
<b><u>Physical Services</u></b>						
<b><u>Utilities and Services</u></b>						
10-58-5100 - Natural Gas Service	0.00	17,861.89	25,000.00	7,138.11	71.45	28.55
10-58-5120 - Water Service	499.45	2,874.10	3,500.00	625.90	82.12	17.88
10-58-5310 - Refuse Disposal Service	452.30	3,574.65	5,000.00	1,425.35	71.49	28.51
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>62,604.00</u>	<u>75,000.00</u>	<u>12,396.00</u>	<u>83.47</u>	<u>16.53</u>
	<u>6,351.75</u>	<u>86,914.64</u>	<u>108,500.00</u>	<u>21,585.36</u>	<u>80.11</u>	<u>19.89</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	3,096.71	7,016.63	11,500.00	4,483.37	61.01	38.99
10-58-5570 - Leased Internet Access Line	<u>475.42</u>	<u>5,135.24</u>	<u>6,000.00</u>	<u>864.76</u>	<u>85.59</u>	<u>14.41</u>
	<u>3,572.13</u>	<u>12,151.87</u>	<u>17,500.00</u>	<u>5,348.13</u>	<u>69.44</u>	<u>30.56</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	1,932.07	28,752.18	35,000.00	6,247.82	82.15	17.85
10-58-5620 - HVAC	0.00	17,292.86	35,000.00	17,707.14	49.41	50.59
10-58-5690 - Other Building Materials & Repair	241.86	5,035.83	22,000.00	16,964.17	22.89	77.11
10-58-5710 - Equipment Maintenance & Repair	<u>429.65</u>	<u>64,146.19</u>	<u>75,000.00</u>	<u>10,853.81</u>	<u>85.53</u>	<u>14.47</u>
	<u>2,603.58</u>	<u>115,227.06</u>	<u>167,000.00</u>	<u>51,772.94</u>	<u>69.00</u>	<u>31.00</u>
Total Physical Services	<u>12,527.46</u>	<u>214,293.57</u>	<u>293,000.00</u>	<u>78,706.43</u>	<u>73.14</u>	<u>26.86</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	0.00	41,120.00	49,000.00	7,880.00	83.92	16.08
10-61-6100 - ILS Services	0.00	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>9,543.98</u>	<u>68,779.12</u>	<u>80,000.00</u>	<u>11,220.88</u>	<u>85.97</u>	<u>14.03</u>
	<u>9,543.98</u>	<u>147,040.01</u>	<u>191,388.00</u>	<u>44,347.99</u>	<u>76.83</u>	<u>23.17</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	0.00	2,332.70	2,000.00	(332.70)	116.64	(16.64)
10-62-7420 - Information Technology	399.00	1,471.56	1,600.00	128.44	91.97	8.03
10-62-7430 - Guest Services	0.00	1,355.00	1,500.00	145.00	90.33	9.67
10-62-7440 - Adult Services	32.00	1,284.87	1,680.00	395.13	76.48	23.52
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	547.98	1,392.46	2,700.00	1,307.54	51.57	48.43
10-62-7470 - Staff In-Service	2,444.16	4,821.75	7,500.00	2,678.25	64.29	35.71
10-62-7480 - Board	0.00	1,450.00	2,500.00	1,050.00	58.00	42.00
10-62-7500 - Community Engagement	(290.18)	2,089.05	3,500.00	1,410.95	59.69	40.31
10-62-7510 - Memberships (Staff & Board)	317.00	8,436.09	11,000.00	2,563.91	76.69	23.31
10-62-7550 - In-State Travel	58.42	5,262.82	7,500.00	2,237.18	70.17	29.83
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>3,508.38</u>	<u>39,910.22</u>	<u>66,575.00</u>	<u>26,664.78</u>	<u>59.95</u>	<u>40.05</u>

# Addison Public Library Expense Report For the 10 Months Ended February 29, 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>
<b><u>Programs</u></b>						
10-64-8100 - Adult Services Programs	1,813.82	17,806.63	23,000.00	5,193.37	77.42	22.58
10-64-8120 - Children Services Programs - General	1,784.83	11,072.15	15,000.00	3,927.85	73.81	26.19
10-64-8160 - Teen Program	814.79	10,701.65	19,000.00	8,298.35	56.32	43.68
10-64-8165 - Community Engagement Program	779.40	3,748.50	5,000.00	1,251.50	74.97	25.03
10-64-8170 - IT Programs	<u>1,882.20</u>	<u>4,692.07</u>	<u>8,000.00</u>	<u>3,307.93</u>	<u>58.65</u>	<u>41.35</u>
	<u>7,075.04</u>	<u>48,021.00</u>	<u>70,000.00</u>	<u>21,979.00</u>	<u>68.60</u>	<u>31.40</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	6,722.53	41,643.14	48,000.00	6,356.86	86.76	13.24
10-64-8220 - Flyers/Brochures	0.00	2,925.01	6,500.00	3,574.99	45.00	55.00
10-64-8910 - Other Promotions	<u>144.12</u>	<u>12,606.67</u>	<u>17,100.00</u>	<u>4,493.33</u>	<u>73.72</u>	<u>26.28</u>
	<u>6,866.65</u>	<u>57,174.82</u>	<u>71,600.00</u>	<u>14,425.18</u>	<u>79.85</u>	<u>20.15</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	527.68	4,520.46	10,000.00	5,479.54	45.20	54.80
10-66-9220 - Guest Services Supplies	20.94	2,278.27	4,000.00	1,721.73	56.96	43.04
10-66-9230 - Adult Services Supplies	168.38	886.60	1,000.00	113.40	88.66	11.34
10-66-9240 - Children Services Supplies	233.66	1,996.42	3,500.00	1,503.58	57.04	42.96
10-66-9245 - Teen Services Supplies	213.65	760.98	1,000.00	239.02	76.10	23.90
10-66-9250 - Materials Management Supplies	4,550.73	26,418.84	35,000.00	8,581.16	75.48	24.52
10-66-9270 - Information Technology Supplies	666.46	18,054.79	20,000.00	1,945.21	90.27	9.73
10-66-9290 - Postage	61.82	5,855.82	10,000.00	4,144.18	58.56	41.44
10-66-9300 - Library Wide Supplies	421.93	8,800.86	10,500.00	1,699.14	83.82	16.18
10-66-9330 - Community Engagement Supplies	<u>41.38</u>	<u>3,853.22</u>	<u>5,000.00</u>	<u>1,146.78</u>	<u>77.06</u>	<u>22.94</u>
	<u>6,906.63</u>	<u>73,426.26</u>	<u>100,000.00</u>	<u>26,573.74</u>	<u>73.43</u>	<u>26.57</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	0.00	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>0.00</u>	<u>58,243.56</u>	<u>82,000.00</u>	<u>23,756.44</u>	<u>71.03</u>	<u>28.97</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	1,935.00	15,520.14	52,692.00	37,171.86	29.45	70.55
10-66-9885 - RAILS Catalog Membership Grant Agreement Expense	<u>20,174.00</u>	<u>33,174.00</u>	<u>0.00</u>	<u>(33,174.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>22,109.00</u>	<u>48,694.14</u>	<u>52,692.00</u>	<u>3,997.86</u>	<u>92.41</u>	<u>7.59</u>

# Addison Public Library Expense Report For the 10 Months Ended February 29, 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>
<b><u>Other Expenses</u></b>						
10-66-9910 - Hardware	12,344.92	42,026.54	50,000.00	7,973.46	84.05	15.95
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	39.26	197.21	1,000.00	802.79	19.72	80.28
10-66-9940 - Cable Broadcast	400.00	3,600.00	4,800.00	1,200.00	75.00	25.00
10-66-9945 - Back to School Fair Expenses	150.78	9,600.00	0.00	(9,600.00)	0.00	100.00
10-66-9950 - Donations	0.00	0.00	500.00	500.00	0.00	100.00
10-66-9955 - PLA Digital Literacy Workshop Incentive	0.00	4,435.22	0.00	(4,435.22)	0.00	100.00
10-66-9960 - Friends of the Library	2,000.00	15,075.51	15,000.00	(75.51)	100.50	(0.50)
10-66-9970 - FUNshine Committee	373.05	2,109.22	3,800.00	1,690.78	55.51	44.49
10-66-9980 - Staff Recognition	189.20	4,009.66	9,000.00	4,990.34	44.55	55.45
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>15,497.21</u>	<u>81,383.75</u>	<u>94,200.00</u>	<u>12,816.25</u>	<u>86.39</u>	<u>13.61</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>44,512.84</u>	<u>261,747.71</u>	<u>328,892.00</u>	<u>67,144.29</u>	<u>79.58</u>	<u>20.42</u>
Total General Fund Expenditures	<u>443,713.48</u>	<u>4,470,855.61</u>	<u>6,014,386.00</u>	<u>1,543,530.39</u>	<u>74.34</u>	<u>25.66</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	250,000.00	250,000.00	0.00	100.00
80-55-1905 - FY 24 Renovation Project	0.00	256,290.01	10,000,000.00	9,743,709.99	2.56	97.44
	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>RFID Project</u></b>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>Rebillables Fund</u></b>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>443,713.48</u>	<u>4,727,145.62</u>	<u>16,264,386.00</u>	<u>11,537,240.38</u>	<u>29.06</u>	<u>70.94</u>

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

All Bank Accounts

February 1, 2024 - March 19, 2024

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
<b>Vendor Checks</b>			
1291	02/02/24	Addison Public Library 500004	2,000.00
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
21303	02/16/24	Arranging Time 112870	150.00
21304	02/16/24	Drawing Board Printing 142819	830.13
21305	02/16/24	Verizon	97.12
21306	02/16/24	Village of Addison: Misc Exp 500010	88.00
21307	02/16/24	Village of Addison: Misc Exp 500010	27.90
21308	02/16/24	Village of Addison: Misc Exp 500010	721.42
21309	02/16/24	Village of Addison: Misc Exp 500010	155.64
21310	02/16/24	Village of Addison: Misc Exp 500010	564.77
21311	02/19/24	Amanda McKay 112310	305.52
21312	02/19/24	Illinois State Police 192254	200.00
21313	02/19/24	Nanette Donohue 240124	190.28
21314	02/19/24	Village of Addison:Health Ins 500011	28,194.70
21315	02/19/24	Village of Addison:Health Ins 500011	2,024.82
21316	02/28/24	ADP, LLC #110146	549.05
21317	02/28/24	Amazon Capital Services 112300	20.27
21318	02/28/24	Andertoons 231182	300.00
21319	02/28/24	DuPage Security Solutions Inc 143105	26.25
21320	02/28/24	Mission Square 231901	2,815.00
21321	02/28/24	Patricia Trampas 261181	80.00
21322	02/28/24	Quill 273145	173.86
21323	02/28/24	Village of Addison - HSA	2,347.28
21324	02/28/24	Village of Addison:Health Ins 500011	279.69
21325	02/29/24	GMG Management Consulting, Inc. 172891	24.00
380114	03/07/24	Amazon Capital Services 112300	481.77
380115	03/07/24	Amazon Capital Services 112300	541.01
380116	03/07/24	Amazon Capital Services 112300	1,401.26
380117	03/07/24	Andertoons 231182	50.00
380118	03/07/24	Angela Mehrman	150.00
380119	03/07/24	Arranging Time 112870	150.00
380120	03/07/24	Baker & Taylor 120290	3,017.42
380121	03/07/24	Blackstone Publishing, Inc 122220	477.88
380122	03/07/24	BMO Harris Bank N.A. - Payments 122301	6,761.18
380123	03/07/24	Carol Leeson	150.00
380124	03/07/24	CDS Office Technologies 131476	594.65
380125	03/07/24	CDW Government 131480	5,971.26
380126	03/07/24	Cengage Learning 131563	11,441.67
380127	03/07/24	Center Point Publishing 131571	287.64
380128	03/07/24	Cheryl Moore 131831	250.00
380129	03/07/24	Comcast 132548	68.82
380130	03/07/24	Comcast 132554	395.89
380131	03/07/24	Crimson Multimedia Dist. 132835	1,138.41
380132	03/07/24	Current Technologies 133170	7,653.18
380133	03/07/24	Demco Inc 141551	66.00
380134	03/07/24	Ehler Investment Partners, LLC 151700	2,837.23
380135	03/07/24	ELM USA, Inc. 152250	1,880.00
380136	03/07/24	GALE/CENGAGE Learning 171152	206.33
380137	03/07/24	Global Equipment Company, Inc 172263	811.41
380138	03/07/24	Itasca Quilters Guild	150.00
380139	03/07/24	Jessica Michna 201755	125.00
380140	03/07/24	Krystyna Jaroc 201175	400.00
380141	03/07/24	North Suburban Carvers	150.00

# Addison Public Library

## Check List

All Bank Accounts

February 1, 2024 - March 19, 2024

Check Number	Check Date	Payee	Amount
380142	03/07/24	OCLC Inc 251352	15.26
380143	03/07/24	Playaway 262219	859.58
380144	03/07/24	Quill 273145	260.09
380145	03/07/24	Rails 281145	9,670.00
380146	03/07/24	Rails 281145	3,670.00
380146	03/07/24	Rails 281145	(3,670.00)
380147	03/07/24	Republic Services #551 122869	452.30
380148	03/07/24	Swan 293316	16,504.00
380149	03/07/24	Telcom Innovations Group, LLC 301530	1,504.38
380150	03/07/24	Todays Business Solutions,Inc 302521	335.84
380151	03/07/24	Unique Management Services Inc 312430	40.00
380152	03/07/24	Village of Addison - HSA	499.45
380157	03/19/24	Adrian Brigham 132518	125.00
380158	03/19/24	Amazon Capital Services 112300	1,235.99
380159	03/19/24	Amazon Capital Services 112300	394.51
380160	03/19/24	Amazon Capital Services 112300	2,066.30
380161	03/19/24	Angelo Sorce Productions 112417	400.00
380162	03/19/24	Baker & Taylor 120290	2,168.79
380163	03/19/24	Baker & Taylor 120300	2,273.82
380164	03/19/24	Baker & Taylor 120310	12,248.05
380165	03/19/24	Bibliotheca, LLC 121830	2,308.56
380166	03/19/24	Center Point Publishing 131571	479.40
380167	03/19/24	Children's Plus, Inc. 131861	2,032.77
380168	03/19/24	Complete Cleaning 132523	5,400.00
380169	03/19/24	Current Technologies 133170	3,360.00
380170	03/19/24	D&Z House of Books Inc 143662	330.68
380171	03/19/24	Ebsco Information Services 151272	3,903.25
380172	03/19/24	Francotyp-Postalia, Inc 162817	61.82
380173	03/19/24	Gabriela Tafolla 162821	9.05
380174	03/19/24	GALE/CENGAGE Learning 171152	820.51
380175	03/19/24	Ingram Library Service 192452	20.40
380176	03/19/24	Inside Edge PR and Media Services	300.00
380177	03/19/24	Kathy Welko 892151	173.94
380178	03/19/24	Lauterbach&Amen LLP 172582	1,750.00
380179	03/19/24	Len's Ace Hardware, Inc. 221567	339.61
380180	03/19/24	Lesley Cyrier 892152	37.62
380181	03/19/24	Library Ideas 221922	929.60
380182	03/19/24	Marti LaHood - 281914	160.00
380183	03/19/24	Mateo Gomez Bedoya	325.00
380184	03/19/24	Matthew Bender Co Inc 231189	261.10
380185	03/19/24	Matthew Williams 892182	53.42
380186	03/19/24	Midwest Tape 231925	45,439.21
380187	03/19/24	Nardi's Pizza 241172	505.25
380188	03/19/24	ODP Business Solutions 251353	30.57
380189	03/19/24	Patti Gebala 892144	17.15
380190	03/19/24	Playaway 262219	63.74
380191	03/19/24	Quill 273145	75.75
380192	03/19/24	Rails 281145	1,000.00
380193	03/19/24	Robbins Schwartz 282514	139.05
380194	03/19/24	Sherie C Shapiro 291967	75.00
380195	03/19/24	Springshare LLC 292750	3,684.00
380196	03/19/24	Technology Management Revolving Fund 132558	378.30
380197	03/19/24	TLC Swag LLC	470.86
380198	03/19/24	Unique Patron Services Solutions 312431	40.00
380199	03/19/24	VisoGraphic 322200	6,722.53
380200	03/19/24	Welcome Wagon 331191	144.12

**Vendor Check Total** 229,016.70

Check count = 113

**Check List Total** 229,016.70

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Addison Public Library 500004 10-66-9960	Friends of the Library	Addison Public Library 500004	2,000.00	1291	02/02/24	<u>2,000.00</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>
Arranging Time 112870 10-66-9840	Per Capita Grant - Current Year	2nd Session - Coaching/training	150.00	21303	02/16/24	<u>150.00</u>
Drawing Board Printing 142819 10-66-9250	Materials Management Supplies	Inv #5325410	830.13	21304	02/16/24	<u>830.13</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9956034933	97.12	21305	02/16/24	<u>97.12</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - March 2024	88.00	21306	02/16/24	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate Identity Theft - March 2024	27.90	21307	02/16/24	<u>27.90</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - March 2024	721.42	21308	02/16/24	<u>721.42</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - January 2024	155.64	21309	02/16/24	<u>155.64</u>

## Addison Public Library Check Register

All Bank Accounts  
February 2024

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	Standard Misc Bill - March 2024	564.77	21310	02/16/24	<u>564.77</u>
Amanda McKay 112310 10-62-7470	Staff In-Service	Mileage reimbursement for SDD 2/23/24	305.52	21311	02/19/24	<u>305.52</u>
Illinois State Police 192254 10-56-4100	Legal Fees	ORI #MS0906144 Cost Center #05309	200.00	21312	02/19/24	<u>200.00</u>
Nanette Donohue 240124 10-62-7470	Staff In-Service	Mileage reimbursement for SDD 2/23/24	190.28	21313	02/19/24	<u>190.28</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBC March 2024	28,194.70	21314	02/19/24	<u>28,194.70</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental March 2024	2,024.82	21315	02/19/24	<u>2,024.82</u>
ADP, LLC #110146 10-56-4500	Payroll Service Fees	Inv #654201223	549.05	21316	02/28/24	<u>549.05</u>
Amazon Capital Services 112300 10-54-3110	Adult Books	INV #1MV1-QKD1-4N73	20.27	21317	02/28/24	<u>20.27</u>
Andertoons 231182 10-64-8160	Teen Program	Cartooning Program 3/7/24	300.00	21318	02/28/24	<u>300.00</u>
DuPage Security Solutions Inc 143105 10-66-9210	Office Supplies	Inv #60598	26.25	21319	02/28/24	<u>26.25</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,815.00	21320	02/28/24	<u>2,815.00</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Outreach & Home Delivery (25.6 mi)	80.00	21321	02/28/24	<u>80.00</u>
Quill 273145 10-66-9300 10-64-8160	Library Wide Supplies Teen Program	Inv #36951203 Inv #36951203	22.10 0.98	21322	02/28/24	<u>173.86</u>

