

Regular Board Meeting

Tuesday, May 21, 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. **Election of Officers**

6. **Public Comment**

7. **Treasurer's Report**

8. **Consent Agenda**

8.A. Approval of Minutes

8.B. Approval of Bills & Disbursements

8.C. FY25 Board Meeting Dates and Times - 3rd
Tuesday of each month at 6:30 PM

8.D. Authorization to maintain current Library
Depositories and Related Signatories

9. **Reports**

9.A. Director & Staff Reports

9.B. Statistics

9.C. Quarterly Strategic Plan Report

9.D. Building Project Report

9.E. Friends of the Library Report

10. **New Business**

10.A. ACTION ITEM: Appointment of Committees
and Committee Chairpersons

10.B. ACTION ITEM: Appointment of Ethics
Advisor

10.C. ACTION ITEM: Working Budget Amendment

10.D. ACTION ITEM: Resolution 2024/2025 - 001
Amending Building Plan

11. **Closed Session - Pursuant to 5 ICLS 120/2(c) (1)
for purposes of discussion of the appointment,
employment, compensation, discipline,
performance, or dismissal of specific employees
and 5 ILCS 120/2(c) (11) for purposes of**

discussion of litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.

12. Correspondence & Announcements

12.A. Patron Communication

12.B. Other Correspondence

12.C. Library News

13. Additional Discussion

14. Adjournment



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7. **Treasurer's Report**
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9. **Reports**
 - A. Director & Staff Reports
 - B. Statistics
 - C. Quarterly Strategic Plan Report
 - D. Building Project Report
 - E. Friends of the Library Report
10. **New Business**
 - A. ACTION ITEM: Appointment of Committees and Committee Chairpersons
 - B. ACTION ITEM: Appointment of Ethics Advisor
 - C. ACTION ITEM: Working Budget Amendment
 - D. ACTION ITEM: Resolution 2024/2025 - 001 Amending Building Plan
11. **Closed Session - Pursuant to 5 ICLS 120/2(c)(1) for purposes of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and 5 ILCS 120/2(c)(11) for purposes of discussion of litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.**
12. **Correspondence & Announcements**
 - A. Patron Communication
 - B. Other Correspondence
 - C. Library News
13. **Additional Discussion**
14. **Adjournment**

Robert's Rules of Order specifies that the following process be followed for electing officers in the case where there is no nominating committee:

- The presiding officer declares:

Nominations are now open for the office of _____.

(In our case, the order of election will be President, Vice President, Treasurer, Secretary.)

- Once the presiding officer has called for nominations, any member may make a nomination in the form:

I nominate [NAME].

Note – Robert's Rules specifies that a second is not necessary for a nomination.

The chair then responds:

[NAME] is nominated. Are there any further nominations for the office of _____.

If there are no further nominations, the chair declares that nominations are closed.

- Once nominations are closed, a "Viva Voce" election is conducted. If there is more than one nominee for a given office in a viva voce election, the candidates are voted on in the order in which they were nominated. The chair states:

As many as are in favor of [NAME #1] for [state the office] say aye.... Those opposed say no....

If the ayes prevail the chair states:

The ayes have it and [NAME #1] is elected to the office of _____.

If the No's are in the majority, the chair states:

The no's have it and [NAME #1] is not elected. Those in favor of [NAME #2] say aye.....

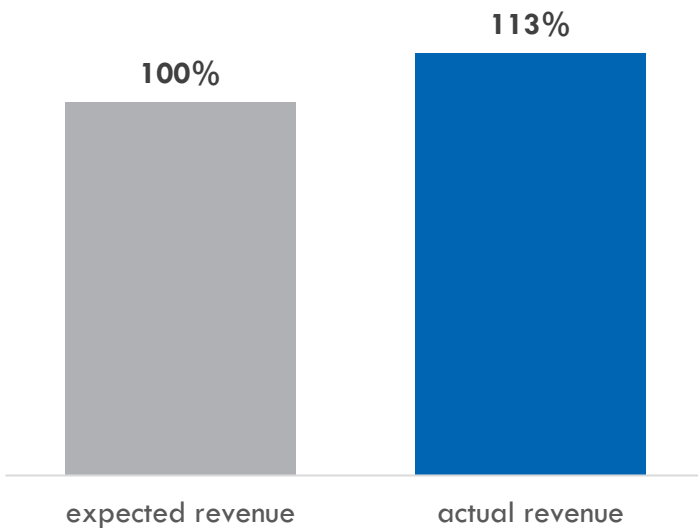
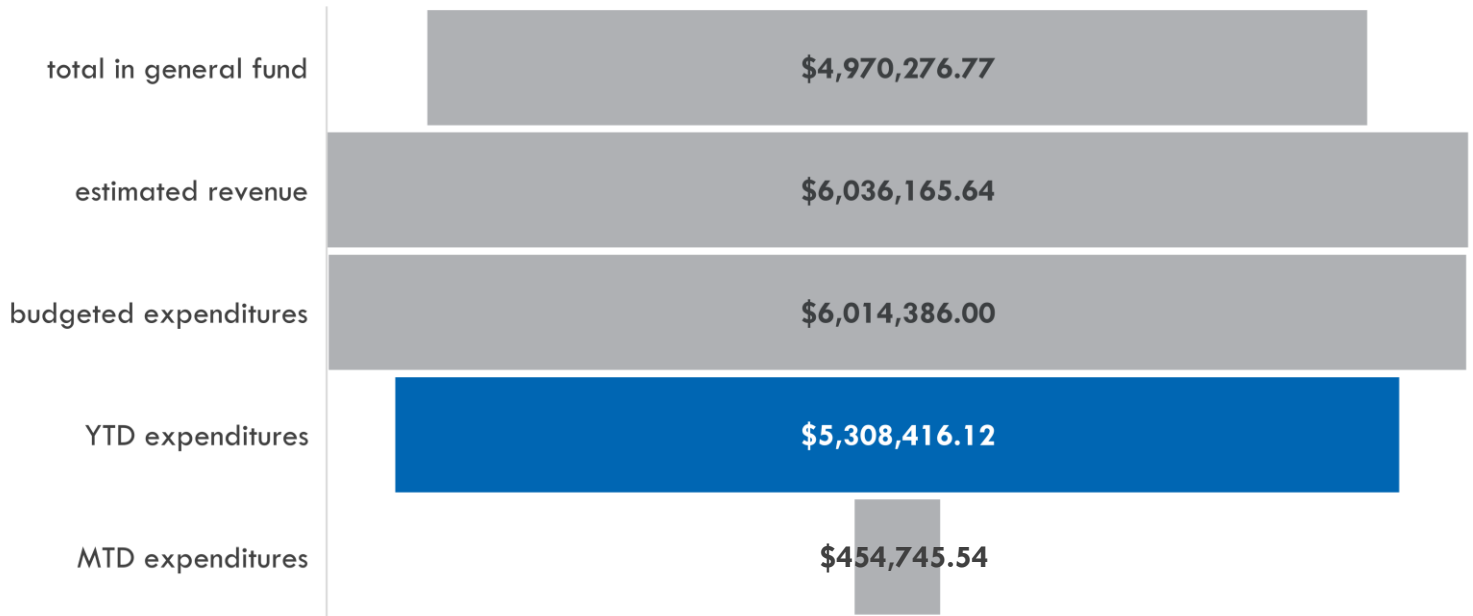
Those opposed say no....

