

Regular Board Meeting

Tuesday, April 16, 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

7.C. Library Director Salary Increase

8. **Reports**

8.A. Director & Staff Reports

8.B. Statistics

8.C. Friends of the Library Report

9. **New Business**

9.A. DISCUSSION ITEM: Privacy Audit

9.B. ACTION ITEM: Working Budget

9.C. ACTION ITEM: Resolution - 2023/2024 -
006: Appropriation Resolution

9.D. ACTION ITEM: B 132-2019 Agreement with Product
Architecture + Design - Standard Form of
Agreement between Owner and Architect,
Construction Manager as Advisor edition

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

11. **Correspondence & Announcements**

11.A. Patron Communication

11.B. Other Correspondence

11.C. Library News

12. **Additional Discussion**

13. **Adjournment**

Addison Public Library Balance Sheet as of March 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	161,474.45	1,705.36	163,179.81
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	0.00	5,000.00
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	8,173.47	(1,811.12)	6,362.35
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	167,514.81	24,359.28	191,874.09
10-11-1085 - Cash in Bank - Ehlers	14,953,865.29	51,872.14	15,005,737.43
10-11-1095 - Cash in Bank - Harris Bank MM	5,555,457.11	(485,199.22)	5,070,257.89
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>11,745,471.91</u>	<u>(409,073.56)</u>	<u>11,336,398.35</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	180,503.63	(90,450.32)	90,053.31
10-22-0230 - Employee I.M.R.F. Payable	8,506.80	149.89	8,656.69
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>6,077,947.54</u>	<u>(90,300.43)</u>	<u>5,987,647.11</u>
<u>Fund Balance</u>			
10-30-2920 - Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
10-30-2930 - Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
10-30-2940 - Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
10-30-2950 - Reserved - Liability Insurance	(343.96)	0.00	(343.96)
10-30-2960 - Reserved - Audit	7,092.22	0.00	7,092.22
10-30-2965 - Reserved - Workers Comp	23,994.40	0.00	23,994.40
10-30-2970 - Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
10-30-2990 - Unreserved Fund Balance	5,482,902.05	0.00	5,482,902.05
	<u>3,475,833.46</u>	<u>0.00</u>	<u>3,475,833.46</u>
Total Liabilities and Fund Balance	<u>9,553,781.00</u>	<u>(90,300.43)</u>	<u>9,463,480.57</u>
 Excess Revenues Over Expenses	<u>2,191,690.91</u>	<u>(318,773.13)</u>	<u>1,872,917.78</u>

Addison Public Library Balance Sheet as of March 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	627,016.97	2,210.13	629,227.10
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,562,964.55</u>	<u>2,210.13</u>	<u>15,565,174.68</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
Total Liabilities and Fund Balance	<u><u>15,796,094.08</u></u>	<u><u>0.00</u></u>	<u><u>15,796,094.08</u></u>
Excess Revenues Over Expenses	<u><u>(233,129.53)</u></u>	<u><u>2,210.13</u></u>	<u><u>(230,919.40)</u></u>
<hr/> Rebillables Fund <hr/>			
<u>Assets</u>			
90-11-2000 - Allocated Cash	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
<u>Fund Balance</u>			
90-30-2990 - Fund Balance	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
Total Liabilities and Fund Balance	<u><u>1,787.03</u></u>	<u><u>0.00</u></u>	<u><u>1,787.03</u></u>

Addison Public Library Balance Sheet as of March 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Total All Funds <hr/>			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	161,474.45	1,705.36	163,179.81
Cash in Bank - Illinois National Bank	5,000.00	0.00	5,000.00
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	8,173.47	(1,811.12)	6,362.35
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	167,514.81	24,359.28	191,874.09
Cash in Bank - Ehlers	14,953,865.29	51,872.14	15,005,737.43
Cash in Bank - Harris Bank MM	5,555,457.11	(485,199.22)	5,070,257.89
Cash in Bank - Ill Metropolitan	627,016.97	2,210.13	629,227.10
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>27,310,223.49</u>	<u>(406,863.43)</u>	<u>26,903,360.06</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	180,503.63	(90,450.32)	90,053.31
Employee I.M.R.F. Payable	8,506.80	149.89	8,656.69
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>6,077,947.54</u>	<u>(90,300.43)</u>	<u>5,987,647.11</u>
 Fund Balance			
Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
Reserved - Liability Insurance	(343.96)	0.00	(343.96)
Reserved - Audit	7,092.22	0.00	7,092.22
Reserved - Workers Comp	23,994.40	0.00	23,994.40
Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
Unreserved Fund Balance	5,484,689.08	0.00	5,484,689.08
Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	<u>19,273,714.57</u>	<u>0.00</u>	<u>19,273,714.57</u>
 Total Liabilities & Fund Balance	<u>25,351,662.11</u>	<u>(90,300.43)</u>	<u>25,261,361.68</u>
 Excess Revenues Over Expenditures	<u>1,958,561.38</u>	<u>(316,563.00)</u>	<u>1,641,998.38</u>

Addison Public Library Balance Sheet as of March 31, 2024

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

Addison Public Library Revenue Report For the 11 Months Ended March 31, 2024

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
10-41-3201 - Property Current - General	0.00	5,389,496.18	5,408,932.09	19,435.91	99.64
10-41-3202 - Property Current - F.I.C.A.	0.00	75,707.21	75,980.23	273.02	99.64
10-41-3203 - Property Current - I.M.R.F.	0.00	229,978.49	230,807.86	829.37	99.64
10-41-3205 - Property Current - Liability Insurance	0.00	59,994.41	60,210.75	216.34	99.64
10-41-3206 - Property Current - Audit	0.00	5,713.77	5,734.36	20.59	99.64
10-41-3207 - Property Current - Unemployment	0.00	5,713.77	5,734.36	20.59	99.64
10-41-3208 - Property Current - Workers Compensation	0.00	5,713.77	5,734.26	20.49	99.64
10-41-3301 - Replacement Taxes	0.00	108,660.33	135,000.00	26,339.67	80.49
10-41-3400 - Aggregate Refunds	<u>0.00</u>	<u>35,710.94</u>	<u>35,839.73</u>	<u>128.79</u>	<u>99.64</u>
	<u>0.00</u>	<u>5,916,688.87</u>	<u>5,963,973.64</u>	<u>47,284.77</u>	<u>99.21</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	1,416.30	5,207.91	5,000.00	(207.91)	104.16
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	67.00	0.00	(67.00)	0.00
10-42-3012 - Nonresident Fees	0.00	3,493.31	2,000.00	(1,493.31)	174.67
10-42-3016 - Scanner Fees	1,099.37	8,755.99	7,500.00	(1,255.99)	116.75
10-42-3023 - Activity Fees	0.00	7.10	0.00	(7.10)	0.00
10-42-3099 - Printing and Other Fees	<u>850.35</u>	<u>7,235.14</u>	<u>5,000.00</u>	<u>(2,235.14)</u>	<u>144.70</u>
	<u>3,366.02</u>	<u>24,766.45</u>	<u>19,500.00</u>	<u>(5,266.45)</u>	<u>127.01</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
<u>Interest</u>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	5,213.70	49,907.98	0.00	(49,907.98)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>51,872.14</u>	<u>598,686.54</u>	<u>0.00</u>	<u>(598,686.54)</u>	<u>0.00</u>
	<u>57,085.84</u>	<u>648,657.14</u>	<u>0.00</u>	<u>(648,657.14)</u>	<u>0.00</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	2,210.20	4,265.80	0.00	(4,265.80)	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	953.96	25,824.38	0.00	(25,824.38)	0.00
10-47-3030 - Friends of Addison Public Library	<u>425.82</u>	<u>10,951.27</u>	<u>0.00</u>	<u>(10,951.27)</u>	<u>0.00</u>
	<u>3,589.98</u>	<u>83,815.45</u>	<u>0.00</u>	<u>(83,815.45)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>64,041.84</u>	<u>809,899.49</u>	<u>72,192.00</u>	<u>(737,707.49)</u>	<u>1,121.87</u>
Total General Fund Revenues	<u>64,041.84</u>	<u>6,726,588.36</u>	<u>6,036,165.64</u>	<u>(690,422.72)</u>	<u>111.44</u>

Addison Public Library Revenue Report For the 11 Months Ended March 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<u>Other</u>					
80-46-3029 - Interest on IMET	2,210.13	25,370.61	0.00	(25,370.61)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>2,210.13</u>	<u>25,370.61</u>	<u>100,000.00</u>	<u>74,629.39</u>	<u>25.37</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>2,210.13</u>	<u>25,370.61</u>	<u>100,000.00</u>	<u>74,629.39</u>	<u>25.37</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>66,251.97</u>	<u>6,751,958.97</u>	<u>6,136,165.64</u>	<u>(615,793.33)</u>	<u>110.04</u>

Addison Public Library Expense Report For the 11 Months Ended March 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	215,039.58	2,539,567.53	3,150,000.00	610,432.47	80.62	19.38
10-50-2200 - Employer F.I.C.A. Expense	16,173.68	191,329.97	251,070.00	59,740.03	76.21	23.79
10-50-2300 - Employer I.M.R.F. Expense	12,200.17	144,890.07	206,211.00	61,320.93	70.26	29.74
10-50-2400 - Health Insurance	33,509.25	385,255.18	515,000.00	129,744.82	74.81	25.19
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>276,922.68</u>	<u>3,264,292.75</u>	<u>4,126,531.00</u>	<u>862,238.25</u>	<u>79.11</u>	<u>20.89</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	3,016.25	62,698.79	72,000.00	9,301.21	87.08	12.92
10-52-3900 - Children Other Expenditures	<u>2,728.46</u>	<u>27,527.02</u>	<u>31,000.00</u>	<u>3,472.98</u>	<u>88.80</u>	<u>11.20</u>
	<u>5,744.71</u>	<u>90,225.81</u>	<u>103,000.00</u>	<u>12,774.19</u>	<u>87.60</u>	<u>12.40</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	16,262.58	154,373.25	166,000.00	11,626.75	93.00	7.00
10-54-3900 - Adult Other Expenditures	<u>8,226.96</u>	<u>80,377.67</u>	<u>88,000.00</u>	<u>7,622.33</u>	<u>91.34</u>	<u>8.66</u>
	<u>24,489.54</u>	<u>234,750.92</u>	<u>254,000.00</u>	<u>19,249.08</u>	<u>92.42</u>	<u>7.58</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	0.00	9,724.97	11,000.00	1,275.03	88.41	11.59
10-55-3500 - Online Databases	15,879.71	209,104.03	221,000.00	11,895.97	94.62	5.38
10-55-3860 - E-Books	7,700.94	68,291.86	75,000.00	6,708.14	91.06	8.94
10-55-3900 - Other Digital Media	<u>539.00</u>	<u>45,692.25</u>	<u>46,000.00</u>	<u>307.75</u>	<u>99.33</u>	<u>0.67</u>
	<u>24,119.65</u>	<u>332,813.11</u>	<u>353,000.00</u>	<u>20,186.89</u>	<u>94.28</u>	<u>5.72</u>
Total Library Materials	<u>54,353.90</u>	<u>657,789.84</u>	<u>710,000.00</u>	<u>52,210.16</u>	<u>92.65</u>	<u>7.35</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	386.48	3,314.25	12,000.00	8,685.75	27.62	72.38
10-56-4410 - Collection Agency Fees	233.00	2,318.35	3,500.00	1,181.65	66.24	33.76
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	0.00	19,470.00	23,000.00	3,530.00	84.65	15.35
10-56-4500 - Payroll Service Fees	4,210.18	46,735.36	55,500.00	8,764.64	84.21	15.79
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>3,814.53</u>	<u>43,705.38</u>	<u>50,000.00</u>	<u>6,294.62</u>	<u>87.41</u>	<u>12.59</u>
	<u>8,644.19</u>	<u>120,506.46</u>	<u>156,400.00</u>	<u>35,893.54</u>	<u>77.05</u>	<u>22.95</u>

Addison Public Library Expense Report For the 11 Months Ended March 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	734.37	18,596.26	25,000.00	6,403.74	74.39	25.61
10-58-5120 - Water Service	0.00	2,874.10	3,500.00	625.90	82.12	17.88
10-58-5310 - Refuse Disposal Service	0.00	3,574.65	5,000.00	1,425.35	71.49	28.51
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>68,004.00</u>	<u>75,000.00</u>	<u>6,996.00</u>	<u>90.67</u>	<u>9.33</u>
	<u>6,134.37</u>	<u>93,049.01</u>	<u>108,500.00</u>	<u>15,450.99</u>	<u>85.76</u>	<u>14.24</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	68.71	7,085.34	11,500.00	4,414.66	61.61	38.39
10-58-5570 - Leased Internet Access Line	<u>475.42</u>	<u>5,610.66</u>	<u>6,000.00</u>	<u>389.34</u>	<u>93.51</u>	<u>6.49</u>
	<u>544.13</u>	<u>12,696.00</u>	<u>17,500.00</u>	<u>4,804.00</u>	<u>72.55</u>	<u>27.45</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	4,945.32	33,697.50	35,000.00	1,302.50	96.28	3.72
10-58-5620 - HVAC	2,321.50	19,614.36	35,000.00	15,385.64	56.04	43.96
10-58-5690 - Other Building Materials & Repair	0.00	5,035.83	22,000.00	16,964.17	22.89	77.11
10-58-5710 - Equipment Maintenance & Repair	<u>1,373.82</u>	<u>65,520.01</u>	<u>75,000.00</u>	<u>9,479.99</u>	<u>87.36</u>	<u>12.64</u>
	<u>8,640.64</u>	<u>123,867.70</u>	<u>167,000.00</u>	<u>43,132.30</u>	<u>74.17</u>	<u>25.83</u>
Total Physical Services	<u>15,319.14</u>	<u>229,612.71</u>	<u>293,000.00</u>	<u>63,387.29</u>	<u>78.37</u>	<u>21.63</u>
<u>Automation</u>						
10-61-4800 - System Development	5,922.00	47,042.00	49,000.00	1,958.00	96.00	4.00
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>1,471.82</u>	<u>70,250.94</u>	<u>80,000.00</u>	<u>9,749.06</u>	<u>87.81</u>	<u>12.19</u>
	<u>7,393.82</u>	<u>154,433.83</u>	<u>191,388.00</u>	<u>36,954.17</u>	<u>80.69</u>	<u>19.31</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	2,332.70	2,000.00	(332.70)	116.64	(16.64)
10-62-7420 - Information Technology	320.00	1,791.56	1,600.00	(191.56)	111.97	(11.97)
10-62-7430 - Guest Services	480.00	1,835.00	1,500.00	(335.00)	122.33	(22.33)
10-62-7440 - Adult Services	727.00	2,011.87	1,680.00	(331.87)	119.75	(19.75)
10-62-7450 - Children Services	160.00	792.60	1,830.00	1,037.40	43.31	56.69
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	130.00	1,522.46	2,700.00	1,177.54	56.39	43.61
10-62-7470 - Staff In-Service	17.96	4,839.71	7,500.00	2,660.29	64.53	35.47
10-62-7480 - Board	0.00	1,450.00	2,500.00	1,050.00	58.00	42.00
10-62-7500 - Community Engagement	28.21	2,117.26	3,500.00	1,382.74	60.49	39.51
10-62-7510 - Memberships (Staff & Board)	730.00	9,166.09	11,000.00	1,833.91	83.33	16.67
10-62-7550 - In-State Travel	29.95	5,292.77	7,500.00	2,207.23	70.57	29.43
10-62-7560 - Out-of-State Travel	1,525.81	6,042.58	15,765.00	9,722.42	38.33	61.67
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>4,148.93</u>	<u>44,059.15</u>	<u>66,575.00</u>	<u>22,515.85</u>	<u>66.18</u>	<u>33.82</u>

Addison Public Library Expense Report For the 11 Months Ended March 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	1,761.68	19,568.31	23,000.00	3,431.69	85.08	14.92
10-64-8120 - Children Services Programs - General	1,050.94	12,123.09	15,000.00	2,876.91	80.82	19.18
10-64-8160 - Teen Program	1,905.97	12,607.62	19,000.00	6,392.38	66.36	33.64
10-64-8165 - Community Engagement Program	12.00	3,760.50	5,000.00	1,239.50	75.21	24.79
10-64-8170 - IT Programs	<u>207.12</u>	<u>4,899.19</u>	<u>8,000.00</u>	<u>3,100.81</u>	<u>61.24</u>	<u>38.76</u>
	<u>4,937.71</u>	<u>52,958.71</u>	<u>70,000.00</u>	<u>17,041.29</u>	<u>75.66</u>	<u>24.34</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	2,389.42	44,032.56	48,000.00	3,967.44	91.73	8.27
10-64-8220 - Flyers/Brochures	114.89	3,039.90	6,500.00	3,460.10	46.77	53.23
10-64-8910 - Other Promotions	<u>144.12</u>	<u>12,750.79</u>	<u>17,100.00</u>	<u>4,349.21</u>	<u>74.57</u>	<u>25.43</u>
	<u>2,648.43</u>	<u>59,823.25</u>	<u>71,600.00</u>	<u>11,776.75</u>	<u>83.55</u>	<u>16.45</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	169.41	4,689.87	10,000.00	5,310.13	46.90	53.10
10-66-9220 - Guest Services Supplies	101.14	2,379.41	4,000.00	1,620.59	59.49	40.51
10-66-9230 - Adult Services Supplies	0.00	886.60	1,000.00	113.40	88.66	11.34
10-66-9240 - Children Services Supplies	164.22	2,160.64	3,500.00	1,339.36	61.73	38.27
10-66-9245 - Teen Services Supplies	265.22	1,026.20	1,000.00	(26.20)	102.62	(2.62)
10-66-9250 - Materials Management Supplies	2,440.66	28,859.50	35,000.00	6,140.50	82.46	17.54
10-66-9270 - Information Technology Supplies	970.26	19,025.05	20,000.00	974.95	95.13	4.87
10-66-9290 - Postage	0.00	5,855.82	10,000.00	4,144.18	58.56	41.44
10-66-9300 - Library Wide Supplies	469.63	9,270.49	10,500.00	1,229.51	88.29	11.71
10-66-9330 - Community Engagement Supplies	<u>0.00</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>4,580.54</u>	<u>78,006.80</u>	<u>100,000.00</u>	<u>21,993.20</u>	<u>78.01</u>	<u>21.99</u>
<u>Insurance</u>						
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>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	525.00	16,045.14	52,692.00	36,646.86	30.45	69.55
10-66-9885 - RAILS Catalog Membership Grant Agreement Expense	<u>0.00</u>	<u>33,174.00</u>	<u>0.00</u>	<u>(33,174.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>525.00</u>	<u>49,219.14</u>	<u>52,692.00</u>	<u>3,472.86</u>	<u>93.41</u>	<u>6.59</u>

Addison Public Library Expense Report For the 11 Months Ended March 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Other Expenses</u>						
10-66-9910 - Hardware	0.00	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	0.00	197.21	1,000.00	802.79	19.72	80.28
10-66-9940 - Cable Broadcast	400.00	4,000.00	4,800.00	800.00	83.33	16.67
10-66-9945 - Back to School Fair Expenses	0.00	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	147.59	4,582.81	0.00	(4,582.81)	0.00	100.00
10-66-9960 - Friends of the Library	2,190.00	17,265.51	15,000.00	(2,265.51)	115.10	(15.10)
10-66-9970 - FUNshine Committee	67.94	2,177.16	3,800.00	1,622.84	57.29	42.71
10-66-9980 - Staff Recognition	535.10	4,544.76	9,000.00	4,455.24	50.50	49.50
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>3,340.63</u>	<u>84,724.38</u>	<u>94,200.00</u>	<u>9,475.62</u>	<u>89.94</u>	<u>10.06</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>8,446.17</u>	<u>270,193.88</u>	<u>328,892.00</u>	<u>58,698.12</u>	<u>82.15</u>	<u>17.85</u>
Total General Fund Expenditures	<u>382,814.97</u>	<u>4,853,670.58</u>	<u>6,014,386.00</u>	<u>1,160,715.42</u>	<u>80.70</u>	<u>19.30</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	250,000.00	250,000.00	0.00	100.00
80-55-1905 - FY 24 Renovation Project	0.00	256,290.01	10,000,000.00	9,743,709.99	2.56	97.44
	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<u>RFID Project</u>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<u>Rebillables Fund</u>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>382,814.97</u>	<u>5,109,960.59</u>	<u>16,264,386.00</u>	<u>11,154,425.41</u>	<u>31.42</u>	<u>68.58</u>

Addison Public Library

Check List

All Bank Accounts

March 1, 2024 - April 16, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
1292	03/22/24	Addison Public Library 500004	2,190.00
21326	03/12/24	ADP, LLC #110146	4,210.18
21327	03/12/24	Mission Square 231901	2,815.00
21328	03/12/24	Nicor Gas 241916	734.37
21329	03/12/24	Quill 273145	248.45
21330	03/12/24	United States Postal Service 312448	1,300.00
21331	03/12/24	Village of Addison - HSA	2,347.28
21332	03/12/24	Village of Addison: Water Ser 500013	499.45
21333	03/15/24	Albertsons - Safeway 112213	189.18
21334	03/15/24	Matthew Bender Co Inc 231189	8.00
21335	03/20/24	CDS Office Technologies 131476	198.00
21336	03/20/24	Grainger 333337	361.08
21337	03/20/24	Growing Minds Media LLC 127867	669.35
21338	03/20/24	Verizon	97.12
21339	03/20/24	Village of Addison: Misc Exp 500010	155.65
21340	03/20/24	Village of Addison: Misc Exp 500010	564.77
21341	03/20/24	Village of Addison: Misc Exp 500010	747.82
21342	03/20/24	Village of Addison: Misc Exp 500010	27.90
21343	03/20/24	Village of Addison: Misc Exp 500010	88.00
21344	03/20/24	Village of Addison:Health Ins 500011	30,055.02
21345	03/20/24	Village of Addison:Health Ins 500011	2,128.84
21346	03/20/24	Village of Addison:Health Ins 500011	287.58
21347	03/26/24	Amazon Capital Services 112300	157.35
21348	03/26/24	B&H Photo-Video 121800	280.66
21349	03/26/24	Cengage Learning 131563	4,924.35
21350	03/26/24	Mission Square 231901	2,815.75
21351	03/26/24	Village of Addison - HSA	2,347.28
21352	03/26/24	Village of Addison:Health Ins 500011	7.89
38114	04/04/24	Amazon Capital Services 112300	661.57
38115	04/04/24	Amazon Capital Services 112300	1,474.85
38116	04/04/24	Amazon Capital Services 112300	1,259.23
38117	04/04/24	Amazon Capital Services 112300	475.88
38118	04/04/24	Bibliotheca, LLC 121830	5,353.69
38119	04/04/24	Blackstone Publishing, Inc 122220	300.58
38120	04/04/24	BMO Harris Bank N.A. - Payments 122301	6,150.70
38121	04/04/24	CDS Office Technologies 131476	563.82
38122	04/04/24	CDW Government 131480	140.81
38123	04/04/24	Cengage Learning 131563	8,431.01
38124	04/04/24	Center Point Publishing 131571	71.31
38125	04/04/24	Comcast 132548	68.71
38126	04/04/24	Crimson Multimedia Dist. 132835	647.58
38127	04/04/24	Custom Ink LLC 133181	363.00
38128	04/04/24	D&Z House of Books Inc 143662	166.80
38129	04/04/24	Demco Inc 141551	1,689.77
38130	04/04/24	Ehler Investment Partners, LLC 151700	2,663.64
38131	04/04/24	Fat Brain Toys 161180	112.69
38132	04/04/24	Ferguson Enterprises 161575	88.35
38133	04/04/24	GALE/CENGAGE Learning 171152	459.14
38134	04/04/24	IL Library Association 192210	1,600.00
38135	04/04/24	Kranz, Inc. 212800	2,816.82
38136	04/04/24	Lakeshore Learning Material 221153	111.49
38137	04/04/24	Len's Ace Hardware, Inc. 221567	42.27
38138	04/04/24	Manufacturers News Inc 231168	270.90
38139	04/04/24	OTC Brands, Inc 252842	162.61
38140	04/04/24	Playaway 262219	1,498.25
38141	04/04/24	Quill 273145	391.59
38142	04/04/24	Ra'am Integration Solutions	2,233.15

Addison Public Library

Check List

All Bank Accounts

March 1, 2024 - April 16, 2024

Check Number	Check Date	Payee	Amount
38143	04/04/24	Rowman & Littlefield Publishing Group 282590	231.49
38144	04/04/24	Unique Patron Services Solutions 312431	273.00
38145	04/04/24	Village of Addison: Misc Exp 500010	1,249.42
38146	04/04/24	VisoGraphic 322200	54.89
38147	04/04/24	Wild Goose Chase, Inc 331945	880.00
38148	04/04/24	World Trade Press 332578	1,855.00
38149	04/16/24	Amazon Capital Services 112300	1,588.02
38150	04/16/24	American Library Association	247.00
38151	04/16/24	Andertoons 231182	350.00
38152	04/16/24	Angelo Sorce Productions 112417	400.00
38153	04/16/24	Baker & Taylor 120290	3,041.08
38154	04/16/24	Baker & Taylor 120300	879.17
38155	04/16/24	Baker & Taylor 120310	11,522.54
38156	04/16/24	Baker & Taylor 120320	1,031.65
38157	04/16/24	Bibliotheca, LLC 121830	1,854.20
38158	04/16/24	Blackstone Publishing, Inc 122220	63.80
38159	04/16/24	Children's Plus, Inc. 131861	8.96
38160	04/16/24	Colley Elevator 132555	650.00
38161	04/16/24	Complete Cleaning 132523	5,400.00
38162	04/16/24	Crimson Multimedia Dist. 132835	902.62
38163	04/16/24	Current Technologies 133170	5,922.00
38164	04/16/24	D&Z House of Books Inc 143662	1,217.08
38165	04/16/24	Gabriela Tafolla 162821	14.61
38166	04/16/24	GALE/CENGAGE Learning 171152	49.13
38167	04/16/24	Gary Wenstrup	150.00
38168	04/16/24	Ingram Library Service 192452	146.76
38169	04/16/24	Len's Ace Hardware, Inc. 221567	353.54
38170	04/16/24	Lesley Cyrier 892152	87.78
38171	04/16/24	Marti LaHood - 281914	160.00
38172	04/16/24	Mateo Gomez Bedoya	325.00
38173	04/16/24	Matthew Williams 892182	31.02
38174	04/16/24	Midwest Tape 231925	4,334.66
38175	04/16/24	Nardi's Pizza 241172	260.50
38176	04/16/24	ODP Business Solutions 251353	20.96
38177	04/16/24	Patricia Trampas 261181	80.00
38178	04/16/24	Patti Gebala 892144	12.53
38179	04/16/24	Playaway 262219	111.58
38180	04/16/24	Polonia Bookstore Inc 262556	888.58
38181	04/16/24	ProLiteracy 262866	219.00
38182	04/16/24	Robbins Schwartz 282514	386.48
38183	04/16/24	Sherie C Shapiro 291967	75.00
38184	04/16/24	Sherie C Shapiro 291967	75.00
38185	04/16/24	Sir Speedy Printing 291970	60.00
38186	04/16/24	Technology Management Revolving Fund 132558	378.30
38187	04/16/24	Thomson Reuters - West 301867	208.00
38188	04/16/24	Uline 312246	1,223.45
38189	04/16/24	University of Illinois 312680	150.00
38190	04/16/24	Welcome Wagon 331191	144.12
38191	04/16/24	Yabin Liu 822198	215.18
Vendor Check Total			<u>150,509.63</u>
Check List Total			<u>150,509.63</u>