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9945	Back to School Fair Expenses	Inv #36951203	150.78			
Village of Addison - HSA				21323	02/28/24	<u>2,347.28</u>
10-50-2400	Health Insurance	EE & ER HSA Contribution for Payroll 2/28/24	2,347.28			
Village of Addison:Health Ins 500011				21324	02/28/24	<u>279.69</u>
10-50-2400	Health Insurance	VSP - March 2024	279.69			
GMG Management Consulting, Inc. 172891				21325	02/29/24	<u>24.00</u>
10-66-9930	Reciprocal Borrowing Expense	Inv #7524	24.00			
Amazon Capital Services 112300				380114	03/07/24	<u>481.77</u>
10-64-8120	Children Services Programs - General	INV - 171X-3DAQ-M4P1	15.94			
10-66-9970	FUNshine Committee	INV - 114P-Y6QC-PP47	31.94			
10-54-3110	Adult Books	INV - 1FG7-4JTP-MYQ9	16.00			
10-54-3110	Adult Books	INV - 1JXG-499F-QCHN	82.18			
10-54-3110	Adult Books	INV - 1DMV-6DFQ-P1KX	18.99			
10-54-3110	Adult Books	INV - 1QCL-1QGN-QHVM	42.98			
10-52-3900	Children Other Expenditures	INV - 1QPC-HW9D-PCFY	39.99			
10-52-3900	Children Other Expenditures	INV - 1VTQ-43RJ-NLMM	29.99			
10-66-9220	Guest Services Supplies	INV - 1JPN-QFX7-NMDC	20.94			
10-58-5610	Building Supplies	INV - 19XV-6TQM-VG6P	39.04			
10-64-8170	IT Programs	INV - 1QCL-1QGN-QFY4	65.50			
10-66-9245	Teen Services Supplies	INV - 1YMR-YJ33-MPPD	78.28			
Amazon Capital Services 112300				380115	03/07/24	<u>541.01</u>
10-64-8160	Teen Program	INV - 1MV1-HKJN-MVJW	57.45			
10-66-9245	Teen Services Supplies	INV - 1MV1-HKJN-MVJW	44.11			
10-64-8160	Teen Program	INV - 1JPN-QFX7-PFW9	17.86			
10-54-3110	Adult Books	INV - 16MW-LN6N-M9ML	16.95			
10-54-3110	Adult Books	INV - 1GGQ-CCVY-MPH9	49.99			
10-54-3110	Adult Books	INV - 1JMC-HPRV-LWM1	-1.00			
10-52-3900	Children Other Expenditures	INV - 1RVF-DT1Y-MYQC	77.94			
10-54-3900	Adult Other Expenditures	INV - 1M1D-MMQN-R3WW	21.32			
10-54-3900	Adult Other Expenditures	INV - 11TN-LPQ7-NDHX	35.00			
10-54-3110	Adult Books	INV - 11NQ-MH9R-N37L	115.61			
10-54-3900	Adult Other Expenditures	INV - 1QKR-917D-MRKJ	50.08			
10-54-3110	Adult Books	INV - 1HLW-HMTW-N4CT	55.70			
Amazon Capital Services 112300				380116	03/07/24	<u>1,401.26</u>
10-66-9970	FUNshine Committee	INV - 16MW-LN6N-N7T4	153.43			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8170	IT Programs	INV - 1F9F-WLK4-MGW4	540.14			
10-66-9245	Teen Services Supplies	INV - 19RX-3YWT-N9QR	91.26			
10-64-8100	Adult Services Programs	INV - 1LDD-LLLJ-N1CL	45.94			
10-64-8170	IT Programs	INV - 1CQD-XDTD-NGM3	94.73			
10-64-8120	Children Services Programs - General	INV - 1FH4-YNDH-NQMY	223.63			
10-64-8100	Adult Services Programs	INV - 1JRW-VD6K-N7MQ	252.13			
Andertoons 231182				380117	03/07/24	<u>50.00</u>
10-64-8160	Teen Program	Teen Programs 3/7/23	50.00			
Angela Mehrman				380118	03/07/24	<u>150.00</u>
10-64-8170	IT Programs	Angela Mehrman - IT Programs 3/5/24	150.00			
Arranging Time 112870				380119	03/07/24	<u>150.00</u>
10-66-9840	Per Capita Grant - Current Year	Coach/Training Laurie Larson 1/8/24	150.00			
Baker & Taylor 120290				380120	03/07/24	<u>3,017.42</u>
10-66-9250	Materials Management Supplies	INV 2037994560	2,530.61			
10-66-9250	Materials Management Supplies	INV 2037994560	486.81			
Blackstone Publishing, Inc 122220				380121	03/07/24	<u>477.88</u>
10-54-3900	Adult Other Expenditures	Blackstone Publishing, Inc 122220 - INV 2140038	477.88			
BMO Harris Bank N.A. - Payments 122301				380122	03/07/24	<u>6,761.18</u>
10-58-5610	Building Supplies	MENARDS	88.10			
10-64-8100	Adult Services Programs	SAMS CLUB	59.40			
10-62-7470	Staff In-Service	SAMS CLUB	125.28			
10-66-9970	FUNshine Committee	SAMS CLUB	45.04			
10-58-5610	Building Supplies	BLDG SUPPLIES	135.31			
10-58-5610	Building Supplies	MENARDS	559.98			
10-61-6200	Software/Licenses	MY COMMERCE	213.56			
10-64-8170	IT Programs	IT PROGRAM 2/13/24	65.28			
10-64-8170	IT Programs	IT PROGRAMS 2/22/24	106.37			
10-55-3400	Magazines/News	MAGS 1/31/24	175.00			
10-66-9250	Materials Management Supplies	MM SUPPLIES	14.32			
10-55-3400	Magazines/News	MAGAZINES - NEW READER'S PRESS (5 COPIES)	136.97			
10-61-6200	Software/Licenses	SOFTWARE LICENSES	320.04			
10-66-9840	Per Capita Grant - Current Year	PER CAPITA GRANT 2/9/24	995.00			
10-62-7470	Staff In-Service	STAFF IN SERVICE 2/21/24	82.23			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7470	Staff In-Service	STAFF IN SERVICE 2/12/24	1,050.00			
10-62-7470	Staff In-Service	STAFF IN SERVICE 2/12/24	690.85			
10-66-9250	Materials Management Supplies	MM SUPPLIES	14.35			
10-62-7460	Materials Management	CE MM 2/1/24	262.44			
10-61-6200	Software/Licenses	SOFTWARE LICENSE (ANNUAL)	96.90			
10-61-6200	Software/Licenses	ZOOM SOFTWARE LICENSE	15.99			
10-62-7420	Information Technology	CE IT	399.00			
10-61-6200	Software/Licenses	LIGHTSPEED SOFTWARE LICENSE	94.50			
10-61-6200	Software/Licenses	SCREEN CONNECT	39.00			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-61-6200	Software/Licenses	NETWORK SOLUTIONS	54.98			
10-61-6200	Software/Licenses	ZOHO CORP	115.00			
10-66-9980	Staff Recognition	NEW CHINA MANDARIN - STAFF RECOGNITION 2/15/24	15.26			
10-61-6200	Software/Licenses	ZOOM	15.99			
10-66-9840	Per Capita Grant - Current Year	HR SOURCE	315.00			
10-62-7460	Materials Management	LIBRARY JOURNAL ONLINE CLASS	285.54			
10-61-6200	Software/Licenses	ZOHO CORP	123.50			
10-61-6200	Software/Licenses	SCREEN CONNECT	36.00			
Carol Leeson				380123	03/07/24	<u>150.00</u>
10-64-8120	Children Services Programs - General	Carol Leeson - CS PROGRAMS 3/14/24	150.00			
CDS Office Technologies 131476				380124	03/07/24	<u>594.65</u>
10-58-5710	Equipment Maintenance & Repair	CDS Office Technologies 131476 - INV INV1593732	429.65			
10-66-9270	Information Technology Supplies	INV - INV1591785	165.00			
CDW Government 131480				380125	03/07/24	<u>5,971.26</u>
10-66-9910	Hardware	CDW Government 131480 - INV PM85497	5,971.26			
Cengage Learning 131563				380126	03/07/24	<u>11,441.67</u>
10-55-3500	Online Databases	Cengage Learning 131563 - INV NO. 83856715	11,441.67			
Center Point Publishing 131571				380127	03/07/24	<u>287.64</u>
10-54-3110	Adult Books	Center Point Publishing 131571 - INV 2069879	23.37			
10-54-3110	Adult Books	Center Point Publishing 131571 - INV 2076193	23.97			
10-54-3110	Adult Books	Center Point Publishing 131571 - INV 2074210	240.30			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Cheryl Moore 131831				380128	03/07/24	<u>250.00</u>
10-64-8170	IT Programs	Cheryl Moore 131831 - IT PROGRAMS 2/28/24	250.00			
Comcast 132548				380129	03/07/24	<u>68.82</u>
10-58-5510	Telephone	Comcast 132548 - ACCT #20 183 0148973	68.82			
Comcast 132554				380130	03/07/24	<u>395.89</u>
10-58-5510	Telephone	Comcast 132554 - INV 196124514	395.89			
Crimson Multimedia Dist. 132835				380131	03/07/24	<u>1,138.41</u>
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013511	211.48			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013507	84.13			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013508	40.00			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013509	316.33			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013510	180.00			
10-52-3900	Children Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013599	206.47			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist. 132835 - INV 013600	100.00			
Current Technologies 133170				380132	03/07/24	<u>7,653.18</u>
10-66-9910	Hardware	Current Technologies 133170 - INV 14481	6,373.66			
10-61-6200	Software/Licenses	Current Technologies 133170 - INV 14481	1,279.52			
Demco Inc 141551				380133	03/07/24	<u>66.00</u>
10-64-8120	Children Services Programs - General	Demco Inc 141551 - INV 7440873	66.00			
Ehler Investment Partners, LLC 151700				380134	03/07/24	<u>2,837.23</u>
10-56-4900	Other Contracts	Ehler Investment Partners, LLC 151700 - PERIOD 1/1/24-1/31/24	2,837.23			
ELM USA, Inc. 152250				380135	03/07/24	<u>1,880.00</u>
10-56-4900	Other Contracts	ELM USA, Inc. 152250 - INV 64950	1,880.00			
GALE/CENGAGE Learning 171152				380136	03/07/24	<u>206.33</u>

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3110	Adult Books	GALE/CENGAGE Learning 171152 - INV NO. 83855254	206.33			
Global Equipment Company, Inc 172263				380137	03/07/24	<u>811.41</u>
10-58-5610	Building Supplies	Global Equipment Company, Inc 172263 - INV 121545796	24.88			
10-58-5610	Building Supplies	Global Equipment Company, Inc 172263 - INV 121533889	404.43			
10-58-5610	Building Supplies	Global Equipment Company, Inc 172263 - INV 121532439	382.10			
Itasca Quilters Guild 10-64-8170	IT Programs	IT PROGRAMS - 2/2/24	150.00	380138	03/07/24	<u>150.00</u>
Jessica Michna 201755 10-64-8120	Children Services Programs - General	Jessica Michna 201755 - INV JA20240309B	125.00	380139	03/07/24	<u>125.00</u>
Krystyna Jaroc 201175 10-64-8120	Children Services Programs - General	CS PROGRAMS - 3/12/24	400.00	380140	03/07/24	<u>400.00</u>
North Suburban Carvers 10-64-8170	IT Programs	IT PROGRAMS 2/28/24	150.00	380141	03/07/24	<u>150.00</u>
OCLC Inc 251352 10-66-9930	Reciprocal Borrowing Expense	INV - 1000359485	15.26	380142	03/07/24	<u>15.26</u>
Playaway 262219 10-52-3900	Children Other Expenditures	INV - 453014	574.63	380143	03/07/24	<u>859.58</u>
10-54-3900	Adult Other Expenditures	INV - 453499	228.71			
10-54-3900	Adult Other Expenditures	INV - 453497	56.24			
Quill 273145 10-66-9300	Library Wide Supplies	INV - 37248669	106.23	380144	03/07/24	<u>260.09</u>
10-66-9970	FUNshine Committee	INV - 37200433	100.20			
10-66-9300	Library Wide Supplies	INV - 37200433	53.66			
10-66-9300	Library Wide Supplies	INV - 36951203	-9.32			
10-66-9300	Library Wide Supplies	INV - 37026976	9.32			
Rails 281145 10-55-3500	Online Databases	INV - 12094	6,000.00	380145	03/07/24	<u>9,670.00</u>
10-66-9885	RAILS Catalog Membership Grant Agreement Expense	RAILS CATALOG GRANT AGREEMENT 2/19/24	3,670.00			

**Addison Public Library  
Check Register**

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Rails 281145 10-66-9885	RAILS Catalog Membership Grant Agreement Expense	RAILS CATALOG GRANT AGREEMENT 2/19/24	3,670.00	380146	03/07/24	<u>3,670.00</u>
Rails 281145 10-66-9885	RAILS Catalog Membership Grant Agreement Expense	To void Check# 380146 - Rails Catalog Grant Agreement 2/19/24	-3,670.00	380146	03/07/24	<u>(3,670.00)</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	INV - 0551-015880786	452.30	380147	03/07/24	<u>452.30</u>
Swan 293316 10-66-9885	RAILS Catalog Membership Grant Agreement Expense	INV - 10955	16,504.00	380148	03/07/24	<u>16,504.00</u>
Telcom Innovations Group, LLC 301530 10-58-5510	Telephone	INV - A60600	1,504.38	380149	03/07/24	<u>1,504.38</u>
Todays Business Solutions,Inc 302521 10-58-5510	Telephone	INV - 020524-3	335.84	380150	03/07/24	<u>335.84</u>
Unique Management Services Inc 312430 10-61-6200	Software/Licenses	INV - 6121850	40.00	380151	03/07/24	<u>40.00</u>
Village of Addison - HSA 10-58-5120	Water Service	ACCT #5433070004-001	499.45	380152	03/07/24	<u>499.45</u>
Adrian Brigham 132518 10-64-8100	Adult Services Programs	AS PROGRAM 3/21/24	125.00	380157	03/19/24	<u>125.00</u>
Amazon Capital Services 112300 10-66-9270	Information Technology Supplies	INV - 174R-3GX9-1WJM	430.48	380158	03/19/24	<u>1,235.99</u>
10-64-8170	IT Programs	INV - 143V-31MT-YR9T	182.47			
10-54-3110	Adult Books	INV - 1R4L-CY1J-1MGD	11.69			
10-54-3110	Adult Books	INV - 1H93-HWLW-YHX7	-26.00			
10-52-3900	Children Other Expenditures	INV - 1RRP-WRWL-1LXR	148.18			
10-54-3900	Adult Other Expenditures	INV - 1GVH-F3HK-1CGJ	39.99			
10-66-9970	FUNshine Committee	INV - 1KLQ-DJ96-3JJN	23.94			
10-52-3900	Children Other Expenditures	INV - 19XY-VP16-3CTK	45.24			
10-66-9240	Children Services Supplies	INV - 1YPT-Q7MK-AJCH	127.40			
10-66-9230	Adult Services Supplies	INV - 11P1-MR13-37KF	168.38			

# Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3110	Adult Books	INV - 1JXW-K7FV-X76T	32.95			
10-54-3110	Adult Books	INV - 1VMF-D9W4-VKNJ	51.27			
Amazon Capital Services 112300				380159	03/19/24	<u>394.51</u>
10-54-3110	Adult Books	INV - 1NKM-CRPP-WNVF	171.58			
10-54-3900	Adult Other Expenditures	INV - 1K6Q-3RKP-WDYY	69.96			
10-54-3900	Adult Other Expenditures	INV - 1K6Q-3RKP-WDYY	84.59			
10-52-3900	Children Other Expenditures	INV - 1K6Q-3RKP-WDYY	20.99			
10-52-3900	Children Other Expenditures	INV - 1YCQ-M9D1-VLYN	28.39			
10-54-3900	Adult Other Expenditures	INV - 17V1-XDHM-TMN3	19.00			
Amazon Capital Services 112300				380160	03/19/24	<u>2,066.30</u>
10-64-8120	Children Services Programs - General	INV - 1RXD-LT1M-3TF3	596.11			
10-64-8100	Adult Services Programs	INV - 1WGJ-MYHT-3HKM	918.10			
10-64-8120	Children Services Programs - General	INV - 1MPX-4GQL-VQWG	208.15			
10-66-9250	Materials Management Supplies	INV - 1P6P-VTGF-XTHL	38.99			
10-66-9240	Children Services Supplies	INV - 1WDX-H39T-XYF3	106.26			
10-64-8170	IT Programs	INV - 1TLF-M3XK-XQJN	16.56			
10-66-9270	Information Technology Supplies	INV - 1NKM-CRPP-XP6P	70.98			
10-64-8170	IT Programs	INV - 16DJ-KC3T-XKJG	111.15			
Angelo Sorce Productions 112417				380161	03/19/24	<u>400.00</u>
10-66-9940	Cable Broadcast	INV - 0877	400.00			
Baker & Taylor 120290				380162	03/19/24	<u>2,168.79</u>
10-52-3100	Children Books	INV - 2038100046	320.74			
10-66-9250	Materials Management Supplies	INV - 2038100047	16.66			
10-52-3100	Children Books	INV - 2038089483	387.49			
10-66-9250	Materials Management Supplies	INV - 2038089484	17.85			
10-52-3100	Children Books	INV - 2038085797	266.70			
10-52-3100	Children Books	INV - 2038087186	383.11			
10-66-9250	Materials Management Supplies	INV - 2038087187	30.94			
10-66-9250	Materials Management Supplies	INV - 20380885797	5.95			
10-66-9250	Materials Management Supplies	INV - 2038117179	14.28			
10-66-9250	Materials Management Supplies	INV - 2038123770	8.33			
10-52-3100	Children Books	INV - 2038123769	313.23			
10-52-3100	Children Books	INV - 2038117178	403.51			
Baker & Taylor 120300				380163	03/19/24	<u>2,273.82</u>
10-66-9250	Materials Management Supplies	INV - 2038107325	149.94			
10-54-3900	Adult Other Expenditures	INV - 2038107324	527.16			
10-54-3900	Adult Other Expenditures	INV - 2038033818	229.35			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	INV - 2038033819	71.40			
10-54-3900	Adult Other Expenditures	INV - 2038093736	419.43			
10-66-9250	Materials Management Supplies	INV - 2038093737	135.66			
10-66-9250	Materials Management Supplies	INV - 2038128308	149.94			
10-54-3900	Adult Other Expenditures	INV - 2038128307	590.94			
Baker & Taylor 120310				380164	03/19/24	<u>12,248.05</u>
10-66-9250	Materials Management Supplies	INV - 2038107338	92.82			
10-66-9250	Materials Management Supplies	INV - 2038110353	20.23			
10-54-3110	Adult Books	INV - 2038110352	508.18			
10-54-3110	Adult Books	INV - 2038107337	1,968.11			
10-54-3110	Adult Books	INV - 2038089361	1,983.17			
10-54-3110	Adult Books	INV - 2038089984	613.49			
10-54-3110	Adult Books	INV - 2038093917	707.40			
10-66-9250	Materials Management Supplies	INV - 2038089362	70.21			
10-66-9250	Materials Management Supplies	INV - 2038089985	17.85			
10-66-9250	Materials Management Supplies	INV - 2038093918	16.66			
10-54-3110	Adult Books	INV - 2038082306	682.44			
10-66-9250	Materials Management Supplies	INV - 2038082307	32.13			
10-66-9250	Materials Management Supplies	INV - 2037873912	26.18			
10-54-3110	Adult Books	INV - 2038118030	2,058.74			
10-54-3110	Adult Books	INV - 2038123119	695.39			
10-66-9250	Materials Management Supplies	INV - 2038123120	21.42			
10-66-9250	Materials Management Supplies	INV - 2038118031	79.73			
10-66-9250	Materials Management Supplies	INV - 2038131918	24.99			
10-66-9250	Materials Management Supplies	INV - 2038131749	46.41			
10-54-3110	Adult Books	INV - 2038131748	1,475.53			
10-54-3110	Adult Books	INV - 2038131917	512.36			
10-54-3110	Adult Books	INV - 2038136668	580.33			
10-66-9250	Materials Management Supplies	INV - 2038136669	14.28			
Bibliotheca, LLC 121830				380165	03/19/24	<u>2,308.56</u>
10-55-3860	E-Books	CLOUD LIBRARY PURCHASES	2,308.56			
Center Point Publishing 131571				380166	03/19/24	<u>479.40</u>
10-64-8165	Community Engagement Program	INV - 2081287	479.40			
Children's Plus, Inc. 131861				380167	03/19/24	<u>2,032.77</u>
10-52-3100	Children Books	INV - 242288	74.21			
10-52-3100	Children Books	INV - 241555	69.71			
10-52-3100	Children Books	INV - 241992	636.52			
10-52-3100	Children Books	INV - 241904	1,252.33			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Complete Cleaning 132523 10-58-5320	Cleaning Service	INV - C26538	5,400.00	380168	03/19/24	<u>5,400.00</u>
Current Technologies 133170 10-61-6200	Software/Licenses	INV - 14500	3,360.00	380169	03/19/24	<u>3,360.00</u>
D&Z House of Books Inc 143662 10-54-3110	Adult Books	INV - 2024/I164868	330.68	380170	03/19/24	<u>330.68</u>
Ebsco Information Services 151272 10-55-3900	Other Digital Media	INV - 1000225824-1	3,903.25	380171	03/19/24	<u>3,903.25</u>
Francotyp-Postalia, Inc 162817 10-66-9290	Postage	INV - RI10611636B	61.82	380172	03/19/24	<u>61.82</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	OUTREACH & HOME DELIVERY 3/1/24	9.05	380173	03/19/24	<u>9.05</u>
GALE/CENGAGE Learning 171152 10-54-3110 10-54-3110 10-54-3110 10-55-3500	Adult Books Adult Books Adult Books Online Databases	INV - NO.83986992 INV - NO 83982819 INV - NO 83939455 INV - NO 83971318	29.59 25.60 52.78 712.54	380174	03/19/24	<u>820.51</u>
Ingram Library Service 192452 10-54-3110	Adult Books	INV - 80550371	20.40	380175	03/19/24	<u>20.40</u>
Inside Edge PR and Media Services 10-64-8165	Community Engagement Program	CS PROGRAM 2/6/24	300.00	380176	03/19/24	<u>300.00</u>
Kathy Welko 892151 10-66-9980	Staff Recognition	FOR 7 MEMBERS OF GS	173.94	380177	03/19/24	<u>173.94</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	INV - 88365	1,750.00	380178	03/19/24	<u>1,750.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610 10-58-5610 10-58-5610	Building Supplies Building Supplies Building Supplies	INV - 512750/1 INV - 513192/1 INV - 513772/1	93.88 106.31 31.49	380179	03/19/24	<u>339.61</u>

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9330	Community Engagement Supplies	INV - 513772/1	41.38			
10-58-5610	Building Supplies	INV - 514078/1	66.55			
Lesley Cyrier 892152				380180	03/19/24	<u>37.62</u>
10-62-7550	In-State Travel	KIWANIS 2/20/24 (4.2mi x 0.67)	2.81			
10-62-7440	Adult Services	KIWANIS 2/20/24	16.16			
10-62-7550	In-State Travel	KIWANIS 3/5/24 (4.2mi x 0.67)	2.81			
10-62-7440	Adult Services	KIWANIS 3/5/24	15.84			
Library Ideas 221922				380181	03/19/24	<u>929.60</u>
10-52-3900	Children Other Expenditures	INV - 110552	650.72			
10-52-3900	Children Other Expenditures	INV - 110552	278.88			
Marti LaHood - 281914				380182	03/19/24	<u>160.00</u>
10-64-8100	Adult Services Programs	AS PROGRAM 3/14/24 AND 3/28/24	160.00			
Mateo Gomez Bedoya				380183	03/19/24	<u>325.00</u>
10-66-9840	Per Capita Grant - Current Year	PER CAPITA GRANT 3/28/24	325.00			
Matthew Bender Co Inc 231189				380184	03/19/24	<u>261.10</u>
10-54-3110	Adult Books	INV - 40497259	261.10			
Matthew Williams 892182				380185	03/19/24	<u>53.42</u>
10-62-7550	In-State Travel	MEETINGS & NEWSLETTER DISTRIBUTION (39.7 mi)	26.60			
10-62-7500	Community Engagement	TWO KIWANIS MEETING MEALS	26.82			
Midwest Tape 231925				380186	03/19/24	<u>45,439.21</u>
10-55-3860	E-Books	Inv# 505040081	65.00			
10-54-3900	Adult Other Expenditures	Inv# 505023868	219.66			
10-54-3900	Adult Other Expenditures	Inv# 505023869	87.72			
10-54-3900	Adult Other Expenditures	Inv# 505023865	212.92			
10-54-3900	Adult Other Expenditures	Inv# 505023866	73.89			
10-52-3900	Children Other Expenditures	Inv# 505023888	12.74			
10-52-3900	Children Other Expenditures	Inv# 505023884	56.96			
10-52-3900	Children Other Expenditures	Inv# 505023880	84.70			
10-52-3900	Children Other Expenditures	Inv# 505018152	12.74			
10-55-3860	E-Books	Inv# 505024525	514.41			
10-54-3900	Adult Other Expenditures	Inv# 505023887	47.98			
10-54-3900	Adult Other Expenditures	Inv# 505023886	37.48			
10-54-3900	Adult Other Expenditures	Inv# 505023883	75.90			

# Addison Public Library

## Check Register

All Bank Accounts

February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 505023885	50.98			
10-54-3900	Adult Other Expenditures	Inv# 505023882	181.39			
10-54-3900	Adult Other Expenditures	Inv# 505023881	219.66			
10-55-3860	E-Books	Inv# 505056535	477.90			
10-54-3900	Adult Other Expenditures	Inv# 505055824	155.94			
10-54-3900	Adult Other Expenditures	Inv# 505055823	37.47			
10-54-3900	Adult Other Expenditures	Inv# 505055822	68.95			
10-54-3900	Adult Other Expenditures	Inv# 505055820	151.71			
10-54-3900	Adult Other Expenditures	Inv# 505055825	39.72			
10-52-3900	Children Other Expenditures	Inv# 505055831	20.23			
10-52-3900	Children Other Expenditures	Inv# 505055835	80.96			
10-52-3900	Children Other Expenditures	Inv# 505055834	44.98			
10-54-3900	Adult Other Expenditures	Inv# 505055833	21.58			
10-54-3900	Adult Other Expenditures	Inv# 505055832	14.24			
10-54-3900	Adult Other Expenditures	Inv# 505055830	22.49			
10-54-3900	Adult Other Expenditures	Inv# 505055829	14.99			
10-54-3900	Adult Other Expenditures	Inv# 505055828	17.99			
10-54-3900	Adult Other Expenditures	Inv# 505055827	19.49			
10-54-3900	Adult Other Expenditures	Inv# 505055826	56.22			
10-54-3900	Adult Other Expenditures	Inv# 505086427	44.23			
10-54-3900	Adult Other Expenditures	Inv# 505086425	32.98			
10-54-3900	Adult Other Expenditures	Inv# 505086422	119.97			
10-54-3900	Adult Other Expenditures	Inv# 505086423	29.99			
10-54-3900	Adult Other Expenditures	Inv# 505086431	56.23			
10-52-3900	Children Other Expenditures	Inv# 505085933	64.45			
10-52-3900	Children Other Expenditures	Inv# 505085934	11.24			
10-52-3900	Children Other Expenditures	Inv# 505086421	53.97			
10-52-3900	Children Other Expenditures	Inv# 505086424	350.88			
10-52-3900	Children Other Expenditures	Inv# 505086426	280.40			
10-54-3900	Adult Other Expenditures	Inv# 505086428	37.48			
10-54-3900	Adult Other Expenditures	Inv# 505086429	14.99			
10-54-3900	Adult Other Expenditures	Inv# 505086430	20.99			
10-54-3900	Adult Other Expenditures	Inv# 505085938	224.11			
10-54-3900	Adult Other Expenditures	Inv# 505086420	68.22			
10-54-3900	Adult Other Expenditures	Inv# 505085937	108.69			
10-54-3900	Adult Other Expenditures	Inv# 505085936	34.77			
10-54-3900	Adult Other Expenditures	Inv# 505085935	119.96			
10-54-3900	Adult Other Expenditures	Inv# 505085932	47.67			
10-55-3900	Other Digital Media	Document# 505089520	38,000.00			
10-52-3900	Children Other Expenditures	Inv# 505110085	52.48			
10-52-3900	Children Other Expenditures	Inv# 505124587	69.71			
10-54-3900	Adult Other Expenditures	Inv# 505120749	90.69			