Voting continues until a nominee receives a majority of the affirmative votes.

- Once the election has concluded for the office of President, the gavel is immediately turned over, if a new President has been elected, and the new President shall preside over the election of the rest of the officers following the same process and shall preside over the remainder of the meeting.

April 2024 Financial Highlights

General Fund



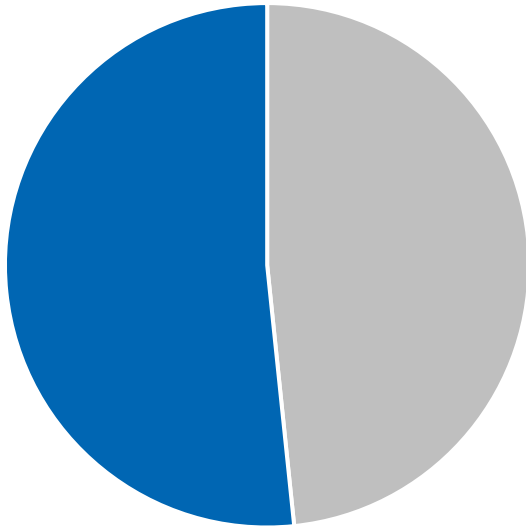
We have received 113% of our estimated revenue for the fiscal year including \$75,688.28 this month.

At this point last year, we had received 106% of our estimated revenue for FY23.



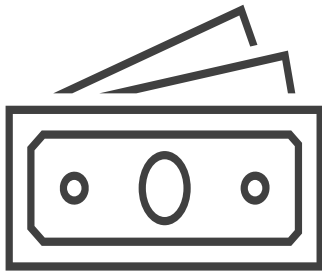
The general fund decreased from \$5.35 million to \$4.97 million from 4/1/2024 to 4/30/2024.

This is a result of \$76k revenue coming in and \$455k (general fund + asset replacement) expended.



107% has been spent out of the general fund. We are 100% through the fiscal year.

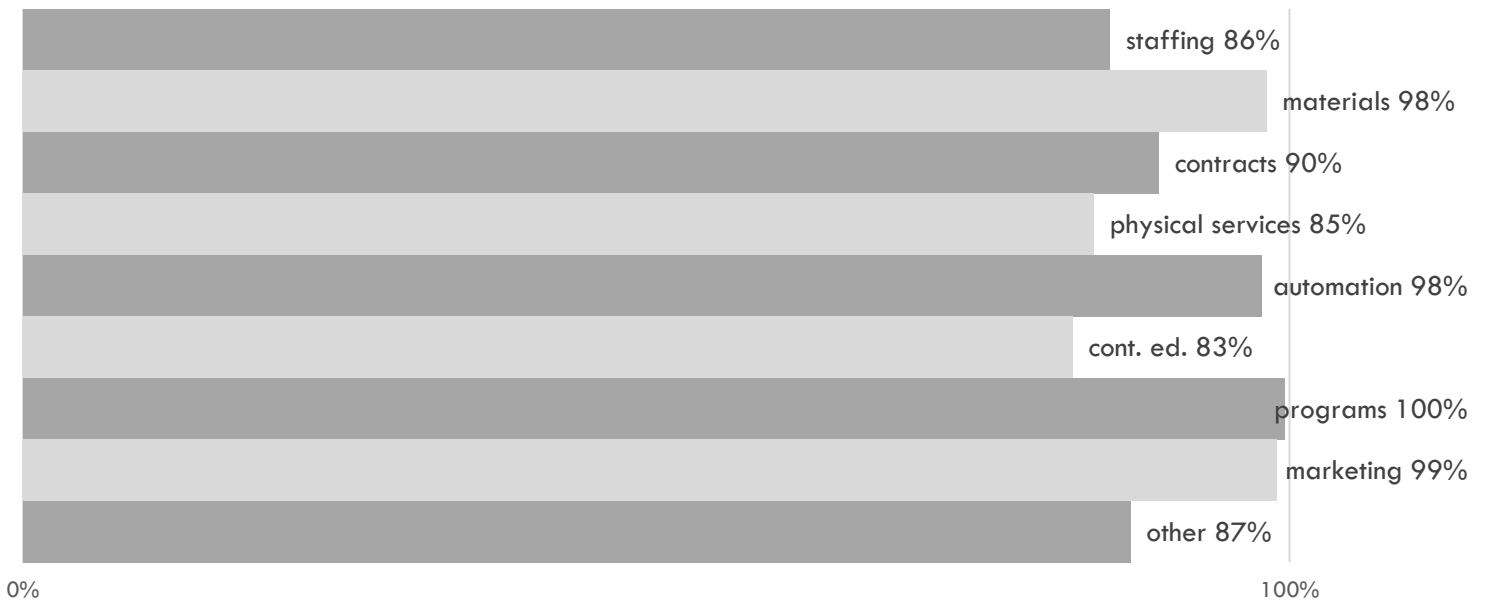
We have budgeted to spend 121% of what is currently in the general fund.