Check count = 106

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Addison Public Library 500004 10-66-9960	Friends of the Library	Addison Public Library 500004	2,190.00	1292	03/22/24	<u>2,190.00</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	Inv #656252485 Inv #656252624	352.00 3,858.18	21326	03/12/24	<u>4,210.18</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,815.00	21327	03/12/24	<u>2,815.00</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	734.37	21328	03/12/24	<u>734.37</u>
Quill 273145 10-66-9300	Library Wide Supplies	Inv #37430672	248.45	21329	03/12/24	<u>248.45</u>
United States Postal Service 312448 10-64-8210	Newletter	Postage for Permit #85	1,300.00	21330	03/12/24	<u>1,300.00</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contribution for 3/13/24 Payroll	2,347.28	21331	03/12/24	<u>2,347.28</u>
Village of Addison: Water Ser 500013 10-58-5120	Water Service	Acct #5433070004-001	499.45	21332	03/12/24	<u>499.45</u>
Albertsons - Safeway 112213 10-66-9240 10-64-8160 10-64-8165 10-64-8160 10-62-7470 10-66-9970	Children Services Supplies Teen Program Community Engagement Program Teen Program Staff In-Service FUNshine Committee	2/8/24 - Vinegar and baking soda 2/8/24 - Water, rice and popcorn 2/8/24 - Coffee cake and Bear Claw 2/13/24 - Baked goods and grocery 2/22/24 - Corn bread 2/29/24 - Various baked treats for Allie's party	6.87 21.53 12.00 62.88 17.96 67.94	21333	03/15/24	<u>189.18</u>
Matthew Bender Co Inc 231189 10-54-3110	Adult Books	Inv #40497259	8.00	21334	03/15/24	<u>8.00</u>
CDS Office Technologies 131476 10-66-9270	Information Technology Supplies	INV1584683	198.00	21335	03/20/24	<u>198.00</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Grainger 333337 10-58-5610	Building Supplies	Inv #9039181871	361.08	21336	03/20/24	<u>361.08</u>
Growing Minds Media LLC 127867 10-55-3500	Online Databases	Inv #33953 - Children's Language Learning	669.35	21337	03/20/24	<u>669.35</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9958498419	97.12	21338	03/20/24	<u>97.12</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - February 2024	155.65	21339	03/20/24	<u>155.65</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc - April 2024	564.77	21340	03/20/24	<u>564.77</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - April 2024	747.82	21341	03/20/24	<u>747.82</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	AllState Identity - April 2024	27.90	21342	03/20/24	<u>27.90</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - April 2024	88.00	21343	03/20/24	<u>88.00</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BC/BS April 2024	30,055.02	21344	03/20/24	<u>30,055.02</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - April 2024	2,128.84	21345	03/20/24	<u>2,128.84</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP - April 2024	287.58	21346	03/20/24	<u>287.58</u>
Amazon Capital Services 112300 10-66-9240	Children Services Supplies	Inv #1WXG-XPRG-DH4C	157.35	21347	03/26/24	<u>157.35</u>
B&H Photo-Video 121800 10-66-9270	Information Technology Supplies	Inv #222026187	280.66	21348	03/26/24	<u>280.66</u>
Cengage Learning 131563				21349	03/26/24	<u>4,924.35</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-55-3500	Online Databases	Inv #83816986 Gale Courses Unlimited	4,924.35			
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,815.75	21350	03/26/24	<u>2,815.75</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contribution for 3/27/24 Payroll	2,347.28	21351	03/26/24	<u>2,347.28</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP March Retro for Eden Morris	7.89	21352	03/26/24	<u>7.89</u>
Amazon Capital Services 112300				38114	04/04/24	<u>661.57</u>
10-64-8160	Teen Program	INV - 11XVKY9KWMNQ	47.80			
10-64-8160	Teen Program	INV - 1CVHWDXVX94M	35.85			
10-54-3110	Adult Books	INV - 1RGRPQJGW7VQ	21.24			
10-52-3100	Children Books	INV - 1RGRPQJGW7VQ	14.72			
10-64-8100	Adult Services Programs	INV - 1TLFM3XKXQDY	296.73			
10-54-3900	Adult Other Expenditures	INV - 1VL9VRQLXL4R	80.05			
10-54-3110	Adult Books	INV - 1VL9VRQLXL4R	28.75			
10-52-3100	Children Books	INV - 1DQ9KK3LQPQD	21.95			
10-64-8100	Adult Services Programs	INV - 1DQ9KK3LQTPC	32.97			
10-54-3900	Adult Other Expenditures	INV - 1VYKVYXRQRDN	7.69			
10-52-3900	Children Other Expenditures	INV - 1VYKVYXRQRDN	29.82			
10-64-8100	Adult Services Programs	INV - 1Y74L4GJR3XR	44.00			
Amazon Capital Services 112300				38115	04/04/24	<u>1,474.85</u>
10-64-8160	Teen Program	INV - 1Y74L4GJR3XR	43.99			
10-66-9270	Information Technology Supplies	INV - 1MDKWKLTL6W	399.98			
10-64-8170	IT Programs	INV - 1PHHP3P9QGJF	117.13			
10-66-9270	Information Technology Supplies	INV - 11N6QGMRPWHQ	91.62			
10-52-3900	Children Other Expenditures	INV - 1YVK1WWGFR4PW	45.97			
10-54-3110	Adult Books	INV - 1XRMKJD7QRN9	115.19			
10-52-3100	Children Books	INV - 1XRMKJD7QRN9	14.00			
10-64-8120	Children Services Programs - General	INV - 11N6QGMRPC34	401.49			
10-52-3100	Children Books	INV - 1YGC9JNFPYNX	26.54			
10-52-3900	Children Other Expenditures	INV - 1YGC9JNFPYNX	33.97			
10-66-9250	Materials Management Supplies	INV - 1WHWR3W9PXGT	94.98			
10-64-8170	IT Programs	INV - 1JP4KQW9Y3TQ	89.99			
Amazon Capital Services 112300				38116	04/04/24	<u>1,259.23</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8120	Children Services Programs - General	INV - 14LQJ7VJXRYC	222.87			
10-54-3110	Adult Books	INV - 1PNHD3GHXQDP	19.99			
10-64-8160	Teen Program	INV - 11LDDWRTXTHD	69.94			
10-64-8160	Teen Program	INV - 1LMNFRYLXC7C	124.04			
10-54-3900	Adult Other Expenditures	INV - 1636WQ1NWPJTJ	316.86			
10-54-3900	Adult Other Expenditures	INV - 11NJNH41XCHH	87.76			
10-52-3900	Children Other Expenditures	INV - 1636WQ1NWKQT	69.83			
10-52-3100	Children Books	INV - 1NFXJKCPY3TM	14.99			
10-54-3900	Adult Other Expenditures	INV - 131DPGR9XLNJ	42.57			
10-54-3110	Adult Books	INV - 1GY7XWQVYJJ6	24.95			
10-64-8160	Teen Program	INV - 14LQJ7VJWMT3	172.74			
10-64-8160	Teen Program	INV - 1JNLMMRPW9HW	92.69			
Amazon Capital Services 112300				38117	04/04/24	<u>475.88</u>
10-64-8160	Teen Program	INV - 19XLR7JTW1PT	65.33			
10-64-8100	Adult Services Programs	INV - 1HHP6N3FWDR7	12.49			
10-64-8160	Teen Program	INV - 1HHP6N3FWDR7	12.50			
10-64-8160	Teen Program	INV - 1PJ1FJ9WXWMT	163.67			
10-64-8160	Teen Program	INV - 11K9PJLRXMT	43.86			
10-64-8160	Teen Program	INV - 1J1TQT44XLF7	178.03			
Bibliotheca, LLC 121830				38118	04/04/24	<u>5,353.69</u>
10-55-3860	E-Books	Ebooks - March 2024	5,353.69			
Blackstone Publishing, Inc 122220				38119	04/04/24	<u>300.58</u>
10-54-3900	Adult Other Expenditures	INV - 2144251	300.58			
BMO Harris Bank N.A. - Payments 122301				38120	04/04/24	<u>6,150.70</u>
10-54-3900	Adult Other Expenditures	Data Renewal (10-\$120)	1,200.00			
10-55-3900	Other Digital Media	Library Journal	290.00			
10-55-3900	Other Digital Media	Auto Renewal - Online Journal Subscription	249.00			
10-66-9980	Staff Recognition	Department Lunch - Bar and Grill	225.50			
10-66-9980	Staff Recognition	Department Lunch - Bar and Grill	78.00			
10-66-9840	Per Capita Grant - Current Year	DIY Strategic Planning Workshop	200.00			
10-58-5610	Building Supplies	Aperture Pet and Life	75.23			
10-58-5610	Building Supplies	PetCo - Fish Tank Supplies	72.93			
10-66-9245	Teen Services Supplies	Sam's Club	265.22			
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoom	15.99			

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7560	Out-of-State Travel	United Airlines - Ticket #0162369777119	304.20			
10-62-7460	Materials Management	Eventbrite	130.00			
10-61-6200	Software/Licenses	Lightspeed	94.50			
10-61-6200	Software/Licenses	Pantheon	500.00			
10-61-6200	Software/Licenses	Screenconect	39.00			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-61-6200	Software/Licenses	Zoho Corp	115.00			
10-62-7440	Adult Services	American Assoc. of Notaries	87.00			
10-66-9250	Materials Management Supplies	UPS - return label to National Library of Medicine	54.95			
10-62-7560	Out-of-State Travel	Hyatt Regency	1,024.83			
10-62-7560	Out-of-State Travel	Hyatt Regency - Credit	-18.40			
10-62-7510	Memberships (Staff & Board)	SHRM Membership Renewal	264.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9210	Office Supplies	Employer Posters - Fed & State	70.78			
10-66-9980	Staff Recognition	Engagement Lunch - Street Cafe (10 staff members + tip)	231.60			
10-66-9210	Office Supplies	Self Inking Stamp	54.85			
10-61-6200	Software/Licenses	Zoho Corp	123.50			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
CDS Office Technologies 131476				38121	04/04/24	<u>563.82</u>
10-58-5710	Equipment Maintenance & Repair	INV - INV1600432	563.82			
CDW Government 131480				38122	04/04/24	<u>140.81</u>
10-61-6200	Software/Licenses	INV - QB40675	140.81			
Cengage Learning 131563				38123	04/04/24	<u>8,431.01</u>
10-55-3500	Online Databases	INV - 84093248	4,319.37			
10-55-3500	Online Databases	INV - 84077934	4,111.64			
Center Point Publishing 131571				38124	04/04/24	<u>71.31</u>
10-54-3110	Adult Books	INV - 2083812	47.34			
10-54-3110	Adult Books	INV - 2074931	23.97			
Comcast 132548				38125	04/04/24	<u>68.71</u>
10-58-5510	Telephone	ACCT # 8771 20 183 0148973	68.71			
Crimson Multimedia Dist. 132835				38126	04/04/24	<u>647.58</u>
10-54-3900	Adult Other Expenditures	INV - 01838	606.42			
10-52-3900	Children Other Expenditures	INV - 013839	41.16			

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Custom Ink LLC 133181 10-54-3110	Adult Books	INV - 72327455	363.00	38127	04/04/24	<u>363.00</u>
D&Z House of Books Inc 143662 10-54-3110	Adult Books	INV - 2024/i164869	166.80	38128	04/04/24	<u>166.80</u>
Demco Inc 141551 10-66-9250	Materials Management Supplies	INV - 7455091	1,240.35	38129	04/04/24	<u>1,689.77</u>
10-66-9250	Materials Management Supplies	INV - 7455415	22.13			
10-66-9220	Guest Services Supplies	INV - 7455415	101.14			
10-66-9250	Materials Management Supplies	INV - 7455449	326.15			
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	Period 2/1/24 - 2/29/24	2,663.64	38130	04/04/24	<u>2,663.64</u>
Fat Brain Toys 161180 10-52-3900	Children Other Expenditures	INV - 240759066401	112.69	38131	04/04/24	<u>112.69</u>
Ferguson Enterprises 161575 10-58-5620	HVAC	INV - 8074999	88.35	38132	04/04/24	<u>88.35</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	INV - 84053115	49.38	38133	04/04/24	<u>459.14</u>
10-54-3110	Adult Books	INV - 84022180	68.22			
10-54-3110	Adult Books	INV - 84015385	55.18			
10-54-3110	Adult Books	INV - 84009165	123.96			
10-54-3110	Adult Books	INV - 84113625	76.02			
10-54-3110	Adult Books	INV - 84108303	24.00			
10-54-3110	Adult Books	INV - 84113251	62.38			
IL Library Association 192210 10-62-7430	Guest Services	INV - 281848	480.00	38134	04/04/24	<u>1,600.00</u>
10-62-7450	Children Services	INV - 281848	160.00			
10-62-7440	Adult Services	INV - 281848	640.00			
10-62-7420	Information Technology	INV - 281848	320.00			
Kranz, Inc. 212800 10-58-5610	Building Supplies	INV - 1799466-00	2,816.82	38135	04/04/24	<u>2,816.82</u>
Lakeshore Learning Material 221153 10-52-3900	Children Other Expenditures	INV - 340906032224	111.49	38136	04/04/24	<u>111.49</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Len's Ace Hardware, Inc. 221567 10-58-5610	Building Supplies	INV - 515508/1	42.27	38137	04/04/24	<u>42.27</u>
Manufacturers News Inc 231168 10-54-3110	Adult Books	INV - B62092-00	270.90	38138	04/04/24	<u>270.90</u>
OTC Brands, Inc 252842 10-52-3900	Children Other Expenditures	INV - 73052720402	136.78	38139	04/04/24	<u>162.61</u>
10-52-3900	Children Other Expenditures	INV - 73052720401	25.83			
Playaway 262219 10-52-3900	Children Other Expenditures	INV - 455714	60.44	38140	04/04/24	<u>1,498.25</u>
10-52-3900	Children Other Expenditures	INV - 45537	584.88			
10-54-3900	Adult Other Expenditures	INV - 455615	266.21			
10-52-3900	Children Other Expenditures	INV - 57119	586.72			
Quill 273145 10-66-9300	Library Wide Supplies	INV - 37757728	97.65	38141	04/04/24	<u>391.59</u>
10-66-9210	Office Supplies	INV - 37716425	34.80			
10-66-9300	Library Wide Supplies	INV - 37716425	111.55			
10-66-9955	PLA Digital Literacy Workshop Incentive	INV - 37526487	147.59			
Ra'am Integration Solutions 10-58-5620	HVAC	INV - 1469	2,233.15	38142	04/04/24	<u>2,233.15</u>
Rowman & Littlefield Publishing Group 282590 10-54-3110	Adult Books	INV - 12419848	231.49	38143	04/04/24	<u>231.49</u>
Unique Patron Services Solutions 312431 10-56-4410	Collection Agency Fees	INV - 6123329	233.00	38144	04/04/24	<u>273.00</u>
10-61-6200	Software/Licenses	INV - 6125064	40.00			
Village of Addison: Misc Exp 500010 10-64-8210	Newletter	INV - 2024-00000018	1,089.42	38145	04/04/24	<u>1,249.42</u>
10-58-5710	Equipment Maintenance & Repair	Inspection - 2/29/24	160.00			
VisoGraphic 322200 10-64-8220	Flyers/Brochures	INV - 240635	54.89	38146	04/04/24	<u>54.89</u>
Wild Goose Chase, Inc 331945 10-56-4900	Other Contracts	INV - 40807	880.00	38147	04/04/24	<u>880.00</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
World Trade Press 332578 10-55-3500	Online Databases	INV - 10006	1,855.00	38148	04/04/24	<u>1,855.00</u>
Amazon Capital Services 112300 10-54-3110	Adult Books	INV - 1P9PKD6F9FYN	415.11	38149	04/16/24	<u>1,588.02</u>
10-54-3900	Adult Other Expenditures	INV - 1P9PKD6F9FYN	11.49			
10-64-8100	Adult Services Programs	INV - 1FJXMN6CCNM7	153.26			
10-54-3900	Adult Other Expenditures	INV - 1L9M4CHKDXGJ	23.45			
10-52-3100	Children Books	INV - 1L9M4CHKDXGJ	21.57			
10-54-3900	Adult Other Expenditures	INV - 1NC4NFF9CMGJ	459.79			
10-54-3110	Adult Books	INV - 1DRJRT91F4YC	18.99			
10-54-3110	Adult Books	INV - 1T4KH1PKDJ9G	38.13			
10-54-3900	Adult Other Expenditures	INV - 1XXRPXN37X1M	423.24			
10-52-3900	Children Other Expenditures	INV - 1XXRPXN37X1M	22.99			
American Library Association 10-62-7510	Memberships (Staff & Board)	Member ID - 2226981 (Membership Dues)	247.00	38150	04/16/24	<u>247.00</u>
Andertoons 231182 10-64-8160	Teen Program	Cartooning 4/18/24	350.00	38151	04/16/24	<u>350.00</u>
Angelo Sorce Productions 112417 10-66-9940	Cable Broadcast	INV - 0878	400.00	38152	04/16/24	<u>400.00</u>
Baker & Taylor 120290 10-66-9250	Materials Management Supplies	INV - 2038179611	11.90	38153	04/16/24	<u>3,041.08</u>
10-66-9250	Materials Management Supplies	INV - 2038175819	27.37			
10-52-3100	Children Books	INV - 2038179610	209.73			
10-66-9250	Materials Management Supplies	INV - 2038171452	2.38			
10-66-9250	Materials Management Supplies	INV - 2038166663	4.76			
10-66-9250	Materials Management Supplies	INV - 2038160277	38.08			
10-52-3100	Children Books	INV - 2038160276	806.14			
10-52-3100	Children Books	INV - 2038166662	148.38			
10-52-3100	Children Books	INV - 2038153455	1,416.05			
10-66-9250	Materials Management Supplies	INV - 2038153456	57.12			
10-66-9250	Materials Management Supplies	INV - 2038145260	5.95			
10-52-3100	Children Books	INV - 2038145259	190.02			
10-52-3100	Children Books	INV - 2038171451	123.20			
Baker & Taylor 120300				38154	04/16/24	<u>879.17</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	INV - 2038166119	99.96			
10-66-9250	Materials Management Supplies	INV - 2038148727	107.10			
10-54-3900	Adult Other Expenditures	INV - 2038148726	347.13			
10-54-3110	Adult Books	INV - 2038166118	324.98			
Baker & Taylor 120310				38155	04/16/24	<u>11,522.54</u>
10-66-9250	Materials Management Supplies	INV - 2038178828	9.52			
10-54-3110	Adult Books	INV - 2038175818	661.15			
10-54-3110	Adult Books	INV - 2038178827	496.35			
10-66-9250	Materials Management Supplies	INV - 2038172907	51.17			
10-54-3110	Adult Books	INV - 2038172906	1,389.60			
10-54-3110	Adult Books	INV - 2038153468	388.33			
10-54-3110	Adult Books	INV - 2038157335	1,000.12			
10-66-9250	Materials Management Supplies	INV - 2038163869	15.47			
10-66-9250	Materials Management Supplies	INV - 2038160044	70.21			
10-66-9250	Materials Management Supplies	INV - 2038160316	30.94			
10-66-9250	Materials Management Supplies	INV - 2038160678	13.09			
10-54-3110	Adult Books	INV - 2038160677	989.06			
10-54-3110	Adult Books	INV - 2038160315	463.58			
10-54-3110	Adult Books	INV - 2038160043	1,385.51			
10-54-3110	Adult Books	INV - 2038163868	546.49			
10-66-9250	Materials Management Supplies	INV - 2038151499	28.56			
10-66-9250	Materials Management Supplies	INV - 2038153469	30.94			
10-66-9250	Materials Management Supplies	INV - 2038157339	20.23			
10-54-3110	Adult Books	INV - 2038151498	997.53			
10-66-9250	Materials Management Supplies	INV - 2038149271	16.66			
10-54-3110	Adult Books	INV - 2038149270	468.54			
10-54-3110	Adult Books	INV - 2038146293	2,388.80			
10-66-9250	Materials Management Supplies	INV - 2038146294	60.69			
Baker & Taylor 120320				38156	04/16/24	<u>1,031.65</u>
10-64-8100	Adult Services Programs	INV - 2038152954	363.95			
10-64-8160	Teen Program	INV - 2038152954	68.30			
10-64-8120	Children Services Programs - General	INV - 2038152954	171.46			
10-64-8160	Teen Program	INV - 2038180936	65.97			
10-64-8160	Teen Program	INV - 2038166048	106.85			
10-64-8120	Children Services Programs - General	INV - 2038166048	255.12			
Bibliotheca, LLC 121830				38157	04/16/24	<u>1,854.20</u>
10-55-3860	E-Books	Ebooks - Dec 2023	1,854.20			
Blackstone Publishing, Inc 122220				38158	04/16/24	<u>63.80</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	INV - 2146131	63.80			
Children's Plus, Inc. 131861 10-52-3100	Children Books	INV - 243015	8.96	38159	04/16/24	<u>8.96</u>
Colley Elevator 132555 10-58-5710	Equipment Maintenance & Repair	INV - 256469	650.00	38160	04/16/24	<u>650.00</u>
Complete Cleaning 132523 10-58-5320	Cleaning Service	INV - C26797	5,400.00	38161	04/16/24	<u>5,400.00</u>
Crimson Multimedia Dist. 132835 10-54-3900	Adult Other Expenditures	Purchase Order - AS02062024	234.81	38162	04/16/24	<u>902.62</u>
10-54-3900	Adult Other Expenditures	Purchase Order - AS03072024	181.44			
10-54-3900	Adult Other Expenditures	Purchase Order - AS02262024	206.37			
10-54-3900	Adult Other Expenditures	Purchase Order - AS12042023	120.00			
10-52-3900	Children Other Expenditures	Purchase Order - CS03072024	160.00			
Current Technologies 133170 10-61-4800	System Development	INV - 733922	5,922.00	38163	04/16/24	<u>5,922.00</u>
D&Z House of Books Inc 143662 10-54-3110	Adult Books	INV - 2024/I65134	1,217.08	38164	04/16/24	<u>1,217.08</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	Outreach to ASD4 & COD (21.8 mi - 3/29/24)	14.61	38165	04/16/24	<u>14.61</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	INV - 84083980	26.39	38166	04/16/24	<u>49.13</u>
10-54-3110	Adult Books	INV - 84076111	22.74			
Gary Wenstrup 10-64-8100	Adult Services Programs	The History of The Beatles - 4/25/24 @ 7pm	150.00	38167	04/16/24	<u>150.00</u>
Ingram Library Service 192452 10-54-3110	Adult Books	INV - 81139209	20.40	38168	04/16/24	<u>146.76</u>
10-54-3110	Adult Books	INV - 81059311	45.42			
10-54-3110	Adult Books	INV - 81059312	80.94			
Len's Ace Hardware, Inc. 221567				38169	04/16/24	<u>353.54</u>

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-58-5610	Building Supplies	INV - 515114/1	36.85			
10-58-5610	Building Supplies	INV - 515150/1	41.37			
10-58-5610	Building Supplies	INV - 515277/1	156.47			
10-58-5610	Building Supplies	INV - 514608/1	118.85			
Lesley Cyrier 892152				38170	04/16/24	<u>87.78</u>
10-64-8100	Adult Services Programs	Jewel - Candy for Summer Reading Bags (23.94+63.84)	87.78			
Marti LaHood - 281914				38171	04/16/24	<u>160.00</u>
10-64-8100	Adult Services Programs	Marti LaHood, Chair Yoga - 4/11 & 4/25 @ 10am	160.00			
Mateo Gomez Bedoya				38172	04/16/24	<u>325.00</u>
10-66-9840	Per Capita Grant - Current Year	Read & Write Spanish Program 4/30/24	325.00			
Matthew Williams 892182				38173	04/16/24	<u>31.02</u>
10-62-7550	In-State Travel	Mileage (4.2 mi)	2.81			
10-62-7500	Community Engagement	Meals (15+13.21)	28.21			
Midwest Tape 231925				38174	04/16/24	<u>4,334.66</u>
10-54-3900	Adult Other Expenditures	INV - 505158428	14.99			
10-54-3900	Adult Other Expenditures	INV - 505158427	151.43			
10-54-3900	Adult Other Expenditures	INV - 505158426	11.24			
10-54-3900	Adult Other Expenditures	INV - 505158473	54.73			
10-54-3900	Adult Other Expenditures	INV - 505158476	32.23			
10-54-3900	Adult Other Expenditures	INV - 505158477	189.68			
10-54-3900	Adult Other Expenditures	INV - 505158478	107.20			
10-54-3900	Adult Other Expenditures	INV - 505158479	14.24			
10-54-3900	Adult Other Expenditures	INV - 505158481	47.98			
10-54-3900	Adult Other Expenditures	INV - 505158480	19.49			
10-52-3900	Children Other Expenditures	INV - 505158474	148.44			
10-52-3900	Children Other Expenditures	INV - 505158475	96.72			
10-54-3900	Adult Other Expenditures	INV - 505158422	13.49			
10-54-3900	Adult Other Expenditures	INV - 505158425	26.98			
10-54-3900	Adult Other Expenditures	INV - 505158424	28.49			
10-54-3900	Adult Other Expenditures	INV - 505158423	22.49			
10-54-3900	Adult Other Expenditures	INV - 505158472	112.46			
10-54-3900	Adult Other Expenditures	INV - 505158471	263.89			
10-54-3900	Adult Other Expenditures	INV - 505158482	18.74			
10-54-3900	Adult Other Expenditures	INV - 505219893	52.48			