## Addison Public Library Check Register

All Bank Accounts  
February 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 505124580	18.74			
10-54-3900	Adult Other Expenditures	Inv# 505124581	47.22			
10-54-3900	Adult Other Expenditures	Inv# 505120748	74.20			
10-54-3900	Adult Other Expenditures	Inv# 505124583	14.99			
10-54-3900	Adult Other Expenditures	Inv# 505124582	26.98			
10-54-3900	Adult Other Expenditures	Inv# 505124586	12.73			
10-54-3900	Adult Other Expenditures	Inv# 505124585	11.24			
10-54-3900	Adult Other Expenditures	Inv# 505124584	26.98			
10-54-3900	Adult Other Expenditures	Inv# 50120743	30.73			
10-54-3900	Adult Other Expenditures	Inv# 505120744	151.35			
10-54-3900	Adult Other Expenditures	Inv# 505120746	116.19			
10-54-3900	Adult Other Expenditures	Inv# 505120747	114.93			
10-52-3900	Children Other Expenditures	Inv# 505130862	44.99			
10-52-3900	Children Other Expenditures	Inv# 505130860	122.22			
10-66-9250	Materials Management Supplies	Inv# 505125018	565.98			
10-55-3860	E-Books	Inv# 505148995	926.65			
Nardi's Pizza 241172				380187	03/19/24	<u>505.25</u>
10-64-8160	Teen Program	INV - 408421	90.00			
10-64-8100	Adult Services Programs	INV - 408419	40.00			
10-64-8160	Teen Program	INV - 408420	90.00			
10-64-8160	Teen Program	INV - 408418	90.00			
10-64-8100	Adult Services Programs	INV - 408418	58.25			
10-66-9970	FUNshine Committee	INV - 197019	18.50			
10-64-8160	Teen Program	INV - 408422	118.50			
ODP Business Solutions 251353				380188	03/19/24	<u>30.57</u>
10-66-9210	Office Supplies	INV - 352713806001	6.59			
10-66-9210	Office Supplies	INV - 353826634001	13.99			
10-66-9210	Office Supplies	INV - 353870771001	9.99			
Patti Gebala 892144				380189	03/19/24	<u>17.15</u>
10-62-7550	In-State Travel	MILEAGE	17.15			
Playaway 262219				380190	03/19/24	<u>63.74</u>
10-54-3900	Adult Other Expenditures	INV - 454679	63.74			
Quill 273145				380191	03/19/24	<u>75.75</u>
10-66-9250	Materials Management Supplies	INV - 37313515	75.75			
Rails 281145				380192	03/19/24	<u>1,000.00</u>
10-55-3500	Online Databases	INV - 12107	1,000.00			

**Addison Public Library  
Check Register**

All Bank Accounts  
February 2024

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Robbins Schwartz 282514 10-56-4100	Legal Fees	INV - 139.05	139.05	380193	03/19/24	<u>139.05</u>
Sherie C Shapiro 291967 10-64-8100	Adult Services Programs	AS PROGRAMS 3/21/24	75.00	380194	03/19/24	<u>75.00</u>
Springshare LLC 292750 10-61-6200	Software/Licenses	INV - 24-R1277	3,684.00	380195	03/19/24	<u>3,684.00</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	INV - T2416063	378.30	380196	03/19/24	<u>378.30</u>
TLC Swag LLC 10-66-9210	Office Supplies	INV - AL022924	470.86	380197	03/19/24	<u>470.86</u>
Unique Patron Services Solutions 312431 10-61-6200	Software/Licenses	INV - 6123940	40.00	380198	03/19/24	<u>40.00</u>
VisoGraphic 322200 10-64-8210	Newletter	INV - 240279	6,722.53	380199	03/19/24	<u>6,722.53</u>
Welcome Wagon 331191 10-64-8910	Other Promotions	INV - 135132-03	144.12	380200	03/19/24	<u>144.12</u>

**Check List Total** 229,016.70

Plus February payroll for 2024: \$225,836.02  
Grand Total: \$454,852.72

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

**Board Meeting            3/19/2024**

<u>Description</u>	<u>Amount</u>
Payroll	\$225,836.02

**Approved by Board of Trustees**

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

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

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

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



## DIRECTOR'S REPORT – FEBRUARY 2024

**PERSONNEL** – We still have one vacancy for a part-time Collection Development Specialist. We are reviewing applications and scheduling interviews. We've had no additional turnover, and so should be back to full staffing very soon.

Our Staff Development Day was a great success. In our follow-up survey, staff were asked what they liked best about the day. Here are a few of the responses:

- *It was nice to have the SWAN staff here to answer questions. The Gale rep was also great.*
- *The passive activity was really fun to do and helped me interact with people who I don't normally get to interact with,*
- *The session on advocacy. The presenters were great, and I hope it dispelled the thought of advocacy just being talking to legislators, etc. for anyone who may have thought that.*
- *The best part of Staff Development Day was the fun energy that everyone had. Everyone was ready to learn new things and try new things out.*
- *I like the flow of the day, the mix of fun and educational sessions. Everything seemed to be just the right length this time too. I was also impressed by the baked potato bar, much better than expected!*

We also asked for suggestions on how we can improve when planning future Staff Development Days, and got some great feedback, such as:

- *During the talks in the large room, the volume could be a little bit louder.*
- *The Children's Program screen was a little too small for a Zoom presentation, but I understand it was a last-minute fix for a presenter who couldn't make it in person.*
- *It seems like some of the sessions started early, which meant even getting there on time was disruptive (but maybe I should have just come early, given the generous time in between!).*

We also received several responses to this question similar to this one: I can't think of anything specifically. I enjoyed all the sessions I attended.

While it takes an incredible amount of time and effort to plan these days, they are invaluable for teambuilding and the learning opportunities we can offer to staff. I am grateful to the Board for their support, allowing us to do this twice each year.

**FOIA** – We sometimes go several months without receiving any Freedom of Information Act requests. This was not such a month. Since the last Board meeting, we have received and responded to the following FOIA requests:

1. SmartProcure is submitting a commercial FOIA request to the Addison Public Library for general purchasing records from 10/5/2023 to the current request date of 2/1/2024. Request details are as follows:

Our request is limited to readily available, fully electronic documents.

For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text. Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.

Responsive reports include those containing the following details per purchase:

- 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
  - Purchase Date
  - Line item details
  - Line item quantity
  - Line item price
  - Vendor ID number, name, address, contact person and their email address
2. I am requesting the video cam feed/footage from the Addison Public Library outside camera (W side of the entrance) from 4 PM to 430PM on 2/23/24. (Requested by private citizen.)
  3. Addison Police Department filed a request for the same footage from 2/23/24.
  4. I was interested in seeing the invoices billed to the library from the period of 11/09/2023 - 02/09/2024 for any janitorial supplies purchased for its use.
  5. Under the Freedom of Information Act, I am requesting the following documents:
    - A list of all current employees of the Library that includes their name, title, date of hire, and wage/salary.
    - A copy of the current personnel policy manual for employees of the Library.
    - Copies of all salary and wage scales in effect for employees of the Library.
  6. What is the Library’s current fund balance?

#1 and #4 were commercial requests, which means we had 21 days to respond. We have 5 business days to respond to FOIA requests that are not requests for a commercial purpose. One of the requests included a request to expedite because it was needed for a legal hearing the following day. I’m pleased to say we were able to honor that request thanks to a team effort by multiple staff. Several members of the Administration and IT Departments and even our accounting firm helped us fully respond to all of these requests within the required timelines.

**STATEMENTS OF ECONOMIC INTEREST** – You should have each received an email from the DuPage County Clerk with instructions on filing your Statement of Economic Interest. This is an annual requirement for board members and selected staff members to disclose their financial interests. You can file online at: <https://ei.dupagecounty.gov/SEI/Login.aspx>

If you have any questions regarding the Statement of Economic Interest, please view the informational resources we have provided on our website:

<https://www.dupagecounty.gov/CountyClerk/EconomicInterest/>

**You must complete your statement no later than Monday, May 1, 2024 in order to be in compliance with the law.**

In accordance with the Illinois State Statute, failure to file by Monday, May 1, 2024 may result in a \$15 late filing fee. Individual filers who submit their statement after the May 1 deadline must pay the \$15 late fee online by credit card or checking account debit. Failure to file by June 1, 2024 may result in forfeiture of office or position of employment.

**RAILS CATALOG MEMBERSHIP GRANT** – As you may recall, we received a \$33,147 grant from RAILS for our migration to SWAN. This amount was based on estimated costs, and because our migration went so smoothly, the final invoice was \$3600 lower than we'd expected. Brooke reached out to RAILS and learned that we should return the unexpended grant funds by issuing a check for the remaining balance to RAILS. This check will be included in the monthly disbursements for the Board's approval at the March board meeting. (While I hate having to return money or leave money on the table, it is a testament to the hard work of our staff and the clean records in our database that ensured such a smooth migration process, which is something we should all be proud of.)

**AUDIT** – Donna and I met this month with our audit team from Sikich to review several planning issues as we prepare for the annual audit which take place over the summer. They reviewed several new statements from the Governmental Accounting Standards Board (GASB) that will impact us. Some of these, such as GASB #96, which addresses subscription-based information technology arrangements will be implemented this year. Others, like GASB #101 which is on value of compensated absences, won't take effect until next year, so we have some more time to determine how to gather the information we'll need in order to comply. Gina King, who we've worked most closely with in recent years, will still be part of our team, but has taken on a new role within their firm, and so our new primary contact will be Bradley Johnson. Leading the team for Sikich again this year is Nick Bava, who presented last year's audit to the Board last October. Our audit timeline was set up again in conjunction with the Village's audit, and the same team will be working on ours and theirs simultaneously. This arrangement has worked well since there is some shared reporting between us for things like the actuarial report for IMRF.

**DIRECTOR DOES MY JOB** – I recently got the opportunity to spend some time in the Materials Management Department when Acquisitions Associate Steven collected on the *Director Does my Job* prize he won last Halloween. He got paid time off while I filled in for him, processing books. I enjoyed my time in their department and I found out that I actually enjoy processing materials to get them ready to go out on the shelves! Angela who works in Adult Services won *Director Does my Job* for one of our recent Staff Development Day activities, so I'll be filling in for her soon as well.

On a similar note, but not as part of a prize, I recently filled in one evening at the Guest Services desk when one employee was out sick. I have not worked in that department since we migrated to SWAN, so although I had done the training, it was great practice for me to do just basic transactions like checking out materials. Jessica, who was working with me, was very patient in

answering my questions and guiding me through areas where I needed help, even while she was trying to get her own work done.

All of these experiences are helpful for me to gain a better understanding of the work done in various departments and just a better perspective of library operations from a different vantage point. While I only do this occasionally, I very much enjoy the change of pace from my regular duties.

**PASSING COMMENTS** – We get a lot of feedback from our users through the Patron Comment Cards, but staff also receive a lot of verbal feedback that they sometimes want to pass on to us (Library Board and Administration), so Brooke recently set up a form for staff to submit things to us, which we're calling *Passing Comments*. Here are just a few of the things that have been submitted so far:

- *My girls love Thunder Mursdays (the teen murder mystery program). They have an absolute blast and are just in love with it and with all of you. They are constantly talking about it and telling me all about the mystery and the clues. They've been telling their friends all about it, and one of them is going to come too. I think you're developing really good cognitive things for them, and one day they're going to benefit from it.*
- *Adult patron giving his dad a tour of the library. The patron said, "We have the best library! I wanted to give my dad a tour!"*
- *A patron mentioned that they hoped there would be plans for a "nursing" room for patrons in the renovations. Although they were past the point of needing one, they wished we had one when they were nursing their children. They said they "made do" but that it would have been nice.*
- *Thank God for the library because if not the library, then who would help with all these things? I see what you all do dealing with people all day, and it's not easy.*
- *I love this library. It is my favorite part of Addison. I have a grandson in Texas, and I always bring a book when I visit him. He asked me why, and I said books are one of my favorite things. I can always have a new one because I get them from the library!"*
- *An adult said this to their child in Spanish while they were making origami at Maker Day. "Que bonito que tengamos un lugar donde hacer este tipo de cosas juntos." English translation: "How nice that we have a place where we can do these kinds of things together!"*

I will continue to monitor new *Passing Comments* submissions and share them in future monthly reports.

# ADULT SERVICES – FEBRUARY 2024

## SNAPSHOT

February is always a transition month for AS and this year was no different. The department wrapped up several projects, like Winter Reading, during which we distributed 125 winter reading kits to adults. The prep work for the next newsletter was also in full gear. Staff were busy preparing for the next session of Books & Bites, two passive programs, the solar eclipse, and the new Everyday Heroes program, just to name a few!



*Chef Violeta showing off a final product from the cookie decorating class!*

The month wasn't all planning, we also featured two unique food themed programs with Cookie Decorating with Chef Violeta and Coffee Tasting and Talk with KRIBI Coffee. Cookie decorating allowed for an interactive way to teach patrons a new hands-on skill and coffee tasting introduced our community to the process of how coffee is made from farm to cup, including a focus on sustainable practices, all while also featuring a black owned business. In addition to being fun, these programs tie to our core services, values, and our purpose by fostering lifelong learning, offering a dynamic programming, and celebrating cultural inclusiveness. Following the cookie decorating event one patron shared the following comment, "Chef was wonderful. Her instructions were clear and concise. She had a nice variation of techniques demonstrated and just the right amount to complete within the hour. The event was well organized. Haven't tasted them yet because they look so nice. The bakery fresh buttery smell with the sweet frosting is intoxicating. I always enjoy the coffee to sip while talking to others. Made for such an enjoyable evening. Thank you."

While we love these unique big events, we never want to lose sight of our regularly occurring services and programs and the great impact they have on our patrons. There were two great examples of this in February. First, social services continued to be in high demand this month with Narze and Yesenia conducting 75 appointments. Second, on the second Tuesday

of every month we offer our long-standing book group. This month, one patron succinctly expressed why groups like this are so important. "I had a fun time meeting new people that also read this book. I loved how everyone was engaged with discussing the book and many of my questions regarding the story and plot were answered by attending this book discussion. I really loved the insights other members had in the club. They mentioned things I didn't even consider and now I have a deeper appreciation of this book than I did before."

### Success Stories

In February, Ana visited the weekday ESL COD classes to promote the English Reading Circle & Conversation Group. After her visits, many students visited the second floor to pick up a Literacy Kit and talk to Ana. Ana was then able to connect with a patron and further discuss the Reading Circle. The patron came the next day to the Reading Circle and really enjoyed it. The following Monday Ana overheard the same patron encourage a couple of their classmates to come to the Reading Circle the next day because they loved it so much!

A woman came to the Adult Services desk who recently got her library card. She said she had just gotten out of a relationship and was looking for ways to put herself first and work towards self-improvement. She was excited about all the programs the library offers and Angela signed her up for business services programs, adult services tech classes, and signed up her grandchildren for children's services programs.



*Mateo, our Elmhurst University Intern, teaching our Read & Write in Spanish course.*

# COMMUNITY ENGAGEMENT

## FEBRUARY 2024



### SNAPSHOT

- Community Engagement was excited to welcome Claire, who joined the team on Valentine's Day!
- As the Staff Liaison, Patti worked alongside the Friends of the Library to prepare 2 separate sets of books for local middle school and high school students who were collecting donations.
- Matt collaborated with AS Specialists Angela & Sara on a 3-part Microsoft Word Basics series, offered in both English and Spanish. In this series, students learned how to create a Word document and then extended their learning by creating a cover letter in their last session.
- Beyond the library, Matt joined the newly formed DuPage County Employment Coalition. This group of local agencies is led by the Ray Graham Association with the intention to "identify employment barriers for people with disabilities in DuPage County".
- Upon seeing the social media post about the Staff Development Day, Addi-Zone reached out to Matt about donating beverages. Staff were pleasantly surprised by this act of kindness!



### PROJECTS / COMMITTEES

- **Marketing:** In coordination with the programming team, Samantha has updated the Summer Reading Marketing Materials spreadsheet, that helps keep track of all the promotional materials that will need to be designed and printed for this upcoming Summer Reading program. Samantha has also started to brainstorm logo designs that will tie into the adventure/travel theme.
- **Funshine:** Samantha has joined Funshine for another term! Their next big project will be planning a fun week of goodies and activities for National Library Week.
- **Pathways to Success Grant:** Matt and Ana completed the weekly training for Pathways to Success. They finalized a drafted implementation plan and sent it to the Howard County Public Library System. Once Matt and Ana meet with staff from Howard County to finalize the implementation plan, funding will be awarded. While waiting to hear back about the implementation plan, Matt and Ana are brainstorming curriculum ideas.



### STATISTICS

- The CE department participated in 4 outreach events & connected with 62 community members!
- Number of New Job Toolkits distributed: 21
- 22 one-on-one appointments with Job Seekers & Business Owners
- Business Library Accounts: 2 new library cards
- 79.5 hours of community service

*From Top to Bottom: Staff members enjoying beverages from AddiZone during Staff Development Day; One of the boxes the Friends donated to the student; The spread of books at Clarendale Senior Living; Staff working together to quickly sort materials during Library Olympics.*

# CHILDREN'S SERVICES – FEBRUARY 2024

## SNAPSHOT

### Highlights from February:

- Local presenter Krystyna Jaroc joined us to do a Valentine's Day Craft with participants. The craft she chose worked well for the wide variety of ages who attended.
- Participants were very excited to paint and create in our program Watercolor Painting with Brigit. Brigit is a local presenter who is also a former APL staff member! Brigit led participants step-by-step through the process of painting a baby seal and winter background.
- Debbie was the point person for the DuPage Children's Museum staff during the CareCon event on Feb. 10. She guided them through setup and with patron interactions throughout the event.
- Betsi planned and presented a No-Sew Blanket program, demonstrating to patrons how to cut and tie their own fleece blankets. Patrons were happy to take home their own completed blanket.
- Julia planned and Brittany presented a LEGO Challenge: Save the Minifigures program for elementary schooled aged-children. Participants used their science skills to break LEGO Minifigures free from their icy prisons.
- Louise visited the 1<sup>st</sup> graders at Army Trail and presented stories about kindness and friendship. The group highly enjoyed the Romero Britto-inspired heart design activity, which was originally created by Betsi as a take-home craft.
- In honor of Black History Month, Alejandra made a special Book Cover Scavenger Hunt featuring titles with Black main characters and Black creators.



## STATISTICS

Continuing Education: 30 hours total

Children's Programs: 29 programs, 548 participants (includes onsite and offsite programs)

Multigenerational Programs: 1 program; 14 participants

Passive Programs: 5 passive programs; 526 participants | Appointments: 9

Reference Questions: 188 | Scan/Fax Questions: 131 | Directional Questions: 82 | Teacher Resource Room: 7

Book Displays: Black History Month (Opto), Read Your Heart Out, Architects & Engineers, If You Like ... *Hatchet*.



# GUEST SERVICES – FEBRUARY 2024

## SNAPSHOT

Jessica Hernandez rejoined the GS staff on February 20, 2024. Jessica previously worked in Guest Services but left to attend school out of state and is now back in state.

Thanks to the Board of Trustees for allowing the library to close for Staff Development Day. All GS staff except 1 were able to attend for at least part of the day. It was a great time to learn and work together.

Margaret (21 years) and Kathy (5 years) celebrated their anniversaries in February.

Eva completed 1 translation for a total of 15 minutes in February.

Guest Services Associates continue to work on putting barcode numbers on videogames.

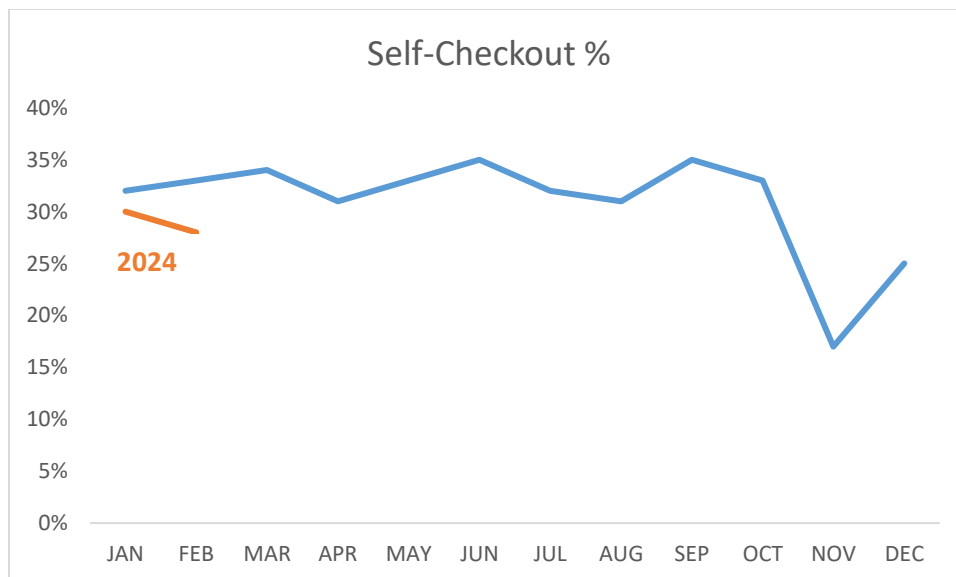
Additional clean-up of library accounts was performed to purge expired accounts following record retention guidelines.

## STATISTICS

There were 7 curbside pick-ups in February.

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

Self-checkouts are still down because people do not know their PIN and do not understand how to check out other libraries' items at the self-check machines. GS staff is working with patrons to help them with both issues.