We have spent 88% of our estimated budget.

At this point last year, we had spent 84% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group



Addison Public Library Balance Sheet as of April 30, 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	163,179.81	727.11	163,906.92
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	(4.57)	4,995.43
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	6,362.35	75.23	6,437.58
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	191,874.09	(9,049.65)	182,824.44
10-11-1085 - Cash in Bank - Ehlers	15,005,737.43	57,063.93	15,062,801.36
10-11-1095 - Cash in Bank - Harris Bank MM	5,070,257.89	(365,745.94)	4,704,511.95
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>11,336,398.35</u>	<u>(316,933.89)</u>	<u>11,019,464.46</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	90,053.31	66,372.41	156,425.72
10-22-0230 - Employee I.M.R.F. Payable	8,656.69	31.15	8,687.84
10-22-0260 - Def Annuity Withholding Payable	(125.00)	(3,075.95)	(3,200.95)
10-22-0390 - Accrued Payroll	60,088.37	0.00	60,088.37
10-24-0300 - Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>5,987,647.11</u>	<u>63,327.61</u>	<u>6,050,974.72</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>9,463,480.57</u>	<u>63,327.61</u>	<u>9,526,808.18</u>
 Excess Revenues Over Expenses	<u>1,872,917.78</u>	<u>(380,261.50)</u>	<u>1,492,656.28</u>

Addison Public Library Balance Sheet as of April 30, 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 - III Metropolitan	629,679.02	1,204.24	630,883.26
80-11-2000 - Allocated Cash	14,935,947.58	0.00	14,935,947.58
	15,565,626.60	1,204.24	15,566,830.84
Liabilities and Fund Balance			
<u>Liabilities</u>			
80-21-2750 - Accounts Payable	0.00	20,000.00	20,000.00
	0.00	20,000.00	20,000.00
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	15,796,094.08	0.00	15,796,094.08
Total Liabilities and Fund Balance	15,796,094.08	20,000.00	15,816,094.08
Excess Revenues Over Expenses	(230,467.48)	(18,795.76)	(249,263.24)

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

Addison Public Library Balance Sheet as of April 30, 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	163,179.81	727.11	163,906.92
Cash in Bank - Illinois National Bank	5,000.00	(4.57)	4,995.43
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	6,362.35	75.23	6,437.58
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	191,874.09	(9,049.65)	182,824.44
Cash in Bank - Ehlers	15,005,737.43	57,063.93	15,062,801.36
Cash in Bank - Harris Bank MM	5,070,257.89	(365,745.94)	4,704,511.95
Cash in Bank - Ill Metropolitan	629,679.02	1,204.24	630,883.26
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>26,903,811.98</u>	<u>(315,729.65)</u>	<u>26,588,082.33</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	90,053.31	86,372.41	176,425.72
Employee I.M.R.F. Payable	8,656.69	31.15	8,687.84
Def Annuity Withholding Payable	(125.00)	(3,075.95)	(3,200.95)
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>5,987,647.11</u>	<u>83,327.61</u>	<u>6,070,974.72</u>
 <u>Fund Balance</u>			
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>25,261,361.68</u>	<u>83,327.61</u>	<u>25,344,689.29</u>
 Excess Revenues Over Expenditures	<u>1,642,450.30</u>	<u>(399,057.26)</u>	<u>1,243,393.04</u>