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	INV - 505219896	29.99			
10-54-3900	Adult Other Expenditures	INV - 505219802	123.42			
10-54-3900	Adult Other Expenditures	INV - 505216804	24.88			
10-54-3900	Adult Other Expenditures	INV - 505186938	10.39			
10-54-3900	Adult Other Expenditures	INV - 505186939	16.49			
10-54-3900	Adult Other Expenditures	INV - 505186940	75.72			
10-54-3900	Adult Other Expenditures	INV - 505186941	14.24			
10-54-3900	Adult Other Expenditures	INV - 505186806	54.31			
10-54-3900	Adult Other Expenditures	INV - 505186809	18.74			
10-54-3900	Adult Other Expenditures	INV - 505186930	24.73			
10-54-3900	Adult Other Expenditures	INV - 505186931	35.08			
10-54-3900	Adult Other Expenditures	INV - 505219890	190.72			
10-54-3900	Adult Other Expenditures	INV - 505219892	29.99			
10-54-3900	Adult Other Expenditures	INV - 505236848	29.24			
10-52-3900	Children Other Expenditures	INV - 505248870	56.96			
10-54-3900	Adult Other Expenditures	INV - 505248872	22.49			
10-54-3900	Adult Other Expenditures	INV - 505248871	17.24			
10-54-3900	Adult Other Expenditures	INV - 505247469	276.59			
10-54-3900	Adult Other Expenditures	INV - 505247467	124.85			
10-54-3900	Adult Other Expenditures	INV - 505248875	14.39			
10-54-3900	Adult Other Expenditures	INV - 505248874	11.24			
10-54-3900	Adult Other Expenditures	INV - 505248873	29.99			
10-54-3900	Adult Other Expenditures	INV - 505248876	46.47			
10-54-3900	Adult Other Expenditures	INV - 505248877	37.49			
10-54-3900	Adult Other Expenditures	INV - 505219897	59.98			
10-54-3900	Adult Other Expenditures	INV - 505219526	48.73			
10-54-3900	Adult Other Expenditures	INV - 505219528	13.49			
10-54-3900	Adult Other Expenditures	INV - 505219527	98.96			
10-52-3900	Children Other Expenditures	INV - 505219529	49.47			
10-54-3900	Adult Other Expenditures	INV - 505219899	11.24			
10-54-3900	Adult Other Expenditures	INV - 505219898	29.98			
10-54-3900	Adult Other Expenditures	INV - 505219895	18.74			
10-54-3900	Adult Other Expenditures	INV - 505219894	29.24			
10-52-3900	Children Other Expenditures	INV - 505158429	139.71			
10-54-3900	Adult Other Expenditures	INV - 505177034	31.99			
10-52-3900	Children Other Expenditures	INV - 505186803	84.27			
10-52-3900	Children Other Expenditures	INV - 505186933	18.74			
10-54-3900	Adult Other Expenditures	INV - 505186808	56.23			
10-54-3900	Adult Other Expenditures	INV - 505186807	141.67			
10-54-3900	Adult Other Expenditures	INV - 505186934	18.74			
10-54-3900	Adult Other Expenditures	INV - 505186932	14.99			
10-54-3900	Adult Other Expenditures	INV - 505186935	30.73			

Addison Public Library Check Register

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	INV - 505186937	13.49			
10-54-3900	Adult Other Expenditures	INV - 505186936	188.18			
10-55-3860	E-Books	INV - 505214157	493.05			
Nardi's Pizza 241172				38175	04/16/24	<u>260.50</u>
10-64-8160	Teen Program	Order # 408410 - 3/14/2024	90.00			
10-64-8100	Adult Services Programs	Order #408411 - 3/14/2024	38.00			
10-64-8160	Teen Program	Order #408423 - 3/8/2024	90.00			
10-64-8100	Adult Services Programs	Order #4084XX - 3/7/2024	42.50			
ODP Business Solutions 251353				38176	04/16/24	<u>20.96</u>
10-66-9300	Library Wide Supplies	INV - 355565390001	11.98			
10-66-9210	Office Supplies	INV - 355565402001	8.98			
Patricia Trampas 261181				38177	04/16/24	<u>80.00</u>
10-64-8100	Adult Services Programs	Pat Trampas, Essentrics - 4/17/24 @ 1 pm	80.00			
Patti Gebala 892144				38178	04/16/24	<u>12.53</u>
10-62-7550	In-State Travel	Outreach to Park Dist and ATHS (18.7 mi)	12.53			
Playaway 262219				38179	04/16/24	<u>111.58</u>
10-52-3900	Children Other Expenditures	INV - 456907	111.58			
Polonia Bookstore Inc 262556				38180	04/16/24	<u>888.58</u>
10-54-3110	Adult Books	INV - 76578	888.58			
ProLiteracy 262866				38181	04/16/24	<u>219.00</u>
10-62-7510	Memberships (Staff & Board)	Proliteracy Organizational Membership Renewal	219.00			
Robbins Schwartz 282514				38182	04/16/24	<u>386.48</u>
10-56-4100	Legal Fees	INV - 975557, 974926, 975558, 974931	386.48			
Sherie C Shapiro 291967				38183	04/16/24	<u>75.00</u>
10-64-8100	Adult Services Programs	Ageless Grace 5/2/2024	75.00			
Sherie C Shapiro 291967				38184	04/16/24	<u>75.00</u>
10-64-8100	Adult Services Programs	Ageless Grace 4/18/24	75.00			
Sir Speedy Printing 291970				38185	04/16/24	<u>60.00</u>

**Addison Public Library
Check Register**

All Bank Accounts
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8220	Flyers/Brochures	INV - 88071	60.00			
Technology Management Revolving Fund 132558				38186	04/16/24	<u>378.30</u>
10-58-5570	Leased Internet Access Line	INV - T2418677	378.30			
Thomson Reuters - West 301867				38187	04/16/24	<u>208.00</u>
10-54-3110	Adult Books	INV - 849922446	208.00			
Uline 312246				38188	04/16/24	<u>1,223.45</u>
10-58-5610	Building Supplies	INV - 175810846	1,223.45			
University of Illinois 312680				38189	04/16/24	<u>150.00</u>
10-64-8100	Adult Services Programs	Gail Sanders Master Gardener - 4/22/24 @ 7pm	150.00			
Welcome Wagon 331191				38190	04/16/24	<u>144.12</u>
10-64-8910	Other Promotions	April 2024	144.12			
Yabin Liu 822198				38191	04/16/24	<u>215.18</u>
10-62-7560	Out-of-State Travel	Mileage (18 mi =\$12.06) + Meals (\$203.12)	215.18			

Check List Total 150,509.63

Plus March payroll for 2024: \$251,920.23

Grand Total: \$402,429.86

Addison Public Library
Payroll Distribution Summary

Board Meeting **4/16/2024**

<u>Description</u>	<u>Amount</u>
Payroll	\$251,920.23

Approved by Board of Trustees

President

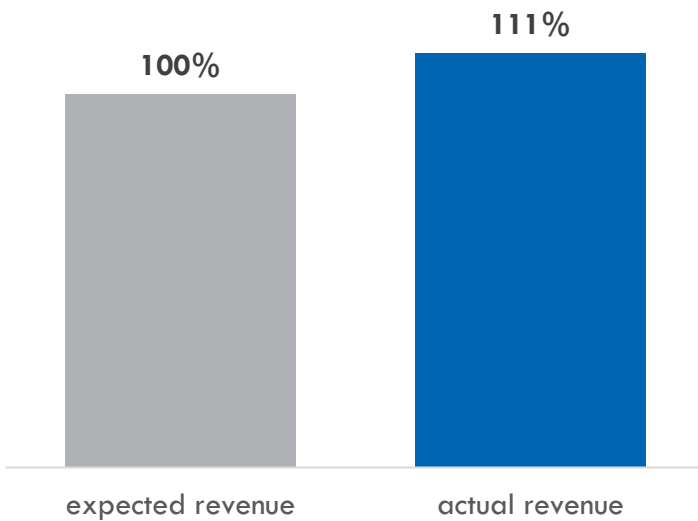
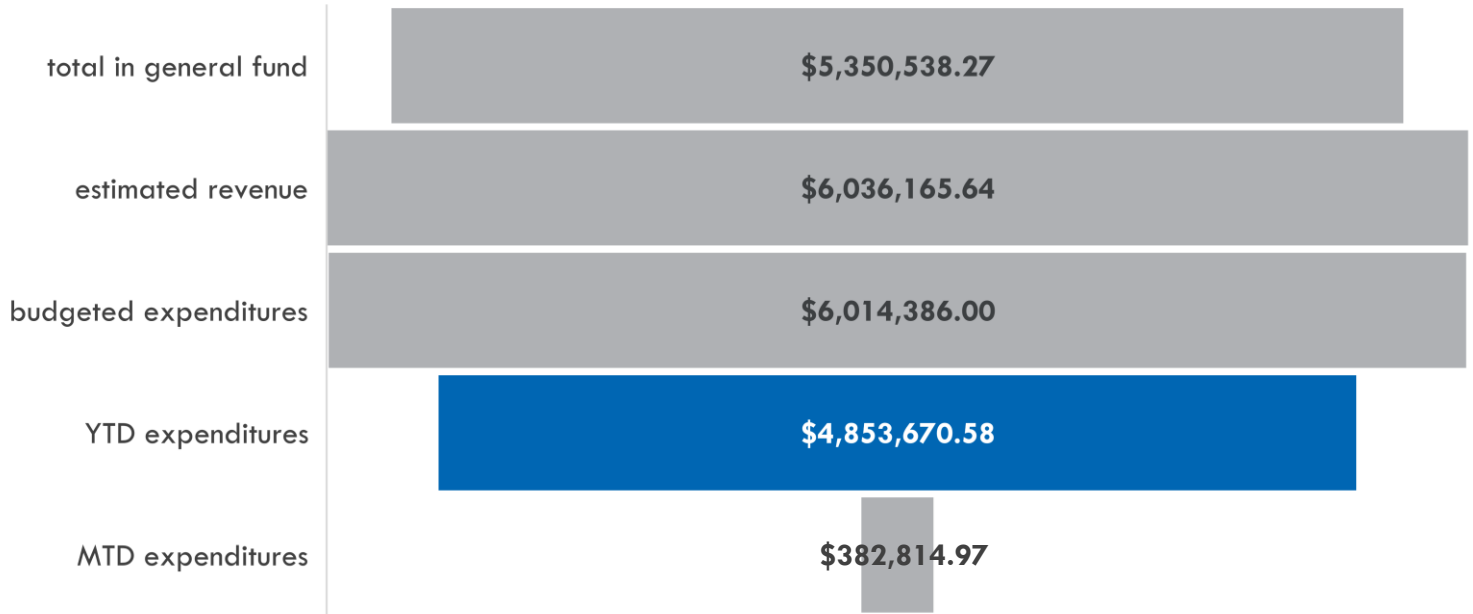
Date

Secretary

Date

March 2024 Financial Highlights

General Fund



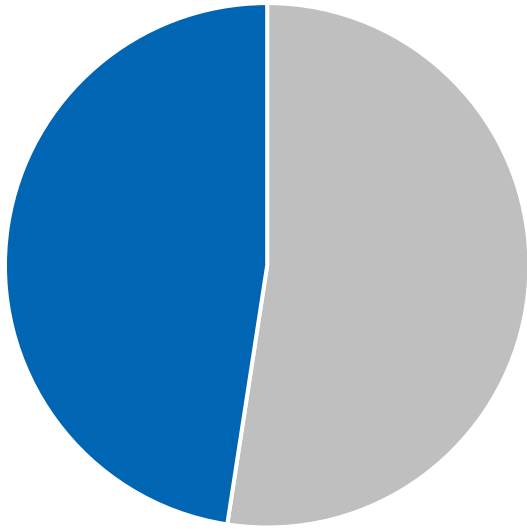
We have received 111% of our estimated revenue for the fiscal year including \$64,041.84 this month.

At this point last year, we had received 105% of our estimated revenue for FY23.



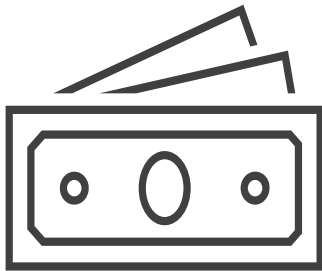
The general fund decreased from \$5.67 million to \$5.35 million from 3/1/2024 to 3/31/2024.

This is a result of \$64k revenue coming in and \$383k (general fund + asset replacement) expended.



91% has been spent out of the general fund. We are 92% through the fiscal year.

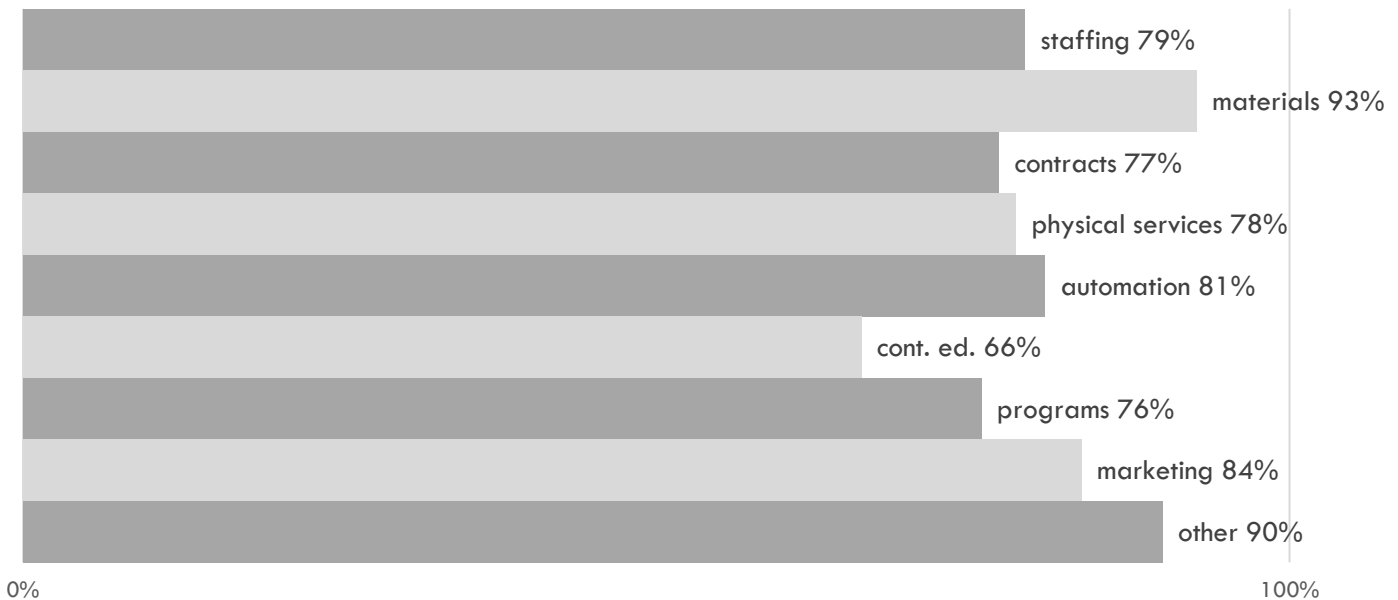
We have budgeted to spend 112% of what is currently in the general fund.



We have spent 81% of our estimated budget.

At this point last year, we had spent 78% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group





DIRECTOR'S REPORT – MARCH 2024

PERSONNEL – We have filled the vacancy in our Materials Management Department. Stefania (Stef) Camaci will join the staff on April 15, filling the role of part-time Collection Development Specialist. Camaci is an Addison resident, currently pursuing her master's degree in library and information science from Valdosta State University in Georgia. She is also employed by the Elmhurst Public Library, and we're thrilled to have her bring her experience and talents to APL.

Our turnover continues with the departure of Judy Gilliland from the Adult Services Department, creating a vacancy for a part-time Adult Services Assistant. We hope to get this vacancy posted and filled quickly, so the Adult Services Department is once again fully staffed as we move forward into the busy summer reading season.

RUSA AWARD – I was incredibly proud to learn this month that our library is this year's recipient of the Award for Excellence in Reference and Adult Services given by the Reference and User Services Association (RUSA), a division of the American Library Association (ALA). Established in 1990, the RUSA Award for Excellence in Reference and Adult Library Services includes a citation and a \$1,500 monetary award presented to a library or library system for developing an imaginative and unique resource to meet patrons' reference needs. The last time an Illinois library won this award was 1992 when it was given to the Morton Grove Public Library.

We have received the award for our contribution to the development of the ARC Community Resource Guide. ARC (Addison Resources Connect) is a collaboration of several local agencies, including the Library, whose mission is to connect Addison youth and families with community resources that support well-being and growth.

The concept for the guide was born from the COVID-19 crisis. At the start of the pandemic, local non-profits and government agencies were scrambling to put together their own resource lists. We all wanted to help families find housing, food, mental health care, and more, but organizations throughout the community were duplicating each other's work, demonstrating the need for a community-wide, collaborative approach. The many challenges people faced during the pandemic also highlighted the problems with existing guides including limitations in searchability and how some guides were organized and indexed. ARC (Addison Resources Connect) partners agreed that a resource guide was a community-wide priority. Library staff recognized that their training and expertise made them the perfect partners to lead this project. A number of APL staff were involved in developing the guide and we continue to update the guide and vet the resources regularly.

The guide averages 120 users and 167 sessions every month. The data we collect from the website not only confirms its use by residents and providers, but also helps us identify the changing needs of the community. For example, while housing and childcare remain some of our

most visited pages, in the last year searches for mental health resources grew and overtook those for food pantries and meals.

And the impact of the guide goes well beyond what statistics can show. As librarians, being able to provide resources to our community that are reliable and welcoming to those in need is an essential part of who we are and what we do. The resource guide demonstrates the power of reference librarianship to transform the lives of people in our community.

PLA CONFERENCE – Along with several other staff members, I attend the Public Library Association Conference in Columbus, Ohio from April 3-5. PLA holds their conference only every other year, and it is my favorite library conference. I always come back with new ideas as well as validation that our organization is on the right track in fulfilling our mission and serving our community. Here is a brief summary of a couple of the sessions I attended:

- *The Next Big Thing: Emerging Crises and How to Prepare*
 - Presented by a lawyer who represents the State Library of Michigan and a professor from the University of Michigan's School of Information, this program was intended to address the challenges libraries have faced recently such as the pandemic and book bans and to help us prepare for what may come next. The speakers addressed legal issues related to privacy, civil rights, intellectual property, and artificial intelligence that could create new crises for libraries. Cybersecurity issues like phishing and ransomware are things we need to be aware of. We were encouraged to review our policies on things such as security cameras. For example, newer cameras have facial recognition features that have been proven to have racial biases and we need to ensure that we aren't relying on technology that could lead us to racially profile our patrons. We need to ensure that all of our staff and board members understand the FOIA implications of using personal devices to conduct library business and to post official library communications on personal social media accounts. (The courts have upheld that if a person has the authority to speak for the organization they represent and use their personal social media accounts to communicate official things for that organization, it then becomes a public forum. [Lindke v. Freed](#) is the applicable case on this issue, and I encourage you all to read more about this case if you are using our social media accounts to push out library information. We were also encouraged to keep tabs on the pending legislation to ban TikTok and to spend some time reflecting on whether our library's values and the values of the social media platforms we are using are aligned. Other tips related to social media were to get rid of past accounts we no longer use, be careful with passwords, and to consider multi-factor authentication when available. [Pink Slime Journalism](#) is using generative AI in ways that have the potential to cause harm to libraries. For example, they have been using AI to transcribe YouTube recordings of school and library board meetings and then posting them as news stories, without providing context to the agenda items and meeting content which leads to misinformation

and disinformation being spread in our communities. Other implications related to the rise of artificial intelligence is how it is being used in creating content. For example, I can ask ChatGPT to find information on a specified topic or even to write a song or a poem or a story with a specified theme. The result may look like exactly what I was looking for, but there are no guarantees as to the veracity of the information provided or certainty of compliance with copyright and trademark laws. As librarians, we have an obligation to look more closely at our sources and relying too heavily on AI can lead to unintended and possibly quite damaging consequences. One last topic they covered was related to privacy and confidentiality. 48 states, including [Illinois](#), have laws that guarantee the confidentiality of patron library records. As libraries work more and more with commercial vendors to analyze usage data, market library services, and more, we need to spend more time investigating what our vendors are doing with our data.

- *Embrace Flexibility: Create a Radically Welcoming Work Environment*
 - I need to think more about how some of the ideas presented in this session can be applied here. The presenters were from Jefferson County, Colorado, and flexibility for them involved hybrid work schedules, allowing staff to do some work from home and to have greater flexibility in scheduling. Managers are allowed (but not required) to work up to 2 days per week from home. Shelves, at the other end of the organizational hierarchy, are allowed to work from home, as needed or occasionally, to complete continuing education such as webinars and other online training. In addition to work-from-home options, they offer flex scheduling on an ongoing or occasional basis. For example, one employee likes to work a split shift one day per week to allow them to go out and exercise in the afternoon. Others work 4 10-hour days per week during part of the year instead of 5 8-hour days. Some staff adjust schedules on occasion to allow them to attend their children's school functions or to schedule medical appointments. Staff are still expected to use PTO for some of these things, but sometimes the flex scheduling is helpful to the organization when trying to keep all shifts covered. Weekend rotations remained the same; no one is allowed to take every Friday and Saturday as their fixed 2 days off. Making all this work, ensuring the library still has adequate coverage to serve patrons every hour it is open, and ensuring there is strong communication among the staff and between supervisors and their team is a daunting challenge. However, the presenters cited numerous studies that show the positive value of flexibility and their own surveys that showed the number of staff calling off work decreased, staff reported lower levels of stress and burnout, and they documented higher levels of innovation among staff and lower levels of turnover. I do think there are some ideas here that we may want to explore.
- *How to Say the Hard Things: Lessons Learned in Years of Crisis*
 - This session focused on both how library leaders can communicate with the community and how we communicate internally with our staff. When communicating during a crisis. It was presented by the Assistant Director from the

Kenosha Public Library who talked about her library's experiences dealing with a global pandemic, civil unrest and negative national attention, book challenges, and the difficult conversations that took place around those events. She provided tips on developing messaging, empowering and reassuring staff through communication, activating library advocates, and she stressed the importance of transparency and authenticity in your messaging.

- *Too Big to Flail: Community Engagement across 42 Libraries*
 - While we are a single location with no branches, some of the points from this presentation can help us ensure we have consistent quality and investment of resources in programming and patron engagement in our various departments.
- *How to Navigate Crisis Situations in Libraries*
 - This was a broad overview of a new workbook being published by PLA on the topic of de-escalation which includes 25 microskills that can be employed to de-escalate a situation, categorized under 5 tools of a trauma-informed framework 0 reflect, connect, respect, protect, & re-direct.
- *Safety by Design*
 - This program focused on “Crime Prevention through Environmental Design” (CPTED) concepts and included examples from new and recently renovated libraries showing how to incorporate natural access control (such as designated walking paths), natural surveillance (such as clear sight lines), and more. They emphasized that security is vital for staff and patrons and demonstrated how ergonomics go hand in hand with safety. I was pleased to see that guided by our friends from Product Architecture + Design, we have incorporated many of the CPTED concepts into our renovation plans.
- *Reimagining Public Service and Staffing Models*
 - This program also focused on flexible work arrangements, inclusive workplaces, focusing on optimal work/life balance, establishing a positive workplace culture and organizational values that will resonate with your employees. The panel of presenters were from Salt Lake City, Denver, Chicago, and Houston. Some of the ideas presented were not new to me (lots of talk about hybrid work and flex scheduling), but a few ideas that stood out included:
 - Wellness Hours – every employee in Denver gets 8 hours per quarter of “wellness time” which is PTO that can be used to pursue wellness activities. It might be taking a day off each quarter to work in one’s garden or to go skiing or to take a bike ride. It might be taking off one hour a week for 8 weeks to take a yoga class. It is “use it or lose it” time, so any unused time at the end of the quarter goes away, and 8 new hours are granted per employee for the next quarter. The presenter said that 8 hours is not a significant loss of work time when spread out over 3 months, but has been a game changer in terms of their staff morale and gratitude toward their employer.

- Staff Exchanges – Allowing staff to swap jobs for a period (no more than 3 months). This lets people try something new and gain some experience to help them know if they might want to work in another part of the library. It might be an Adult Services Librarian who wants to just plan and present one story time to find out how much they might enjoy working with children. It might be a Children’s Assistant who wants to spend a month working with the Community Engagement department to try their hand at doing outreach activities while their coworker in Community Engagement spends a month in Children’s Services.
- *Leading with Compassion: How to build and maintain a library culture of teamwork, respect, and trust*
 - This program focused on how to set the tone from the top and how to be a psychologically safe leader. In an era where we have a crisis of connection marked by increasing social isolation, deepening political divides, and a line between opinion and fact that is becoming increasingly blurred for many, it is imperative that employers build relationships, listen, and create a safe space for patrons and staff, ensuring that all feel valued and welcome. This session was presented by staff from the Ann Arundel County Library System in Baltimore. They had a lot of examples of what they have done to try to lead with compassion. One that stood out to me was developed with the goal of improving relationships between board and staff members. Each of their governing board members is assigned a specific branch within their system each year. (It is never the branch that they use most regularly.) The board member is supposed to just drop in to use the library, check-in with staff, and build relationships during the year. There is no set schedule and no formula. But they said it is amazing how much dropping off a box of donuts means or how good it feels to staff when a board member greets them by name. While again, we are a single location library without branches, I thought this idea could be implemented at APL if we had board members adopt a specific department each year, and really get to know more about the employees and the work done in that department.

Other highlights of the conference were the opening speakers each morning which included: [Shola Richards](#), [Dr. Bettina Love](#), [Mary Annaise Heglar](#), and closing speakers [Mychal Threets](#) and [Dulcé Sloan](#). Thank you very much, Board, for allowing us to budget for the opportunity to attend conference such as this. In addition to sessions such as the ones listed above, the chance to catch up with old friends from other libraries, meet new colleagues, and visit the vendor exhibits is truly appreciated.