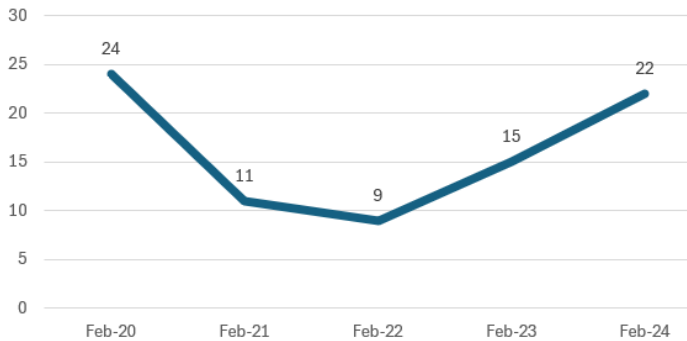
# IT SERVICES – February 2024

## SNAPSHOT (Patron Questions Answered at the Tech Help Desk)

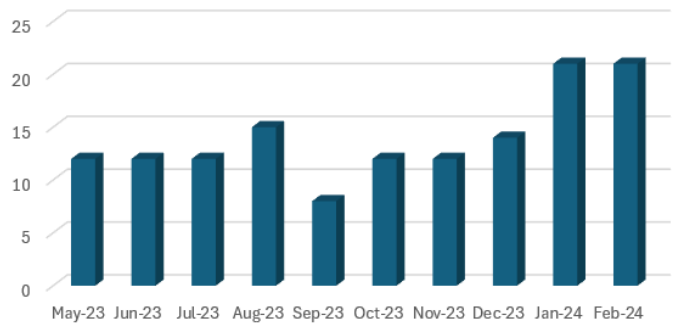
The IT Services department, like other public services departments, uses Gimlet to track how many patron questions we have answered.

- The number of patron questions answered at the Tech Help Desk is bouncing back toward the pre-pandemic level, even though we are still 9% short.
- During the current fiscal year, we answered more patron questions during the first two months of 2024 than prior months.

Patron Questions Answered @ Tech Help Desk  
(Daily Average during the Month of February: 2020 - 2024)



Patron Questions Answered @ Tech Help Desk  
(Daily Average)



## PROJECTS

### The IT Services Associates

- Answered a total of 622 questions in February 2024, averaging 22 per day.
- Two veteran IT Associates helped train two new employees with routine Tech Help Desk tasks.

### The Creative Services Coordinator

- Spent most of the month finalizing details and preparing kits for the upcoming Maker Day on March 5.
- Conducted 10 scheduled one-on-ones, compared to 12-14 per month on average.
- Set up Appointment Schedulers and changed LibCal Booking Forms.

### The IT System Administrator

- Responded to and resolved a total of 44 IT tickets.
- Responded to and resolved phone outage issue on February 11.
- Conducted Keeper Security password manager trial.

### The Head of IT Services

- Completed the PCI compliance requirements by Secure Trust.
- Worked with the IT System Administrator and Network Consultant on troubleshooting a phone outage issue.
- Collaborated with other staff members to onboard new IT Associates.

## STATISTICS

- The creative program attendance became slightly better than last month, averaging 3.2 people per class in February versus 2.1 in January.
- The Sublimation Printing class had no patron attendance, despite 5 people on the registration list and 8 on the waiting list. The Creative Services Coordinator sent two reminder emails yet was disappointed to see so many no-shows. They decided to experiment with a different approach by delaying the registration for March and April classes. Hopefully, this will help prevent patrons from impulse registering as soon as they receive the library newsletter.



# MATERIALS MANAGEMENT – FEBRUARY 2024

## SNAPSHOT

Welcome Eden, our new Cataloging Specialist to the department! Eden brings a wealth of library experience, and we look forward to having her part of the team. She will spend the next couple of weeks learning local cataloging practices.

Raghda worked on bundling up magazines for the sale! She withdrew over 200 hundred magazines.

Jenny and Karen are working together to get answers about how our patron information is being handled by our database and downloadable vendors. This is part of the Privacy Audit Committee that Jenny is part of.

## PROJECTS

Jenny will be taking over the selection of materials for the comics/graphic novel fund, as part of her goal this year. She met with Karen and Allie to get guidelines and best practices.

Karen went over Teams and how to use it with Diana. Diana is starting on a goal for the Library Aides and this is the kick-off for her using Teams and setting up files.

Steven created stuffed bags for Staff Development Day. Sue also helped Funshine with packing bags.

Karen worked on getting two children's databases, Scholastic Go! and LOTE4KIDS.

Jenny, Karen, and Sue met with the children's staff to discuss the Esteem audit, Favorites, children's database promotions, and more.

## STATISTICS

MM staff completed 43.25 hours of CE.

MM staff added **1,720** items.

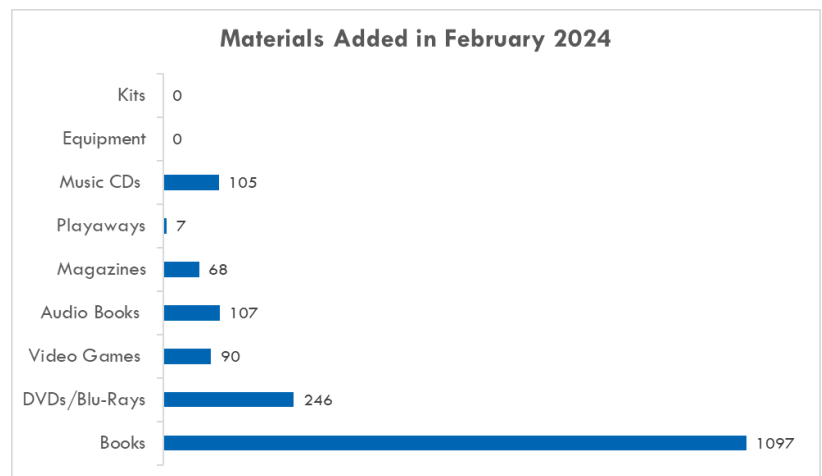
MM staff withdrew **1,430** items.

Library Aides shelved **282** carts.

APL patrons borrowed **26** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: 6.6 days.

APL sent **298** items to other libraries through interlibrary loan.





# TEEN SERVICES – FEBRUARY 2024

## SNAPSHOT



We held our second Care Con, an event highlighting mental and physical health for all ages. Participants could get a free health screening, play at the DuPage Children’s Museum pop-up, sign up for WIC and receive a child health screening, pet two trained therapy dogs, or try out fidget toys and other tools at the Sensory Station. 18 local providers also hosted tables throughout the building with giveaways and information about their services. About 180 people attended the event, 21 met with WIC, and 29 received a free health screening from ICNA. We love that the library can bring community services together for patrons to explore in a welcoming, family-friendly environment.

Our NEDSRA partner, who hosted the Sensory Stations, wrote us afterward and said: I just wanted to send a thank you for everything you and your colleagues do for the community. A few junior high and high school students spent quite a bit of time with me this afternoon and it was crystal clear how important the library is to them as a place to spend time safely. Not only are the services you provide essential to a community like Addison, the people providing them are top notch! Care Con is such a great opportunity for Addison and NEDSRA and I am happy to be part of it.

Courtney developed a game to teach teens about spotting AI generated images. The first week, teens used sticker voting to guess which images were real and which were AI. The next week, they found out the answers, how many of their peers got it right, and how to detect AI flaws in each photo.

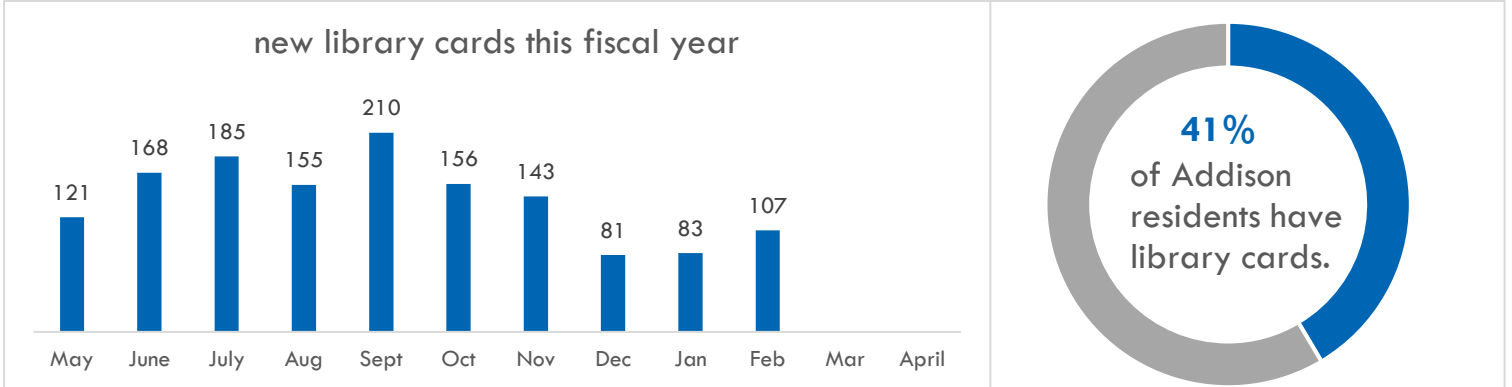


# February 2024 Library Usage Report

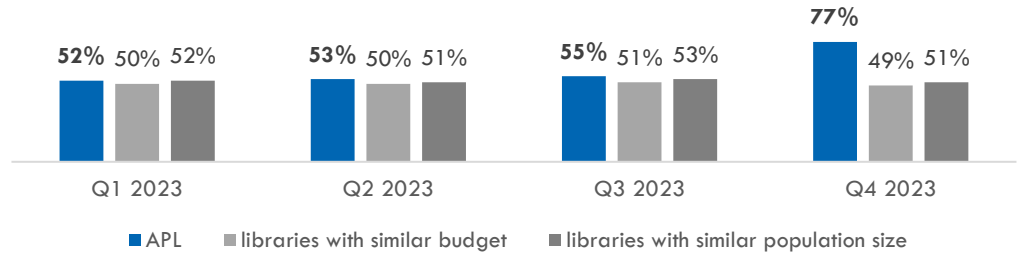


## Library Cards

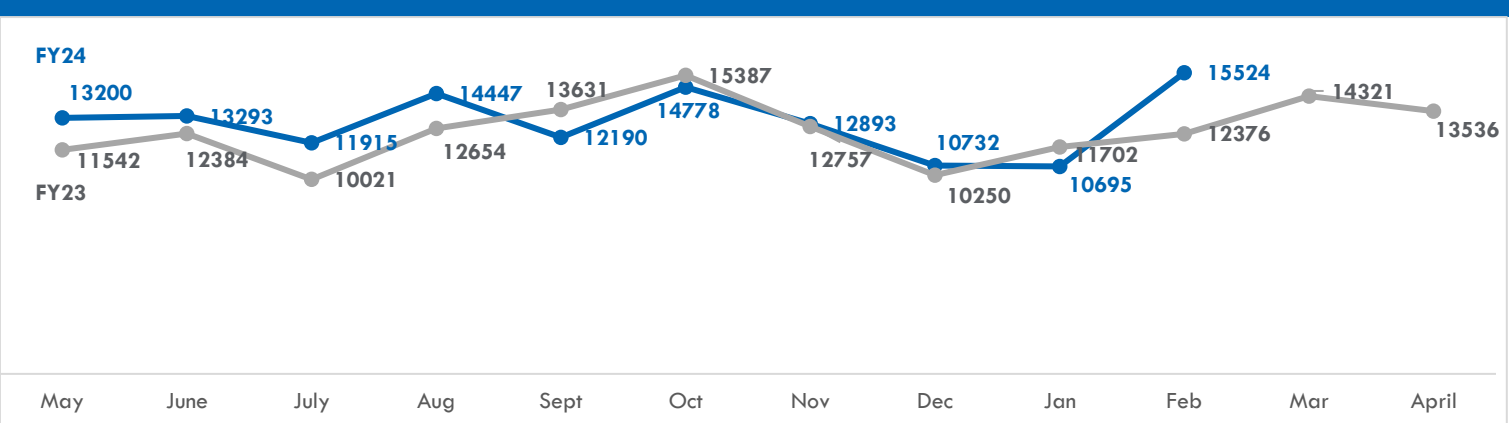
107 new library cards this month.



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

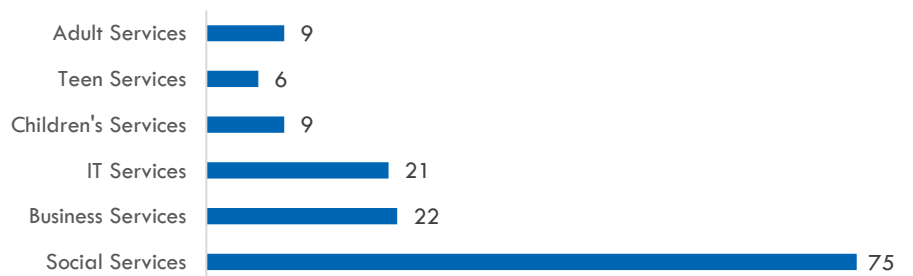


## Library Visits



## 1-on-1 appointments

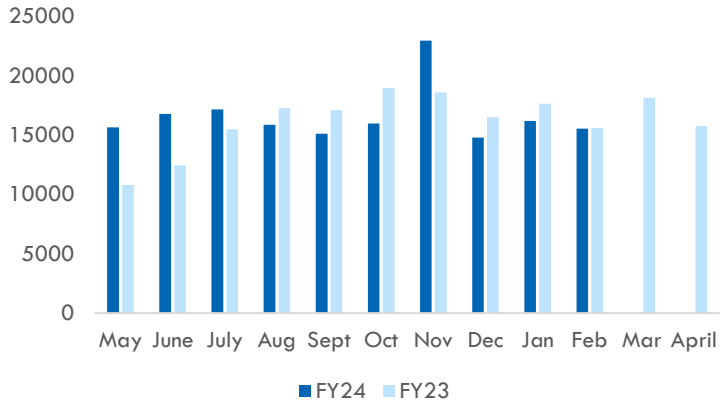
- 142 1-on-1 appointments
- 2118 computer logins
- 998 wifi sessions
- 60 large meeting room bookings
- 666 study room bookings
- 5 Creative Studio bookings
- 40 Sound Studio bookings



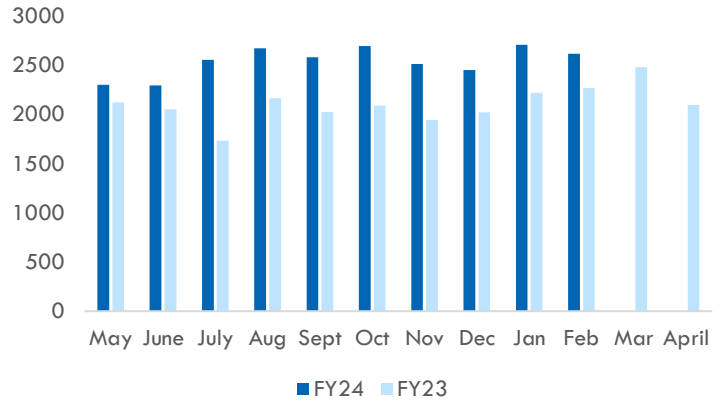
# Circulation

18154 total checkouts this month.

physical item checkouts

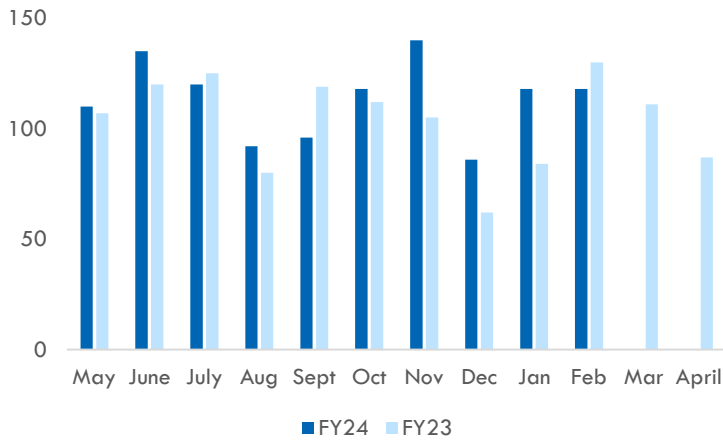


digital checkouts

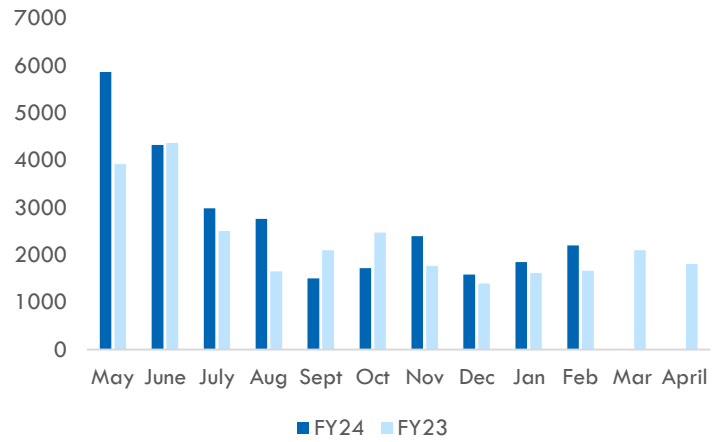


# Programs & Outreach

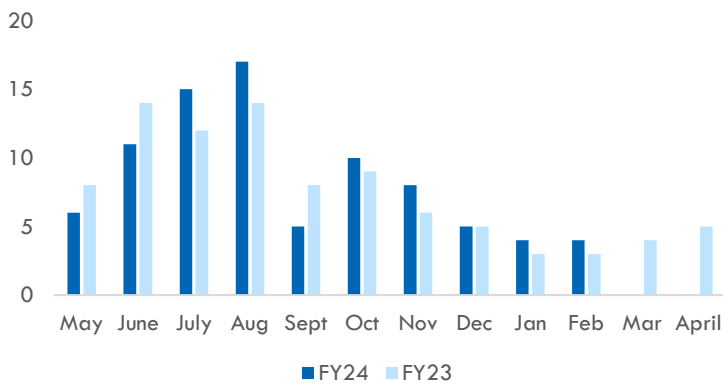
programs held



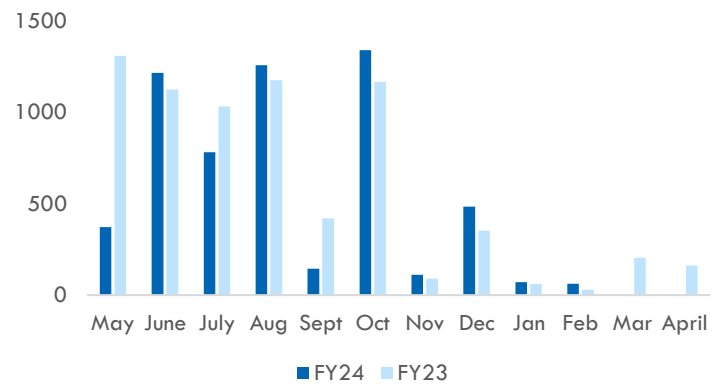
program attendees



outreach events held



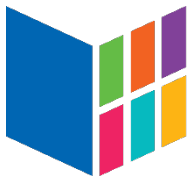
people engaged at outreach events



The Board will consider a motion to approve a specific plan for renovation of the Library at the regular March board meeting.

Attached to this agenda item to help the Board review these options are:

- A project overview document that reviews the history, timeline, and goals for the project.
- Proposed plans for varying sizes of renovation:
  - **Small:** Adding a drive-up window and renovating the Guest Services area of the 1<sup>st</sup> floor to accommodate a new automated materials handler (AMH).  
Estimated cost: \$968,264
  - **Medium:** Renovating the first and third floors of the library but doing nothing on the 2<sup>nd</sup> floor.  
Estimated cost: \$2,806,816
  - **Large:** Doing nearly the entire renovation that was planned, on all 3 floors, from the original project – everything except expansion.  
Estimated cost: \$6,857,354
- The preliminary estimated cost estimates provided by FQC for the small, medium, and large proposed plans. Once a plan is approved, FQC will update the cost estimate to include the cost of the café.
- The renovation proposal presented by Trustee Pudelek at the February board meeting.
- The plans presented by Product Architecture + Design at the special board meeting on March 5, 2024. These plans were primarily based on the Large renovation concepts presented in the 2<sup>nd</sup> attachment. They show options for the café in different places and also show options for moving the stairs or not moving the stairs.
  - **Large A** – Stairs do not move. Café remains close to its current location. Adult Services desk remains in current location. Nearly 5,000 books do not fit into the 2<sup>nd</sup> floor layout in this plan.
  - **Large B** – Same as Large A, but Adult Services desk is moved so that our entire collection of materials will fit on the 2<sup>nd</sup> floor. (Desk location is no longer visible from the top of the stairs.)
  - **Large C** – Stairs are moved and café is now located either just south of the elevator on the 1<sup>st</sup> floor or just east of the men's restroom.
  - **Phase 2** - The final plan presented in this attachment shows how the café could fit into the plan for the original project that included both renovation and expansion of the facility.



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 ft<sup>2</sup> 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 ft<sup>2</sup> 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


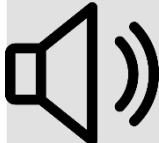
- Mar.: APL Board approves a contract with FQC to provide construction management services for the project.
- May: Product Architecture + Design presents updates to APL Board.
- June: APL Board reviews project history, progress, and budget.
- July 17, 2023: Mayor asks the Library to pause the project.
- 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 <sup>rd</sup> floor with appropriate workspaces.		X	X	
	All Materials Management staff moved to the 3 <sup>rd</sup> 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.



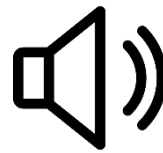
### Increase meeting and working spaces

- 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.

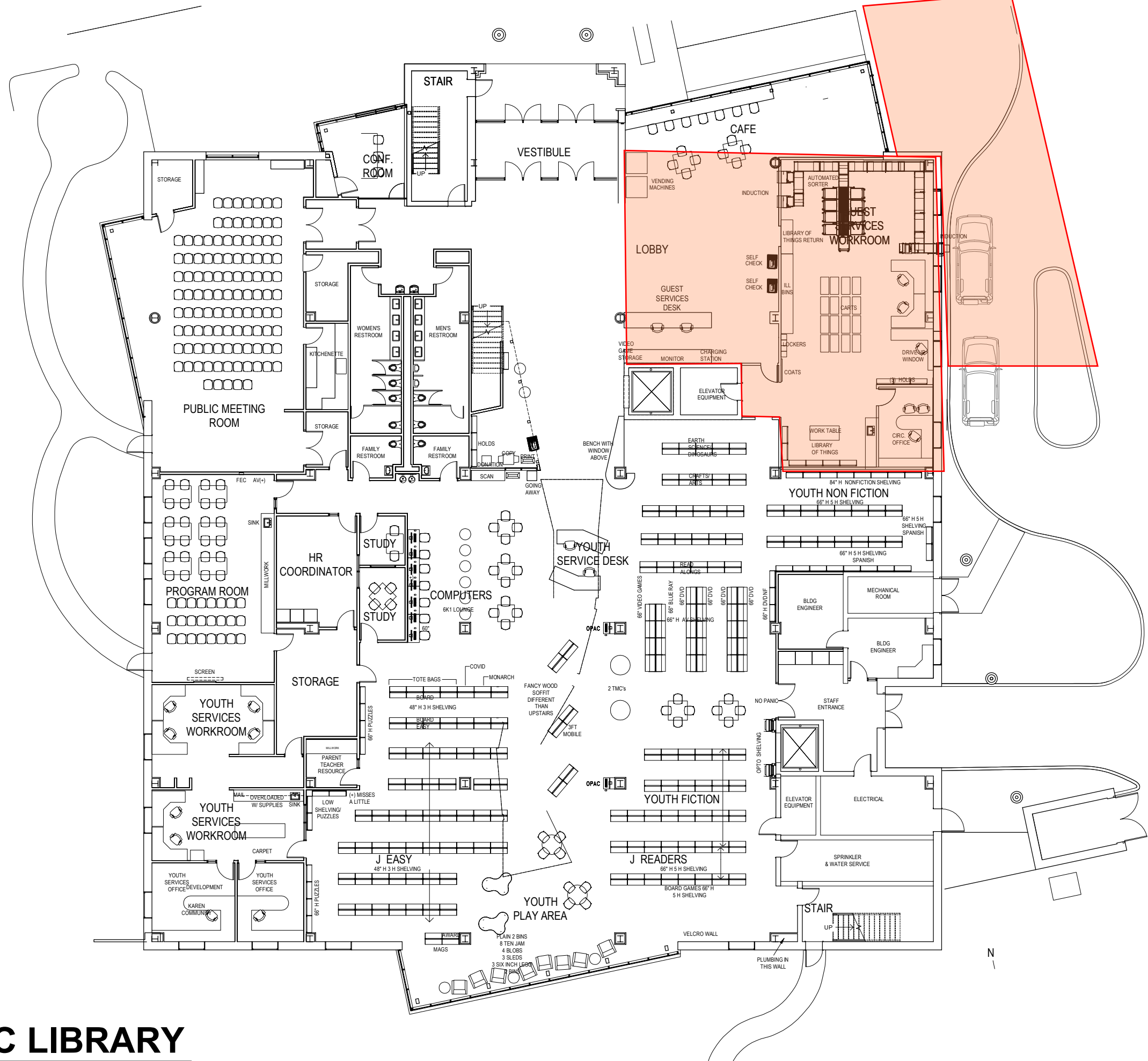
Other areas of concern include a lack of café seating patrons use while waiting for rides and eating meals.