Addison Public Library Balance Sheet as of April 30, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending 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 12 Months Ended April 30, 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	7.29	5,389,503.47	5,408,932.09	19,428.62	99.64
10-41-3202 - Property Current - F.I.C.A.	0.10	75,707.31	75,980.23	272.92	99.64
10-41-3203 - Property Current - I.M.R.F.	0.31	229,978.80	230,807.86	829.06	99.64
10-41-3205 - Property Current - Liability Insurance	0.08	59,994.49	60,210.75	216.26	99.64
10-41-3206 - Property Current - Audit	0.01	5,713.78	5,734.36	20.58	99.64
10-41-3207 - Property Current - Unemployment	0.01	5,713.78	5,734.36	20.58	99.64
10-41-3208 - Property Current - Workers Compensation	0.01	5,713.78	5,734.26	20.48	99.64
10-41-3301 - Replacement Taxes	31,636.47	140,296.80	135,000.00	(5,296.80)	103.92
10-41-3400 - Aggregate Refunds	<u>0.05</u>	<u>35,710.99</u>	<u>35,839.73</u>	<u>128.74</u>	<u>99.64</u>
	<u>31,644.33</u>	<u>5,948,333.20</u>	<u>5,963,973.64</u>	<u>15,640.44</u>	<u>99.74</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	541.94	5,749.85	5,000.00	(749.85)	115.00
10-42-3011 - Reciprocal Borrowing Reimbursements	288.28	355.28	0.00	(355.28)	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	852.44	9,608.43	7,500.00	(2,108.43)	128.11
10-42-3023 - Activity Fees	0.00	7.10	0.00	(7.10)	0.00
10-42-3099 - Printing and Other Fees	<u>1,151.01</u>	<u>8,386.15</u>	<u>5,000.00</u>	<u>(3,386.15)</u>	<u>167.72</u>
	<u>2,833.67</u>	<u>27,600.12</u>	<u>19,500.00</u>	<u>(8,100.12)</u>	<u>141.54</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	4,682.12	54,590.10	0.00	(54,590.10)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>57,063.93</u>	<u>655,750.47</u>	<u>0.00</u>	<u>(655,750.47)</u>	<u>0.00</u>
	<u>61,746.05</u>	<u>710,403.19</u>	<u>0.00</u>	<u>(710,403.19)</u>	<u>0.00</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	(1,999.15)	2,266.65	0.00	(2,266.65)	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	(19,849.61)	5,974.77	0.00	(5,974.77)	0.00
10-47-3030 - Friends of Addison Public Library	<u>108.75</u>	<u>11,060.02</u>	<u>0.00</u>	<u>(11,060.02)</u>	<u>0.00</u>
	<u>(21,740.01)</u>	<u>62,075.44</u>	<u>0.00</u>	<u>(62,075.44)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>42,839.71</u>	<u>852,739.20</u>	<u>72,192.00</u>	<u>(780,547.20)</u>	<u>1,181.21</u>
Total General Fund Revenues	<u>74,484.04</u>	<u>6,801,072.40</u>	<u>6,036,165.64</u>	<u>(764,906.76)</u>	<u>112.67</u>

Addison Public Library Revenue Report For the 12 Months Ended April 30, 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	1,204.24	27,026.77	0.00	(27,026.77)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>1,204.24</u>	<u>27,026.77</u>	<u>100,000.00</u>	<u>72,973.23</u>	<u>27.03</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>1,204.24</u>	<u>27,026.77</u>	<u>100,000.00</u>	<u>72,973.23</u>	<u>27.03</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>75,688.28</u>	<u>6,828,099.17</u>	<u>6,136,165.64</u>	<u>(691,933.53)</u>	<u>111.28</u>

Addison Public Library Expense Report For the 12 Months Ended April 30, 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	214,277.05	2,753,844.58	3,150,000.00	396,155.42	87.42	12.58
10-50-2200 - Employer F.I.C.A. Expense	16,115.34	207,445.31	251,070.00	43,624.69	82.62	17.38
10-50-2300 - Employer I.M.R.F. Expense	12,459.09	157,349.16	206,211.00	48,861.84	76.30	23.70
10-50-2400 - Health Insurance	34,840.13	420,095.31	515,000.00	94,904.69	81.57	18.43
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>277,691.61</u>	<u>3,541,984.36</u>	<u>4,126,531.00</u>	<u>584,546.64</u>	<u>85.83</u>	<u>14.17</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	3,923.02	66,621.81	72,000.00	5,378.19	92.53	7.47
10-52-3900 - Children Other Expenditures	<u>1,755.20</u>	<u>29,282.22</u>	<u>31,000.00</u>	<u>1,717.78</u>	<u>94.46</u>	<u>5.54</u>
	<u>5,678.22</u>	<u>95,904.03</u>	<u>103,000.00</u>	<u>7,095.97</u>	<u>93.11</u>	<u>6.89</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	8,423.93	162,797.18	166,000.00	3,202.82	98.07	1.93
10-54-3900 - Adult Other Expenditures	<u>5,799.68</u>	<u>86,177.35</u>	<u>88,000.00</u>	<u>1,822.65</u>	<u>97.93</u>	<u>2.07</u>
	<u>14,223.61</u>	<u>248,974.53</u>	<u>254,000.00</u>	<u>5,025.47</u>	<u>98.02</u>	<u>1.98</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	145.00	9,869.97	11,000.00	1,130.03	89.73	10.27
10-55-3500 - Online Databases	7,117.34	216,221.37	221,000.00	4,778.63	97.84	2.16
10-55-3860 - E-Books	12,343.81	80,635.67	75,000.00	(5,635.67)	107.51	(7.51)
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>45,692.25</u>	<u>46,000.00</u>	<u>307.75</u>	<u>99.33</u>	<u>0.67</u>
	<u>19,606.15</u>	<u>352,419.26</u>	<u>353,000.00</u>	<u>580.74</u>	<u>99.84</u>	<u>0.16</u>
Total Library Materials	<u>39,507.98</u>	<u>697,297.82</u>	<u>710,000.00</u>	<u>12,702.18</u>	<u>98.21</u>	<u>1.79</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	2,636.53	5,950.78	12,000.00	6,049.22	49.59	50.41
10-56-4410 - Collection Agency Fees	349.50	2,667.85	3,500.00	832.15	76.22	23.78
10-56-4420 - Equipment Rental & Leasing	105.00	1,218.12	4,000.00	2,781.88	30.45	69.55
10-56-4450 - Accounting Service Fees	1,750.00	21,220.00	23,000.00	1,780.00	92.26	7.74
10-56-4500 - Payroll Service Fees	8,832.45	55,567.81	55,500.00	(67.81)	100.12	(0.12)
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>6,116.65</u>	<u>49,822.03</u>	<u>50,000.00</u>	<u>177.97</u>	<u>99.64</u>	<u>0.36</u>
	<u>19,790.13</u>	<u>140,296.59</u>	<u>156,400.00</u>	<u>16,103.41</u>	<u>89.70</u>	<u>10.30</u>