ADDISON
PUBLIC LIBRARY

ADULT SERVICES – MARCH 2024

SNAPSHOT

While the solar eclipse will not occur until April 8, our planning and programming begins well in advance. Thanks to some help from CE and one of their volunteers, over 700 solar eclipse kits were created and will be distributed starting April 1. These kits include: a word search in English & Spanish, a fact sheet in English & Spanish, a pair of solar eclipse glasses and a space themed bracelet. On March 11, Jodi arranged a professor from the COD to lead an *All About the Solar Eclipse* program. Attendees at the program were given a small surprise and got to pick up a solar eclipse kit early. Following the program, a patron completed the program survey with following comment that sums up not only what we hope patrons got from this program, but from every experience at the library!



AS Staff showing off the solar eclipse kits

I really appreciated how everyone was made to feel welcome right when we walked into the meeting room. There was a person from the library there, who made us feel like we belonged. The presentation was amazing. The person had a PhD and really put her heart into the lesson. I liked the demonstration, the model of the earth, moon and sun and the PowerPoint. Plus, getting the solar glasses was such a wonderful surprise. We were concerned about finding the "right" type of glasses. Thanks again for all you do to make the library a place where ALL of us can grow together.



Everyday Heroes Program

On March 29, Yesenia collaborated with the DuPage Health Coalition & HEART to offer the Everyday Heroes program here at the library. This course provided an empowering, interactive opportunity to learn life-saving skills, including hands only CPR, practice with an AED model and NARCAN education. 23 people, including many staff members attended the program. Attendees were asked to evaluate how prepared they felt about responding to a crisis before and after the session. AS Specialist Elizabeth reported that she went from a 3 (out of 10) to an 8. The session made her feel more capable and informed about what tools to use and how to respond in a crisis.

AS offered two passive programs in March. First, Ana and our Social Services Intern Narze worked created a feelings board. Participants enjoyed the interactive activity of matching their feelings with colored yarn. Patrons took pictures, videos, and expressed positive comments. Next, Ana and Angela collaborated to create Book Madness! A take on March Madness, 16 fiction and NF books selected for patrons to vote on in tournament style bracket. Patrons could vote online on Facebook/Instagram or in person on second floor white board. Throughout March, there were 394 combined votes online and in person.



Feelings Board Passive Program

Success Stories

During a 1-on-1 with Sara, a patron said that she really appreciates all the help she gets from the library. "If not the library, then who?" She also noted that she sees what staff at the library do dealing with people all day, and it is not easy.

On a Saturday morning a teen came upstairs and asked for a Hive pass. While Angela was printing the pass, he said, "I'm already having a really good day." Angela told him that was great and asked why. He said two books he was waiting for finally were available and he put more on hold. He then stated, "I love books!"

When asked why members of our English Conversation group enjoy the program, they said:

- *I not only study and practice English here, but I make friends too. It's wonderful!*
- *I feel comfortable here because nobody judge me.*
- *I'm very satisfied. The people who teaches is amazing, entertaining and informative. Useful for our lives.*
- *I like everything the library offers and the people I have met.*
- *We had a chance to learn about upcoming library events, meet new friends and work together.*

CHILDREN'S SERVICES – MARCH 2024

SNAPSHOT

Highlights from March:

- Alejandra assisted Head of Community Engagement Gaby Tafolla with a District 4 Bilingual Parent Advisory Committee meeting at Lake Park Elementary. Gaby and Alejandra presented to the group regarding library services, tips for reading with their children, and assisted parents with a craft activity they could replicate at home with their children.
- We planned a joint program with the Addison Historical Society entitled Jenny Appleseed: Lost Lore and Tall Tales. Jessica Michna of First Impressions was the presenter and brought the character of Jenny Appleseed (fictitious sister of Johnny Appleseed) to life.
- Local artist Krystyna Jaroc presented a Pisanki program, based on traditional Polish egg decorating. Krystyna selected a method of decoration that worked well for multiple age and ability levels.
- Debbie planned and presented an Easter-based storytime entitled Bunnies, Chocolate & Eggs, Oh My! In addition to stories the attendees created egg-themed art and participated in an egg hunt.
- Louise jointly planned and presented a Celebrate Ramadan program with Addison patron Zahawa Saleh. Zahawa read a story about Ramadan to participants, and in addition local newly published author Asiya Sabir read her book *The Last Date*.
- During the week of spring break, Betsi planned and presented a program entitled Building STEAM Fun/Construyendo Diversión con STEAM. Participants were encouraged to create and build using cardboard boxes, paper tubes, and other recycled materials. That same week Julia also presented a drop-in session of Play & Create, where families could come to do a variety of different activities.
- Yusuli did an excellent job with the bulletin board outside the Children's Services program room, turning it into a Women's History Month-themed display.



STATISTICS

Children's Programs: 32 programs, 575 participants (includes onsite and offsite programs)

Multigenerational Programs: 2 programs; 30 participants

Passive Programs: 4 passive programs; 287 participants | Appointments: 14 | Continuing Education: 9.5 hours

Reference Questions: 221 | Scan/Fax Questions: 136 | Directional Questions: 102 | Teacher Resource Room: 6

Book Displays: Women's History Month (Opto), Celebrate Ramadan (Opto), Spring Equinox, March Madness, If You Like ... *Wings of Fire*.

COMMUNITY ENGAGEMENT MARCH 2024



ADDISON
PUBLIC LIBRARY

SNAPSHOT

The Community Engagement department was very busy with events from partnering organizations! They represented the library at:

- College of DuPage's Social Services Fair (Gaby & Yesenia).
- Addison Trail High School mentoring program (Patti).
- American Red Cross & Addison Fire Protection District's Sound the Alarm event (Claire & Gaby).
- ASD4 Bilingual Parent Advisory Committee (Alejandra & Gaby).



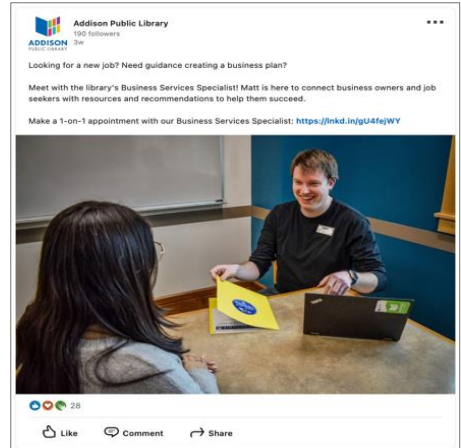
In addition to these large events:

- Matt helped plan and spoke with individuals looking to start creative businesses during the first Maker Day.
- Matt met with a fellow Business & Career Specialist from the Wheaton Public Library to brainstorm and share ideas on how to improve services for DuPage residents.
- Patti discussed the possibility of incorporating Book Bike visits within the Park District's summer camp during her last visit to the REC Center.



PROJECTS / COMMITTEES

- **LinkedIn metrics:** Now that there has been more activity on the library's LinkedIn account, Samantha has sufficient data to analyze the metrics. The two most popular posts were: "Looking for a new job?" which advertised one-on-one appointments with Matt and the Maker Day post, which was a "thank you for attending!" type post with accompanying photos.
- **Trail Tales:** Patti & Claire have both selected the parks & stories for this summer's Trail Tales! The first tale, *iVamonos! Let's Go!*, will debut on June 3rd at Foxdale Park.



STATISTICS

- The CE department participated in 7 outreach events & connected with 85 community members!
- Number of New Job Toolkits distributed: 18
- 22 one-on-one appointments with Job Seekers & Business Owners
- Business Library Accounts: 0 new library cards
- 87 hours of community service



From Top to Bottom: Claire assisting a patron during her 1st visit to Clarendale Senior Living; The eclipse glasses promo post was a hit on social media; Most popular post on LinkedIn highlighted appointments for job-seekers; Claire & Gaby in a training session for the Sound the Alarm event;

IT SERVICES – March 2024

SNAPSHOT (A Successful Maker Day)

The Creative Services Coordinator organized our first in-person Maker Day event on March 9.

- With standard marketing, about 60 patrons attended activities.
- When adding up all the sessions at all stations, there were 157 patron sessions in total.
 - 25 for Bristle Bots
 - 23 for Solar Roach Kit
 - 18 for STEAM Tech Petting Zoo
 - 25 for “Career & Club Resources”
 - 13 for Jewelry Workshop
 - 13 for Creative Studio Tours
 - 11 for Cardboard Creations
 - 22 for Create a Coaster
 - 7 for Wood Carving Demo

PROJECTS

The IT Services Associates

- Answered a total of 653 questions in March 2024, averaging 21 per day (down by 1 per day compared to the previous month).
- Helped with structuring the Teams channels for better storage of information.

The Creative Services Coordinator

- Coordinated a successful Maker Day event.
- Improved program attendance by restructuring classes. (Please refer to the Statistics section below.)
- Had 12 scheduled one-on-one appointments.

The IT System Administrator

- Responded to and resolved a total of 20 IT tickets (down by 55% compared to the previous month). This is due to working on big projects that are time-consuming, such as password manager testing and audio mixer selection.
- Replaced eleven WiFi access points, together with three cross-departmental team members.
- Replaced three desktop computers.

The Head of IT Services

- Coordinated a WiFi access point replacement project and updated documentations.
- Coordinated an audio mixer selection project, working together with the IT System Admin and a new vendor.
- Demonstrated assistive technologies in staff Monthly Meetups.

STATISTICS

The creative program attendance (excluding Maker Day) averaged 7.2 patrons per class in March, which was a significant increase from 2-3 patrons per class in January-February.

The above positive change can be attributed to the Creative Services Coordinator’s restructuring of makerspace classes. Before, the Creative Services Coordinator divided many classes into two parts: one for designing and one for crafting. Since many patrons never attended the “designing” classes, the Creative Services Coordinator reorganized classes to incorporate both designing and crafting to drive interest.



MATERIALS MANAGEMENT – MARCH 2024

SNAPSHOT

Karen interviewed and hired our new Collection Development Specialist, who will start in April. She also started quarterly one-on-one with the Library Aides.

Library Aides shelved almost 300 carts in March! Thank you everyone for your hard work and to Steven who helped one day with shelving.

Materials Management staff added 2,392 items to the collection! This is a total high this fiscal year! Raghda and Steven worked hard to keep up with all the processing of the materials.

Jenny spent time training Eden, placing orders for department supplies, and data clean-up.

National Library Week is approaching and Steven, who is part of the Funshine Committee has been planning and organizing all the fun events with other staff.

PROJECTS

Steven, Karen, and Sue were busy with placing and ordering materials since no ordering happens in April. This is because it's the last month of the fiscal year. Steven has also been busy with unpacking all the orders coming in.

Eden has been learning local cataloging practices and has started to add movies, audio books, and Playaways to the collections.

Marilyn caught up with our children's backlog! All children's books are cataloged and added to the collection.

Karen weeded some large print crime books, and sent those to the Veteran's Home in Dixon, due to a broken pipe that caused water damaged to a good portion of their fiction collection.

Kevin reorganized the PlayStation 4 and 5 video game sections; Sue shifted Blu-rays to create space for more new movies. This was needed since catalogers were catching up with adding materials.

Karen added LingolITE, from World Trade Press to our resources part of the web page.

STATISTICS

MM staff completed **19** hours of CE.

MM staff added **2,392** items.

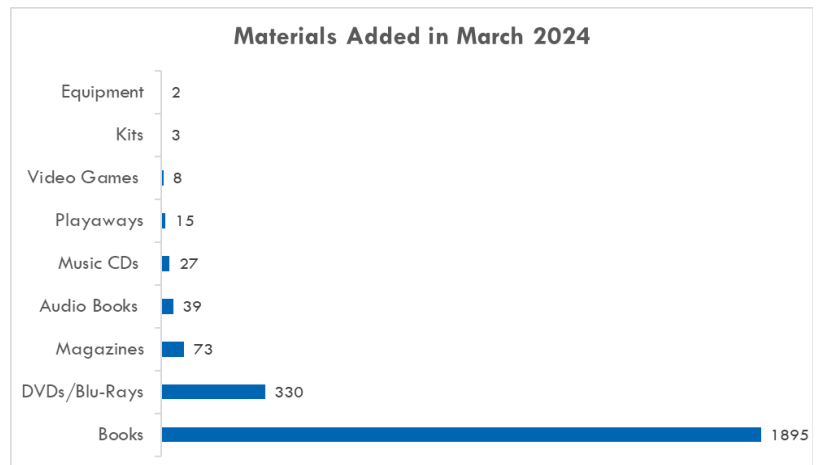
MM staff withdrew **1,922** items.

Library Aides shelved **294** carts.

APL patrons borrowed **20** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: 8.2 days.

APL sent **167** items to other libraries through interlibrary loan.



TEEN SERVICES – MARCH 2024

SNAPSHOT



Teens are enjoying our versions of Connections and Spelling Bee, encouraging them to solve word puzzles and think creatively about language. About 112 teens participated this month.

In March we create a Media Madness tournament from popular books, TV shows, movies, and video games of the year. Each week, teens vote for their favorite from each match up and by the end they have chosen their favorite media of the year. We love hearing the debates that our match-ups spark and the opportunity to showcase reading as part of the broader media landscape.

Courtney has been working with a former library teen, now library young adult, who is applying to transfer from COD to other colleges and universities. They are going into the medical field and have had a couple of rough years academically due to health issues, so their grades do not reflect their potential. Courtney has been helping them write strong personal statements to compensate for the grades. We found out this month that they were accepted to Elmhurst University with a scholarship!

Our Addison Community Resource Guide (addisonilguide.org) won the Award for Excellence in Reference and User Services from the American Library Association's RUSA division. The winner is given a citation and \$1500 monetary prize "for developing an imaginative and unique resource to meet patrons' reference needs." We are very proud to have this national recognition of the work we've put into making the guide both comprehensive and easy-to-use.

PROJECTS

This month we began the process of annually vetting the Addison Community Resource Guide. Elizabeth and Lesley begin by reviewing our list of 94 organizations and 174 programs to assign each to a member of ARC and library staff from TS, AS, and CE. We confirm that the information we already have is correct and ask about any new programs or other changes to services that should be reflected in the guide. Staff may choose to schedule a time to meet with the organization or visit the facility, which not only provides the best information for the guide but gives us a deeper connection to the resource so we can better refer our patrons or build new partnerships.

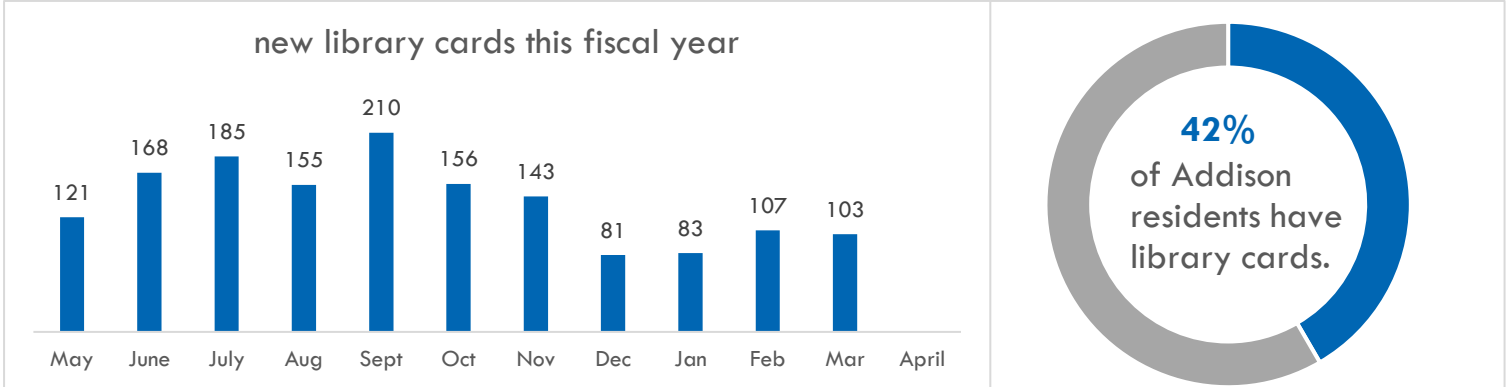
Once the information is gathered, Elizabeth starts the process of updating the website. Often, this requires translation into Spanish and the assistance of our translation team. Our goal is to have the guide fully vetted and updated before the start of summer when ARC partners will promote the guide at outreach and community events like Rock n Wheels.

March 2024 Library Usage Report

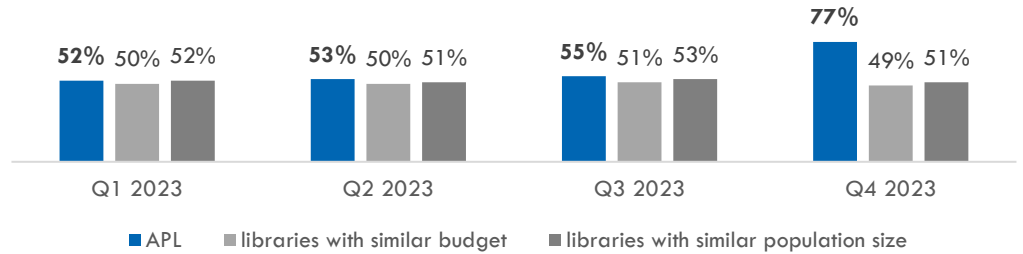


Library Cards

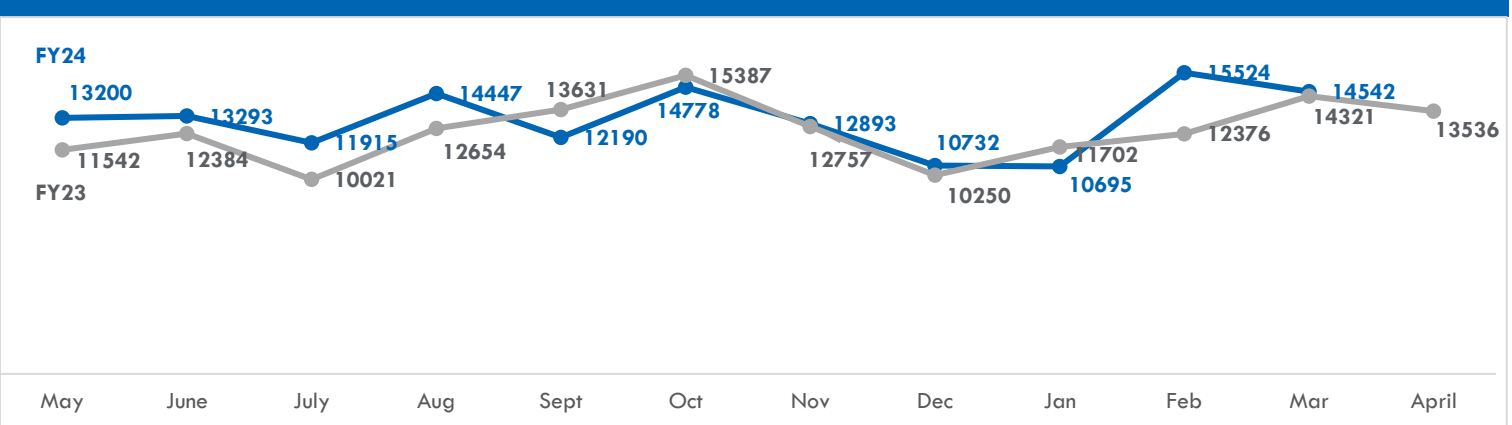
103 new library cards this month.



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

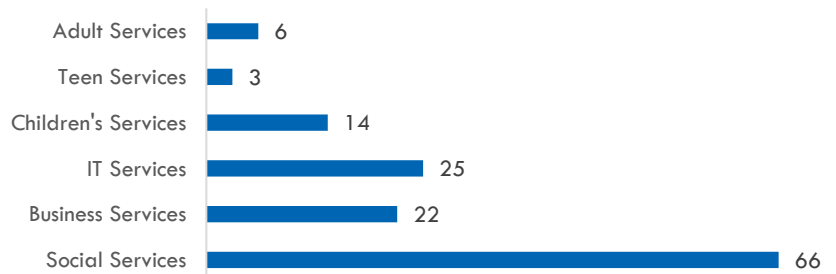


Library Visits



1-on-1 appointments

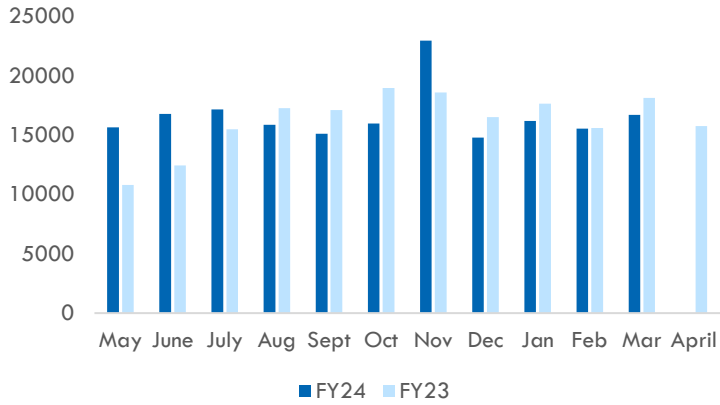
- 136 1-on-1 appointments
- 2191 computer logins
- 931 wifi sessions
- 59 large meeting room bookings
- 673 study room bookings
- 5 Creative Studio bookings
- 37 Sound Studio bookings



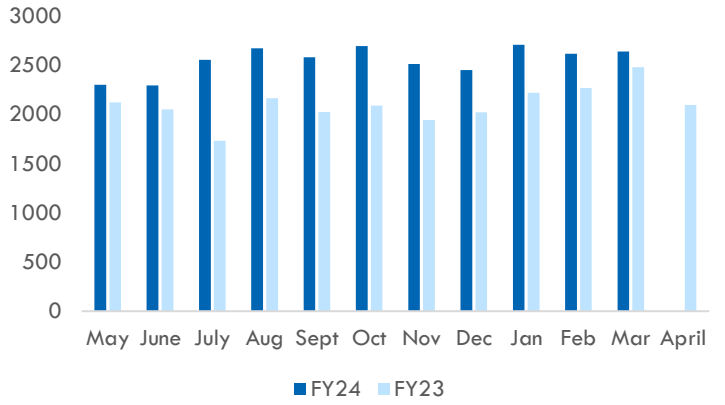
Circulation

19323 total checkouts this month.

physical item checkouts

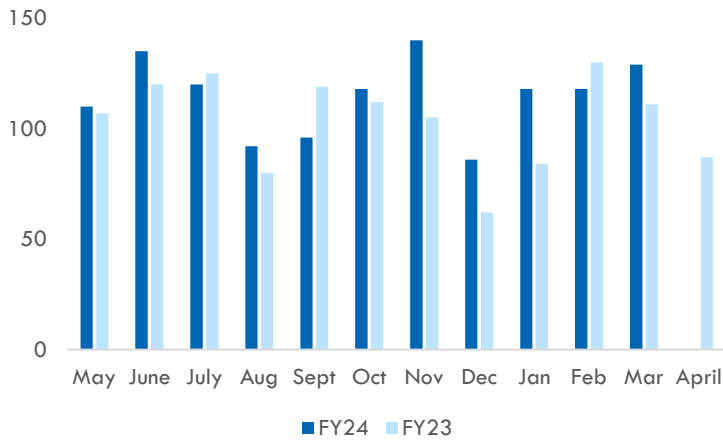


digital checkouts

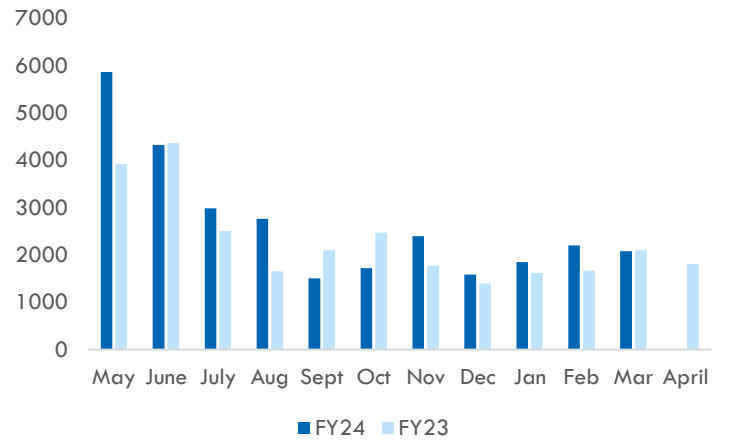


Programs & Outreach

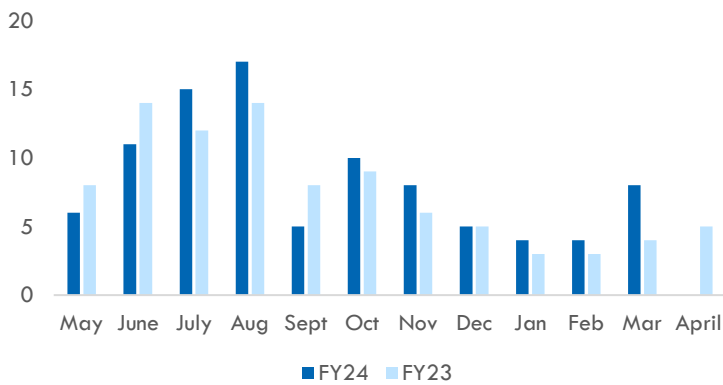
programs held



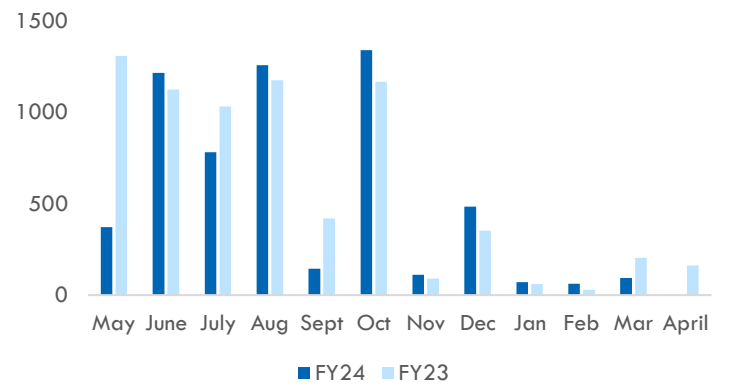
program attendees



outreach events held



people engaged at outreach events



Privacy means you have the right to be left alone and not be bothered by others or have them intrude on your personal space.

You can explore things without others checking or looking into what you're doing, whether it's in person or on the internet.

Educating patrons about the importance and right to privacy is our responsibility.