### 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.

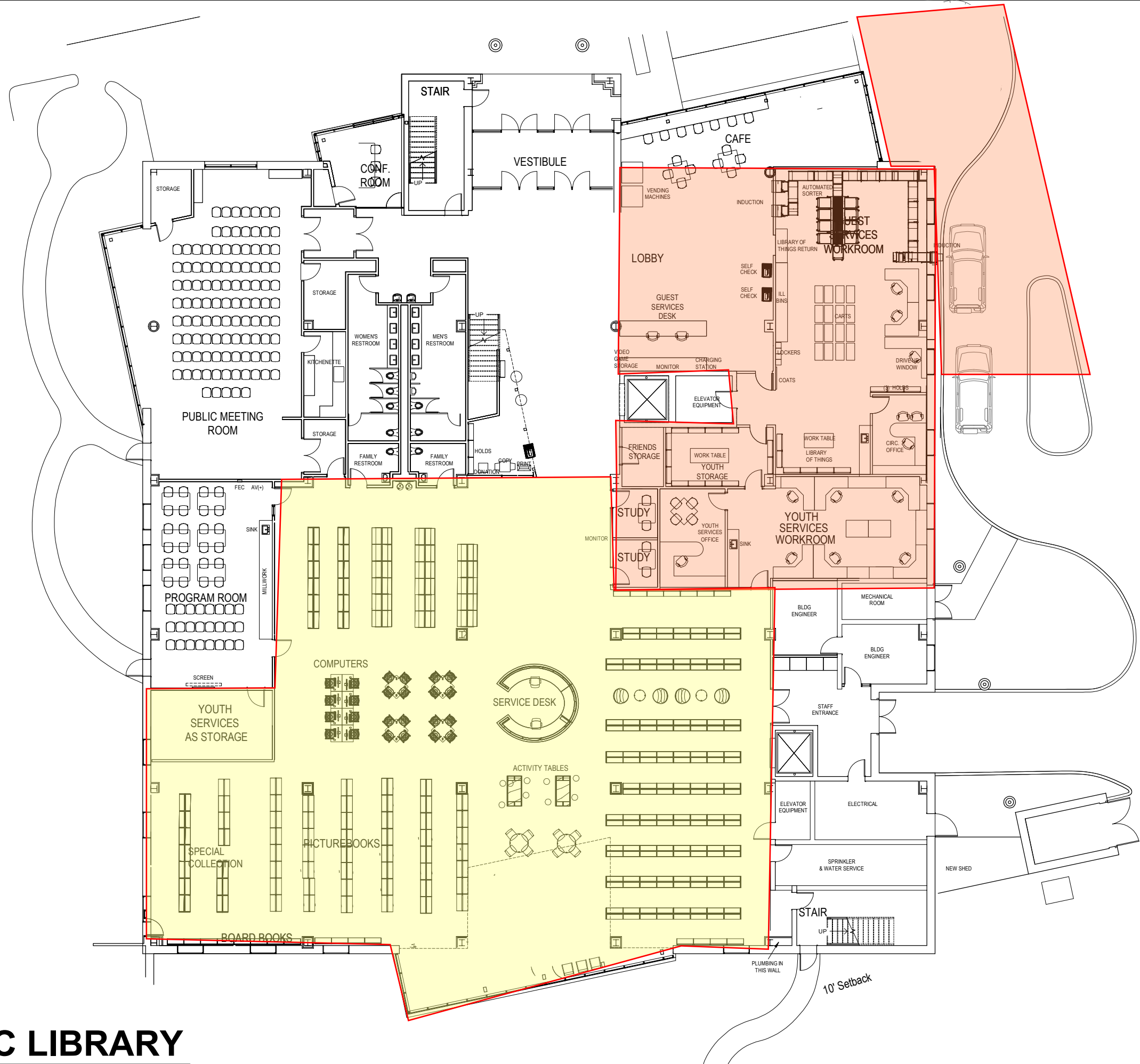
We have adequate funds to complete any of the three options without increasing the tax levy to fund them. The funds in the capital improvement fund are restricted to be used on building and facility expenditures.



S

**ADDISON PUBLIC LIBRARY**

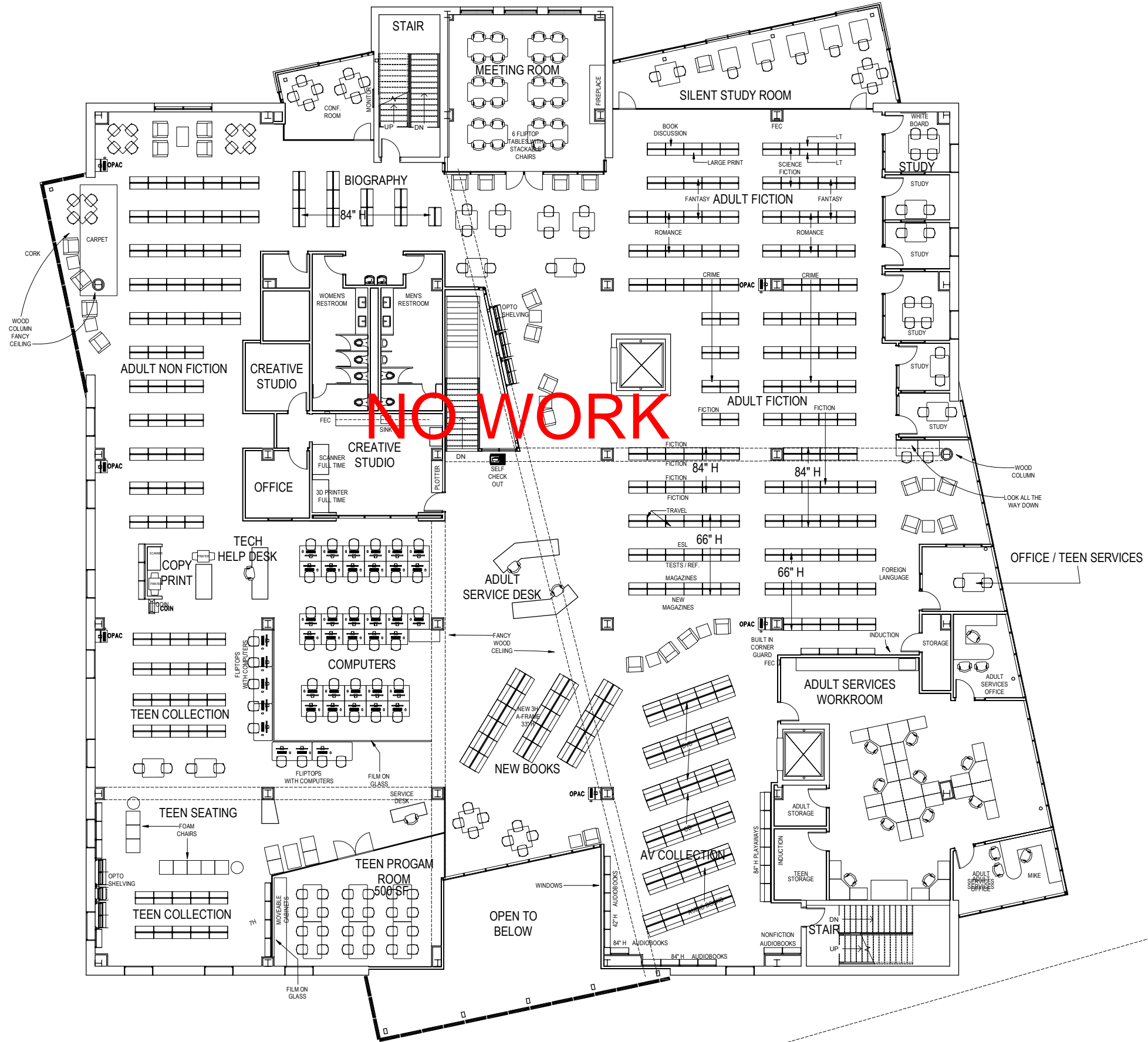
**LEVEL 1**



**M**

**ADDISON PUBLIC LIBRARY**

**LEVEL 1**



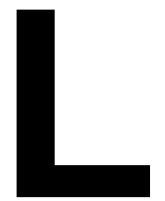
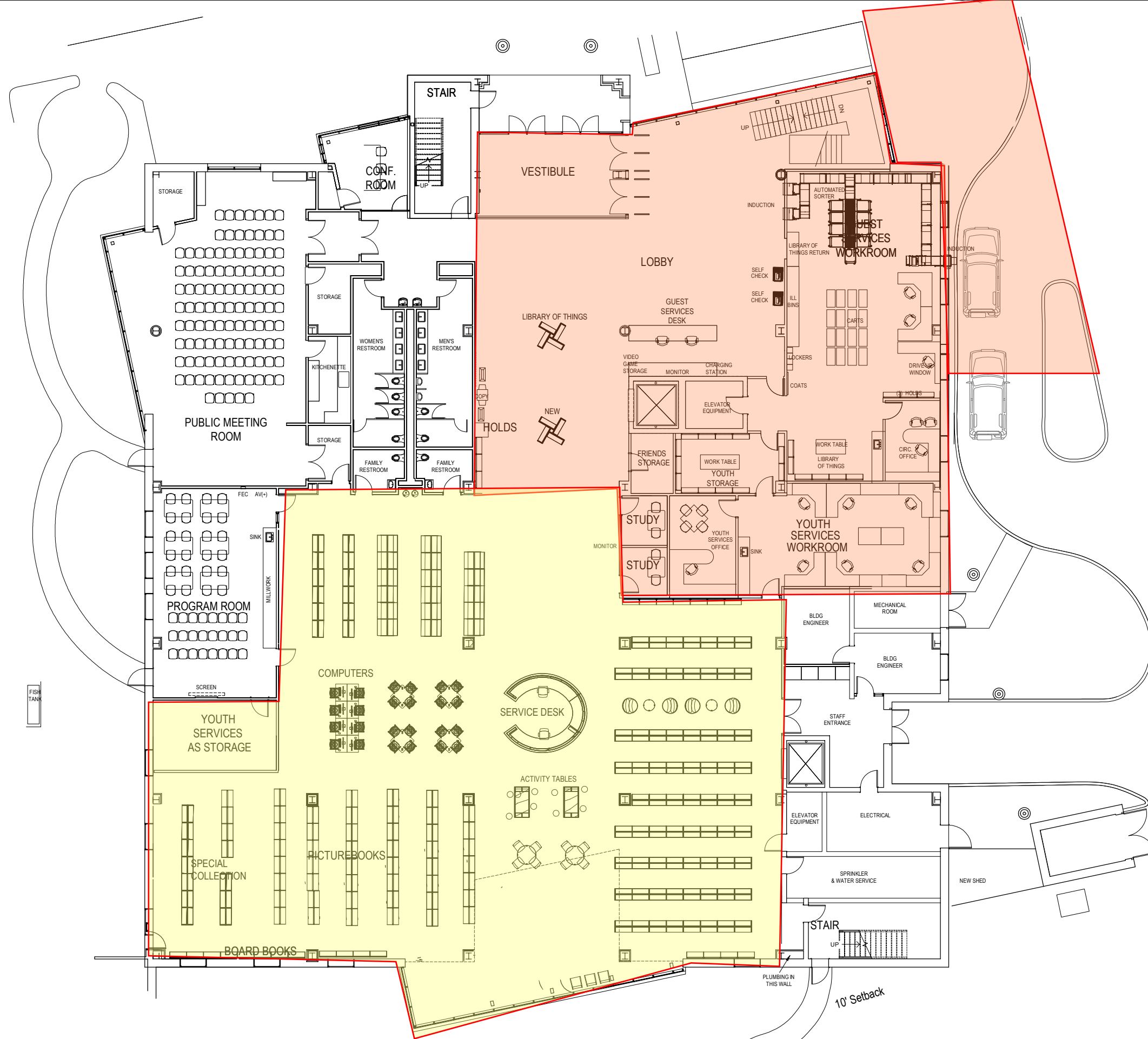
M

**ADDISON PUBLIC LIBRARY**  
**EXISTING PLAN**  
**LEVEL 2 EXISTING**



M

**ADDISON PUBLIC LIBRARY**  
**LEVEL 3 PLAN**



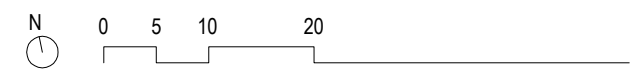
# ADDISON PUBLIC LIBRARY

LEVEL 1

PICTUREBOOKS  
30



NO NEW FLOORING



# ADDISON PUBLIC LIBRARY

## LEVEL 2 PLAN

product architecture+design



**ADDISON PUBLIC LIBRARY**  
**LEVEL 3 PLAN**



# **Addison Public Library Building Renovation Proposal**

Christopher Pudelek

February 20, 2024

## **First Floor:**

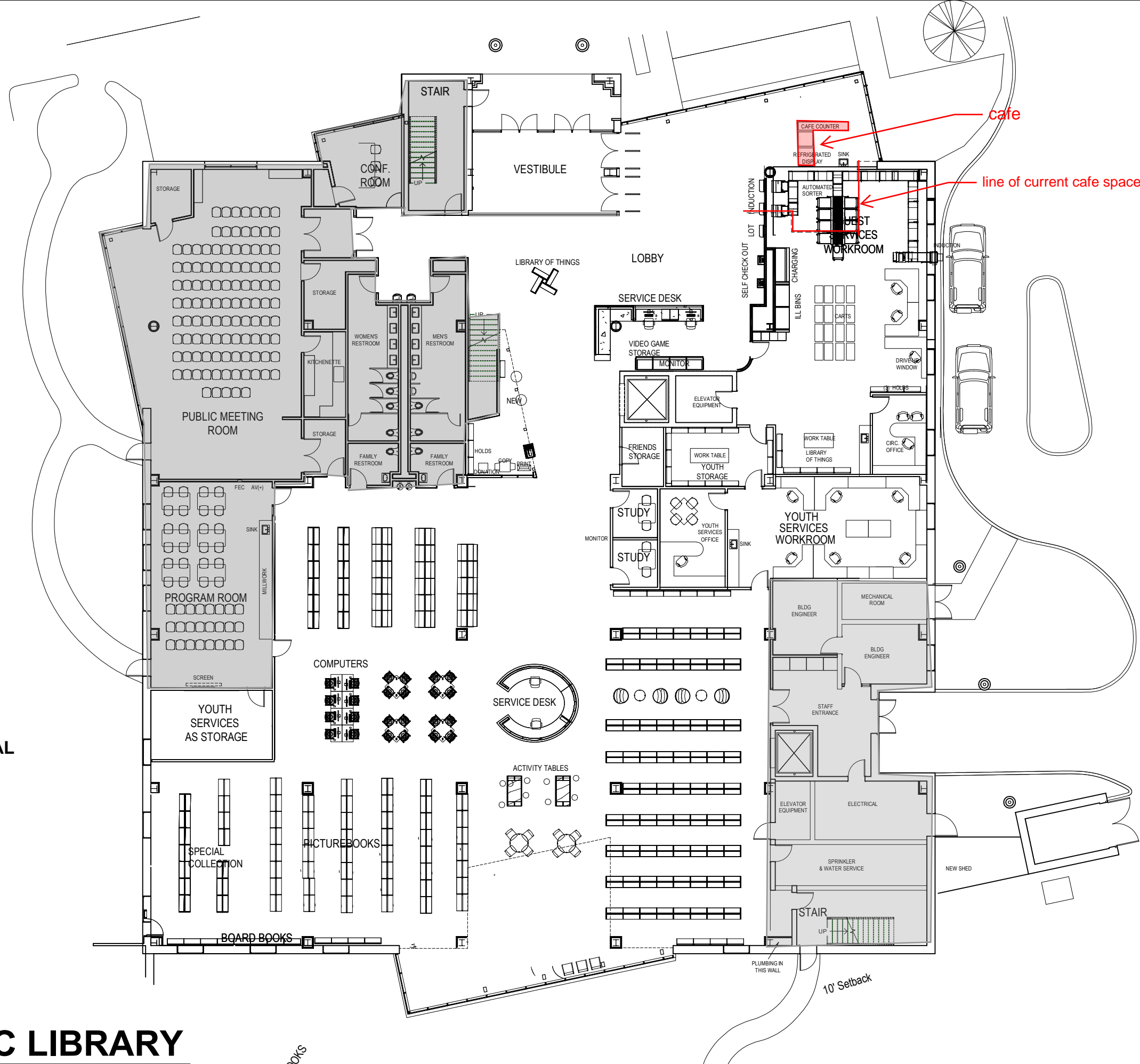
- Install drive-up window.
- Install new material sorting machine.
- Café remains unaltered.
- Guest Services Desk and Guest Services Workroom altered in any way that can accommodate the window installation and sorting machine, so long as it does not alter space from the Café or Youth Services Area.
- Refurbishing Youth Services Area (new carpet, paint, furniture as needed) with no alteration to floor plan or current configuration.

## **Second Floor:**

- Sealing of the 2<sup>nd</sup> to 3<sup>rd</sup> Floor void space in the Second Floor Meeting Room to allow for renovations to the Third Floor.
- Refurbishing public areas on the Second Floor (new carpet, paint, furniture as needed) with no alteration to floor plan or current configuration.

## **Third Floor:**

- Complete renovation of the Third Floor as outlined in Plan M and Plan L.
- Install new HVAC system as needed.



LEAVES STAIR IN PLACE  
 ROTATE ENTRANCE  
 MOVE CAFE IN SAME GENERAL LOCATION

# A1

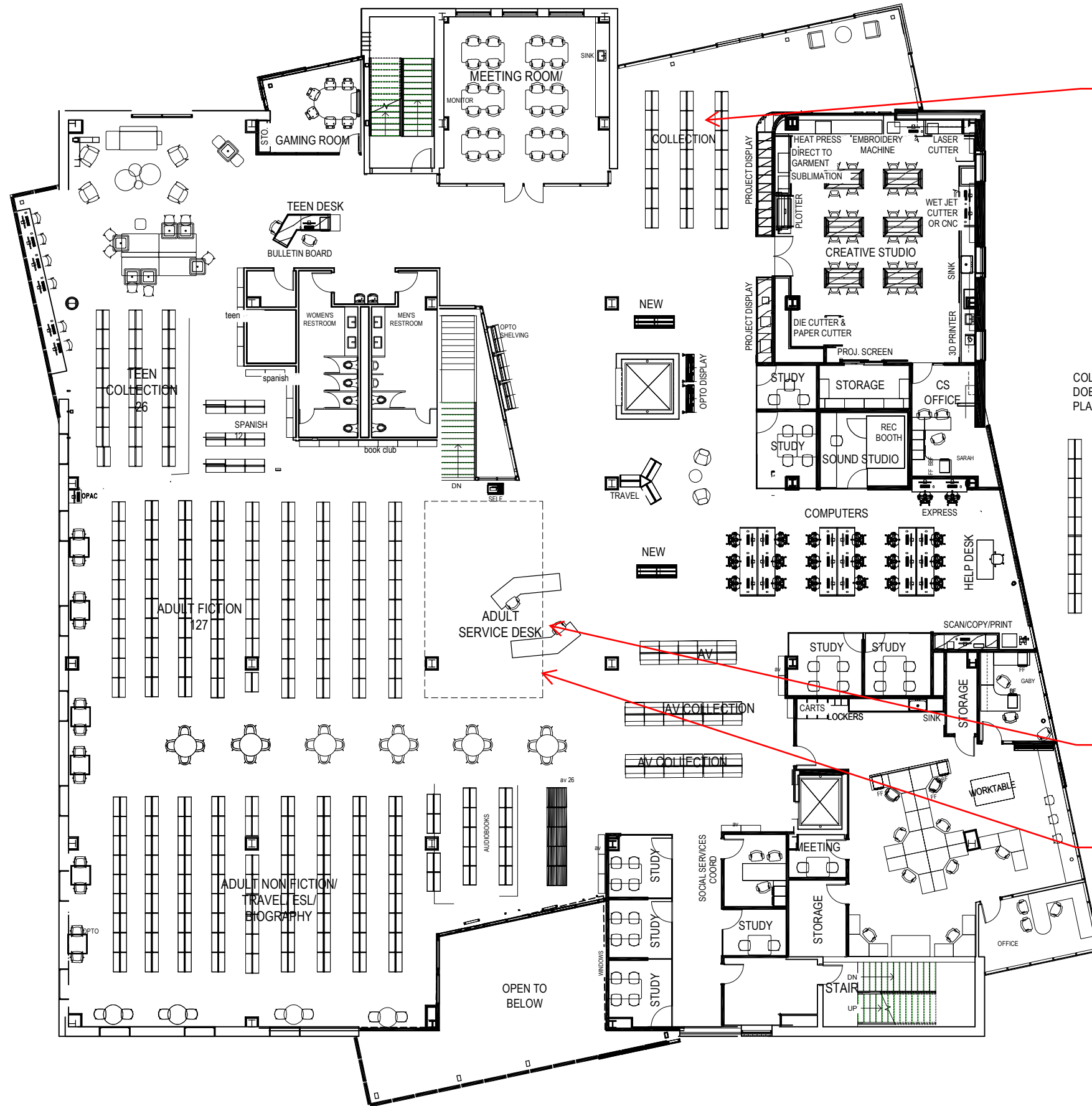
## ADDISON PUBLIC LIBRARY

LEVEL 1

03.05.24

PICTUREBOOKS  
30

product architecture+design



these shelves are out of place, but there isn't another place for them

these shelves do not fit in this plan

COLLECTION THAT DOESN'T FIT IN THIS PLAN

keep existing reference desk

line of shelving from LARGE scheme, or C plan.