Addison Public Library Expense Report For the 12 Months Ended April 30, 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	4,247.19	22,843.45	25,000.00	2,156.55	91.37	8.63
10-58-5120 - Water Service	554.50	3,428.60	3,500.00	71.40	97.96	2.04
10-58-5310 - Refuse Disposal Service	699.46	4,274.11	5,000.00	725.89	85.48	14.52
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>73,404.00</u>	<u>75,000.00</u>	<u>1,596.00</u>	<u>97.87</u>	<u>2.13</u>
	<u>10,901.15</u>	<u>103,950.16</u>	<u>108,500.00</u>	<u>4,549.84</u>	<u>95.81</u>	<u>4.19</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	801.07	7,886.41	11,500.00	3,613.59	68.58	31.42
10-58-5570 - Leased Internet Access Line	<u>475.42</u>	<u>6,086.08</u>	<u>6,000.00</u>	<u>(86.08)</u>	<u>101.43</u>	<u>(1.43)</u>
	<u>1,276.49</u>	<u>13,972.49</u>	<u>17,500.00</u>	<u>3,527.51</u>	<u>79.84</u>	<u>20.16</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	859.13	34,556.63	35,000.00	443.37	98.73	1.27
10-58-5620 - HVAC	0.00	19,614.36	35,000.00	15,385.64	56.04	43.96
10-58-5690 - Other Building Materials & Repair	982.71	6,018.54	22,000.00	15,981.46	27.36	72.64
10-58-5710 - Equipment Maintenance & Repair	<u>4,113.17</u>	<u>69,633.18</u>	<u>75,000.00</u>	<u>5,366.82</u>	<u>92.84</u>	<u>7.16</u>
	<u>5,955.01</u>	<u>129,822.71</u>	<u>167,000.00</u>	<u>37,177.29</u>	<u>77.74</u>	<u>22.26</u>
Total Physical Services	<u>18,132.65</u>	<u>247,745.36</u>	<u>293,000.00</u>	<u>45,254.64</u>	<u>84.55</u>	<u>15.45</u>
<u>Automation</u>						
10-61-4800 - System Development	7,500.00	54,542.00	49,000.00	(5,542.00)	111.31	(11.31)
10-61-6100 - ILS Services	17,591.75	54,442.18	54,733.00	290.82	99.47	0.53
10-61-6110 - OCLC	0.00	290.46	7,655.00	7,364.54	3.79	96.21
10-61-6200 - Software/Licenses	<u>7,572.84</u>	<u>77,823.78</u>	<u>80,000.00</u>	<u>2,176.22</u>	<u>97.28</u>	<u>2.72</u>
	<u>32,664.59</u>	<u>187,098.42</u>	<u>191,388.00</u>	<u>4,289.58</u>	<u>97.76</u>	<u>2.24</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	0.00	1,791.56	1,600.00	(191.56)	111.97	(11.97)
10-62-7430 - Guest Services	0.00	1,835.00	1,500.00	(335.00)	122.33	(22.33)
10-62-7440 - Adult Services	107.08	2,118.95	1,680.00	(438.95)	126.13	(26.13)
10-62-7450 - Children Services	20.00	812.60	1,830.00	1,017.40	44.40	55.60
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	350.00	1,872.46	2,700.00	827.54	69.35	30.65
10-62-7470 - Staff In-Service	648.00	5,487.71	7,500.00	2,012.29	73.17	26.83
10-62-7480 - Board	140.00	1,590.00	2,500.00	910.00	63.60	36.40
10-62-7500 - Community Engagement	170.26	2,287.52	3,500.00	1,212.48	65.36	34.64
10-62-7510 - Memberships (Staff & Board)	708.00	9,874.09	11,000.00	1,125.91	89.76	10.24
10-62-7550 - In-State Travel	128.65	5,421.42	7,500.00	2,078.58	72.29	27.71
10-62-7560 - Out-of-State Travel	8,857.22	14,899.80	15,765.00	865.20	94.51	5.49
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>11,129.21</u>	<u>55,188.36</u>	<u>66,575.00</u>	<u>11,386.64</u>	<u>82.90</u>	<u>17.10</u>