Confidentiality is when a library has information about you, like your name, and keeps it private. It means they won't share your personal details with others.

This is our responsibility.

Personally Identifiable Information (PII) is more than just basic information like name, home address, phone number, email address, social security number.

Connects a person to their habits like what they use their credit card for, websites they visit, cookies saved in their web browser, which materials they checked out at the library.

All this information allows people, organizations, and businesses to market to your specific interests. This can change the results you see when you search the internet, can be used to assess character or if you're a security risk, puts you at risk for teasing or bullying.



Why privacy
at a public
library is
important

Having privacy is really important for saying what you think, thinking freely, and not being connected with ideas, organizations, or people unless you choose to make that information public.

When there's not enough privacy, it makes people scared to pick what they want to do and learn about different things. Knowing that someone might be watching you, either directly or by looking at what you say and do, can hurt a society where everyone has a say in decisions.

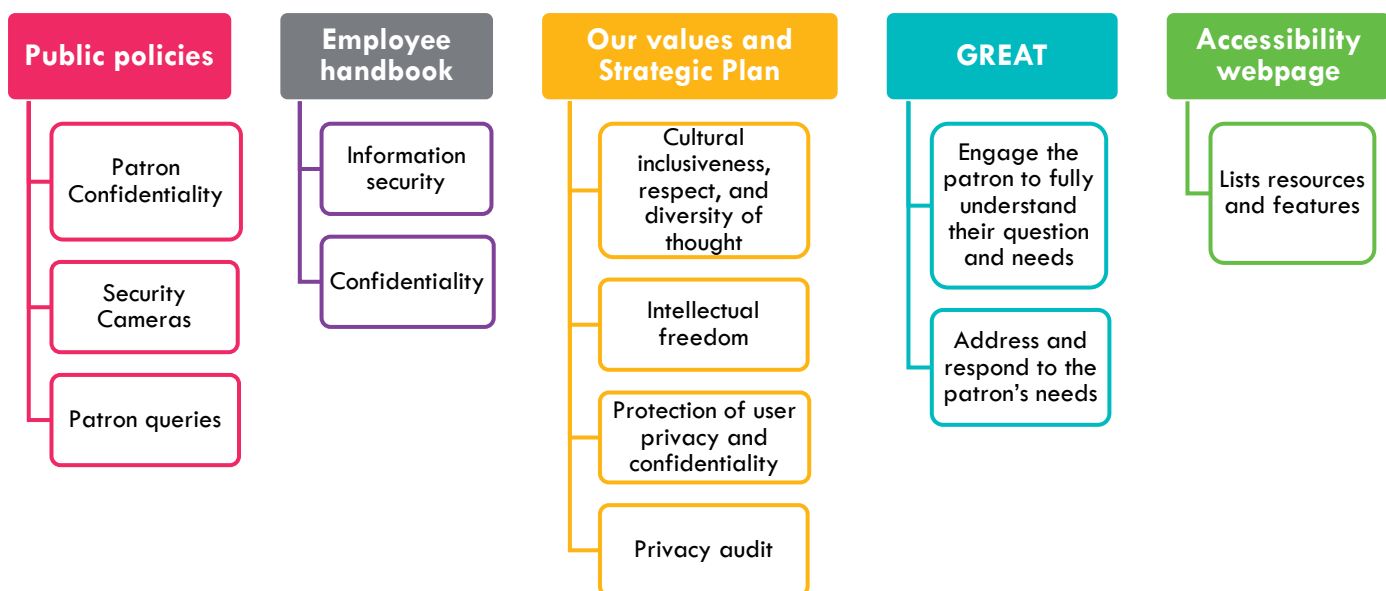
Ways we ensure confidentiality

- Do not have patron information in view for longer than needed.
- Do not collect more information than we need.
- Avoid creating records that we don't need. Illinois records retention laws mean that if we create records, we ask the State for permission to destroy the records.
- Shred papers that have patron information on it.
- Perform privacy audits to make sure we're following best practices.
- Encrypt emails and other data that has patron information.

Privacy talking points

- Privacy is a human right.
- Lack of privacy and confidentiality discourages individuals' choices about what they read or view, thereby suppressing access to ideas and how they learn in the world.
- Avoid creating records that we don't need. Illinois records retention laws mean that if we create records, we ask the State for permission to destroy the records.
- Most states have statutes declaring library records as confidential documents. Illinois has the [Library Records Confidentiality Act](#) (75 ILCS 70).
- It's an equity issue -- individuals should have the ability to give consent to be surveilled or not. This type of permission should not be held by only the privileged few. Encrypt emails and other data that has patron information.
- The library community recognizes that children and youth have the same rights to privacy as adults.

Privacy + Assistive Technology embedded in APL



Assistive technology (AT) is any piece of equipment, app, computer program, or product that is used to increase, maintain, or improve what people with disabilities can do.



Deaf/hard of hearing

hearing aids
headphones



Visual aids

screen magnifiers
large print keyboards



Computer accessibility

screen enlargement
voice dictation
mouse
keyboard



Cognition

reader modes in
browser
screen magnifiers (for
concentration)

Privacy best practices

- Need a space or equipment to limit what others can hear.
 - Need a space or equipment to limit what other can view.
 - Need equipment and potentially a space if multiple assistive technologies are being used.
 - Need a space or equipment if magnifier is being used.
 - Make sure patrons know what's available to them and privacy considerations of the tech they're using.
-

Examples of assistive technology in the library

- Enlarging the computer screen, adding a privacy screen
- Turning up the volume on computers, offering headphones
- High contrast, large-print computer keyboards
- Voice dictation
- Screen reading
- Dyslexia-friendly front in hoopla and boundless apps
- Cloud Library has text-to-speech for eBooks (very different from audiobook experience)

We have assistive technology to use in the library and to take more. Check out addisonlibrary.org/accessibility to learn more!

The operating budget (not including capital expenditures) presented has estimated revenue of \$6,483,416.92 and planned expenditures for general operations of \$6,291,440. Based on our anticipated revenue and planned expenditures as presented here, we would finish FY25 with a net gain of \$191,976.92.

Revenue

- **Tax revenue** is based on the actual levy approved by the Board and submitted to the County. The tax revenue projections are based on the extension, not the actual levy. The County uses a formula to determine each tax parcel's fair share of our levy request, which never comes out to the exact penny. Their practice is to round up to ensure we get what we have asked for.

The total equalized assessed value (or EAV) of the taxable property within our service area (the corporate boundaries of the Village of Addison) for this year amounts to \$1,530,498,318.00. That includes \$6,999,670 in new construction and \$94,890 of property that was annexed into the Village in the last year.

- **Replacement taxes** - Personal property replacement taxes (PPRT) are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their power to impose personal property taxes on corporations, partnerships, and other business entities was taken away back in the 1970's.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local units of government. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments.

PPRT funds for the Library are distributed by the State of Illinois to the Village of Addison and then the Village distributes our proportional share to us as the money comes in. (PPRT distributions are made each year in January, March, April, May, July, August, October, and December.)

This is the only source of tax revenue we receive besides what we levy in property taxes.

The tax rate for PPRT never changes. Corporations pay a 2.5% replacement tax on their net Illinois income. Partnerships, trusts, and S corporations pay a 1.5% replacement tax on their net Illinois income. Public utilities pay a 0.8% tax on invested capital.

51.65% of the total revenue collected each year goes to taxing districts in Cook County and 48.35% is divided among all other counties in the state. Each taxing body's share of that overall percentage is based on the percentage

that taxing body was receiving in 1977 from the business personal property tax that was abolished. That proportional rate also does not change.

- **Fines and fees** as shown are low estimates because we never want to base our expenditures on money we are hoping to receive but can't be certain of. It's a tricky year for budgeting since we may be starting a construction project that could temporarily result in a decline of usage which might impact things like the money coming in for copying and printing, but generally our goal with those budget lines is just to break even with the cost of equipment and supplies like toner and paper anyway. These are not budget lines we rely on as a revenue source to fund other areas of our operation.
- **Intergovernmental** – I have budgeted for what I expect us to receive from our per capita grant. It is unknown if any other grant funding will be available, but those lines can be added to the budget if needed during the year.
- **Interest income** – I was uncertain how to budget for interest given the volatility we've seen with our investment income in the last couple of years and the knowledge that we may be starting to spend more of that money as we proceed with the building project, but working with our advisors from Ehlers I have put in placeholder figures in these lines. As with fines and fees, this is not an area of the budget that we typically rely on to fund our expenditures.
- **Miscellaneous** – I also cannot predict what we might receive from donations or other miscellaneous revenue sources in the coming year, so the figures included are low estimates based on prior year patterns. The primary use of the other miscellaneous line in recent years has been to record money given by the Friends to the library. (When the Friends receive money from membership dues or book sales or other sources this is recorded as revenue in the Friends line, but when they give money to the library it has to be tracked on a separate line, and so "other miscellaneous" is where we put it.)
- **Capital Improvement** – I have tentatively included the Gunda family's proposed gift in the Capital Donations line. If the Board decides on a renovation plan that does not include this gift, we can adjust the budget accordingly.

Expenditures

Staff

Salaries and Wages:

Based on the compensation policy and discussion at last month's Finance Committee meeting, the minimum merit increase this year will be 4.3%, which is 1% higher than the Consumer Price Index published in January of this year for the Chicago-Naperville-Elgin region. The average increase will be 5.3%.

Our employee compensation policy states:

The salary range maximum does not in itself limit rewards to employees whose performances are well above position expectations. Accordingly, consideration may be given to adjusting an individual's salary above the range maximum of the pay grade in which the position is classified, provided that the increase will not cause the employee's salary to exceed the

range maximum of the next higher pay grade. The Director will inform the Library Board during the budget presentation and approval process each year if there are any employees who will be receiving increases above the range maximum for their position.

We have two employees this year who have reached the top of their pay range and who will receive an increase that puts them above the maximum for their pay grade:

- Greg Czajkowski, our Facilities Manager, has held that position for 30 years. To keep him within the range for his position, he would receive a decrease in pay of 7.8%. Given his tenure with the organization and all that he has done to maintain our building, support our staff, and create a safe and welcoming environment for library visitors over the past year, I feel it would be inappropriate to decrease or even freeze his rate of pay. Instead, I propose a 4.3% increase for him, which is compliant with the policy referenced above.
- Debbie Sanchez, a Children's Services Assistant, has been employed by the library for 27 years. To keep her within the range for her position, she would be have her rate of pay decreased by 6.99% Debbie is another amazingly talented and dedicated employee who truly goes above and beyond to ensure that children and families have a positive experience when they visit the library. I would also like to offer her a 4.3% increase, in keeping with the minimum that will be given to other staff, and which does keep her within range of the pay grade above hers, compliant with our policy.

One of the standards of Chapter 3 of *Serving our Public 4.0* is that the "library compensates staff in a fair and equitable manner". That standard goes on to say that salaries alone typically account for up to 60% of a library's total operating budget and salaries plus benefits (social security, pension, health insurance) account for up to 70 %. In this budget proposal, our salaries line represents just 54.7% of the total operating budget and salaries plus benefits account for 70% of the total budget.

Health Insurance: Our current insurance rates are locked in through December 2024. The Village has a calendar year renewal period, so we budget with an extra cushion, which will allow us to absorb the cost of any further increase for January – April 2025. This cushion also helps ensure we have adequate funding if we have turnover where a newly higher employee selects a higher priced plan than their predecessor as well as the possibility of current staff choosing a higher priced plan during the open enrollment period before 2025. Because these factors are unknown to us at this time, we just make an educated guess and it's important to keep in mind that if there is a higher-than-expected rate increase in January or many employees choose to switch to a higher priced plan at that time, we may need to do a mid-year budget adjustment to account for these increases. We have been incredibly fortunate to have had no increase in our medical rates for the past few years, but the Village HR Director has advised that we should plan for the possibility of an increase as high as 10%, which is in line with the current rate of inflation in the health insurance marketplace.

Recruiting: In some years no money is needed for recruiting, since avenues to advertise for most library jobs are now available at no cost (via social media, system job boards, area

colleges, in-house “help wanted” signs, etc.) Recruiting for certain jobs, especially those that are not specifically library positions, in areas such as our HR, social services, maintenance and higher-level IT jobs may require placement of a paid advertisement, so we budget minimally in this area for this possibility.

Materials: Increased funding requested for adult books will help us grow our Manga collection which has become increasingly popular and offset general price increases with the cost of new books. We recommend a decrease in the Children’s A/V collection because there are fewer titles available for children in DVD format as more consumers switch to streaming platforms. The proposed increase in online databases will allow us to keep what we have and allow for a 3-4% increase in subscription prices. Most of our other material lines are being kept flat in this draft budget. The areas of the collection they represent are stable, and increases are not needed.

Serving our Public 4.0 recommends that a library spend at least 8 -12% of its annual operating budget on library materials. The materials budget in this proposal accounts for 11.3% of the total operating budget (not including capital expenditures).

Contractual Services: The “other” contractual services line in this budget proposal is used for routine expenses such as the fees we pay to Ehlers for investment services, our credit card merchant fees, and any special projects we might want to pursue, such as a staffing analysis or something else related to the development of a new strategic plan.

Physical Services

Natural Gas: We’ve seen an increase in spending due to an increase in rates but have had a relatively mild winter. I believe it would be prudent to increase this budget line so we are covered for next year in case we see more extreme temperatures, which could drive costs up even further.

Cleaning Service: The increase in this line reflects an increase in fees charged by our regular cleaning service and allows for periodic carpet cleaning in high traffic areas as well as annual cleaning of all carpets throughout the building. This line may be adjusted later in the year once a decision is made about renovations and we better understand the impact of the project on things like carpet cleaning.

Telecommunications: The Telephone budget line covers our costs for both phone and fax service, and the proposed budget also allows for the potential need for expansion or modification of the phone system if needed as part of the renovation. Our Internet bandwidth is scheduled to increase from 500 Mbps (megabits per second) to 1 Gbps (gigabit per second) in July. This will increase our costs by 26% and we anticipate an increase in our Verizon mobile hotspot subscription of less than 10%.

HVAC: We are continuing to replace variable air volume or VAV control boxes, a few at a time. I’ve also allocated funding for routine annual maintenance. Spending in this line will be largely impacted by what happens with the building project plan in the next year. Once a plan and a plan timeline are clearer, this budget can be adjusted if necessary.

Equipment Maintenance/Repair: This budget line covers the cost of annual maintenance agreements on elevators, our security camera system, the automated material handler (AMH), our self-checks, RFID, and circulation workstations as well as other equipment maintenance plans. The recommended increase reflects increased prices being charged by our service providers.

Other Maintenance/Repair: This covers the costs of annual inspections, maintenance, and repair for things such as the fire alarm and sprinkler system, the ADT security system, plumbing and so on. It is also the budget line we use for systematic updates our maintenance staff take care of such as faucet replacements and unexpected maintenance and repair needs that may arise. Funding in this line may also need adjustment once a new scope and timeline for the building project has been identified, depending on whether restrooms will be included in the renovation plans.

Automation

System Development: This line covers the cost of outside consultants used for website development consulting services, IT network and network security consulting services. No increase is needed in this budget line for the coming year.

ILS Services: This budget line now represents our SWAN membership fees. (For sake of comparison, I want to note that in FY23 we spent \$106,430.66 on this budget line as a stand-alone ILS and in FY24 we spent \$104,040.83. This is the year we will start to benefit from the cost savings of joining SWAN.

OCLC: This budget line can be eliminated as our OCLC membership fees are now included in the fees we pay to SWAN. (For comparison, we paid \$14,989.42 to OCLC in FY23 and \$7655 (for ½ a year) to OCLC in FY24.

Software/Licenses: This line covers the cost of all the various software and tech licensed products we use in our work, including Office 365, Adobe products, Jostle, Zoom, and many more specialized products used by our IT Department, our Marketing Coordinator, our service desk staff, and others.

Professional Development: The proposed funding for professional development activities will cover the cost of sending 8 staff members and 2 trustees to the ILA Conference in Peoria in October. It also includes funding for staff to attend the 1-day Reaching Forward Conference held each year in Rosemont and the 1-day SWAN Expo training event held at Moraine Valley Community College. Proposed out-of-state travel includes sending 1 staff member to the Midwest Business Librarian Summit at Purdue University, sending one staff member to the Library Marketing & Communications Conference in St. Louis, sending one staff member to the Ohio Valley Group of Technical Services Librarians (OVGTSL), and sending two staff members to the Computers in Libraries Conference. Professional memberships for board and staff are also included in this group of budget lines, as well as funding for our two annual staff development

days and various local professional development opportunities, webinars and online courses that may help staff and trustees fulfill their continuing education requirements.

Programs: Increases in this line reflect increased fees being charged by program presenters/performers, increased participation in some programs such as our adult English Language Learners Books & Bites program series, increased costs for large scale events like summer reading, and anticipated price increases for things such as the Museum Adventure Pass program. This is yet another area of the budget that could be impacted by potential renovations should there be work that begins in the building during this fiscal year.

PR/Marketing

Newsletter: This budget line covers the cost of producing our own print newsletter as well as our share of the cost of participating in the Village's quarterly newsletter. The price increase is needed to cover the rising cost of postage and the higher than estimated price per issue of participating in the Village newsletter.

Flyers/Branding: This line covers printing of promotional materials (besides the newsletter) such as bookmarks, summer and winter reading logs or promotional pieces, business cards, brochures, flyers, postcards, etc. The increase over last year will cover the cost of extra mailings or other printed promotional pieces to help communicate with the public about the building project. Branded giveaway items and staff summer reading t-shirts, which had historically been charged to the "other promotions" line will now be included in this budget line, which accounts for most of the price increase in this line.

Other Promotions: This budget line is used for other marketing opportunities that fall outside the realm of printed materials and branded items. Examples of this include ad buys in AHS Theater Playbills and Sports Program Books, new resident postcards, social media advertising, and costs associated with participation in the Addison Medinah Shriners Parade (although Per Capita grant funds are used for covering many of the parade expenses).

Supplies: Only minimal increases are needed in the supply budget lines this year. Supply budget lines cover everything from RFID tags put into new materials and receipt paper for our cash register to replacement Legos for the Children's Department and Halloween candy distributed at the Trunk or Treat event. It also covers the cost of printer paper, pens, paper clips, post-it notes, and all the other office supplies used by our staff. We will keep an eye on the postage budget line in the next year for possible adjustments next year. Since joining SWAN we no longer incur the postage costs associated with mailing out past due notices and other patron account notifications and anticipate we may see lowered costs of ILL-related postage as we expect to see more reciprocal borrowing through SWAN which is delivered through the RAILS van delivery service rather than USPS. We need more time to see the impact of SWAN membership on postage, and we also need more time to measure the impact of USPS rate increases that took effect in January.

Hardware: Funding from this line covers routine purchase of IT hardware used by patrons, board, and staff, most of which is on a rotating replacement schedule.

Furniture & Equipment: The number currently shown in this line is a bit of a placeholder number. There is some need for replacement of chairs due to normal wear and tear, especially on the 2nd floor of the building, but if that is included in possible renovation plans, this line can be adjusted. We might also consider allocating some funds for additional security cameras, although I would also recommend waiting to determine the need for this until building project plans are finalized.

Cable Broadcast: The rate we pay Angelo Sorce for recording board meetings is \$400 per meeting/\$4800 per year.

Friends of the Library: Because the Friends of the Library group has never established themselves as a 501(c)(3), and instead derives their non-profit status through their affiliation with the Library, their spending is considered spending of public funds which requires oversight by the Library Board. (This is the reason we have Board members designated as co-signers on their account.) The proposed spending in this line is based on the current balance of their account.

Funshine: This is the budget line that is used to cover the cost of special events for staff and celebrations for milestone events – treats for baby showers, retirement parties, etc., small gifts for high school and college graduations, flowers for the death of an employee or sympathy cards for the death of an employee’s family member, etc. There is a staff Funshine Committee that also plans small, usually passive, activities for staff throughout the year, provides occasional treats on days like SWAN migration day as morale boosters, and this line also covers the cost of an annual staff luncheon on National Library Workers Day which falls in April each year during National Library Week.

Staff Recognition: This budget line was created last year, largely in response to feedback that came from our most recent Employee Engagement survey which indicated that we, as an organization, needed to do a better job with staff recognition. \$8400 of this budget was divided up among our eight departments to be used for one department level staff recognition activity during the year with the remaining \$600 being allocated to a newly formed staff *Shout Out* committee that was charged with coordinating recognition of staff library-wide through quarterly activities. The increase of \$100 proposed for this line is to provide a bit more funding to the *Shout Out* Committee for next year’s quarterly activities.

Special Levies: IMRF and Social Security budget lines were determined based on the proposed salaries budget line. We currently pay 7.54% for IMRF and social security + Medicare is 7.65%.

The **Audit** budget is based on the contractual fee we have with Sikich, based on a 3-year agreement signed last year.

Insurance: I met with Jack Cook and Patrick Cook from Cook & Kocher Insurance Group on 3/8/24 to discuss our liability insurance policies and what we can expect to see this year in terms of rates. They have projected an overall increase of 7.6% with the largest increase likely to come from our umbrella and auto policies, which could increase as much as 15%. They explained that climate change and weather patterns nationwide have impacted the insurance industry and

that all customers, even those who have had no claims, are going to see the impact of that in the form of rising premiums. There were 120 tornadoes in Illinois last year. The damage claims associated with those storms on top of wildfires and other large-loss natural hazard events worldwide resulted in unprecedented values of insured losses globally in 2023. Pandemic and post-pandemic increases in construction costs are also a factor in this. The example they gave me is that drywall costs are 400% higher than they were at the start of 2020, before the COVID-19 pandemic. Although the market is seeing construction costs starting to level off, the insurance companies are trying to make now for the costs they've incurred in the last couple of years. In addition to premium rate increases, I learned that we may also see higher deductibles or even separate deductibles for things like wind and hail damage. Most of our policies are renewed on July 1, so we expect to have more information from the carriers by mid-May. The budgeted amounts shown in this draft are based on Cook & Kocher's estimates.

Capital Improvement: Money earmarked for Asset Replacement is intended to cover the cost of a new AMH system and a new self-check station. Depending on the sequencing of the building project, these may not be needed until the next fiscal year, but we should plan for the possibility of needing them sooner. We will work with FQC to ensure the proper timing of having this new equipment here when needed.

The Renovation Project line is just a broad lump sum and can be adjusted once the Board has determined the actual scope of the building project.

M01000
M01600

VLG ADDISON
Tax Year 2023

$$\frac{\text{Aggregate Extension Base x CPI}}{\text{EAV - New Construction - Annexations + Disconnections - Dissolved TIF's}} = \text{Limiting Rate}$$

_____ = _____ =

	<u>EAV</u>	<u>New Property</u>	<u>Annexations</u>	<u>Disconnections</u>	<u>Dissolved TIF's</u>	<u>Exp Incentives</u>	<u>Totals</u>
DU PAGE	1,530,498,318	6,999,670	94,890	0	0	117,450	1,523,286,308
PTELL EAV	1,530,498,318	6,999,670	94,890	0	0	117,450	1,523,286,308

PTELL EAV : EAV - New Construction - Annexations + Disconnections - Dissolved TIF's - Expired Incentives

2023
M01600
Village of Addison Library

RES:
FARM:
COMM:
IND:
T-RE:

RR: _____
GTOT: _____

TOWNSHIPS: BLOOMINGDALE
ADDISON
DUPAGE COUNTY

TIF VALUATION 1,530,498,318 CUR

TAX BURDEN:

LIMITING RATE:

HR

RATE REDUCTION:

LEVY	AMOUNT		RATE		TAXES EXTENDED	TAX LIMITATION ACT		DISTRICT ADJUSTMENT	
	AMOUNT	PLUS	LIMIT	EXTD	AMOUNT	RATE	EXTENSION	RATE	EXTENSION
IMRF	300,000.00	300,000.00		.0197	301,508.17				
LIBRARY-CORP	5,291,345.00	5,291,345.00		.3458	5,292,463.18				
AUDIT	7,100.00	7,100.00		.0005	7,652.49				
TORT JUDGMENTS/LIAB	61,000.00	61,000.00		.0040	61,219.93				
SOCIAL SECURITY	285,000.00	285,000.00		.0187	286,203.19				
UNEMPLOYMENT INS	4,000.00	4,000.00		.0003	4,591.49				
WORKERS COMPENSATION	4,000.00	4,000.00		.0003	4,591.49				
*AGGREGATE REFUNDS	20,468.27	20,468.27		.0014	21,426.98				
TOTAL CAP FUNDS	5,952,445.00	5,952,445.00		.3893	5,958,229.94				
*TOTAL NON CAP FUNDS	20,468.27	20,468.27		.0014	21,426.98				
GRAND TOTAL	5,972,913.27	5,972,913.27		.3907	5,979,656.92				