LEAVES STAIR AND ADULT REFERENCE DESK IN PLACE

MODIFIES COLLECTION LAYOUT. 18 DF NEED TO BE REMOVED FROM PLAN

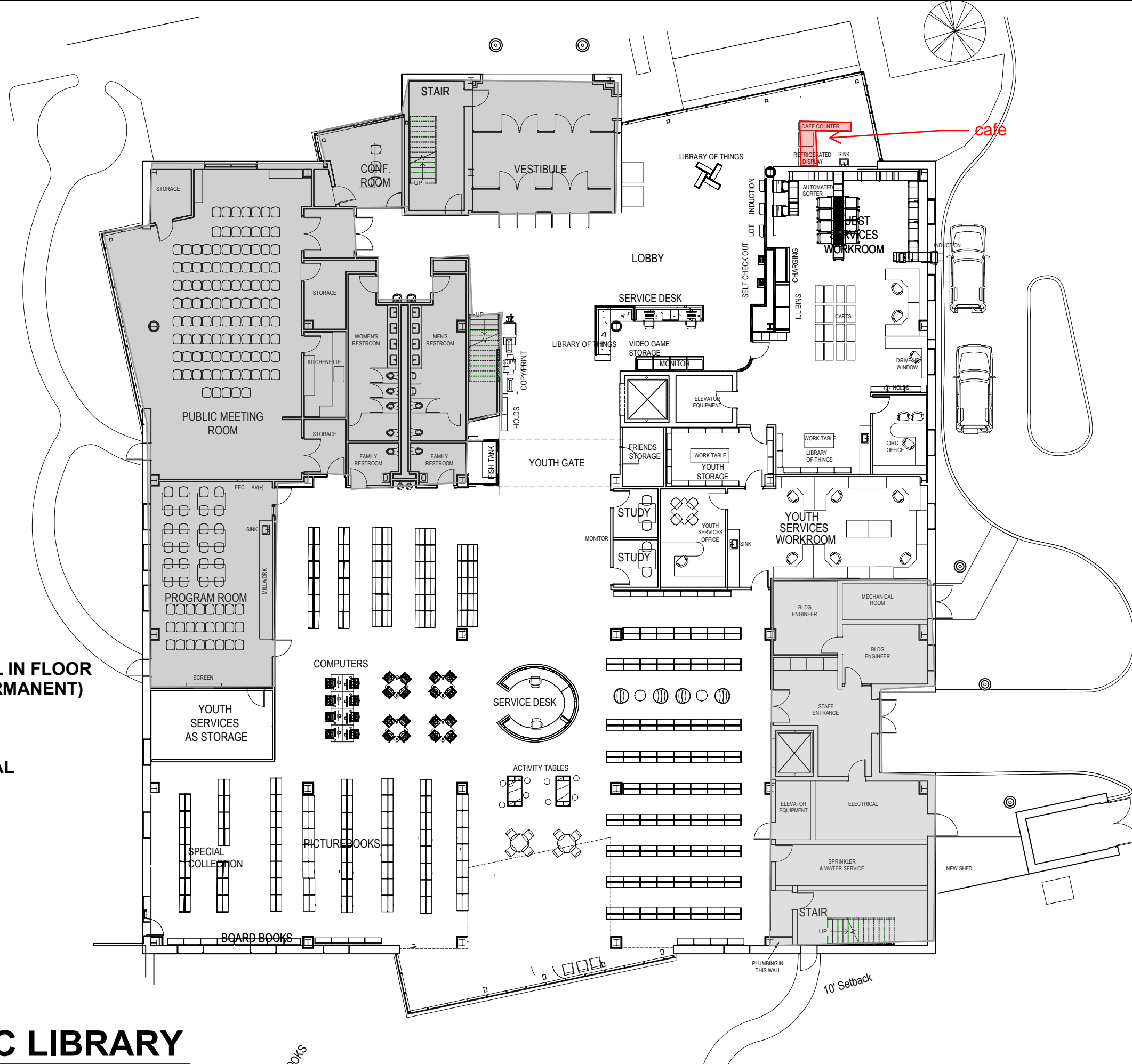
# A2

## ADDISON PUBLIC LIBRARY

LEVEL 2 PLAN

03.05.24

product architecture+design



LEAVES STAIR IN PLACE. FILL IN FLOOR ABOVE. (THIS WOULD BE PERMANENT)

KEEP ENTRANCE

MOVE CAFE IN SAME GENERAL LOCATION

# B1

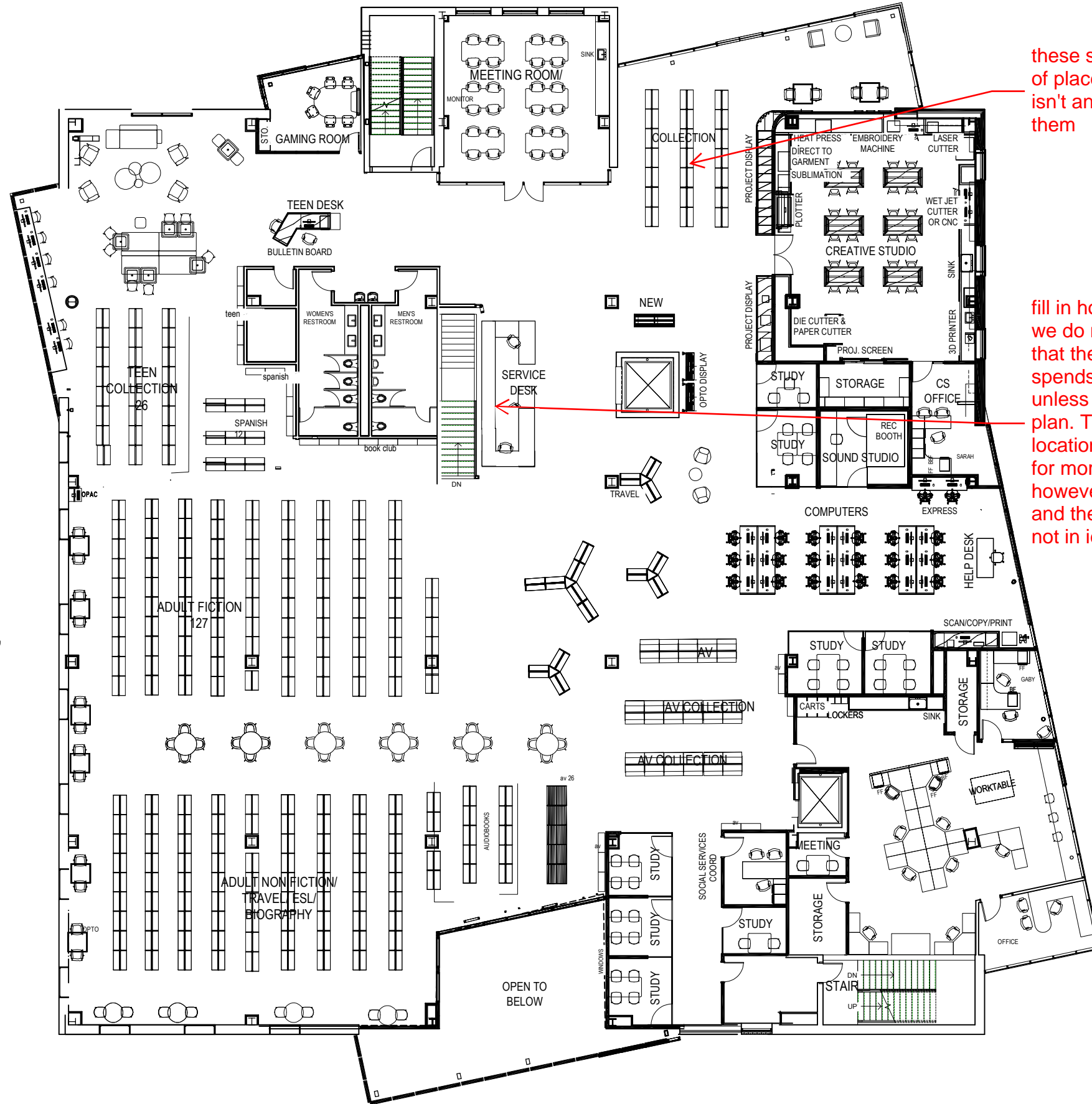
## ADDISON PUBLIC LIBRARY

LEVEL 1

03.05.24

PICTUREBOOKS  
30

product architecture+design



LEAVES STAIR IN PLACE AND FILLS IN THE FLOOR, IN ORDER TO RELOCATE THE ADULT REFERENCE DESK. THIS ONLY MAKES SENSE IF THE STAIR IS NOT GOING TO MOVE AS PART OF THE PHASE 2 BUILDING ADDITION. OTHERWISE WE WOULD LEAVE IT IN THE CURRENT LOCATION.

COLLECTION LAYOUT IS MODIFIED.

# B2

## ADDISON PUBLIC LIBRARY

LEVEL 2 PLAN

03.05.24

product architecture+design

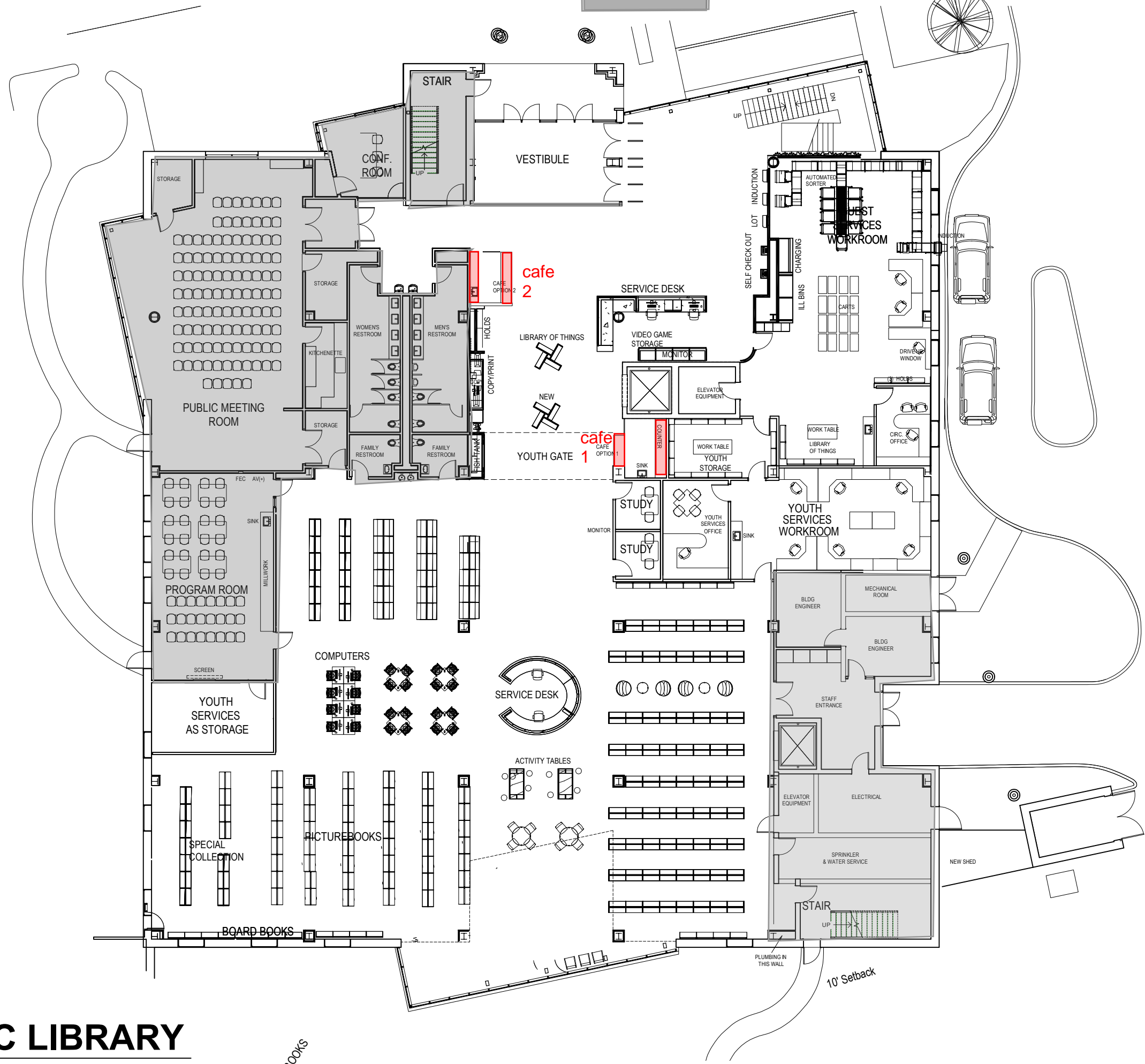
# C1

## ADDISON PUBLIC LIBRARY

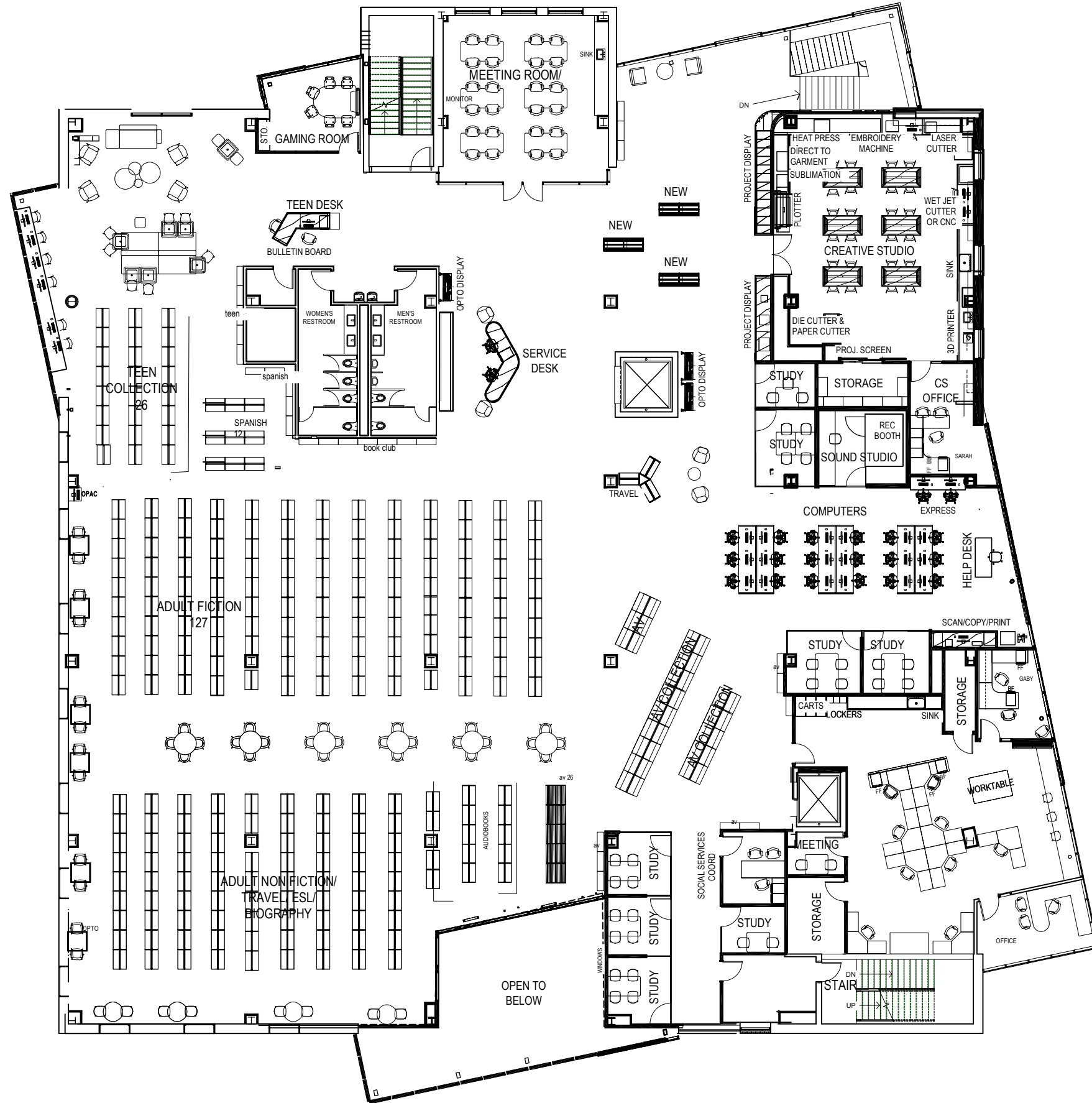
LEVEL 1

03.05.24

PICTUREBOOKS  
30



# C2

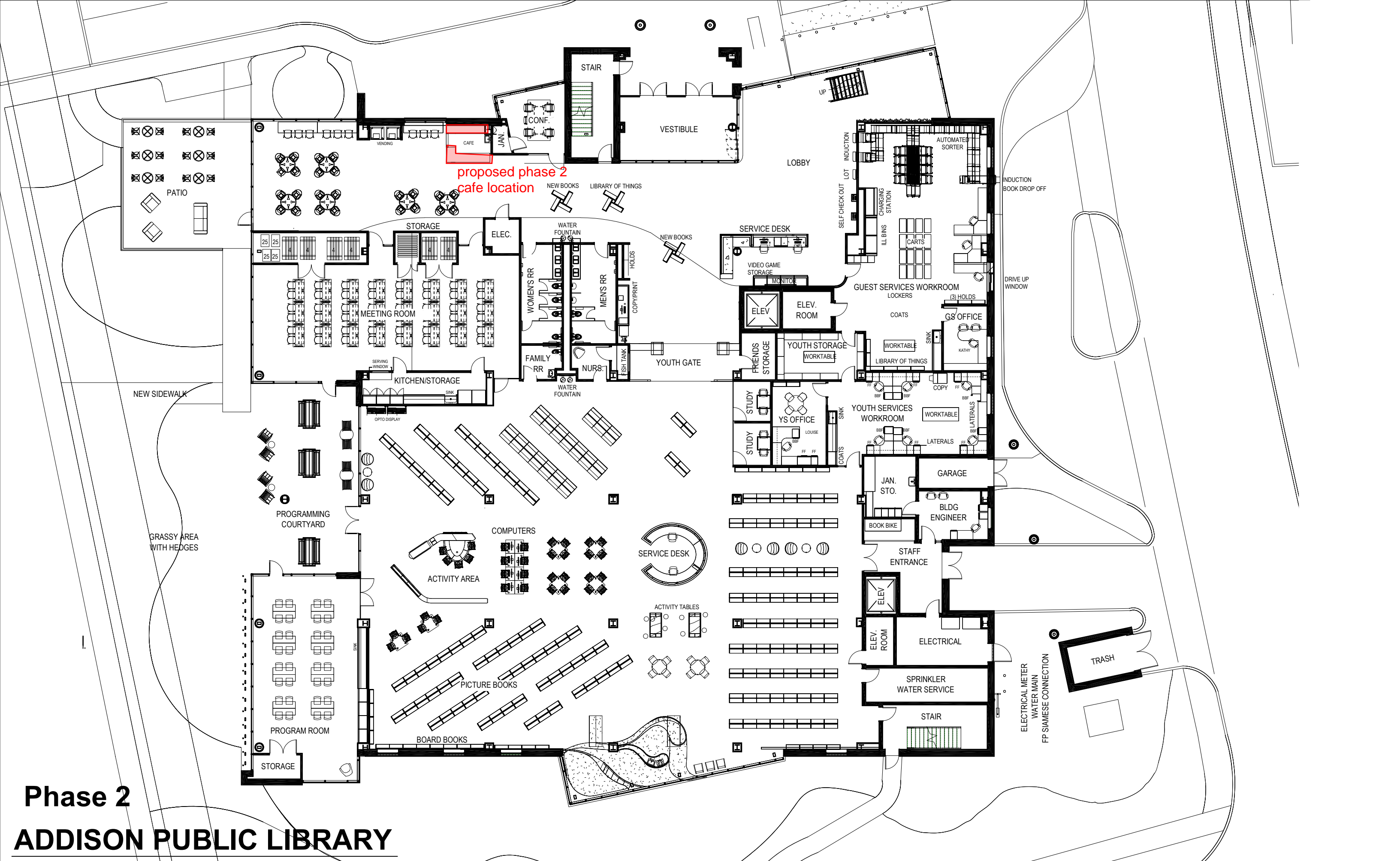


## ADDISON PUBLIC LIBRARY

LEVEL 2 PLAN

03.05.24

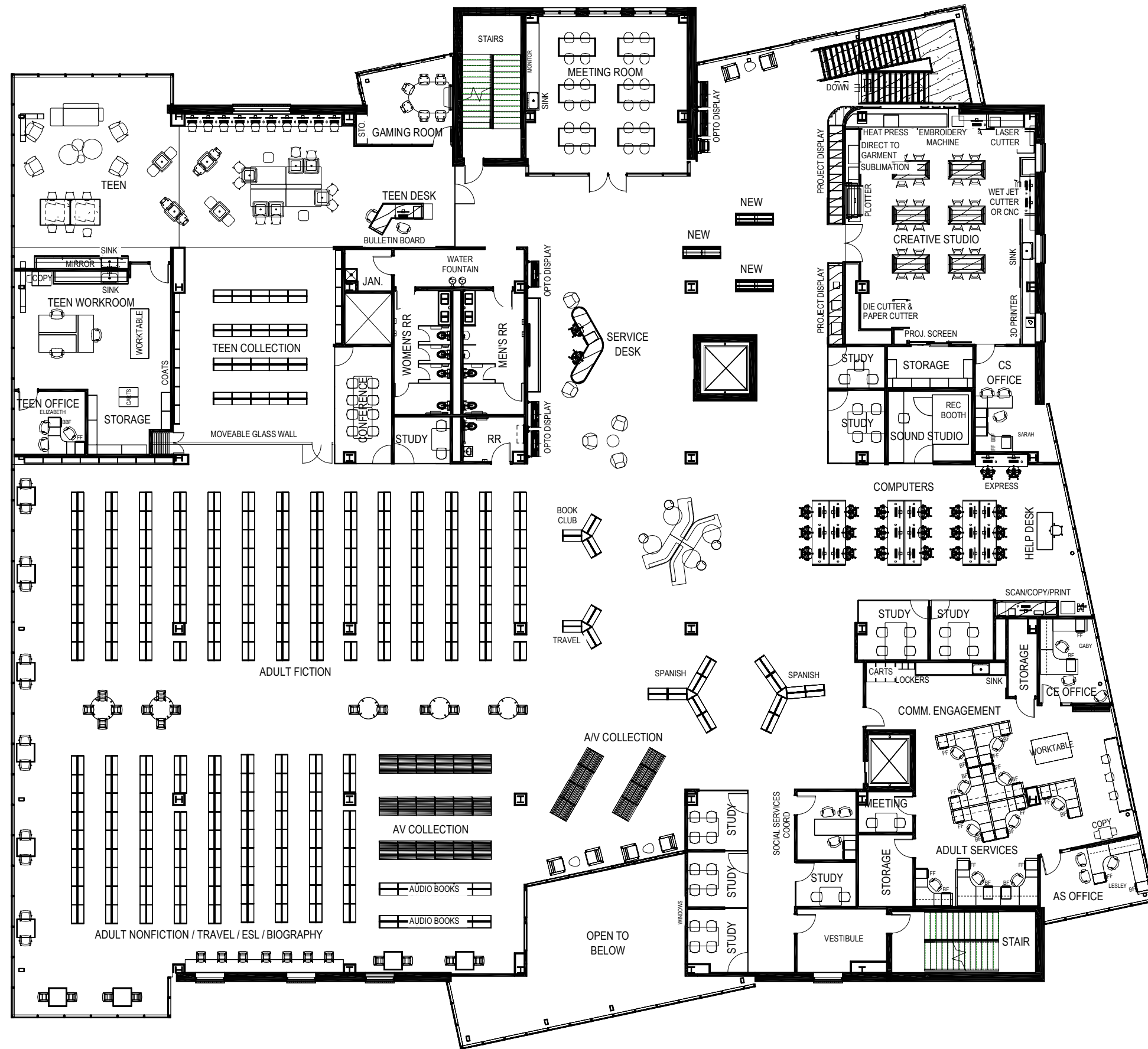
product architecture+design



proposed phase 2  
cafe location

**Phase 2**  
**ADDISON PUBLIC LIBRARY**

**LEVEL 1** 03.05.24



**Phase 2**  
**ADDISON PUBLIC LIBRARY**  
**LEVEL 2 PLAN**

03.05.24

product architecture+design

## Memorandum

---

**DATE:** March 1, 2024

**TO:** Board of Trustees

**FROM:** Steering Committee, Illinois Libraries Present

Lauren Chambers, The Urbana Free Public Library  
Jennifer Czajka, Arlington Heights Memorial Library  
Kate Hall, Northbrook Public Library  
Jason Katsion, Barrington Area Public Library  
Margita Lidaka, Oak Park Public Library  
Melissa Morgan, Winnetka-Northfield Public Library District  
Kate Niehoff, Reaching Across Illinois Library System  
Jill Pifer, Fairview Heights Public Library  
Arielle Raybuck, Northbrook Public Library  
Heather Ross, Evanston Public Library  
Diane Silva, Riverside Public Library  
Alexandra Skinner, Oak Park Public Library

**RE:** Illinois Libraries Present Intergovernmental Agreement

In 2021, a group of Illinois libraries launched a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We have now completed a pilot and two full seasons bringing in speakers like Nick Offerman, Jenny Lawson, Marlee Matlin, Will Shortz, and Temple Grandin to over 200 Illinois Public Libraries and over 50,000 attendees.