Addison Public Library Expense Report For the 12 Months Ended April 30, 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	4,949.42	24,517.73	23,000.00	(1,517.73)	106.60	(6.60)
10-64-8120 - Children Services Programs - General	3,154.19	15,277.28	15,000.00	(277.28)	101.85	(1.85)
10-64-8160 - Teen Program	4,754.74	17,362.36	19,000.00	1,637.64	91.38	8.62
10-64-8165 - Community Engagement Program	1,334.67	5,095.17	5,000.00	(95.17)	101.90	(1.90)
10-64-8170 - IT Programs	<u>2,554.78</u>	<u>7,453.97</u>	<u>8,000.00</u>	<u>546.03</u>	<u>93.17</u>	<u>6.83</u>
	<u>16,747.80</u>	<u>69,706.51</u>	<u>70,000.00</u>	<u>293.49</u>	<u>99.58</u>	<u>0.42</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	3,972.53	48,005.09	48,000.00	(5.09)	100.01	(0.01)
10-64-8220 - Flyers/Brochures	2,750.00	5,789.90	6,500.00	710.10	89.08	10.92
10-64-8910 - Other Promotions	<u>4,301.81</u>	<u>17,052.60</u>	<u>17,100.00</u>	<u>47.40</u>	<u>99.72</u>	<u>0.28</u>
	<u>11,024.34</u>	<u>70,847.59</u>	<u>71,600.00</u>	<u>752.41</u>	<u>98.95</u>	<u>1.05</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	335.84	5,025.71	10,000.00	4,974.29	50.26	49.74
10-66-9220 - Guest Services Supplies	0.00	2,379.41	4,000.00	1,620.59	59.49	40.51
10-66-9230 - Adult Services Supplies	100.60	987.20	1,000.00	12.80	98.72	1.28
10-66-9240 - Children Services Supplies	446.37	2,607.01	3,500.00	892.99	74.49	25.51
10-66-9245 - Teen Services Supplies	258.23	1,284.43	1,000.00	(284.43)	128.44	(28.44)
10-66-9250 - Materials Management Supplies	4,501.84	33,361.34	35,000.00	1,638.66	95.32	4.68
10-66-9270 - Information Technology Supplies	1,254.83	20,279.88	20,000.00	(279.88)	101.40	(1.40)
10-66-9290 - Postage	1,326.19	7,182.01	10,000.00	2,817.99	71.82	28.18
10-66-9300 - Library Wide Supplies	527.34	9,797.83	10,500.00	702.17	93.31	6.69
10-66-9330 - Community Engagement Supplies	<u>700.61</u>	<u>4,553.83</u>	<u>5,000.00</u>	<u>446.17</u>	<u>91.08</u>	<u>8.92</u>
	<u>9,451.85</u>	<u>87,458.65</u>	<u>100,000.00</u>	<u>12,541.35</u>	<u>87.46</u>	<u>12.54</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	1,522.89	2,733.45	5,000.00	2,266.55	54.67	45.33
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>1,522.89</u>	<u>59,766.45</u>	<u>82,000.00</u>	<u>22,233.55</u>	<u>72.89</u>	<u>27.11</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	325.00	16,370.14	52,692.00	36,321.86	31.07	68.93
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>325.00</u>	<u>49,544.14</u>	<u>52,692.00</u>	<u>3,147.86</u>	<u>94.03</u>	<u>5.97</u>

Addison Public Library Expense Report For the 12 Months Ended April 30, 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	3,998.44	46,024.98	50,000.00	3,975.02	92.05	7.95
10-66-9920 - Furniture and Equipment	10,487.16	10,817.55	10,000.00	(817.55)	108.18	(8.18)
10-66-9930 - Reciprocal Borrowing Expense	0.00	197.21	1,000.00	802.79	19.72	80.28
10-66-9940 - Cable Broadcast	0.00	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	0.00	4,582.81	0.00	(4,582.81)	0.00	100.00
10-66-9960 - Friends of the Library	0.00	17,265.51	15,000.00	(2,265.51)	115.10	(15.10)
10-66-9970 - FUNshine Committee	1,857.99	4,035.15	3,800.00	(235.15)	106.19	(6.19)
10-66-9980 - Staff Recognition	413.90	4,958.66	9,000.00	4,041.34	55.10	44.90
10-66-9990 - Contingency	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>16,757.49</u>	<u>101,481.87</u>	<u>94,200.00</u>	<u>(7,281.87)</u>	<u>107.73</u>	<u>(7.73)</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>28,057.23</u>	<u>298,251.11</u>	<u>328,892.00</u>	<u>30,640.89</u>	<u>90.68</u>	<u>9.32</u>
Total General Fund Expenditures	<u>454,745.54</u>	<u>5,308,416.12</u>	<u>6,014,386.00</u>	<u>705,969.88</u>	<u>88.26</u>	<u>11.74</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 - Renovation Project	<u>20,000.00</u>	<u>276,290.01</u>	<u>10,000,000.00</u>	<u>9,723,709.99</u>	<u>2.76</u>	<u>97.24</u>
	<u>20,000.00</u>	<u>276,290.01</u>	<u>10,250,000.00</u>	<u>9,973,709.99</u>	<u>2.70</u>	<u>97.30</u>
<u>RFID Project</u>						
80-65-1940 - RFID Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total Capital Improvement Fund Expenditures	<u>20,000.00</u>	<u>276,290.01</u>	<u>10,250,000.00</u>	<u>9,973,709.99</u>	<u>2.70</u>	<u>97.30</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.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total All Funds	<u>474,745.54</u>	<u>5,584,706.13</u>	<u>16,264,386.00</u>	<u>10,679,679.87</u>	<u>34.34</u>	<u>65.66</u>