FY 2024 - 2025 Projected Revenue

General Fund		Projected Revenue FY2025	YTD Revenue FY2024 (as of 3/31/24)	Actual Revenue FY 2023 (12 months)
Taxes				
10-41-3201	Property Current - General	\$ 5,292,463.18	\$ 5,389,496.18	\$ 5,233,664.55
10-41-3202	Property Current - Social Security	\$ 286,203.19	\$ 75,707.21	\$ 219,480.64
10-41-3203	Property Current - IMRF	\$ 301,508.17	\$ 229,978.49	\$ 60,966.85
10-41-3205	Property Current - Liability Insurance	\$ 61,219.93	\$ 59,994.41	\$ 55,547.56
10-41-3206	Property Current - Audit	\$ 7,652.49	\$ 5,713.77	\$ 9,483.72
10-41-3207	Property Current - Unemployment	\$ 4,591.49	\$ 5,713.77	\$ 6,603.92
10-41-3208	Property Current - Workers Compensation	\$ 4,591.49	\$ 5,713.77	\$ 2,709.63
10-41-3101	Property Prior - General	0	\$ -	\$ -
10-41-3301	Replacement	\$ 100,000.00	\$ 108,660.33	\$ 183,944.72
10-41-3400	Aggregate Refunds (per P.A. 102-0519)	\$ 21,426.98	\$ 35,710.94	\$ 14,903.02
Fees and Fines				
10-42-3010	Fines	\$ 5,000.00	\$ 5,207.91	\$ 6,116.27
10-42-3011	Reciprocal Borrowing Reimbursements	\$ 1,000.00	\$ 67.00	\$ -
10-42-3012	Nonresident Fees	\$ 3,500.00	\$ 3,493.31	\$ 4,025.81
10-42-3016	Scanner Fees	\$ 6,500.00	\$ 8,755.99	\$ 11,100.09
10-42-3023	Activity Fees	\$ -	\$ 7.10	\$ -
10-42-3099	Printing and Other Fees	\$ 5,000.00	\$ 7,235.14	\$ 7,022.90
Intergovernmental				
10-43-3004	Per Capita Grant	\$ 52,660.00	\$ 52,660.45	\$ 52,692.49
10-43-3009	Other Grants	\$ -	\$ -	\$ 198.16
Interest				
10-46-3026	Interest on Taxes	\$ -	\$ -	\$ -
10-46-3027	Interest on ILL Funds Comingled	\$ -	\$ 62.62	\$ -
10-46-3028	Other Interest Income	\$ 20,000.00	\$ 49,907.98	\$ 5,216.64
10-46-3029	Interest on TD Ameritrade (Ehlers)	\$ 300,000.00	\$ 598,686.54	\$ 189,513.39
Miscellaneous				
10-47-3014	Donations	\$ 100.00	\$ 4,265.80	\$ 2,795.24
10-47-3015	RAILS Catalog Membership Grant Agreement	\$ -	\$ 33,174.00	\$ -
10-47-3016	Back to School Fair Donations	\$ -	\$ 9,600.00	\$ -
10-47-3024	Other Miscellaneous Income	\$ 2,500.00	\$ 25,824.38	\$ 3,290.70
10-47-3030	Friends of the Addison Public Library	\$ 7,500.00	\$ 10,951.27	\$ 7,288.07
10-47-3023	PLA Digital Literacy Workshop Incentive	0	\$ -	\$ 7,000.00
Total General Fund Revenue		\$ 6,483,416.92	\$ 6,726,588.36	\$ 6,083,564.37
Capital Improvement Fund				
80-46-3029	IMET Interest	\$ 20,000.00	\$ 25,370.61	\$ 35,110.96
80-47-3019	Capital Donations	\$ 100,000.00	\$ -	\$ -
80-49-3010	Transfer from General	\$ -	\$ -	\$ -
Total Capital Improvement Fund Revenue		\$ 120,000.00	\$ 25,370.61	\$ 35,110.96
TOTAL REVENUE		\$ 6,603,416.92	\$ 6,751,958.97	\$ 6,118,675.33

Addison Public Library - FY2025

Working Budget - Planned Expenditures

General Fund	FY2025 PROPOSED EXPENDITURES	FY24 YTD (as of 3/31/24) EXPENDITURES	FY24 Budgeted EXPENDITURES
A. Staff:			
Staff salaries and wages	\$ 3,440,882.00	\$ 2,539,567.53	\$ 3,150,000.00
Employer FICA Expense	\$ 263,228.00	\$ 191,329.97	\$ 251,070.00
Employer IMRF Expense	\$ 180,710.00	\$ 144,890.07	\$ 206,211.00
Health Insurance	\$ 513,175.00	\$ 385,255.18	\$ 515,000.00
Employee Assistance Program	\$ 3,420.00	\$ 3,250.00	\$ 3,250.00
Recruiting	\$ 1,000.00	\$ -	\$ 1,000.00
Total	\$ 4,402,415.00	\$ 3,264,292.75	\$ 4,126,531.00
B. Materials:			
Books			
Children Books	\$ 71,000.00	\$ 62,698.79	\$ 72,000.00
Adult Books	\$ 167,000.00	\$ 154,373.25	\$ 166,000.00
A/V Materials			
Children Other Expenditures	\$ 28,000.00	\$ 27,527.02	\$ 31,000.00
Adult Other Expenditures	\$ 88,000.00	\$ 80,377.67	\$ 88,000.00
Other Materials			
Magazines/Newspapers	\$ 10,500.00	\$ 9,724.97	\$ 11,000.00
Online Databases	\$ 223,000.00	\$ 209,104.03	\$ 221,000.00
Other Digital Media	\$ 46,000.00	\$ 45,692.25	\$ 46,000.00
Ebooks	\$ 75,000.00	\$ 68,291.86	\$ 75,000.00
Total	\$ 708,500.00	\$ 657,789.84	\$ 710,000.00
C. Contractual Services:			
Legal Fees	\$ 12,000.00	\$ 3,314.25	\$ 12,000.00
Collection Agency	\$ 3,500.00	\$ 2,318.35	\$ 3,500.00
Equipment Rental	\$ 4,000.00	\$ 1,113.12	\$ 4,000.00
Accounting	\$ 23,830.00	\$ 19,470.00	\$ 23,000.00
Payroll Services	\$ 56,210.00	\$ 46,735.36	\$ 55,500.00
Audit Service Fees	\$ 4,150.00	\$ 3,850.00	\$ 8,400.00
Other	\$ 60,000.00	\$ 43,705.38	\$ 50,000.00
Total	\$ 144,190.00	\$ 120,506.46	\$ 156,400.00
D. Physical Services:			
Utilities			
Natural Gas Service	\$ 28,000.00	\$ 18,596.26	\$ 25,000.00
Water Service	\$ 4,000.00	\$ 2,874.10	\$ 3,500.00
Electric Service	\$ -	\$ -	\$ -
Services			
Refuse Disposal Service	\$ 4,265.00	\$ 3,574.65	\$ 5,000.00
Cleaning Service	\$ 77,000.00	\$ 68,004.00	\$ 75,000.00
Telecommunications			
Telephone	\$ 11,500.00	\$ 7,085.34	\$ 11,500.00
Leased Internet Access Line	\$ 7,500.00	\$ 5,610.66	\$ 6,000.00
Maintenance/Repair--Building			
Building Supplies	\$ 40,000.00	\$ 33,697.50	\$ 35,000.00

HVAC	\$ 35,000.00	\$ 19,614.36	\$ 35,000.00
Equipment Maintenance/Repair	\$ 85,000.00	\$ 65,520.01	\$ 75,000.00
Maintenance/Repair--Other			
Other Building Maintenance/Repair	\$ 15,000.00	\$ 5,035.83	\$ 22,000.00
Total	\$ 307,265.00	\$ 229,612.71	\$ 293,000.00
E. Automation:			
System Development	\$ 49,000.00	\$ 47,042.00	\$ 49,000.00
ILS Services	\$ 67,000.00	\$ 36,850.43	\$ 54,733.00
OCLC	\$ -	\$ 290.46	\$ 7,655.00
Software/Licenses	\$ 100,000.00	\$ 70,250.94	\$ 80,000.00
Total	\$ 216,000.00	\$ 154,433.83	\$ 191,388.00
F. Professional Development:			
Organization memberships			
Staff and Board	\$ 11,000.00	\$ 9,166.09	\$ 11,000.00
Programs/Meetings			
Staff In-Service	\$ 7,500.00	\$ 4,839.71	\$ 7,500.00
Administration	\$ 3,500.00	\$ 2,332.70	\$ 2,000.00
Guest Services	\$ 1,500.00	\$ 1,835.00	\$ 1,500.00
Adult Services	\$ 2,500.00	\$ 2,011.87	\$ 1,680.00
Children's Services	\$ 1,200.00	\$ 792.60	\$ 1,830.00
Teen Services	\$ 1,200.00	\$ 235.88	\$ 1,000.00
Materials Management	\$ 2,700.00	\$ 1,522.46	\$ 2,700.00
Information Technology	\$ 1,600.00	\$ 1,791.56	\$ 1,600.00
Community Engagement	\$ 2,115.00	\$ 2,117.26	\$ 3,500.00
Board	\$ 2,500.00	\$ 1,450.00	\$ 2,500.00
In-state Travel			
Mileage & other travel costs for work	\$ 13,800.00	\$ 5,292.77	\$ 7,500.00
Out-of-state Travel			
Mileage & other travel costs for work	\$ 6,500.00	\$ 6,042.58	\$ 15,765.00
Tuition Reimbursement	\$ 6,500.00	\$ 4,628.67	\$ 6,500.00
Total	\$ 53,115.00	\$ 44,059.15	\$ 66,575.00
G. Programs:			
Programming			
Adult Services Programs	\$ 28,000.00	\$ 19,568.31	\$ 23,000.00
IT Programs	\$ 6,500.00	\$ 4,899.19	\$ 8,000.00
Teen Programs	\$ 19,000.00	\$ 12,607.62	\$ 19,000.00
Children's Services Programs	\$ 17,000.00	\$ 12,123.09	\$ 15,000.00
Community Engagement Programs	\$ 5,075.00	\$ 3,760.50	\$ 5,000.00
Total	\$ 75,575.00	\$ 52,958.71	\$ 70,000.00
H. PR/Marketing:			
Newsletter	\$ 52,350.00	\$ 44,032.56	\$ 48,000.00
Flyers/Branding	\$ 15,150.00	\$ 3,039.90	\$ 6,500.00
Other Promotions	\$ 62,000.00	\$ 12,750.79	\$ 17,100.00
Total	\$ 129,500.00	\$ 59,823.25	\$ 71,600.00
I. Other Operating Expenses:			
Supplies			
Library wide supplies	\$ 11,000.00	\$ 9,270.49	\$ 10,500.00
Office Supplies (Administration)	\$ 7,500.00	\$ 4,689.87	\$ 10,000.00
Guest Services Supplies	\$ 5,500.00	\$ 2,379.41	\$ 4,000.00
Adult Services Supplies	\$ 1,000.00	\$ 886.60	\$ 1,000.00

Children's Services Supplies	\$ 3,000.00	\$ 2,160.64	\$ 3,500.00
Teen Services Supplies	\$ 1,000.00	\$ 1,026.20	\$ 1,000.00
Community Engagement Supplies	\$ 4,320.00	\$ 3,853.22	\$ 5,000.00
Materials Management Supplies	\$ 35,000.00	\$ 28,859.50	\$ 35,000.00
Information Technology Supplies	\$ 27,000.00	\$ 19,025.05	\$ 20,000.00
Postage	\$ 10,000.00	\$ 5,855.82	\$ 10,000.00
Total	\$ 105,320.00	\$ 78,006.80	\$ 100,000.00
Insurance			
Unemployment Compensation	\$ 5,000.00	\$ 1,210.56	\$ 5,000.00
Worker's Compensation	\$ 9,500.00	\$ 9,100.00	\$ 12,000.00
Liability	\$ 55,500.00	\$ 47,933.00	\$ 65,000.00
Total	\$ 70,000.00	\$ 58,243.56	\$ 82,000.00
Grant Expenses			
Per Capita Grant	\$ 52,660.00	\$ 16,045.14	\$ 52,692.00
RAILS Catalog Membership Grant	\$ -	\$ 33,174.00	\$ -
Other Grant	\$ -		
Total	\$ 52,660.00	\$ 49,219.14	\$ 52,692.00
Other Expenses			
Hardware	\$ 50,000.00	\$ 42,026.54	\$ 50,000.00
Furniture/Equipment	\$ 10,000.00	\$ 330.39	\$ 10,000.00
Reciprocal borrowing	\$ 1,000.00	\$ 197.21	\$ 1,000.00
Recording for Cable Broadcast	\$ 4,800.00	\$ 4,000.00	\$ 4,800.00
Friends of the Library	\$ 7,500.00	\$ 17,265.51	\$ 15,000.00
Back to School Fair	\$ -	\$ 9,600.00	\$ -
PLA Digital Literacy Workshop Incentive	\$ -	\$ 4,582.81	\$ -
Contingency		\$ -	\$ 100.00
Donations		\$ -	\$ 500.00
Funshine	\$ 4,500.00	\$ 2,177.16	\$ 3,800.00
Staff Recognition	\$ 9,100.00	\$ 4,544.76	\$ 9,000.00
Total	\$ 26,900.00	\$ 84,724.38	\$ 94,200.00
Total Special Funds	\$ 476,088.00	\$ 367,597.06	\$ 496,681.00
Total General Fund & Special Levy Funds	\$ 6,291,440.00	\$ 4,853,670.58	\$ 6,014,386.00
Capital Improvement Projects			
Asset Replacement	\$ 300,000.00	\$ -	\$ 250,000.00
FY22 Renovation Project	\$ 10,000,000.00	\$ 256,290.01	\$ 10,000,000.00
Total Capital Improvement Funds	\$ 10,300,000.00	\$ 256,290.01	\$ 10,250,000.00
GRAND TOTAL	\$ 16,591,440.00	\$ 5,109,960.59	\$ 16,264,386.00

 **AIA[®] Document B132™ – 2019****Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition**

AGREEMENT made as of the Twelfth day of April in the year Two Thousand Twenty-Four
(*In words, indicate day, month, and year.*)

BETWEEN the Architect's client identified as the Owner:
(*Name, legal status, address, and other information*)

Addison Public Library
4 Friendship Plaza
Addison Illinois 60101

and the Architect:
(*Name, legal status, address, and other information*)
Product LLC dba product Architecture + Design
811 W. Evergreen Suite 405
Chicago, IL 60642

for the following Project:
(*Name, location, and detailed description*)

Phased interior renovation of the first, second, and third level of the existing library building. The project will also include relocating the existing main decorative stair connecting levels 1 & 2 and a new drive-up window along the east side of the building. The existing public restrooms on level 1 & 2 and the existing youth program room and meeting room also on level 1 will remain as-is and are not included in the current scope for work.

The Construction Manager:
(*Name, legal status, address, and other information*)

Fredrick Quinn Corporation
103 S. Church Street
Addison, IL 60101

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. AIA Document A232™–2019 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable," or "unknown at time of execution".)

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

The program for the project is based on the board approved revised scheme C1 floor plans dated 02.22.2024 and a budget estimate prepared by FQC dated 01.30.2024 with an overall project budget of \$8,335,974.00

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

The project will include renovation to the existing first, second, and third levels of the existing library. No expansion is included in phase 1.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

The budget estimate prepared by FQC dated 01.30.2024 with an overall project budget of \$8,335,974.00

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Issue for Bid: Octoeer 15, 2024

Init.

/

.2 Construction commencement date:

January 2025

.3 Substantial Completion date or dates:

March 2026

.4 Other milestone dates:

None

§ 1.1.5 The Owner intends the following procurement method for the Project:
(Identify method such as competitive bid or negotiated contract.)

Competitive Public Bid

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:
(Identify any requirements for fast-track scheduling or phased construction and, if applicable, list number and type of bid/procurement packages.)

None

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

None

§ 1.1.7.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E235-2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E235-2019 is incorporated into this Agreement, the Owner and Architect shall incorporate the completed E235-2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:
(List name, address, and other contact information.)

Mary Medjo Me Zengue, Director Addison Public Library

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

None

§ 1.1.10 The Owner shall retain the following consultants and Contractors:
(List name, legal status, address, and other contact information.)

.1 Construction Manager:

Init.

(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1.1.)

.2 Land Surveyor:

Nolan & Wedow Associates
1225 Iroquois Drive
Batavia Illinois 60510

.3 Geotechnical Engineer:

Illinois Drilling and Testing Company, Inc
1752 Armitage Court
Addison, Illinois 60101

.4 Civil Engineer:

Covered under the architect's base services in this agreement

.5 Other consultants and Contractors:

(List any other consultants and Contractors retained by the Owner.)

If hazardous materials are discovered during the course of design and/or construction, it will be the owners' responsibility to obtain the services of an environmental services consultant for exploration and/or potential remediation should it be required.

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address, and other contact information.)

Tiffany Nash, product Architecture + Design
811 W. Evergreen Suite 405
Chicago, Il 60642
(773) 398-7286
tnash@product-architects.com

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Init.

/

Johnson Wilbur Adams
Kent Adams, principal
330 S Naperville Rd #300, Wheaton, IL 60187

.2 Mechanical Engineer:

2010 Engineering Group
Jeff Chamberlain
1216 Tower Rd. Schaumburg IL 60173

.3 Electrical Engineer:

2010 Engineering Group
Jeff Chamberlain
1216 Tower Rd. Schaumburg IL 60173

§ 1.1.12.2 Consultants retained under Supplemental Services:

Civil Engineer: Eriksson Engineering | Ben Ahring 135 S Jefferson St Suite 135, Chicago, IL 60661
Landscape Architect: Jacobs/Ryan Associates | Terry Ryan 1527 N Sandburg Terrace, Chicago, IL 60610
AV Consultant: AV Techsource | Tom Harm 14393 W. Shanklin Court Green Oaks, IL 60048-4840

§ 1.1.13 Other Initial Information on which the Agreement is based:

None

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.4 The term "Contractors" refers to persons or entities who perform Work under contracts with the Owner that are administered by the Architect and Construction Manager. The term "Contractors" is used to refer to such persons or entities, whether singular or plural. The term does not include the Owner's own forces, or Separate Contractors, which are persons or entities who perform construction under separate contracts with the Owner not administered by the Architect and Construction Manager.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in AIA Document C132™-2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.6.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.6.4 Workers' Compensation at statutory limits.

§ 2.6.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 2.6.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and two million (\$ 2,000,000) in the aggregate.

§ 2.6.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.6.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's other consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Construction Manager, and the Owner's other consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency, in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit, for the Construction Manager's review and the Owner's approval, a schedule for the performance of the Architect's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. This schedule shall include allowances for periods of time required for the Owner's review, for the Construction Manager's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

§ 3.1.5 The Architect shall not be responsible for an Owner's or Construction Manager's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.6 The Architect shall, in coordination with the Construction Manager, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.7 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner and Construction Manager regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Construction Manager's review and Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.2.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate such revisions in the Design Development Phase.

§ 3.2.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Construction Manager's review and the Owner's approval. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.3.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop

Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and the Construction Manager in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreements between the Owner and Contractors; and (3) the Conditions of the Contracts for Construction (General, Supplementary and other Conditions); and (4) a project manual that includes the Conditions of the Contracts for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.4.5 Upon receipt of the Construction Manager's information and an estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner and Construction Manager in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner and Construction Manager in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and (4) awarding and preparing Contracts for Construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner and Construction Manager in bidding the Project by

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and
- .4 organizing and conducting the opening of bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions, and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements, and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner and Construction Manager in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective Contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective Contractors;
- .3 preparing responses to questions from prospective Contractors and providing clarifications and interpretations of the Proposal Documents to the prospective Contractors in the form of addenda; and
- .4 participating in negotiations with prospective Contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions, consult with the Construction Manager, and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition. If the Owner and Contractor modify AIA Document A232–2019, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractors' failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for acts or omissions of the Construction Manager, or acts or omissions of the Contractors or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2, and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the initial Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner and the Construction Manager (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Construction Manager, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and shall notify the Construction Manager about the rejection. Whenever the Architect considers it necessary or advisable, the Architect, upon written authorization from the Owner and notification to the Construction Manager, shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractors, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Construction Manager, Owner, or Contractors through the Construction Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by the Owner and Contractors, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractors designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A232–2019, the Architect, with the assistance of the Construction Manager, shall render initial decisions on Claims between the Owner and Contractors as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 Not more frequently than monthly, the Architect shall review and certify an application for payment. Within seven days after the Architect receives an application for payment forwarded from the Construction Manager, the Architect shall review and certify the application as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Architect shall review the Contractor's Application and Certificate for Payment that the Construction Manager has previously reviewed and certified. The Architect shall certify the amount due the Contractor and shall issue a Certificate for Payment in such amount.
- .2 Where there is more than one Contractor responsible for performing different portions of the Project, the Architect shall review the Project Application and Project Certificate for Payment, with the Summary of Contractors' Applications for Payment, that the Construction Manager has previously prepared, reviewed, and certified. The Architect shall certify the total amount due all Contractors collectively and shall issue a Project Certificate for Payment in the total of such amounts.

§ 3.6.3.2 The Architect's certification for payment shall constitute a representation to the Owner, based on (1) the Architect's evaluation of the Work as provided in Section 3.6.2, (2) the data comprising the Contractor's Application for Payment or the data comprising the Project Application for Payment, and (3) the recommendation of the Construction Manager, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractors are entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.3 The issuance of a Certificate for Payment or a Project Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate each Contractor's right to payment, or (4) ascertained how or for what purpose that Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.4 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's Project submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals transmitted by the Construction Manager shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractors' submittals such as Shop Drawings, Product Data and Samples, that the Construction Manager has reviewed, recommended for approval, and transmitted to the Architect. The Architect's review of the submittals shall only be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractors' responsibilities. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractors to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the

appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractors' design professionals, provided the submittals bear such professionals' seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 After receipt of the Construction Manager's recommendations, and subject to the provisions of Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect, in consultation with the Construction Manager, shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals transmitted by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect shall review and sign, or take other appropriate action, on Change Orders and Construction Change Directives prepared by the Construction Manager for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such changes shall be effected by written order issued by the Architect through the Construction Manager.

§ 3.6.5.3 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect, assisted by the Construction Manager, shall:

- .1 conduct inspections to determine the date of Substantial Completion and the date of final completion;
- .2 issue a Certificate of Substantial Completion prepared by the Construction Manager;
- .3 review written warranties and related documents required by the Contract Documents and received from the Contractors, through the Construction Manager; and
- .4 after receipt of a final Contractor's Application and Certificate for Payment or a final Project Application and Project Certificate for Payment from the Construction Manager, issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner and Construction Manager to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the lists submitted by the Construction Manager and Contractors of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid each of the Contractors, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractors, through the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractors under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner and Construction Manager to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner or Not Provided)</i>
§ 4.1.1.1 Assistance with selection of Construction Manager	Owner
§ 4.1.1.2 Programming	Architect
§ 4.1.1.3 Multiple preliminary designs	Architect
§ 4.1.1.4 Measured drawings	Architect
§ 4.1.1.5 Existing facilities surveys	Architect
§ 4.1.1.6 Site evaluation and planning	Architect
§ 4.1.1.7 Building Information Model management responsibilities	Architect
§ 4.1.1.8 Development of Building Information Models for post construction use	Not Covered
§ 4.1.1.9 Civil engineering	Architect
§ 4.1.1.10 Landscape design	Architect
§ 4.1.1.11 Architectural interior design	Architect
§ 4.1.1.12 Value analysis	Owner/CM
§ 4.1.1.13 Cost estimating	Owner/CM
§ 4.1.1.14 On-site project representation	Owner/CM
§ 4.1.1.15 Conformed documents for construction	Architect
§ 4.1.1.16 As-designed record drawings	Architect
§ 4.1.1.17 As-constructed record drawings	CM
§ 4.1.1.18 Post-occupancy evaluation	Not Covered
§ 4.1.1.19 Facility support services	Not covered
§ 4.1.1.20 Tenant-related services	Not Covered
§ 4.1.1.21 Architect’s coordination of the Owner’s consultants	Architect
§ 4.1.1.22 Telecommunications/data design	Architect
§ 4.1.1.23 Security evaluation and planning	Architect/Owner
§ 4.1.1.24 Commissioning	Not Covered
§ 4.1.1.25 Sustainable Project Services pursuant to Section 4.1.3	Not Covered
§ 4.1.1.26 Historic preservation	Not Covered
§ 4.1.1.27 Furniture, furnishings, and equipment design	Architect
§ 4.1.1.28 Other services provided by specialty Consultants	AV Design and Specification
§ 4.1.1.29 Other Supplemental Services	

--	--

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

The architect will provide Civil Engineering, Landscape Architecture, Interior Design, and Audio/Visual Design Services. Architect will also provide FFE selection, specification, and bidding services for all furniture associated with the project. BIM model coordination will be limited to the architect's consultants listed under this contract and Telecommunications/Data + Security Design will be schematic and to the existing server with no hardware/software specifications

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

The owner has hired a construction manager that will perform the services list as owner provided.

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including size, quality, complexity, building systems, the Owner's schedule or budget for Cost of the Work, constructability considerations, procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes or equipment;
- .3 Services necessitated by enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner, Construction Manager or the Owner's other consultants or contractors;

- .6 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;
- .8 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .9 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Evaluation of the qualifications of entities providing bids or proposals;
- .11 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .12 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Contractor's submittal out of sequence from the Project submittal schedule approved by the Architect;
- .2 Responding to the Contractors' requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractors from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of Contractors' proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or
- .5 Evaluating substitutions proposed by the Owner, Construction Manager or Contractors and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractors
- .2 Forty eight (48) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work, or (2) the anticipated date of Substantial Completion identified in the Initial Information, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties and responsibilities as described in AIA Document C132-2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. The Owner shall provide the Architect with a copy of the scope of services in the agreement executed between the

Owner and the Construction Manager, and any subsequent modifications to the Construction Manager's scope of services in the agreement.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and the Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractors to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E235™-2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.13 The Owner shall communicate with the Contractors and the Construction Manager's consultants through the Construction Manager about matters arising out of or relating to the Contract Documents. The Owner and Construction Manager shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 Before executing the Contracts for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contracts for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreements between the Owner and Contractors, including the General Conditions of the Contracts for Construction.

§ 5.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager and Contractors to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.16 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work together to reconcile the cost estimates.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by subsequent cost estimates that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractors, Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and Separate Contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232–2019, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner’s officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect’s obligation to indemnify and hold the Owner and the Owner’s officers and employees harmless does not include a duty to defend. The Architect’s duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.

§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect’s services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

[X] Other: *(Specify)*

Non-binding mediation followed by litigation in a court of competent jurisdiction

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common issues of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or if the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

None. Upon termination, the architect will bill the owner the entirety of time spent on the project to that point/date with no additional termination fee.

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

None at this time.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, except for purposes of this Agreement, the term "Work" shall include the work of all Contractors under the administration of the Architect and Construction Manager.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, and including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

.2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other
(Describe the method of compensation)

Fixed fee of \$357,500.00 based on a not to exceed project total cost of \$8,335,974.00 to complete the construction document and construction administration phases for the current project scope. In addition, the current fee is based on the schematic design and design development phases being completed under a previous contract

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

The supplemental services list in this contract as the responsibility of the architect are include in the fixed fee listed above.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

The fee will be negotiated and approved by the owner at the time of the additional service. The fee may be hourly or 8% of the the construction cost. Hourly rates are as follows:

Principal : \$150.00/hr.
 Architect: \$110.00/hr.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus Zero percent (0 %), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

The fee will be negotiated and approved by the owner at the time of the additional service. The fee may be hourly or 8% of the the construction cost. Hourly rates are as follows:

Principal : \$150.00/hr.
 Project Engineer: \$110.00/hr.