We are now launching our fourth season of programs and will be offering 11 programs from September 2024 - May 2025 with two events featuring kid/teen authors. Some of our speakers for the upcoming season are



Neil Gaiman



Jason Reynolds



Chef Art Smith



Michelle Buteau

In order to start this initiative, the Northbrook Public Library Board of Trustees passed the attached intergovernmental agreement. Libraries can join by approving the attached intergovernmental agreement which outlines your responsibilities and benefits of ILP.

Libraries will be responsible for paying this season's fees as outlined below:

Operating Budget*	# in State	Total Cost
\$0-\$249,999	312	\$70.00
\$250,000-\$749,999	127	\$135.00
\$750,000-\$1,499,999	53	\$365.00
\$1,500,000-\$2,999,999	36	\$685.00
\$3,000,000-\$4,999,999	36	\$1,375.00
\$5,000,000+	44	\$2,100.00

\* as reported in Question 8.17 of the most recent Illinois Public Library Annual Report

Upon approval, your library will be a full participant in the 2024-2025 Season. Your library will remain a member beyond the second season unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in August/September 2024.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this \_\_\_\_\_, 202\_, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and \_\_\_\_\_ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the

Library Director  
Addison Public Library  
4 Friendship Plaza  
Addison, IL 60101

If to RAILS:

Reaching Across Illinois Library System  
Re:Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: \_\_\_\_\_

Date: September 23, 2021

Date: \_\_\_\_\_

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

# SAMPLE CONTRACT

Service Contract  
Northbrook Public Library  
c/o Illinois Libraries Present  
1201 Cedar Lane  
Northbrook, Illinois 60062  
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and \_\_\_\_\_ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through \_\_\_\_\_, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ \_\_\_\_\_.  
Payment is due within 30 days of the program date and payable to \_\_\_\_\_.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive \_\_\_\_\_ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

**Force Majeure:**

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

**Governing Law:**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

**Waiver:**

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

**Termination:**

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

**Library Recordings:**

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until \_\_\_\_\_(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I \_\_\_\_\_will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: \_\_\_\_\_DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_DATE: \_\_\_\_\_

## EXHIBIT B

### PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin  
Arlington Heights  
Downers Grove

Effingham  
Evanston  
Fairview Heights  
Fox River Valley  
Niles  
Northbrook  
Oak Park  
Schaumburg  
Shorewood-Troy





# ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXccMj7LC6rfkfxlWGQ-q07zjFQzOnGnx

## "ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)  
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature  
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)  
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)  
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.  
2021-10-07 - 9:02:58 PM GMT

# Illinois Libraries Present

A Statewide Collaborative Virtual  
Programming Venture

Contact us: [illinoislibrariespresent@gmail.com](mailto:illinoislibrariespresent@gmail.com)



# ILP Steering Committee

- Kate Hall, Northbrook Public Library (chair)
- Lauren Chambers, The Urbana Free Public Library
- Jennifer Czajka, Arlington Heights Memorial Library
- Jason Katsion, Barrington Area Public Library
- Margita Lidaka, Oak Park Public Library
- Melissa Morgan, Winnetka-Northfield Public Library District
- Kate Niehoff, Reaching Across Illinois Library System
- Jill Pifer, Fairview Heights Public Library
- Arielle Raybuck, Northbrook Public Library
- Heather Ross, Evanston Public Library
- Diane Silva, Riverside Public Library
- Alexandra Skinner, Oak Park Public Library



# Mission

*Illinois Libraries Present provides high-quality online events at equitable prices for participating member libraries of all sizes and budgets; We connect communities and audiences across the state through shared event experiences*



# Goals



To provide high-quality, high-profile events



To reduce costs and maximize reach



To allow access for all libraries as equitably as possible



To define clear and distinct roles for committees





# Member Libraries

Acorn Public Library District  
Allerton Public Library District  
Anne West Lindsey District Library  
of Carterville  
Antioch Public Library District  
Arlington Heights Memorial Library  
Atlanta Public Library District  
Aurora Public Library District  
Ayer Public Library District  
Barrington Area Library  
Bartlett Public Library District  
Batavia Public Library District  
Beardstown Houston Memorial  
Library  
Belleville Public Library  
Bensenville Community Public Library

Berkeley Public Library  
Bethalto Public Library District  
Bloomington Public Library  
Blue Island Public Library  
Bourbonnais Public Library District  
Bradley Public Library District  
Brown County Public Library Director  
Carbondale Public Library  
Carlock Public Library District  
Carthage Public Library District  
Cary Area Public Library District  
Centralia Regional Library District  
Champaign Public Library  
Charleston Carnegie Public Library  
Chatham Area Public Library  
Cherry Valley Public Library

Chester Public Library  
Chicago Ridge Public Library  
Chillicothe Public Library District  
Cissna Park Community Library  
Clarendon Hills Public Library  
Columbia Public Library  
Cook Park Memorial Library District  
Crab Orchard Public Library  
Crestwood Public Library District  
Crete Public Library District  
Creve Coeur Public Library District  
Crystal Lake Public Library  
Danvers Township Library  
Danville Public Library  
Decatur Public Library  
Des Plaines Public Library



# Member Libraries

Dixon Public Library

Dongola Public Library District

Downers Grove Public Library

Du Quoin Public Library

Dunlap Public Library District

East Alton Public Library District

East Moline Public Library

Edwardsville Public Library

Effingham Public Library

Eisenhower Public Library District

Ela Area Public Library

Elizabeth Titus Memorial Library

Ella Johnson Memorial Public Library  
District

Elmhurst Public Library

Elmwood Park Public Library

Eureka Public Library District

Evanston Public Library

Evergreen Park Public Library

Fairview Heights Public Library

Farmington Area Public Library  
District

Flossmoor Public Library

Fondulac District Library

Forest Park Public Library

Forsyth Public Library

Fox Lake District Library

Fox River Grove Public Library  
District

Fox River Valley Public Library  
District

Frankfort Public Library District

Franklin Park Public Library District

Freeport Public Library

Fremont Public Library

Galena Public Library District

Geneva Public Library District

Genoa Public Library District

Glen Carbon Centennial Library

Glen Ellyn Public Library

Glencoe Public Library

Glenview Public Library

Grayslake Area Public Library  
District

Greenville Public Library

Groff Memorial Public Library

Harrisburg Public Library District

Harvard Diggins Library



# Member Libraries

Helen M Plum Memorial Public Library  
District

Heyworth Public Library District

Highland Park Public Library

Highwood Public Library

Hillside Public Library

Hinsdale Public Library

Illinois Prairie District Public Library

Indian Prairie Public Library

Indian Trails Public Library District

Jacksonville Public Library

Jerseyville Public Library

Johnsburg Public Library

Joliet Public Library

La Grange Park Public Library  
District

La Grange Public Library

Lake Bluff Public Library

Lake Forest Library

LaSalle Public Library

Lillie M. Evans Library District

Lincoln Library

Linda Sokol Francis Brookfield  
Library

Lisle Library District

Mahomet Public Library District

Manhattan-Elwood Public Library  
District

Manteno Public Library District

Maple Park Public Library

Marengo-Union Library District

Marquette Heights Public Library

Marshall Public Library

Mascoutah Public Library

Mason City Public Library District

Maywood Public Library District

McHenry Public Library District

Mississippi Valley Library District

Morris Area Public Library District

Morrison Talbott Library

Morton Grove Public Library

Morton Public Library District

Mount Prospect Public Library

Naperville Public Library

New Baden Public Library

New Lenox Public Library

Newman Regional Library District



# Member Libraries

North Pike District Library

North Riverside Public Library District

Northbrook Public Library

O'Fallon Public Library

Oak Park Public Library

Oregon Public Library District

Oswego Public Library District

Palatine Public Library District

Palos Heights Public Library

Palos Park Public Library

Paris Carnegie Public Library

Park Forest Public Library

Park Ridge Public Library

Parlin-Ingersoll Public Library

Pearl City Public Library District

Peoria Public Library

Peotone Public Library District

Pontiac Public Library

Plainfield Public Library District

Potomac Public Library District

Prairie Trails Public Library District

Princeton Public Library

Prospect Heights Public Library  
District

Putnam County Public Library  
District

Rantoul Public Library

Reddick Public Library District

Richton Park Public Library  
District

River East Public Library District

River Forest Public Library

River Valley District Library

Riverside Public Library

Rock Island Public Library

Rockford Public Library

Roselle Public Library District

Round Lake Area Public Library

Sallie Logan Public Library

Sandwich Public Library District

Schaumburg Township District  
Library

Schiller Park Public Library

Shelbyville Public Library

Sherman Public Library District

Shorewood-Troy Public Library  
District

Silvis Public Library



# Member Libraries

Six Mile Regional Library District

Skokie Public Library

Somonauk Public Library District

St. Joseph Township-Swearingen  
Memorial Library

Sterling Public Library

Stinson Memorial Public Library  
District

Stonington Township Library

Sugar Grove Public Library

Sycamore Public Library

The Hayner Public Library District

The Urbana Free Library

Thomas Ford Memorial Library

Three Rivers Public Library District

Tinley Park Public Library

Tolono Public Library District

Town & Country Public Library  
District

Vernon Area Public Library

Villa Park Public Library

Warren- Newport Public Library  
District

Waukegan Public Library

West Chicago Public Library

District

Westchester Public Library

Westmont Public Library

Williamsfield Public Library District

Williamsville Public Library and  
Museum

Wilmette Public Library

Winfield Public Library

Winnetka-Northfield Public Library  
District

Wood Dale Public Library District

Wood River Public Library

Woodridge Public Library

Woodstock Public Library

Yorkville Public Library

# September 2024- May 2025 Membership Cost

<b>Operating Budget</b>	<b>Total Cost</b>
\$0-\$249,999	\$70.00
\$250,000-\$749,999	\$135.00
\$750,000-\$1,499,999	\$365.00
\$1,500,000-\$2,999,999	\$685.00
\$3,000,000-\$4,999,999	\$1,375.00
\$5,000,000+	\$2,100.00



# What you get

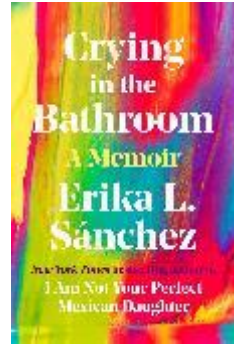
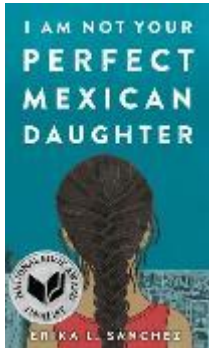
- ★ **Access** to at least 11 programs offered over 9 months
- ★ Professionally designed **marketing materials**
- ★ Easy **online sign-up** for patrons
- ★ High quality **event production** & tech support
- ★ Post **program attendance** and data analysis
- ★ Monthly financials with a **detailed accounting** of expenditures
- ★ Access to an affordable **Zoom license for collaborative events**





October 2024

# Being Imperfect with Erika Sanchez



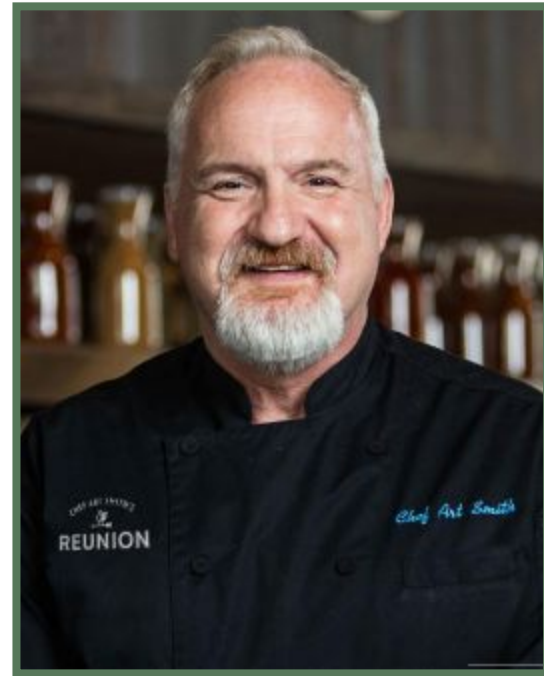
October 2024

# Raise Your Voice with Jason Reynolds



November 2024

# Holidays Tips & Tricks with Chef Art Smith



January 2025

# Love & Laughs with Michelle Buteau



# Next Steps

- ~~1. Fill out a Membership Form~~
2. Approve the Intergovernmental Agreement by April 30, 2024.
3. Wait to be Billed in Fall 2024.



# Questions?

Contact us: [illinoislibrariespresent@gmail.com](mailto:illinoislibrariespresent@gmail.com)

[www.illinoislibrariespresent.com](http://www.illinoislibrariespresent.com)



## Thank you

Roque [REDACTED]

Mon 3/11/2024 12:01 PM

To: Mary Medjo Me Zengue <medjo@addisonlibrary.org>

[REDACTED]

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

Hello Mary Medjo Me Zengue my name is Roque and I am writing to you to provide feedback on two of the employees at Addison public library. It started about 3 years ago with Lesley Cyrier when I needed help writing and typing a resume for a new job , Lesley was extremely patient and super helpful , she made me feel at home especially since I was very nervous , but Lesley guided me the whole way and I got what I needed . Today I also needed help with a cover letter and Lesley pointed me in the direction of Matt Williams and Matt had the same professionalism that Lesley gave me 3 years ago . I once again walked away from Addison library being extremely thankful for these employees, without a single frown or hesitation they helped. I just wanted to bring this to your attention thanks to you the employees and the entire Addison Library .

Sent from my iPhone

## Downers Grove library trustees support removal of controversial board member

### Village council to consider Bill Nienburg's dismissal at March 5 meeting

By [Bob Rakow](#)

March 04, 2024 at 6:00 am CST

The book may soon close on [Downers Grove Library](#) Trustee Bill Nienburg's tenure on the board.

Library trustees Wednesday voted to recommend Nienburg's removal from the board, a move that requires the approval of the Downers Grove Village Council.

The village council is expected to discuss the recommendation at its meeting on Tuesday.

Library board trustees are appointed by the mayor, and the appointments are approved by the village council.

The library board initially planned to censure Nienburg for "leaking or attempting to leak on Feb. 17 a draft policy document to a resident," according to a resolution to censure. The draft document was presumed confidential as it was sent only to trustees for review.

Nienburg also failed to "separate personal opinion from his position as trustee on at least one occasion while identifying himself as a library trustee," according to the resolution.

Nienburg made those comments on X, formerly Twitter, on Dec. 28 regarding Illinois' new law on book bans.

Trustee David Humphries called for Nienburg to be removed from the library board at Wednesday's meeting.

"I would ask him, 'Why are you serving on this board? Is it to share in the work of this library and the community or is it because you are on a mission to recast the library and fashion it in a way that you see fit and agrees with your own world view, which

may or may not share the values, all the values, shared in our wider community,” Humphries said.

“I don’t believe he ought to continue to represent the community as a member of this board,” he added.

Nienburg did not attend Wednesday’s library board meeting.

Humphries was not alone in his criticism of Nienburg, who was appointed to a six-year term on the board in June 2022.

“I have been deeply troubled by the misinformation, the unwillingness to work with others, creating false narratives, disrespect for fellow trustees, and especially disregard for the staff,” said Trustee Barnali Khuntia. “I’m sad that it had to come to this because we are a board and we want to work together, but Trustee Nienburg will not even acknowledge me by my name. So, his unwillingness to even acknowledge me makes it hard for me to be able to work with him on any issues.”

Trustee Carissa Dougherty said the board’s actions against Nienburg are not politically motivated.

“He’s the only one who interrupts our board president and treats her with disrespect and he’s the only one of us who attempted to leak confidential draft documents...to an individual who is known to have sworn at one of our staff members after our last meeting,” Dougherty said.

“None of these facts has to do with a difference of opinion. It has everything to do with that basic requirement of trustees per our bylaws: to act in the best interest and uphold the purpose, values and services of the library,” Dougherty added. “In my mind, this is neither a political thing or a First Amendment thing, it’s a matter of ethical behavior... .”

Downers Grove resident Jim Wool, the individual to whom Nienburg attempted to send the draft policy document, opposed censuring Nienburg.

“Ironically, you want to censure Bill Nienburg for making me aware of a public document: the long-awaited window painting policy,” Wool said during the public comment portion of the meeting. “Why do you not want the residents of Downers Grove to see a public document before it is voted on? This is just one more deceitful behavior on the part of (library director) Julie (Milavec) and this board.”

Wool, a frequent critic of the library board, accused trustees of “groveling toward Julie” with the exception of Nienburg. He then compared board meetings to the novel “One Flew Over the Cuckoo’s Nest” with Milavec playing the role of Nurse Ratchet, the main antagonist in the novel.

“It is comical how all of you bow to Julie with the exception of Bill. The rest of you goose step to the commands of director Julie,” Wool said.

Wool repeatedly addressed Milavec during his remarks, a violation of the rules governing public comment. Library board president Swapna Gigani asked Wool to complete his comments, but he ignored her request and continued to speak.

“You may leave now,” Gigani said, which caused some meeting attendees to object.

“Why don’t you stop this? Stop them. I’m talking,” Wool asked Milavec.

“I’m not going to go over the rules again. I don’t want to hear anything from anyone. I need everyone to abide by the rules I set forward. It’s not that hard,” Gigani said.

“Take a Valium,” a member of the audience shouted. Gigani responded by telling the individual to shut up. She later apologized for the behavior during the public comment portion of the meeting.

“First of all I want to apologize for the way public comment transpired this evening,” she said. “I pride myself on being someone that likes to always move forward with respect and consideration first and foremost, and it’s very frustrating when that is not returned. I find it interesting that people are allowed to shout and heckle at us, but when I get frustrated I’m the problem.”

Trustee Marti Sladek again chided individuals who criticize library board members, the director and library staff at meetings, on social meetings and, in some cases, when encountering them on the street.

“There are people who come to these meetings who are contributing to the very problems that they purport to be complaining about by sheer lack of decency and good manners,” Sladek said.

“Well, how about the staff and trustees who can’t go down the street as Dave (Humphries) said without verbal abuse, harassment, threats on the street, sometimes at our homes, social media. How about minorities and (members of the) LGBTQ (community) who have heard hate speech month after month after month at these meetings. That sense of entitlement has no place in civil discourse at this library or any other public institution and we’ve had enough.”

Copyright © 2024 Shaw Local News Network

**SHAW MEDIA**  
est. 1851



# Libraries struggle to afford the demand for e-books, seek new state laws in fight with publishers

Libraries across the U.S. are struggling to cover the cost of e-books, which have grown in popularity

BY SUSAN HAIGH

Updated 8:32 AM CDT, March 12, 2024

HARTFORD, Conn. (AP) — Whenever bestselling author Robin Cook releases a new medical thriller, the head of the public library in West Haven, Connecticut knows demand for digital copies will be high. So will the price.

Like many libraries, West Haven has been grappling with the soaring costs of e-books and audiobooks. The digital titles often come with a price tag that's far higher than what consumers pay. While one hardcover copy of Cook's latest novel costs the library \$18, it costs \$55 to lease a digital copy — a price that can't be haggled with publishers.

And for that, the e-book expires after a limited time, usually after one or two years, or after 26 check outs, whichever comes first. While e-books purchased by consumers can last into perpetuity, libraries need to renew their leased e-material.

The modestly funded West Haven Library has spent more than \$12,000 over the last three years to lease just 276 additional digital titles beyond what patrons can access through a consortium of public libraries. Eighty-four of those books are no longer available. If that same amount had been spent on paper books, it would have covered about 800 titles.

“Imagine if a playground was built at a school with tax dollars, only to be taken down after two years of use,” librarian Colleen Bailie said at a recent public hearing.

Publishers, however, argue the arrangement is fair considering e-book licenses for libraries allow numerous patrons to “borrow” them and the per-reader cost is much less expensive than the per-reader rate.

Librarians in several states have been pushing for legislation to rein in the costs and restrictions on electronic material, which has been growing in popularity since the COVID-19 pandemic. Patrons are stuck on long waiting lists for audio and e-books, and digital offerings are limited.

This year, lawmakers in states including Connecticut, Massachusetts, **Illinois**, Hawaii and New Hampshire have proposed bills aimed at closing the affordability gap. A bill was introduced in Virginia but was tabled in February.

They face strong opposition from the publishing industry, which argues the legislation undermines intellectual property values and will harm the publishing ecosystem.

“They do have a funding problem, but the answer is not to take it out of the pockets of authors and destroy the rights of creators and pass unconstitutional legislation,” said Shelley Husband, senior vice president of government affairs at the Association of American Publishers, noting how more people than ever can access e-material that might otherwise have been purchased from booksellers.

Readers across the globe borrowed 662 million e-books, audiobooks and digital magazines last year, up 19% since 2022, according to data provided by [OverDrive](#), the main distributor of digital content for libraries and schools.