Addison Public Library

Check List

All Bank Accounts

April 1, 2024 - May 21, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
21353	04/05/24	BMO Harris Bank N.A. - Payments 122301	2,268.50
21354	04/09/24	ADP, LLC #110146	4,392.29
21355	04/09/24	IL Library Association 192210	350.00
21356	04/09/24	Kathy Welko 892151	1,183.90
21357	04/09/24	Mission Square 231901	2,814.25
21358	04/09/24	Nicor Gas 241916	4,247.19
21359	04/09/24	Republic Services #551 122869	349.73
21360	04/09/24	United States Postal Service 312448	1,300.00
21361	04/09/24	Village of Addison - HSA	2,347.18
21362	04/15/24	Albertsons - Safeway 112213	216.73
21363	04/15/24	Amazon Capital Services 112300	800.26
21364	04/15/24	Amazon Capital Services 112300	404.57
21365	04/15/24	Baker & Taylor 120320	3,445.03
21366	04/15/24	CDW Government 131480	370.58
21367	04/15/24	DuPage Security Solutions Inc 143105	70.05
21368	04/15/24	Erika Ochoa 281526	150.00
21369	04/15/24	Johnson Plastics Plus 202520	1,162.68
21370	04/15/24	OTC Brands, Inc 252842	303.82
21371	04/15/24	University of IL Extension 312503	150.00
21372	04/18/24	Amazon Capital Services 112300	867.51
21373	04/18/24	Amazon Capital Services 112300	282.71
21374	04/18/24	Heyl Royster 181565	240.00
21375	04/18/24	Norcomm Public Safety 242571	210.00
21376	04/18/24	Verizon	97.12
21377	04/18/24	Village of Addison: Misc Exp 500010	734.62
21377	04/18/24	Village of Addison: Misc Exp 500010	(734.62)
21378	04/18/24	Village of Addison: Misc Exp 500010	564.77
21379	04/18/24	Village of Addison: Misc Exp 500010	27.90
21380	04/18/24	Village of Addison: Misc Exp 500010	66.00
21380	04/18/24	Village of Addison: Misc Exp 500010	(66.00)
21381	04/18/24	Village of Addison: Misc Exp 500010	155.65
21382	04/23/24	Amazon Capital Services 112300	1,455.85
21383	04/23/24	Mission Square 231901	3,065.00
21384	04/23/24	Village of Addison - HSA	2,347.28
21385	04/25/24	Amazon Capital Services 112300	726.20
21386	04/25/24	Arranging Time 112870	150.00
21387	04/25/24	Village of Addison: Misc Exp 500010	721.66
21388	04/25/24	Village of Addison: Misc Exp 500010	88.00
21389	04/25/24	Village of Addison:Health Ins 500011	29,124.86
21390	04/25/24	Village of Addison:Health Ins 500011	2,076.83
21391	04/25/24	Village of Addison:Health Ins 500011	287.58
21392	04/29/24	Amazon Capital Services 112300	601.58
21393	04/29/24	Comcast 132554	397.94
21394	04/29/24	IL Library Association 192210	150.00
21395	04/29/24	Indian Trail Junior High School 192430	35.00
21396	04/29/24	Limricc Unemployment Comp 290227	1,522.89
21397	04/29/24	Showcases 291396	168.15
38192	05/09/24	4imprint, Inc. 162600	5,911.53
38193	05/09/24	ADP, LLC #110146	4,440.16
38194	05/09/24	Amazon Capital Services 112300	876.68
38195	05/09/24	Amazon Capital Services 112300	79.00
38196	05/09/24	Andertoons 231182	350.00
38197	05/09/24	Bitwarden, Inc.	4,050.00
38198	05/09/24	BMO Harris Bank N.A. - Payments 122301	9,642.38
38199	05/09/24	Carol Leeson	150.00
38200	05/09/24	CatWatch Newsletter	24.00
38201	05/09/24	CDS Office Technologies 131476	1,129.23

Addison Public Library**Check List**

All Bank Accounts

April 1, 2024 - May 21, 2024

Check Number	Check Date	Payee	Amount
38202	05/09/24	CDW Government 131480	1,990.42
38203	05/09/24	Cengage Learning 131563	593.44
38204	05/09/24	Center Point Publishing 131571	95.88
38205	05/09/24	Children's Plus, Inc. 131861	2,782.08
38206	05/09/24	Colley Elevator 132555	2,358.50
38207	05/09/24	Comcast 132548	68.89
38208	05/09/24	Convergint Technologies LLC 132568	6,373.60
38209	05/09/24	Crimson Multimedia Dist. 132835	1,058.09
38210	05/09/24	Current Technologies 133170	2,194.56
38211	05/09/24	Custom Ink LLC 133181	662.43
38212	05/09/24	Dell 141554	308.18
38213	05/09/24	Demco Inc 141551	485.23
38214	05/09/24	DogWatch Newsletter	22.00
38215	05/09/24	Ehler Investment Partners, LLC 151700	2,855.23
38216	05/09/24	GALE/CENGAGE Learning 171152	206.33
38217	05/09/24	Grainger 333337	424.08
38218	05/09/24	IL Library Association 192210	100.00
38219	05/09/24	Jeff Hedberg	375.00
38220	05/09/24	Johnson Controls Security 311290	260.00
38221	05/09/24	Kiplinger's Investing for Income 211960	99.00
38222	05/09/24	Lenovo (United States) Inc. 221568	1,189.99
38223	05/09/24	Manufacturers News Inc 231168	217.90
38224	05/09/24	Mateo Gomez Bedoya	325.00
38225	05/09/24	Mission Square 231901	3,075.95
38226	05/09/24	NASW	158.00
38227	05/09/24	Patricia Trampas 261181	80.00
38228	05/09/24	Quill 273145	491.36
38229	05/09/24	Rails 281145	1,564.34
38230	05/09/24	Republic Services #551 122869	349.73
38231	05/09/24	Sir Speedy Printing 291970	335.00
38232	05/09/24	Swan 293316	1,907.27
38233	05/09/24	Thomas Fleming Company	431.00
38234	05/09/24	Thomson Reuters - West 301867	285.00
38235	05/09/24	Today's Classroom, LLC 302522	334.24
38236	05/09/24	Traliant, LLC 302825	2,505.00
38237	05/09/24	Uline 312246	153.00
38238	05/09/24	Villa Park Electrical Supply 321940	68.75
38239	05/09/24	Village of Addison - HSA	2,347.18
38240	05/09/24	Village of Addison: Water Ser 500013	554.50
38241	05/09/24	VisoGraphic 322200	6,786.75
38243	05/21/24	Addison Public Library 500004	0.36
38244	05/21/24	Albertsons - Safeway 112213	233.73
38245	05/21/24	Amazon Capital Services 112300	140.93
38246	05/21/24	Amazon Capital Services 112300	2,745.54
38247	05/21/24	AVI Systems, Inc	3,381.97
38248	05/21/24	Baker & Taylor 120230	14.40
38249	05/21/24	Baker & Taylor 120290	691.29
38250	05/21/24	Baker & Taylor 120300	1,062.08
38251	05/21/24	Baker & Taylor 120310	6,486.22
38252	05/21/24	Baker & Taylor 120320	1,084.24
38253	05/21/24	Brooke Sievers 829192	494.32
38254	05/21/24	Carol Leeson	150.00
38255	05/21/24	Claire Bartlett	3.95
38256	05/21/24	Colley Elevator 132555	663.00
38257	05/21/24	Complete Cleaning 132523	5,400.00
38258	05/21/24	Consumers Checkbook 132566	350.00
38259	05/21/24	Crimson Multimedia Dist. 132835	483.82
38260	05/21/24	Current Technologies 133170	331.38