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	completed	percent (-	%)
Design Development Phase	completed	percent (-	%)
Construction Documents Phase	Sixty Five	percent (65	%)
Procurement Phase	Two	percent (2	%)
Construction Phase	Thirty Three	percent (33	%)
<hr/>				
Total Basic Compensation	one hundred	percent (100	%)

The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on

those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category	Rate (\$0.00)
Principal/Project Manager	\$150.00/hr.
Project Architect/Engineer:	\$110.00/hr
Draftsperson	\$95.00/hr

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent (0 %) of the expenses incurred.

§ 11.9 Architect's Insurance

If the types and limits of coverage required in Section 2.6 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.6, and for which the Owner shall reimburse the Architect.)

None at this time

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Not Applicable (\$ N/A) shall be made upon execution of this Agreement for registration fees and other fees payable

to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid ninety (90) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

One % 1 %

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to Contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

None

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B132™–2019, Standard Form Agreement Between Owner and Architect, Construction Manager as Adviser Edition
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below, if completed, or the following:
(Insert the date of the E203-2013 incorporated into this Agreement.)
- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)
 - AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, dated as indicated below:
(Insert the date of the E235-2019 incorporated into this Agreement.)
 - Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)
- .4 Other documents:
(List other documents, if any, forming part of the Agreement.)

APL Floor Plans dated 02/27/24 illustrating Approved Scope of Work Scheme C1

Init.

AIA Document B132 – 2019. Copyright © 1992, 2009, and 2019. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 13:32:06 ET on 04/12/2024 under Order No.2114525462 which expires on 04/11/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(897078089)

Article 12 Rider to AIA Document B132-2019
Budget Estimate dated 01/30/2024

This Agreement is entered into as of the day and year first written above.

OWNER *(Signature)*

(Printed name and title)

ARCHITECT *(Signature)*

Tiffany Nash, Owner

(Printed name, title, and license number, if applicable)



Additions and Deletions Report for **AIA® Document B132™ – 2019**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:32:06 ET on 04/12/2024.

PAGE 1

AGREEMENT made as of the Twelfth day of April in the year Two Thousand Twenty-Four

...

Addison Public Library
4 Friendship Plaza
Addison Illinois 60101

...

Product LLC dba product Architecture + Design
811 W. Evergreen Suite 405
Chicago, Il 60642

...

Phased interior renovation of the first, second, and third level of the existing library building. The project will also include relocating the existing main decorative stair connecting levels 1 & 2 and a new drive-up window along the east side of the building. The existing public restrooms on level 1 & 2 and the existing youth program room and meeting room also on level 1 will remain as-is and are not included in the current scope for work.

...

Fredrick Quinn Corporation
103 S. Church Street
Addison, IL 60101

PAGE 2

The program for the project is based on the board approved revised scheme C1 floor plans dated 02.22.2024 and a budget estimate prepared by FQC dated 01.30.2024 with an overall project budget of \$8,335,974.00

...

The project will include renovation to the existing first, second, and third levels of the existing library. No expansion is included in phase 1.

...

The budget estimate prepared by FQC dated 01.30.2024 with an overall project budget of \$8,335,974.00

...

PAGE 3

Issue for Bid: Octoeer 15, 2024

January 2025

...

March 2026

...

None

...

Competitive Public Bid

...

None

...

None

...

Mary Medjo Me Zengue, Director Addison Public Library

...

None

PAGE 4

Nolan & Wedow Associates
1225 Iroquois Drive
Batavia Illinois 60510

...

Illinois Drilling and Testing Company, Inc
1752 Armitage Court
Addison, Illinois 60101

...

Covered under the architect's base services in this agreement

...

If hazardous materials are discovered during the course of design and/or construction, it will be the owners' responsibility to obtain the services of a environmental services consultant for exploration and/or potential remediation should it be required.

...

Tiffany Nash, product Architecture + Design

811 W. Evergreen Suite 405
Chicago, IL 60642
(773) 398-7286
tnash@product-architects.com
PAGE 5

Johnson Wilbur Adams
Kent Adams, principal
330 S Naperville Rd #300, Wheaton, IL 60187

...

2010 Engineering Group
Jeff Chamberlain
1216 Tower Rd. Schaumburg IL 60173

...

2010 Engineering Group
Jeff Chamberlain
1216 Tower Rd. Schaumburg IL 60173

...

Civil Engineer: Eriksson Engineering | Ben Ahring 135 S Jefferson St Suite 135, Chicago, IL 60661
Landscape Architect: Jacobs/Ryan Associates | Terry Ryan 1527 N Sandburg Terrace, Chicago, IL 60610
AV Consultant: AV Techsource | Tom Harm 14393 W. Shanklin Court Green Oaks, IL 60048-4840

...

None
PAGE 6

§ 2.6.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 2.6.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 2.6.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and two million (\$ 2,000,000) in the aggregate.

PAGE 13

§ 4.1.1.1	Assistance with selection of Construction Manager	<u>Owner</u>
§ 4.1.1.2	Programming	<u>Architect</u>
§ 4.1.1.3	Multiple preliminary designs	<u>Architect</u>
§ 4.1.1.4	Measured drawings	<u>Architect</u>
§ 4.1.1.5	Existing facilities surveys	<u>Architect</u>

§ 4.1.1.6	Site evaluation and planning	<u>Architect</u>
§ 4.1.1.7	Building Information Model management responsibilities	<u>Architect</u>
§ 4.1.1.8	Development of Building Information Models for post construction use	<u>Not Covered</u>
§ 4.1.1.9	Civil engineering	<u>Architect</u>
§ 4.1.1.10	Landscape design	<u>Architect</u>
§ 4.1.1.11	Architectural interior design	<u>Architect</u>
§ 4.1.1.12	Value analysis	<u>Owner/CM</u>
§ 4.1.1.13	Cost estimating	<u>Owner/CM</u>
§ 4.1.1.14	On-site project representation	<u>Owner/CM</u>
§ 4.1.1.15	Conformed documents for construction	<u>Architect</u>
§ 4.1.1.16	As-designed record drawings	<u>Architect</u>
§ 4.1.1.17	As-constructed record drawings	<u>CM</u>
§ 4.1.1.18	Post-occupancy evaluation	<u>Not Covered</u>
§ 4.1.1.19	Facility support services	<u>Not covered</u>
§ 4.1.1.20	Tenant-related services	<u>Not Covered</u>
§ 4.1.1.21	Architect's coordination of the Owner's consultants	<u>Architect</u>
§ 4.1.1.22	Telecommunications/data design	<u>Architect</u>
§ 4.1.1.23	Security evaluation and planning	<u>Architect/Owner</u>
§ 4.1.1.24	Commissioning	<u>Not Covered</u>
§ 4.1.1.25	Sustainable Project Services pursuant to Section 4.1.3	<u>Not Covered</u>
§ 4.1.1.26	Historic preservation	<u>Not Covered</u>
§ 4.1.1.27	Furniture, furnishings, and equipment design	<u>Architect</u>
§ 4.1.1.28	Other services provided by specialty Consultants	<u>AV Design and Specification</u>

PAGE 14

The architect will provide Civil Engineering, Landscape Architecture, Interior Design, and Audio/Visual Design Services. Architect will also provide FFE selection, specification, and bidding services for all furniture associated with the project. BIM model coordination will be limited to the architect's consultants listed under this contract and Telecommunications/Data + Security Design will be schematic and to the existing server with no hardware/software specifications

...

The owner has hired a construction manager that will perform the services list as owner provided.

PAGE 15

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractors
- .2 Forty eight (48) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion

...

§ 4.2.5 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

PAGE 20

[] Other: (Specify)

PAGE 21

Non-binding mediation followed by litigation in a court of competent jurisdiction

None. Upon termination, the architect will bill the owner the entirety of time spent on the project to that point/date with no additional termination fee.

...

PAGE 23

None at this time.

Fixed fee of \$357,500.00 based on a not to exceed project total cost of \$8,335,974.00 to complete the construction document and construction administration phases for the current project scope. In addition, the current fee is based on the schematic design and design development phases being completed under a previous contract

...

The supplemental services list in this contract as the responsibility of the architect are include in the fixed fee listed above.

...

The fee will be negotiated and approved by the owner at the time of the additional service. The fee may be hourly or 8% of the the construction cost. Hourly rates are as follows:

Principal : \$150.00/hr.

Architect: \$110.00/hr.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus Zero percent (0 %), or as follows: (Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

The fee will be negotiated and approved by the owner at the time of the additional service. The fee may be hourly or 8% of the the construction cost. Hourly rates are as follows:

Principal : \$150.00/hr.

Project Engineer: \$110.00/hr.

...

Schematic Design Phase	<u>completed</u>	percent (=	%)
Design Development Phase	<u>completed</u>	percent (=	%)
Construction Documents Phase	<u>Sixty Five</u>	percent (<u>65</u>	%)
Procurement Phase	<u>Two</u>	percent (<u>2</u>	%)
Construction Phase	<u>Thirty Three</u>	percent (<u>33</u>	%)

PAGE 24

<u>Principal/Project Manager</u>	<u>\$150.00/hr.</u>
<u>Project Architect/Engineer:</u>	<u>\$110.00/hr</u>
<u>Draftsperson</u>	<u>\$95.00/hr</u>

...

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Zero percent (0 %) of the expenses incurred.

...

None at this time

...

§ 11.10.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Not Applicable (\$ N/A) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

PAGE 25

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid ninety (90) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

One % 1 %

...

None

...

APL Floor Plans dated 02/27/24 illustrating Approved Scope of Work Scheme C1
Article 12 Rider to AIA Document B132-2019
Budget Estimate dated 01/30/2024

PAGE 26

Tiffany Nash, Owner

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:32:06 ET on 04/12/2024 under Order No. 2114525462 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B132™ – 2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

AIA Document B132-2019 Rider

Article 12 Other terms and conditions applicable to this Agreement.

§ 8.1.4 is deleted in its entirety and replaced by the following: The Architect and Owner agree that the total liability to the Architect, including consequential damages for claims, disputes or other matters in question arising out of or related to this Agreement, shall be limited to the professional liability coverage provided by the Architect and as scheduled under § 2.6.6.

§ 12.1 NOTICES

All notices or other material communications hereunder to either party shall be in writing and shall be delivered by hand, facsimile or by U.S. Mail or by express overnight delivery service providing evidence of receipt. Such notices or communications shall be deemed to have been given on the earlier of actual receipt by the intended recipient or on the third business day after the date when deposited in the United States mail postage prepaid. Notice or other communications hereunder shall be addressed as hereinafter specified as follows:

If to Owner: Addison Public Library
4 Friendship Plaza
Addison, IL 60101
Attention: Mary Medjo Me Zengue
Telephone: 630/458-3300
Facsimile: 630/543-6645

If to Architect: Product LLC dba product Architecture + Design
811 W. Evergreen Suite 405
Chicago, IL 60642
Telephone: (312) 202-0701
Facsimile: (866) 857-7265

§ 12.2 NO PERSONAL LIABILITY

No trustee, member, officer, consultant, partner, employee, agent or representative of the Owner shall be personally liable to the Architect under any term or provision of this Agreement for the Owner's payment obligations or otherwise, or because of any breach hereof, the Architect agreeing to look solely to the assets of the Owner for the satisfaction of any liability of the Owner hereunder. In no event shall the Owner be liable to the Architect except for payment for services rendered pursuant to and in accordance with this Agreement, nor shall the Owner ever be liable to the Architect for indirect, incidental or consequential damages.

§ 12.3 The Architect shall, as part of its Basic Services hereunder, design and size all building systems for the Project and the connections and renovations to any existing facilities to which it may connect. Without limitation of the foregoing, Architect shall use its best efforts to design the Project in a manner which will minimize disruption or interruption of services for the project and any existing facilities to which it may connect both during the Construction Phase and when the respective building systems therefore are connected.

Dear Addison Public Library,

As President of the Parent Association and on behalf of the Gala planning Committee at St. Philip the Apostle School, I am writing to extend our heartfelt gratitude for your generous contribution and support towards our recent Gala. Your generosity has played a pivotal role in the success of our event.

Please know that your donation is greatly appreciated by everyone involved in our school community.

Once again, thank you for your generosity and kindness to the mission of St. Philip the Apostle School.

God Bless,

Jessica Cutright

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

Not always, but at times some of the users of the computers get annoyingly loud. In today's case I had to listen to cell phone conversation in a foreign language for almost an hour.

No staff member approached this person to diffuse the situation.

That's all!

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

Rosario

Fabulous help. We had to do some trouble shooting, but got printing done!

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

Yesenia did a good job
was very helpful

Ginger Walker



OFFICE *of the* SECRETARY *of* STATE

Alexi Giannoulas • Secretary of State

April 04, 2024

Giannoulas Pushes to Enhance Protections for Libraries and Librarians *Bill Would Grant Librarians the Same Protections as Other Public Servants*

Furthering his commitment to the Right to Read, Illinois Secretary of State Alexi Giannoulas is spearheading legislation that underscores the vital role of librarians in providing essential educational resources and ensures those individuals can go to work without fear and intimidation.

HB 4567, sponsored by State Representative Anne Stava-Murray (81st District – Downers Grove) and State Senator Laura Murphy (28th District – Des Plaines), would increase protections for libraries, librarians and library employees from threats and violence. The measure passed out of committee today and now heads to the House floor.

“Our librarians and libraries have faced an onslaught of threats of violence and ideological intimidation for simply serving their communities,” said Giannoulas, who also serves as State Librarian. “We have seen an escalation of violence seeking to censor and restrict information. This is harmful, not only to these public servants, but to our democracy as a whole. In the face of these threats, this bill highlights the commitment of our state to protecting library workers, access to information and the free exchange of ideas.”

The bill would give law enforcement and State’s Attorneys the tools needed to charge a threat made against a library or a public employee in the same manner that currently exists for schools and elected officials.

The legislation comes after several libraries across the state, including the Illinois State Library Building, experienced bomb and other violent threats. Between July and September of 2023, at least 22 known bomb threats were received that required local and state police response. Several libraries endured repeat threats.

“Throughout the state and the nation, library professionals continue to face threats to their personal safety and welfare,” said Cynthia Robinson, executive director for the Illinois Library Association (ILA). “The ILA strongly condemns all forms of violence, threats of violence, and other acts of intimidation in Illinois libraries.”

Other states including Colorado, California, Iowa, Tennessee, Utah, Texas and Hawaii have faced similar threats to their libraries and staff.

“This legislation will ensure our library workers have the same protections against threats and harassment as other public officials and human service providers,” Stava-Murray said. “Protecting the Right to Read in Illinois also means protecting the people who make it possible.”

Each threat requires local law enforcement to spend time and resources investigating and ensuring the public’s safety. The proposed measure would require the offender to reimburse first responders for the cost associated with the threat response.

“Our librarians and libraries provide for the most fundamental exchange of ideas and knowledge, and we will not let them be intimidated from doing so,” said Murphy. “This measure protects them and the treasure of our libraries while also ensuring our law enforcement’s time and taxpayer money are not being wasted.”

The measure would also allow law enforcement to take action against threats made by electronic communications and social media.

The proposal does not create new penalties but guarantees libraries and librarians are protected by law in the same manner as schools and other facilities serving vulnerable populations, such as children and older adults.

-#-

Statement from Secretary of State Alexi Giannoulias Regarding the firings of three Metropolis Public Library Board District Trustees

The recent developments coming out of the Metropolis Public Library District should frighten and insult all Americans who believe in the freedom of speech and in our democracy. Retaliating against local library trustees, who are dedicated to serving their community and assisting children in learning, is unacceptable.

Parents have the right and the responsibility to restrict their children's access to library resources – not anyone else's children.

This inflammatory rhetoric employed by certain individuals in Metropolis – which has included referring to book-banning opponents as “Evil,” “the Enemy” and even “Satan” and warnings of violence and moral corruption – has been harmful, divisive and dangerous as it threatens to polarize and disrupt our communities. I stand with the three Metropolis Public Library Board of Trustees and those who believe in our constitutional right to read.



SECRETARY *of* STATE



ALEXI GIANNOULIAS

Municipal Minute

Municipal Minute <jtappendorf@ancelglink.com>

Tue 3/19/2024 9:17 AM

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

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



[Contact Us](#)

[Join This List](#)

Municipal Minute

[Supreme Court's Analysis: Use of Social Media by Government Officials](#)

As we [reported](#) last week, the U.S. Supreme Court recently issued opinions in two cases involving First Amendment challenges to government officials' use of social media (*Lindke v. Freed* and *O'Connor-Ratcliff v. Garnier*). To follow up on that post, we want to provide more insight into the new test the Supreme Court announced in [Lindke v. Freed](#) and that will be applied by the respective Courts of Appeals when these two cases are remanded.

In [Lindke v. Freed](#), the U.S. Supreme Court held that when a government official posts on social media, the official's speech will only be attributable to the government (and subject to First Amendment limitations), if the official:

- (1) has actual authority to speak on behalf of the government on a particular matter; and
- (2) purports to exercise that authority when speaking on social media.

According to the Supreme Court, the new test reflects the foundational principle that "the Free Speech clause only prohibits **governmental** abridgement of speech" so an individual who speaks in his or her capacity as a private person cannot be liable for violating another's free speech rights under the First Amendment. The Supreme Court was clear that a government official does not relinquish his or her own First Amendment rights when they take office or are hired by the government. If an official speaks in his or her private capacity by deleting comments and/or blocking users, that is not a violation of another's First Amendment rights but, instead, it is an exercise of the official's individual free speech rights.

With respect to the first prong of the new test, the Supreme Court considered the circumstances under which a government official could have actual authority to speak on behalf of the government. *Lindke* involved a City Manager who deleted critical comments and blocked a user from his personal Facebook page. The Supreme Court stated that the City Manager's status as a government employee, alone, was not conclusive on this first prong because "[t]he distinction between private conduct and state action

turns on substance, not labels." So, according to the Court, the person alleging a First Amendment violation must show a connection between the City Manager's actual authority and his social media activity - and that connection must be something more than that the City Manager had *some* authority to communicate with residents. That "something more" needs to be tied to a statute, ordinance, regulation, or even a well-settled custom establishing the City Manager's actual authority, and that established authority must be tied to the speech that allegedly violated the First Amendment.

The Supreme Court gave the following example: If the City Manager had posted about restaurants with local health code violations and then deleted critical comments from those posts, his actions would only be attributed to the City if his formal role (by law or custom) included public health management or regulation. If, on the other hand, the City Manager does not supervise or otherwise contribute to public health initiatives for the City, his posts could not be tied to the government where he had no authority to post in his official capacity.

As to the second prong of this new test, the Supreme Court said that courts must look at whether the challenged post was made in order to fulfill the government official's formal responsibilities. Because government officials and employees do not lose their individual rights to free speech when they are elected, appointed, or hired by a government body, the Court noted that it is important to distinguish circumstances where they speak for themselves from situations where they speak on behalf of the government. One way to make this distinction, according to the Court, is to assess whether the social media page used by the government official is an official page or a personal page.

In many cases, whether a social media page is a personal page or a government page will be fairly easy to determine. Personal pages that include disclaimers such as "the views expressed are strictly my own" or "this is the personal page of John Smith" are entitled to a "heavy" presumption that the posts on that page are personal. On the other hand, a social media page that belongs to the government (an official City account), or passes down to whomever occupies a position (an official City Manager account) are accounts that would purport to speak on behalf of or for the government.

Here, the Court acknowledged that the challenged City Manager's page did not fall squarely into either of these examples - instead, the Court found it to be a "mixed-use" page where the City Manager posted both in his personal capacity and in his capacity as City Manager. According to the Court, applying this new test to a "mixed-use" page requires a fact-specific review of specific activities on that page in order to determine whether a particular post or action was in furtherance of the official's personal capacity or his government capacity.

The Court gave an example of a mayor posting the following on the mayor's personal Facebook page:

Pursuant to Municipal Ordinance 22.1, I am temporarily suspending enforcement of alternate-side parking rules.

The Court noted that this hypothetical post appears to invoke the mayor's actual authority, and if the mayor's personal page was the exclusive place this announcement was made, would likely fall into "state action" for First Amendment purposes. However, if the mayor had merely re-shared this information from the City's official Facebook page, it would be less likely to be seen as state action.

Based on the analysis in the Supreme Court's *Lindke* opinion, government officials and employees might take away the following:

- (1) the Court did not distinguish between public *officials* and public *employees* in establishing its new test;
- (2) the Court rejected an argument that the official's page must be "predominantly" used for government purposes to be subject to the First Amendment;
- (3) the Court also rejected an argument that *any* government-related speech on a personal page will convert a personal page into a government page;

(4) the mere fact that an account-holder is a government official or employee does not, on its own, mean that their social media page or activities are subject to the First Amendment;

(5) a "mixed use" page where a government official or employee acts both in his or her personal and government capacities can be the most risky type of account as the Court may have to engage in a post-by-post analysis to determine whether the official's or employee's actions have implicated another's First Amendment rights;

(6) adding disclaimers to personal pages that the views express on the personal page are not the views of the government and that the pages are purely for personal use will provide some presumption that the page is a personal one, although it is not determinative and can be rebutted depending on the nature of the activities on that page; and

(7) the Court acknowledged that an official who fails to keep his or her personal page separate from his or her government social media actions exposes himself to greater potential liability. It is particularly problematic if an official blocks a user from commenting on his personal posts because on a "mixed use" page, blocking a user would extend to the entire site, including the user being prevented from commenting on government-related posts on that type of mixed use page.

Based on the Court's analysis and the impact of this new test, government officials and employees may want to consider maintaining separate personal and official social media pages - a best practice we have shared on this site in the past.

Post Authored by Erin Monforti & Julie Tappendorf, Ancel Glink

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



Related Stories

- [BREAKING: Supreme Court Rules on Government Social Media Cases](#)
- [Appellate Court Declines to Decide Challenge to Ballot Proposal](#)
- [Seventh Circuit Rules Fired Clerk Not Entitled to New Trial](#)

• [Email to a friend](#) • [View comments](#) • [Track comments](#) •

More Recent Articles

- [Appellate Court Declines to Decide Challenge to Ballot Proposal](#)
- [BREAKING: Supreme Court Rules on Government Social Media Cases](#)
- [Seventh Circuit Rules Fired Clerk Not Entitled to New Trial](#)
- [Appellate Court Remands Second Amendment Challenge to County Gun Taxes](#)
- [In the Zone: Seventh Circuit Rules on Damages Claims in Strip Club Lawsuit](#)

[Safely Unsubscribe](#) • [Archives](#) • [Preferences](#) • [Contact](#) • [Subscribe](#) • [Privacy](#)

Email subscriptions powered by [FeedBlitz®](#) • [1800 Camden Road, Suite 107-258 • Charlotte, NC 28203, USA](#)



Lawmakers increase protections for Illinois libraries and its workers

By Yolanda Perdomo

Updated on: April 5, 2024 / 1:27 PM CDT / CBS Chicago

LOCAL NEWS

CHICAGO (CBS) — After recent threats against libraries and their workers in Illinois and around the country, state lawmakers are putting in protections to ensure the spaces stay safe.

Secretary of State Alexi Giannoulias is the driving force behind the legislation. Illinois State Rep. Anne Stava-Murray (D-81st) and State Sen. Laura Murphy (D-28th) are sponsoring HB 4567, which now heads to the House floor.

"Our librarians and libraries have faced an onslaught of threats of violence and ideological intimidation for simply serving their communities," said Giannoulias, who's also the State Librarian. "In the face of these threats, this

bill highlights the commitment of our state to protecting library workers, access to information, and the free exchange of ideas."

The bill gives law enforcement agencies and State Attorneys tools to charge a threat against a library or a public employee, as it does for school and elected officials.

The move comes after several libraries across Illinois, including the Illinois State Library Building, received a bomb threat and other threats of violence.

In February, a Skokie man was charged for a fake bomb threat at a library in Crystal Lake. A state law to ban the banning of books went into effect on January 1.

According to the Secretary of State, between July and September of 2023, there were more than 20 known bomb threats requiring state and local police. Some libraries had repeated threats.

"Throughout the state and the nation, library professionals continue to face threats to their personal safety and welfare," said Cynthia Robinson, executive director for the Illinois Library Association (ILA). "The ILA strongly condemns all forms of violence, threats of violence, and other acts of intimidation in Illinois libraries."

The organization said Gurnee, Morton Grove, Oak Park, Park Ridge, and Wilmette were some of the suburban communities that experienced bomb threats against their libraries.

Colorado, California, Iowa, Tennessee, Utah, Texas, and Hawaii have had similar threats to their libraries and staff.

"This legislation will ensure our library workers have the same protections

against threats and harassment as other public officials and human service providers," Stava-Murray said. "Protecting the Right to Read in Illinois also means protecting the people who make it possible."

According to the Secretary of State's office, any threat that needs local law enforcement would require the offender to "reimburse first responders for the cost associated with the threat response."

"Our librarians and libraries provide for the most fundamental exchange of ideas and knowledge, and we will not let them be intimidated from doing so," said Murphy. "This measure protects them and the treasure of our libraries while also ensuring our law enforcement's time and taxpayer money are not being wasted."

It would also let law enforcement take action against electronic communications and social media threats.

First published on April 5, 2024 / 1:25 PM CDT

© 2024 CBS Broadcasting Inc. All Rights Reserved.

CHICAGO SUN*TIMES

Union wave is picking up at Chicago, suburban libraries, cultural institutions

The Chicago Public Library and other systems have long had unions, but now the organizing is happening against a backdrop of unprecedented pressure on workers.

By [Amy Yee](#)

Apr 5, 2024, 11:00am CDT

For more than a century, the Newberry Library's grand Romanesque building has loomed over a city block in downtown Chicago.

Established in 1887, the Newberry is home to books, maps, music and other materials spanning six centuries. Its history and majestic architecture evoke a sense of reverence. But its staff can't survive on cultural cachet alone.

"There's a lot that's special about the Newberry," said Sophia Croll, program manager at the library. Yet the institution has "chewed through a lot of staff," largely due to low pay, she said. "You couldn't afford to live in this city and work here."

In fall 2022, more than 60 [Newberry employees formed a labor union](#) with the American Federation of State, County and Municipal Employees. Staff members including librarians, conservators, library assistants and program coordinators won their first union contract in November 2023.

They're part of a wave of museums and cultural institution workers forming unions in Chicago and across the country.

In addition to the Newberry's staff, library workers in the suburbs also have unionized. Since 2020, library employees in the Niles-Maine district, Oak Lawn, St. Charles and Waukegan have organized. In contrast, none had joined AFSCME in 2019.

AFSCME Council 31, which represents workers in Illinois, added more than 2,200 members from the state's cultural institutions since 2021, according to spokesperson Anders Lindall.