Libraries Online Inc., a Connecticut interlibrary consortium, is currently spending roughly \$20,000 a month on e-books for its 38 members. Replacing expired titles consumes 20% of the consortium’s budget, said e-book committee chair, Rebecca Harlow.

“If we replaced all of the content that has expired this year, the cost would exceed our entire annual budget for e-books,” Harlow recently told lawmakers. “We have completely lost the ability to build a library collection.”

The consortium leases fewer than 30 books a month for children and 30 books a month for teens, she said.

Dumping e-books and audio books isn’t considered an option for libraries with patrons like Casey Rosseau, 53, of West Hartford, Connecticut.



Rosseau, an information technology worker, has worsening eyesight. He reads about 200 audiobooks a year using OverDrive's Libby app on his phone, and is typically on waiting lists for months at a time for the most coveted titles.

"I've always gone to the library to get the latest John Grisham or the latest James Patterson (novel)," he said. "Those come out so often that you have to have really deep pockets in order to be able to afford to buy them."

In 2021, Maryland passed a law that would have required publishers to make e-books available on "reasonable terms" to libraries if they were being offered to the general public. That was [struck down by a judge](#) in 2022, after publishers successfully argued that federal copyright law bars states from regulating publishing transactions. New York Gov. Kathy Hochul vetoed a similar measure in 2021.

Many of the latest legislative proposals try a different approach.

An Illinois bill would void contracts between libraries and publishers that include certain provisions, such as restricting a library's right to determine loan periods for licensed electronic material. Massachusetts and Connecticut are looking at similar proposals.

"Basically, rather than telling the publishers that they have to do anything in particular, our bill would tell the libraries on what terms they can make deals with the publishers," said Connecticut state Rep. Matt Blumenthal, a Democrat.

Husband, of the Association of American Publishers, said she sees no real difference between the overturned Maryland law and these latest efforts. Last year, organizations representing publishers, booksellers and authors [formed](#) The Protect the Creative Economy Coalition to oppose state legislation.

But Julie Holden, assistant library director for the Cranston Public Library in Rhode Island, said that without legislative change, local librarians will not only continue to face financial strain, they'll be bogged down examining lists of expiring digital leases to decide whether they can justify spending more money to renew each one.

"Taxpayers who fund our public libraries deserve better. Way better," she said.



## **THE ASSOCIATED PRESS**

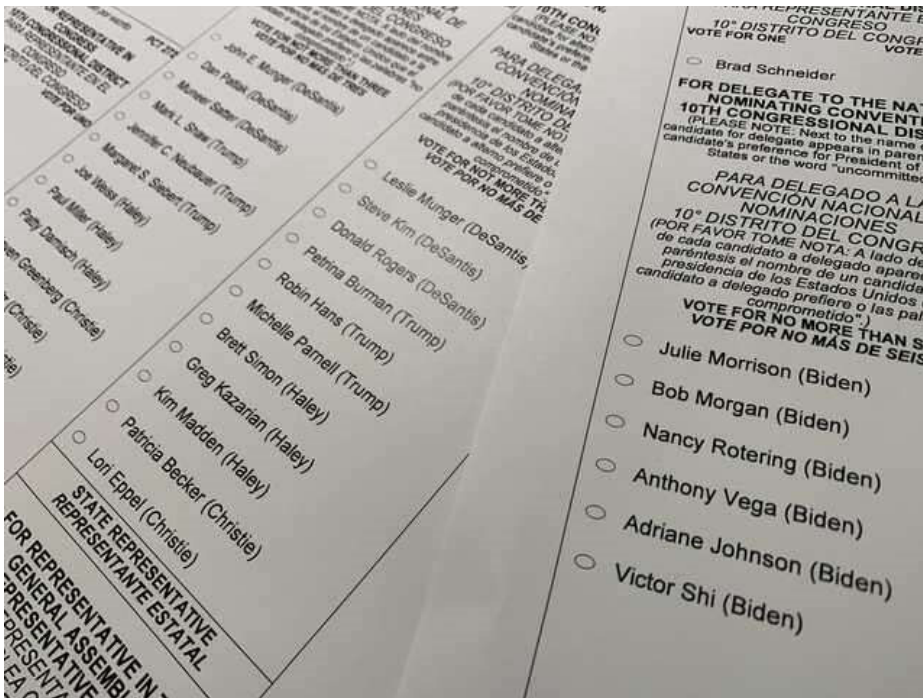
*Advancing the Power of Facts*

The Associated Press is an independent global news organization dedicated to factual reporting. Founded in 1846, AP today remains the most trusted source of fast, accurate, unbiased news in all formats and the essential provider of the technology and services vital to the news business. More than half the world's population sees AP journalism every day.

Copyright 2024 The Associated Press. All Rights Reserved.

# Library 'Political Scientist in Residence' answers your ballot questions

Posted March 07, 2024 11:28 am



Specimen primary ballots from Vernon 272.

Courtesy of Catherine Savage

Voters may be less familiar with some of the down-ballot races,” Vernon Area Public Library spokesperson Catherine Savage said. “‘Delegates to the National Nominating Convention’ or ‘Precinct Committeeperson,’ for example.”

Fortunately for the patrons of the Vernon Area Public Library, the library is helping voters navigate the 2024 election cycle by tapping the expertise of University of Illinois Chicago associate professor of Political Science & Psychology Alexandra Filindra, Ph.D., who is serving as a “Political Scientist in Residence” for the library.

Filindra recently responded to some questions about the spring ballot from library patrons:

**Q (Patron Question):** “Delegates to the national nominating convention” — what am I voting for? What happens if the candidate that wins the popular vote is different from the delegates who were elected? How does a person get to be a prospective delegate?

**A (Filindra):** The nominating conventions are party events, so who ends up the nominee of the party depends on the party primary results and the other rules of the party.

Each party has different ways of selecting delegates. You can find the Illinois Democratic Party’s plan on their website at [ILDems.com](http://ILDems.com). The Republican Party’s rules are available on Ballotpedia, at [ballotpedia.org](http://ballotpedia.org).

Political parties have the sole authority to determine who their nominee is going to be. When a party does not have an incumbent president on the ticket (and the current situation today of both parties having someone who has been in the White House is very unusual), it is often the case that one candidate doesn’t secure all the delegates needed to win the nomination. In such a case, we may have a contested or a “brokered convention.” Most famously, the 1924 Democratic convention that pitted Al Smith against William McAdoo led to 103 rounds of balloting and took 17 days.

**Q:** When the ballot says “Vote For One” and there’s only one name, obviously my vote isn’t going to make a difference whether they are selected or not. Is there any point in this exercise?

**A:** Yes, there is. It tells the other parties, other candidates and voters that this person may be vulnerable, and the other party should field a candidate in the next election. Parties sometimes do not run candidates because they think they have no chance of winning. But if someone runs unopposed and wins with only a small proportion of all votes cast, that is important information.

**Q:** “Precinct Committeeperson” — What do these folks do?

**A:** This is a party representative at the local level (the “precinct”), and their job is to be the liaison between the party and the individual voter. Responsibilities of the post include facilitating voter registration and absentee ballot access; leading get-out-the-vote outreach efforts; distributing campaign and party literature; promoting the party; and addressing voter concerns. In many states Precinct Captains are also eligible to establish party unit committees for fundraising.

“Fun fact,” Filindra added, “In Chicago, Michelle Obama’s father was a precinct captain and she got her first exposure to politics when he took her along to his rounds around the precinct.”

Throughout 2024, Filindra will lead lectures, provide recommended reading and create opportunities for library patrons to increase their understanding of US government and the election process.

Through the end of March, a self-guided exhibit entitled “Know Your Local Government” is on display in the library lobby. The exhibit features an overview from Filindra, along with content from Vernon Township, Lake County and the villages of Lincolnshire and Buffalo Grove. Visitors are invited to engage with an interactive “Why I Love my Community” display.

A recording of Filindra’s January lecture at the library, “Election Literacy 2024: Political Process & Psychology,” is viewable on the library’s YouTube channel at [VAPLD.info/YouTube](https://vapl.org/YouTube).

Dr. Alexandra Filindra holds a Ph.D. in political science from Rutgers University and served as a postdoctoral researcher at Brown University’s Taubman Center for Public Policy and American Institutions and the Center for the Study of Human Development. Her work has appeared in the Journal of Politics, Political Behavior, Policy Studies Journal, Regional Studies, State Politics and Policy Quarterly, Harvard Education Review, Migration Studies, International Migration and other scholarly journals.

[Paddock Publications, Inc., P.O. Box 280, Arlington Heights, IL 60006](https://vapl.org)  
[Paddock Publications, Inc. is an Employee-Owned Company](https://vapl.org)

[https://www.mediadecision.com/lifestyle/bans-lawsuits-and-digital-restrictions-can-libraries-in-the-u-s-survive-it-all/article\\_0cb84586-c9bf-11ee-a57f-7f75f0d38253.html](https://www.mediadecision.com/lifestyle/bans-lawsuits-and-digital-restrictions-can-libraries-in-the-u-s-survive-it-all/article_0cb84586-c9bf-11ee-a57f-7f75f0d38253.html)

## Bans, Lawsuits, and Digital Restrictions: Can Libraries in the U.S. Survive It All?


Ananyaa Bhowmik

Feb 19, 2024



Image Credit: Shutterstock.

Last year, between January 1 and August 31, 2023, the American Library Association reported receiving 695 attempts to censor library materials and services for more than 1900 unique titles. That follows the record-breaking number of book censorship demands in 2022, up 38% from the previous year.

Last year, widespread demands for book bans swept across the United States. Iowa became the first state to cancel bans on books, and Florida introduced  law.

Changes have been unfolding in the book scene for the entirety of the past year. Two things perhaps stood out the most — a horrifying rise in book censorship and demands for book removals. Amid such tumult, libraries across the nation may struggle to survive.

## **Book Bans Sweep the Land**

Censorship challenges targeted public libraries, schools, and even prison libraries. U.S. school boards can choose what books to keep and which ones to block from their libraries. These libraries often have to capitulate to parental and board member pressure. There is no clear legislation to help in this situation either. The Supreme Court last ruled on the matter in 1982. What's even more concerning is that a lot of the book ban demands target books for or by people of color and/or from the queer communities.

## **The State of the States**

### **Florida**

Florida has seen its share of ups and downs recently. On July 1, things took a turn when Gov. Ron DeSantis signed a law that required school districts to remove books that have any text that the authorities deemed to be "sexual conduct," as defined by the state. Experts and educators across the board raised concerns over fears that a lot of canonical and essential literature could go missing from school library shelves due to the generalized language used in the law. People may easily interpret the legislation to restrict book access according to personal and political preferences.

That said, it seems not all hope is lost. U.S. District Judge T. Kent Wetherell II from Pensacola gave the go-ahead to a lawsuit against the Florida Panhandle school district that removed books related to race and queer identities from its libraries.

The federal lawsuit alleges that the Escambia County School District and its School Board violated the First Amendment by removing 10 books.

Katie Blankenship, Director of PEN America, Florida, issued the following statement in response to the decision:

"Today, we urged the court to vindicate the constitutional rights of students, parents, authors, and publishers. We are heartened that Judge Wetherell agreed and that our case can proceed. These books need to be returned to the shelves where they belong, and every day that students are refused access is a day they're not getting the high-quality education they deserve. This case cuts to the heart of who we are as a country, and for the sake of our children and the future of our democracy, it's critical that we adhere to the language of the First Amendment and the precedents of our federal courts."

Lynn Oberlander of Ballard Spahr, representing the plaintiffs, shared, "We are gratified that the Judge recognized that books cannot be removed from school library shelves simply because of the views they espouse, and are looking forward to moving forward with this case to protect the constitutional rights of the plaintiffs."

## **Illinois Stops Book Censorship**

In June this year, Gov. Pritzker signed a bill outlawing banning of books in the Prairie State. House Bill 2789 amended the Illinois Library System Act, "... to encourage and protect the freedom of public libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials."

With that, Illinois became the first U.S. state to stop book bans.

## The State of Iowa

In 2023, federal Judge Stephen Locher stopped key parts of SF 496 from going into effect. The Iowa law prohibits schools from stocking books containing gender identity and other queer elements. Judge Locher rightly predicted that the language used in the law generalizes things so much that it could end up censoring over 500 books, including some literary classics and self-help books.

## The Digital Dilemma

Libraries traditionally acquire, preserve, and catalog texts before lending them confidentially. This means anyone could check out any available book with the assurance that their details would remain private. But with the advent of the digital media stock, situations got a tad dubious.

Libraries today usually cannot own digital books outright. The digital books that libraries get come with restrictive licenses that need them to keep making payments as one would a streaming service. Digital books are often taken off digital shelves and altered without the library's awareness or consent. Worst of all, when one borrows these books, one cannot expect their details to be private, with anyone from distributors, publishers, and retailers tracking user data and sharing them with advertisers.

**Subscribe now to unlock unlimited access to our award-winning coverage.**

**Lisa Peet**

**SUBSCRIBE**

# Criminal Liability Protections for Library Employees Eliminated Under Proposed West Virginia Legislation

by [Lisa Peet](#)

Feb 29, 2024 | Filed in [News](#)

West Virginia legislators recently advanced a bill that would remove criminal liability protections for public library, museum, or school employees accused of displaying “obscene matter to a minor.” Under House Bill 4654, which passed the West Virginia House of Delegates on February 16, in an 85–12 vote mostly along party lines, any adult who knowingly and intentionally displays obscene matter to a minor could be charged with a felony, fined up to \$25,000, and face up to five years in prison if convicted.

West Virginia State Code defines obscene matter as anything “An average person, applying contemporary adult community standards, would find, taken as a whole, appeals to the prurient interest”; “an average person, applying community standards, would find depicts or describes, in a patently offensive way, sexually explicit conduct”; and that “a reasonable person would find, taken as a whole, lacks serious literary, artistic, political or scientific value.”

HB 4654 was the subject of a heated public hearing on January 24 and a lengthy meeting of the House Judiciary Committee on February 12, where supporters of the bill and West Virginia Library Association (WVLA) President Megan Tarbett answered a series of questions from committee members during testimony. The bill has been referred to the state Senate Judiciary Committee, where Republicans hold an overwhelming majority.

## A CHILLING EFFECT

As with much of the legislation proposed in recent years that would place restrictions on public library materials, the bill’s supporters claim that it does not ban books. Rather, they say, it offers children the same protections that already exist outside library walls. “What this bill does do

**Subscribe now to unlock unlimited access to our award-winning coverage.**

is stop obscene and pornographic material, sexually explicit materials, from being available to children in public taxpayer-funded spaces,” said Del. Elliott Pritt (R-Fayette), who is a social studies teacher.

“This bill is dealing with criminal conduct,” said Del. Brandon Steele (R-Raleigh), the bill’s sponsor, at the hearing.

Librarians, museum workers, or teachers would only be liable if the material in question was provided to a minor “knowingly and intentionally.” He offered, as an example, the act of giving a minor a copy of *Hustler* magazine inside a library, adding, “If it’s a crime in the parking lot, it’s a crime in the building—period. I hope the chilling effect chills the pedophiles. We’re not going to create a safe space for them.”

However, Tarbett disagreed strongly with Steel’s reasoning. The exemptions that the bill seeks to strike down “are not there to protect someone doing something illegal in the building,” she noted. “If a staff member was handing actual pornography to children, I would call the sheriff myself.”

She added, “That example, isn’t germane to anything that we’re doing. We have reassured [the bill’s supporters] that every library’s policies may look slightly different, but we all already have procedures in place. We have reconsideration of materials forms, we have collection development policies, we have unattended children policies”—at her library, that covers anyone under 18.

Opponents of the bill pointed out that chilling effect would impact not only the theoretical pedophiles Steele hopes to target, but the library staff who select titles and help patrons. Those consequences could include self-censorship. “All it takes is one person wanting to make a name for themselves and arresting their local librarian,” said Tarbett. “Even if

nothing is ever proven, that’s a huge knock to someone’s reputation—  
even just the hint of that.”



West Virginia State Capitol

And while the bill's language alludes to the intentionality of a potential exchange of objectionable material, "it doesn't make clear who is on the hook for it," she pointed out. "Is it the collection development librarian who's no longer at the library, who bought the book five years ago? Is it the front desk staff who checks out the book to the child? Is it the library director?"

During the hearing, Del. Shawn Fluharty (D-Ohio) stated that HB 4654 was "election year manufactured outrage," and a bill designed to "ban books." A motion was then made and sustained to disallow the use of the term "ban books," or similar wording, during discussion in the House Chamber.

## WHO DEFINES OBSCENITY?

Obscenity laws are notoriously difficult to enforce. In order to meet the federal definition of obscenity, material needs to pass the United States Supreme Court's three-pronged *Miller* test, as defined in the 1973 case *Miller v. California*. The definition outlined in West Virginia code aligns with federal standards, but by invoking "community standards" and a "reasonable person," both the Supreme Court and state definitions run into gray areas. Who gets to define for the entire community what constitutes obscenity, Tarbett wondered—does that mean content featuring sexual situations, adult language, or violence?

The ACLU of West Virginia noted on X (formerly Twitter) that proponents of the bill "insisted 4654 is only about stopping adults from showing obscene materials to kids, but continuously referred to materials that do not meet the definition of obscenity as examples of why the bill is needed."

Of West Virginia's 170 public libraries, most have tight budgets, Tarbett noted, and library staff select books that they already know will appeal to their patrons. "The long list of books that come up as objectionable, a lot of our libraries just don't have any of them," she said. And now "they're going to be scared to ever order anything that could be considered objectionable."

On its website, a statement from WVLA notes, in part, "There is an alarming degree of subjectivity in the wording of HB 4654 as to whether something is patently offensive. Again, this vague definition opens the

**Subscribe now to unlock unlimited access to our award-winning coverage.**

door for attacks and legal challenges on any book, periodical, program, or other aspect of library service that some members of a community may not agree with.”

The Association of Art Museum Directors has also issued [a statement condemning the bill](#), stating “jeopardizes the ability of art museums and their professionals to curate and display diverse and challenging artworks that are essential for fostering creativity, critical thinking, and an educated citizenry.”

Before debate began at the February hearing, Del. Mike Pushkin (D-Kanawha) proposed an unsuccessful amendment that would have kept criminal liability protections for teachers in place, pointing out that the bill as written could target health instructors teaching sex education classes. Pushkin’s amendment failed by voice vote.

“Even if no one is ever convicted, just the possibility of being charged for something like this is scary,” said Tarbett. “It is going to have indirect effects on staff retention, future fundraising possibilities, plus erosion of community trust.”

Those pushing HB 4654 forward, she added, are members of the community as well, and she would like to be able to work with them. “But there are ways for all of us to have these discussions without terrifying our one-person libraries here in West Virginia.”



✉ [lpeet@mediasourceinc.com](mailto:lpeet@mediasourceinc.com)

Lisa Peet is Executive Editor for Library Journal.

West Virginia House Bill 4654

West Virginia Library Association

obscenity laws

**Subscribe now to unlock unlimited access to our award-winning coverage.**

## RELATED →

### IMPACTS

## Words Matter | Editorial

by [Hallie Rich](#)

**Subscribe now to unlock unlimited access to our award-winning coverage.**

**BOOKPULSE**

## ‘The Hunter’ by Tana French Tops Holds Lists | Book Pulse

by [Kate Merlene](#)

**BOOKPULSE**

## Shortlists Announced for J. Anthony Lukas Prizes for Nonfiction | Book Pulse

by [Sarah Wolberg](#)

**BOOKPULSE**

## Publishing Diversity Baseline Survey Finds Incremental Progress | Book Pulse

by [Sarah Wolberg](#)

**BOOKPULSE**

## Finalists for the Helen Bernstein Book Award for Excellence in Journalism | Book Pulse

by [Kate Merlene](#)

More [→](#)

### TOP STORIES

**BOOKPULSE**

## Shortlists Announced for J. Anthony Lukas Prizes for Nonfiction | Book Pulse

[Sarah Wolberg](#)

**BOOK NEWS**

## Prepub Alert: The Complete List | August 2024 Titles

[Melissa DeWild and Neal Wyatt](#)

NEWS

# Georgia Weighs Loss of LIS Accreditation in Potential Break with ALA

[Steve Zalusky](#)

NEWS

# LJ Talks to 2025–26 ALA Presidential Candidates Sam Helmick and Ray Pun

[Lisa Peet](#)

GET THE BEST OF LJ DELIVERED TO YOUR INBOX  
Check Out Our Free Newsletters!

[LEARN MORE](#)

RECOMMENDED



NEWS

## Criminal Liability Protections for Library Employees Eliminated Under Proposed West Virginia Legislation

[Lisa Peet](#)

West Virginia legislators recently advanced a bill that would remove criminal liability protections for public library, museum, or school employees accused of displaying “obscene matter to a minor.



BOOK NEWS

## Author and Narrator in Conversation | LJ Talks with India Holton & Elizabeth Knowelden

[Neal Wyatt](#)

Author India Holton and multi-Audie-Award-winning narrator Elizabeth Knowelden discuss the creative process, their favorite scenes in Holton’s siddily engaging series, and the pleasures of tea and audio.

**Subscribe now to unlock unlimited access to our award-winning coverage.**

BOOK NEWS



## Author and Narrator in Conversation | LJ Talks with India Holton & Elizabeth Knowelden

[Neal Wyatt](#)

Author India Holton and multi-Audie-Award-winning narrator Elizabeth Knowelden discuss the creative process, their favorite scenes in Holton’s giddily engaging series, and the pleasures of tea and audio.



BOOK NEWS

## Author and Narrator in Conversation | LJ Talks with India Holton & Elizabeth Knowelden

[Neal Wyatt](#)

Author India Holton and multi-Audie-Award-winning narrator Elizabeth Knowelden discuss the creative process, their favorite scenes in Holton’s giddily engaging series, and the pleasures of tea and audio.

**Subscribe now to unlock unlimited access to our award-winning coverage.**



LACONI

# LACONI TRUSTEE BANQUET

**Friday, May 3rd 6-9pm**  
**The Nineteenth Century Club**  
**Oak Park, IL**

Library Trustees are invited to join us for an evening of networking and dinner. John Chrastka, Executive Director of the advocacy group EveryLibrary and Kelly Jensen of Book Riot, will be our featured guests this year.

For additional information and to purchase tickets, visit [laconi.org](http://laconi.org).

Thank you to our sponsors





## Sign Up for an iLEAD Workshop!

by [Admin](#) | Mar 1, 2024 | [Announcements](#) | [0 comments](#)

iLEAD is your one-stop resource for becoming the best Illinois Public Library Trustee you can be. LEAD with confidence by knowing the laws and best practices for serving your library community.

Learn how the iLEAD Trustee Learning Portal can help public library board members shine in their roles. Register today for a workshop in your area! These free two-hour workshops are available to all Illinois public library trustees and directors.

Advance registration is required in L2. Space is limited, and in-person space varies by location.

A free account with Illinois' Library Directory and Learning Calendar ([L2](#)) website is required in order to register for a workshop. (Trustees: Need help creating an account? Ask your director!)

For purposes of compliance with the IL Open Meetings Act, these meetings are for the purpose of providing a training opportunity for public library trustees and directors wishing to access the iLEAD course. No business discussion, action, or voting will take place.

Sign up for a workshop at: <https://www.ileadtrustee.org/updates/>