Newberry's four-year contract includes a 15% pay increase, freezing employees' health care costs and doubled parental leave. Of the library's approximately 100 employees, about two-thirds were eligible to unionize.

Employees also won a grievance procedure where they can voice workplace concerns. "No longer can management make unilateral changes without employee input," said a statement from Newberry Workers United/AFSCME.

Employees at the Art Institute of Chicago and School of the Art Institute of Chicago helped spark the wave of cultural institutions organizing when they formed a union in January 2022. More than 500 employees ratified their first union contract last year.

"I know it would be safer for my career to simply keep my head down and ignore the inequity around me, but when I think about how the institution treats its staff, how they treat my colleagues, I can't just stare at the ground," David Norris, academic advisor at School of the Art Institute, said in a statement.

Organizing at the Art Institute inspired others, including Newberry workers who conferred with the museum's union, said Croll, of Newberry.

Other Chicago museums have also organized since 2022, including the Field Museum; the Peggy Notebaert Nature Museum; Museum of Science and Industry; and this February, the Museum of Contemporary Art.

Across the U.S., museums such as the Guggenheim Museum in New York City; the Museum of Contemporary Art in Los Angeles; the Museum of Fine Arts in Boston and more have formed unions since 2019.

When the pandemic hit and cultural workers started organizing, AFSCME launched a dedicated national program called Cultural Workers United aimed at museums, libraries, zoos and other cultural institutions.

AFSCME represents 35,000 cultural workers nationwide — more than any other union. That includes 10,000 museum workers at 100 private and public cultural institutions and more than 25,000 library workers at 275 public and private libraries.

The spurt of organizing at libraries gained momentum during the COVID-19 pandemic when workers' hours and pay were cut or they were asked to work without adequate safety measures. Inflation and cost of living also spiked.

At Oak Lawn Public Library, the deadly effects of COVID-19 spurred action. A security officer died in April 2020 after being sick with the virus, but management didn't tell other staff to quarantine or get tested.

COVID-19 was a wake-up call to change mindsets.

“There was a general sense post-pandemic of advocating for what you need,” Croll said. “None of us went into this field expecting to make millions of dollars. But it should pay you enough to eat, live comfortably and give benefits.”

In 2022, workers in education, training and library occupations had the highest unionization rate for any professional occupation group at 37.3%, according to the Bureau of Labor Statistics. That year about 25% of U.S. librarians were union members.

Librarians who were union members were better paid and earned 37% more per week than their non-union counterparts in 2022, according to the Department for Professional Employees, a coalition of national unions.

In recent years, labor organizing has made headlines as employees at behemoth companies such as Starbucks and Amazon have mounted much-publicized campaigns to unionize. There's also been high-profile strikes by the United Auto Workers and Hollywood writers and actors.

Although it may seem like a labor movement is sweeping the country, overall union membership has fallen dramatically since historic highs in the 1950s. In

1983, the union membership rate across the country was 20.1%, according to BLS figures. In 2023, it was at 10%.

There's no simple answer to explain why. Public opinion about unions was at its highest point since 1965, according to a 2022 Gallup poll.

However, "employers spend a lot of money trying to stay union free. They have a lot of tools to do that," said Robert Bruno, professor of labor relations at University of Illinois Urbana-Champaign.

The Chicago Public Library and other systems have long had unions. But now organizing among libraries is happening against a backdrop of unprecedented pressures on workers.

Many cities are struggling to cope with the rise of homelessness and fentanyl addiction. Workers at public libraries that serve as open spaces are being asked to take on roles as social workers without adequate support, said Lindall, of AFSCME Council 31.

"The old idea of what a library is just doesn't apply anymore. It's not just a brick-and-mortar place to check out a book. A library is a center of community; it does outreach; it's online; it's multilingual and cross-cultural," Lindall said. "With that has come increased demands on employees, but wages, benefits and respect have not necessarily kept pace."

Political controversy over books has also intensified across the U.S., and libraries are increasingly in the crosshairs. In 2023, the number of book titles targeted for censorship in schools and libraries reached an all-time high of 4,240 compared to 2,571 the previous year, the American Library Association (ALA) said in March.

In 2022, Illinois counted 43 attempts to restrict 69 titles. "Gender Queer: A Memoir" by Maia Kobabe was the state's most challenged book.

Illinois Secretary of State Alexi Giannoulias last year led legislation that withholds state funding from libraries that flout the ALA guidelines against

removing materials “because of partisan or personal disapproval.” The law to [“ban book bans”](#) took effect in January.

Giannoulas introduced the bill after extremist groups — including far-right nationalist organization the Proud Boys — “targeted Illinois libraries, divided communities and harassed librarians,” Giannoulas, who also serves as State Librarian, said in a statement.

Sunday marks the start of National Library Week, and the ALA is encouraging people to visit their local library.

At Niles-Main District Library, 45 minutes north of Chicago, workers were not explicitly harassed. But their livelihood and the library’s future were threatened when hostile board members tried to slash staff salaries by 60%.

“That would have had a devastating effect. We had to unionize. It was the only option to save our jobs,” Cate Levinson, youth services librarian, said. The employees formed a union in June 2021.

While the motivations of hostile board members were not overtly political, they “didn’t believe libraries are a good investment of tax dollars,” Levinson said. One board member objected to books in more than seven languages in a library system that serves some 59,000 people.

Community members joined library employees to oppose proposed budget cuts. In July 2021, more than 150 people rallied as part of the [“Save Niles Library”](#) campaign. Nearly 2,000 signed a petition, and some 50 citizens spoke at a public meeting in support of the library. Because of the outcry, an amendment to avoid budget cuts was approved.

Hostile board members were eventually ousted. It was a huge relief for library workers, Levinson said. And now there is the extra security and protection under their new union.

In November 2023, the union won their first contract, which outlines pay raises, a grievance procedure and, for the first time, paid parental leave.

“The unionizing process is long and difficult. It’s extra work. But protecting the people you work with is so critical. Anything can happen: an election, a new board, new administrators,” Levinson said. “The only mechanism to stop those destructive transitions is an organization that stands by staff and the work they do. Without the power of a union to support that work, it can fall apart.”



Library Warns Elmhurst Group It Would Call Cops

A petitioner contends the library impeded constitutional rights. The library says it followed its policy.

David Giuliani, Patch Staff

Posted Wed, Mar 20, 2024 at 2:59 pm CT | Updated Wed, Mar 20, 2024 at 5:21 pm CT

On March 2, Elmhurst Public Library told promoters of the "Right to Parent" petition that they could not collect petition signatures in a meeting room that they had reserved. (David Giuliani/Patch)

ELMHURST, IL – Elmhurst Public Library officials earlier this month warned circulators of [the "Right to Parent" petition](#) to stop their efforts inside the library or police would be called. An Elmhurst alderman cheered the library's move. And the library board this week clarified its policy on petitions.

Across Illinois, the petition's supporters are gathering signatures to get an advisory question on the November ballot.

It calls for written consent from a minor's parent or guardian for such things as non-emergency medical procedures, medications, pharmaceuticals, gender modification procedures, and gender identification counseling or therapy.

In an email to Patch, one of the petitioners, Elmhurst resident Melissa Lameka, said the board's president, Marsha Baker, and library staff "engaged in a concerted effort to limit and obstruct our civil liberties to practice our constitutionally protected First Amendment rights to petition the government for a redress of grievances."

On March 2, the petitioners reserved a room at the library to seek signatures for the petition and advertised the effort on social media.

Library officials found out about it and told them they had to go outside the building to collect signatures.

In an interview, Mary Beth Harper, the library's director, said the staff applies the policy across all groups that reserve meeting rooms.

"We have lots of people who are asking for signatures outside the library," she said. "We're trying to maintain an environment that's pleasant for all."

She said the staff asked the petitioners to take their signature-gathering efforts outside, but she said they did not for a time. She said the library warned them that the police would be called. The group later moved the signature gathering outside.

The meeting rooms are on the first floor, separate from much of the library. It's possible for signature-gathering to take place in one of the rooms without most library patrons realizing it.

At Wednesday's library board meeting, members amended its policy. The existing policy says no group or individual is permitted to circulate or solicit signatures from patrons or staff within the library.

The board decided to add that signature-gathering is allowed outside the building, but must be at least 25 feet from the entrance. It said such efforts must not disrupt library operations or impede people from entering or leaving the library.

Through a public records request, the petitioners got emails from Baker, the board's president, and Alderman Guido Nardini about the petition.

A day before the petition effort, someone messaged the library about a social media post advertising the library event. Officials said they would make sure no petition signing took place.

Shortly after the March 2 situation, Alderman Guido Nardini emailed Harper, the library's director, that he had heard a "happy-go-lucky

band of petition signature solicitors" were asked to leave the library. He said his response was "hear, hear."

"If this is the case, thank you very much for coming to the defense of Elmhurst's honor," Nardini said.

In an email to Patch on Wednesday, Nardini called the library a local "crown jewel." He said his job on the City Council is to make sure the gas company is careful when it digs up parkways and that the police get the specific body cameras they want.

"I support any petition drive; this is America," Nardini said. "I just wonder why they didn't go where the people were, like the Metra station."

He said he emailed Harper as a neighbor "to thank her for keeping our library apolitical and to stand up for her staff, to make sure they didn't get bullied. They didn't sign up for this. Their job is to help people find books."

Baker, a mayoral appointee who has been on the board for more than a decade, has been outspoken on local school issues such as whether [to include the novel "American Street" as required reading](#) in classes. Baker and Lameka have taken opposite sides – Baker for, Lameka against.

In her email to Patch, Lameka took notice of Baker's involvement in the petition issue.

"Marsha Baker's efforts, to use her position of power, to limit our First Amendment rights to raise awareness of the state's attack on parents' rights is troubling and should be grounds for removal from her appointed position as Elmhurst Public Library Board President," Lameka said.

She added, "It should also be noted that a sitting alderman, Guido Nardini, was cheerleading the effort to suppress his constituents' First Amendment rights to petition."

In a statement, Baker said the petition-signing policy was adopted in 1997. The library, she said, is considered a "limited public forum." That means that while it is a public institution, limitations are placed on activities so that the library can ensure its space serves its main function, she said.

Baker said the patron who booked the meeting room was told about the policy and agreed to comply at first.

"When staff checked in with the occupants of the meeting room, they refused to go outside and said they would be contacting their lawyer," said Baker, who has been on the library board for more than a decade. "After a half an hour of further explanation about the policy, the group moved outside to request signatures."

In an interview, Lameka said she was the patron who requested the room and was never informed of the policy until the following day.

"After sharing the library rules with our lawyer, we were advised by our lawyer that because we were in a private room, we were not soliciting patrons," Lameka said.



Elmhurst Mayor Backs Library In Controversy

A local conservative said he was dissatisfied with the mayor's response to the petition issue.

David Giuliani, Patch Staff

Posted Tue, Apr 2, 2024 at 8:29 am CT | Updated Tue, Apr 2, 2024 at 11:06 am CT



Elmhurst Mayor Scott Levin (right) backed up the local library's handling of petitioners. Next to him is Alderman Guido Nardino, who cheered the library's move.

(David Giuliani/Patch)

ELMHURST, IL – Elmhurst Mayor Scott Levin said Monday he looked into the local public library's decision to bar a parents' rights group from seeking petition signatures inside the building.

At a City Council meeting, Levin said he spent about three hours interviewing people and wrote two extensive emails about it. "When there's a valid concern, it's not ignored," Levin said

The mayor did not say at the meeting what he found. Patch obtained one of Levin's emails Tuesday morning.

In the email to local conservative leader Tom Chavez, Levin pointed to the library's policy barring petition-gathering inside the building.

"If your group were simply meeting to discuss their viewpoints, there would be no issue, but it is my understanding that petitions were being circulated and signatures solicited, as was advertised on social media," Levin.

The mayor said a video clip that Chavez sent him showed petitioners being advised of the rule, which the library enforced.

"Its legal counsel has confirmed that the Library is appropriately enforcing its rules, which ... are similar to those of virtually every other public library," Levin said.

He said the library director, Mary Beth Harper, confirmed the library's commitment to staying apolitical. A petition group with an opposite position, he said, would be treated the same.

At the meeting, Levin was responding to three residents who spoke during the public comments part of the council meeting.

On March 2, Elmhurst Public Library officials warned circulators of the "Right to Parent" petition to stop their efforts inside the library or the police would be called.

The petitioners reserved a room at the library to seek signatures and advertised the effort on social media.

During public comments, Chavez said he emailed Levin about the library's action and that he got a response back.

"I have to tell you it was unsatisfactory because there wasn't much in it, there wasn't much meat on the bone," Chavez said.

Chavez and residents David Zurkowski and Carolyn Carrillo called for the city to further investigate the matter.

In an interview last month, Harper, the library's director, said the staff applies its policy on petitions across all groups that reserve meeting rooms.

The library asked the parents' rights petitioners to seek signatures outside the building, but not inside.

When the incident occurred, the city's policy stated no group or individual was permitted to circulate or solicit signatures from patrons or staff within the library.

A couple of weeks later, the library board decided to add to its policy that signature-gathering is allowed outside the building, but must be at least 25 feet from the entrance. It said such efforts must not disrupt library operations or impede people from entering or leaving the library.

The meeting rooms are on the first floor, separate from much of the library. It's possible for signature-gathering to take place in one of the rooms without most library patrons realizing it.

The library runs independently of the city government, but the mayor appoints library board members, subject to the council's approval.

In her comments, Carrillo suggested the new policy would be more disruptive to library patrons.

"Does that mean all of our candidates can be in a line and harass every single patron as they walk into the door?" she said. "The policy the way it stood before did make sense."

Both Chavez and Zurkowski said the petitioners first set up a petition-signing event at a local restaurant, but the owner later told the organizers they could not use the space.

"That business was called by the same people who tried to chase us out of the library," Chavez said. "Not that we were unwelcome, but they were afraid of the consequences of having us sign our petition."

Across Illinois, the petition's supporters are gathering signatures to get an advisory question on the November ballot.

It calls for written consent from a minor's parent or guardian for such things as non-emergency medical procedures, medications, pharmaceuticals, gender modification procedures, and gender identification counseling or therapy.

After Monday's council meeting, Chavez emailed city officials, saying local progressives portray the petition as "right-wing extremism," but he said it was not.

"Many parents are rightfully concerned about Illinois House Bill proposals that, if passed, would strip away parental rights," Chavez said. "A more thorough and transparent investigation into this incident is warranted. Public institutions in our community are required by law to treat everyone fairly and with dignity and respect. Local government officials and/or their appointees cannot use political power and influence to chill speech they disagree with."

From: Scott Levin <Scott.Levin@elmhurst.org>
Sent: Wednesday, March 20, 2024 10:42 AM
To: Thomas Chavez <tchavez@altcapadvisors.com>
Subject: Re: EXTERNAL Re: 1A Rights Issue at the Elmhurst Public Library

Tom,

Given that your issue pertains to the Elmhurst Library, I have investigated what you have stated in your emails. As you know, the Library's rules state: "No organization or individual shall be permitted to circulate a petition or solicit signatures from patrons or staff within the Library." If your group were simply meeting to discuss their viewpoints, there would be no issue, but it is my understanding that petitions were being circulated and signatures solicited, as was advertised on social media. Essentially, in the video clip you sent me you are being advised of this rule, which the Library enforced. Its legal counsel has confirmed that the Library is appropriately enforcing its rules, which rules are similar to those of virtually every other public library.

I have personally spoken with Mary Beth Harper, who has confirmed the Library's commitment to remaining apolitical. In other words, if a group with opposite viewpoints to yours attempted to circulate a petition or solicit signatures, they would be treated exactly the same.

Our library has a five-star rating, and I am confident that its director fully understands the need to be apolitical and to run the Library in a professional manner for the benefit of all of Elmhurst's residents, including you. Nothing I have seen leads me to a different conclusion. If you have emails that show Marsha Baker is specifically targeting your group to exclude from the Library, you may send them to me.

Best regards,
Scott

© 2024 Patch Media. All Rights Reserved.

SHAW LOCAL News Network

HERALD-NEWS

Will County

Plainfield Library unveils \$10.5 million renovation and addition project

By Shaw Local News Network



Plainfield Area Public Library is planning a \$10.5 million renovation and addition project, entirely self-funded, to enhance our facilities and services for the benefit of the community. This is a rendering of what the exterior will look like. (Provided by Plainfield Area Public Library)

April 01, 2024 at 6:00 pm CDT

The Plainfield Area Public Library is planning a \$10.5 million renovation and addition project, entirely self-funded, to enhance the facilities and services.

The project, which includes the sale of \$7.5 million in bonds, will begin in mid-May, according to a news release announcing the plan.

To facilitate the renovation process, the library will be closed April 29 to May 12 to prepare for the renovations, and reopen with limited services at 9 a.m. on Monday, May 13. During the closure period, our dedicated team will work diligently to prepare the library for the construction crew with limited services available, according to the release.

Patrons will still be able to return items to the outside book drops and place items on hold to be picked up at either of the Grab & Go Locker locations or one of the other libraries in Pinnacle, a consortium of six area libraries, according to the release.

Key highlights of the renovation include:

- Drive-through pickup window
- Study rooms
- Ground floor space
- Dedicated teen space
- Updated early literacy area
- Outdoor programming area

“We are excited to embark on this significant renovation and addition project, which will enable us to better serve our community and enhance the overall library experience,” Library Director Lisa Pappas said in the release. “While we recognize that accessing the building may be challenging during this time, we are committed to minimizing disruptions and ensuring that our patrons have access to the resources and services they need.”

Curbside Pickup and the Grab & Go Lockers provide contactless pickup options. Books, audiobooks, movies, TV, magazines and more are ready to download right to a smartphone, tablet or computer, and online resources on the website are available 24/7, according to the release. Programs will move to off-site locations with community partners, Plainfield Park District, Plainfield Township and Plainfield United Methodist Church.

The groundbreaking ceremony will be Wednesday, April 17 at 6 p.m. Construction is expected to be completed in May 2025, just in time for the library’s 100th anniversary.

For more information on the project, visit papl.info/pardon-our-progress.

Copyright © 2024 Shaw Local News Network

Millburn District 24 withdraws from Reader's Choice Award program

Mick Zawislak

Posted March 21, 2024 9:08 pm

Book list described as 'politically and culturally leaning'

Millburn Community Consolidated District 24 has ended its participation in the Reader's Choice Award program for students after assertions by school board members that some books on the lists are politically and culturally leaning.

The school board on Monday voted 4-3 to withdraw from the summer reading program, but the books selected for the program will not be removed from school libraries.

The motion brought by board member Lisa Wooster says the action will "eliminate the promotions and celebration of a program that is not equitable for all the members of the community."

Dozens of Reader's Choice supporters attended and addressed the board, including Lia Neveu, a junior at Lakes Community High School who successfully fought to have a restricted book put back behind the circulation desk.

"These books are not only award winning but some of them changed my life," she said. A change.org petition she started had 1,298 signatures as of Thursday afternoon and has been forwarded to Millburn board members.

The long-running statewide program is designed to encourage students to read critically and become familiar with a variety of children's books, authors and illustrators, according to the district. It's comprised of three grade-based levels with the names Monarch, (grades K-3); Bluestem (grades 3-5) and Caudill (grades 6-8).

During a March 11 presentation, board member John Ruggles raised questions and the district's participation in the program was on Monday night's board agenda as an action item.

Ruggles said he was “deeply offended” by “Stamped (For Kids): Racism, Antiracism, and You,” a book his son brought home. On Thursday, he said he used that book as an “illustration of how politically and culturally leaning books are on the list.”

“The issue I have is with the making of a list and directing children toward that list and celebrating them for reading all the books on that list if the list isn't neutral,” he said.

Before the vote Monday, board member Brendan Murphy described the situation as a “touch point for our community.”

“We have a list of curated books by experts for children that are appropriate to their age,” he said.

“They're not choosing the books based on their political bent. They're choosing books based on their appropriateness for students,” according to age, Murphy added.

Wooster said the argument about what's appropriate is different for everybody.

“I'm still at the point where I think the best solution is that students should have free choice and pick those books they want to pick and if they want to pick a Caudill book, wonderful,” she said.

The summer reading program allows students in each category to choose books to read from a list of 20 titles. Lists are created from a larger batch of submissions during a yearlong process by a rotating volunteer committee of 70 to 80 educators, school and public librarians throughout Illinois. All the submissions are read and evaluated to create the final lists.

Students who read a certain number of books are eligible to vote for their favorite and the Readers Choice Award is given annually to an author and/or illustrator voted as their favorite by participating children in Illinois.

Copyright © 2024

Paddock Publications, Inc., P.O. Box 280, Arlington Heights, IL 60006
Paddock Publications, Inc. is an Employee-Owned Company



— LAKE COUNTY —
NEWS-SUN

Millburn D24 scrambling to find alternative to state summer reading programs; ‘How do you do that to your teachers?’

By [CHLOE HILLES](#) | chilles@chicagotribune.com | Chicago Tribune
PUBLISHED: April 10, 2024 at 3:09 p.m. | UPDATED: April 10, 2024 at 4:39 p.m.

With less than two months before the summer break, Millburn District 24 and its Board of Education are racing to find a summer reading program solution after the board voted to eliminate state reading programs from the elementary and middle schools.

Three weeks ago, the Lindenhurst-based school district’s Board of Education [voted to withdraw participation from three state reading programs](#): the Rebecca Caudill Young Reader’s Program, the Monarch Award and the Bluestem Reading Challenge. Some members of the board who supported withdrawing from the program found the Caudill list to be “left-leaning.” At the March meeting and again on Monday night, parents, teachers and students flocked to Millburn Elementary School to voice support for — and urge the board to reinstate — the reading programs.

Since the board voted to eliminate the programs, [a petition drive garnered more than 1,600 signatures](#) advocating the return of the programs, multiple state library organizations published statements supporting the programs and a group of district residents filed a grievance against some board members for allegedly violating school board policy.

[top video: Sir Ian McKellen calls for greater funding of the arts](#)

Moving forward, Superintendent Jason Lind said a group of English language arts teachers and some board members will discuss options for a summer reading program, with the hope that one is ready by the last day of school on June 4.

Detailed curriculum discussions, he said, can't be done in a board meeting forum.

"Every option is on the table," Lind said. "The discussion is going to focus on what is it that we're trying to accomplish with our summer reading program, and what's the best way to go about doing that."

During the Committee of the Whole meeting on Monday, board member Jillyen Phelps suggested curating a reading list with Millburn teachers to supplement the statewide readers' choice programs, as a potential compromise to the community and district's division over the contents and promotion of the reading programs.

"That's also putting a lot more on the teachers, which I'm not happy about, but I'd be willing as a board member to work with them to make a compromise to bring back the Caudill list while also having a supplemental list," said Phelps, who was one of three board members to support the reading programs.

Each of the three statewide programs provides a list of 20 book titles, created by more than 70 librarians and educators from around the state. Students who read at least three titles can participate in activities, raffles and vote for their favorite book.

The board's March 18 decision to withdraw from the programs does not remove the books from the school libraries, but it rather eliminates the promotion of the reading programs.

Board member John Ruggles, one of the four board members who voted to withdraw from the programs, said he could be "amenable" to the compromise of a supplemental reading program.

"I have way more faith in our teachers than I do in the Caudill program; I just do," Ruggles said at the board meeting.

Local teachers, librarians and parents spoke for almost an hour during public comment, urging the board to reinstate the reading programs. Some said removing the programs was "reckless," "uninformed" and "embarrassing to the community."

President of the Millburn Federation of Teachers union Suzanne Dekorsi said at Monday's meeting the reading programs play a significant role in student choice, leadership development, are the best practice for promoting reading and the union members support the state programs. Dekorsi is the librarian at Millburn Elementary School and technology coach for K-5 teachers.

“It has been made clear that after your last board meeting ... the community feels strongly about the importance of keeping the readers’ choice programs in place,” Dekorsi said. “I’m here to share how your teachers feel.”

Though they’ve shared their frustrations at board meetings, some teachers have expressed they’ll “do whatever (they) have to do” to keep kids reading throughout the summer, Lind said.

“Their main focus is on reading and helping kids expand their reading lists and broadening their reading experiences,” Lind said. “We’re trying to move forward in the best interest of our community and school the best we know how.”

Megan Hener, the parent of a Millburn Middle School student and educator in Lake County, said the Caudill reading program helped her daughter with dyslexia become a proficient reader.

“The Millburn School District, the teachers, the curriculum, the Caudill reading program helped my child who hated reading because of her disability, to read and choose books that she likes and enjoys now as an eighth grader,” Hener said. “I’m concerned that these board members are dismantling everything that the Millburn School District represents.”

Hener, along with 25 other district residents, filed a grievance with Lind after Monday night’s meeting, alleging the school board members who voted to remove the reading programs violated six Millburn School Board policies.

Lind said this is “the first time that’s ever happened,” and the district plans to discuss how to respond with their legal counsel and the Regional Office of Education’s superintendent.

The grievance letter asserts that in removing the state reading programs, the board violated policies related to community connection, teaching about controversial issues and philosophical principles to develop cultural diversity with the appropriate instructional material, which the letter argues the reading programs fulfill.

“As an educator, to have a curriculum you’ve used for years abruptly pulled from you, with about 40-whatever days left, and nothing to put in place is concerning,” Hener said. “How do you do that to your teachers? You remove it, but you don’t have a viable option to replace it.”

The letter also alleges that a curriculum review program should have been developed to assess the reading programs, and that any complaints about the material should have been raised through a Curriculum Objection Form.

Parents have the option to have their children opt out of any “objectionable curriculum.” Lind said the district seldom goes through a formal process, but rather it is communicated with instructors informally.

For any summer reading program, opting out is an option, and Lind said the district would make that more clear moving forward in communications with parents.

The Association of Illinois School Library Educators and the Rebecca Caudill Young Readers’ Book Award put out a statement earlier this month in support of the reading programs, stating the reading programs are “best practice” to encourage students to see themselves as future readers and leaders.

The statement was supported by the Illinois Library Association, Illinois Heartland Library System, and Reaching Across Illinois Library System.

“These lists are important tools for teachers and librarians, whose charge is to encourage reading and promote excellent literature. These lists are resources for students, who – as individuals – select which books to read and how many to read,” the statement said.

“Readers’ Choice Award programs help schools and libraries celebrate reading and establish a reading culture within their community, which further supports student reading motivation and academic achievement,” the statement said.

chilles@chicagotribune.com

Copyright © 2024 Chicago Tribune