Addison Public Library

Check List

All Bank Accounts

April 1, 2024 - May 21, 2024

Check Number	Check Date	Payee	Amount
38261	05/21/24	D&Z House of Books Inc 143662	787.76
38262	05/21/24	Demco Inc 141551	239.93
38263	05/21/24	Erika Ochoa 281526	150.00
38264	05/21/24	Gabriela Tafolla 162821	199.55
38265	05/21/24	Heyl Royster 181565	2,000.00
38266	05/21/24	IL Library Association 192210	300.00
38267	05/21/24	Industrial Appraisal Company 192422	475.00
38268	05/21/24	Jaime Aponte 201441	550.00
38269	05/21/24	Jodi Gianakopoulos 892160	23.33
38270	05/21/24	Kona Ice of SW Schaumburg 212827	715.00
38271	05/21/24	LACONI, Inc. 221163	140.00
38272	05/21/24	Lauterbach&Amen LLP 172582	1,750.00
38273	05/21/24	Len's Ace Hardware, Inc. 221567	323.28
38274	05/21/24	Lesley Cyrier 892152	294.54
38275	05/21/24	Library Market	7,500.00
38276	05/21/24	Louise Dimick 892121	636.35
38277	05/21/24	Marti LaHood - 281914	160.00
38278	05/21/24	Mary Medjo ME Zengue 833455	16.35
38279	05/21/24	Matthew Williams 892182	37.77
38280	05/21/24	Midwest Tape 231925	6,695.79
38281	05/21/24	Nardi's Pizza 241172	1,091.00
38282	05/21/24	NewsBank 241594	5,203.00
38283	05/21/24	OCLC Inc 251352	3,889.60
38284	05/21/24	ODP Business Solutions 251353	17.18
38285	05/21/24	OverDrive Inc 253227	5,000.00
38286	05/21/24	Patti Gebala 892144	17.82
38287	05/21/24	Playaway 262219	410.98
38288	05/21/24	Product Architecture + Design 262850	20,000.00
38289	05/21/24	Robbins Schwartz 282514	396.53
38290	05/21/24	Rogers Pump Sales & Service 282532	593.99
38291	05/21/24	SAGE Publications Inc 291132	351.17
38292	05/21/24	Samantha Parkison 892193	52.06
38293	05/21/24	Sara Lock	141.55
38294	05/21/24	Swan 293316	17,591.75
38295	05/21/24	Technology Management Revolving Fund 132558	378.30
38296	05/21/24	The Language Labs 112890	425.00
38297	05/21/24	Unique Patron Services Solutions 312431	389.50
38298	05/21/24	Welcome Wagon 331191	144.12
38299	05/21/24	World Relief Chicagoland 332701	480.00
38300	05/21/24	Yesenia Benavidez 892185	14.41
Vendor Check Total			<u>248,116.96</u>
Check List Total			<u><u>248,116.96</u></u>

Check count = 155

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
BMO Harris Bank N.A. - Payments 122301				21353	04/05/24	<u>2,268.50</u>
10-64-8160	Teen Program	American Science & Surplus	175.63			
10-64-8100	Adult Services Programs	Walmart - 8 Boxes of Bulk Colored Pencils	343.92			
10-66-9230	Adult Services Supplies	Michaels	55.82			
10-66-9250	Materials Management Supplies	Really Useful Boxes	564.13			
10-66-9250	Materials Management Supplies	Online Labels	92.06			
10-66-9250	Materials Management Supplies	Clear Solutions - Sign holders	731.95			
10-64-8170	IT Programs	Michaels	238.94			
10-66-9980	Staff Recognition	Drawing for SDD Passive Activity	23.98			
10-66-9980	Staff Recognition	GS - 9 Tumblers	42.07			
ADP, LLC #110146				21354	04/09/24	<u>4,392.29</u>
10-56-4500	Payroll Service Fees	Inv #658089345	4,018.29			
10-56-4500	Payroll Service Fees	Inv #658085677	374.00			
IL Library Association 192210				21355	04/09/24	<u>350.00</u>
10-62-7460	Materials Management	Inv #282607 - 2024 Reaching Forward	350.00			
Kathy Welko 892151				21356	04/09/24	<u>1,183.90</u>
10-62-7560	Out-of-State Travel	PLA Conference-Columbus, OH	1,183.90			
Mission Square 231901				21357	04/09/24	<u>2,814.25</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,814.25			
Nicor Gas 241916				21358	04/09/24	<u>4,247.19</u>
10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	4,247.19			
Republic Services #551 122869				21359	04/09/24	<u>349.73</u>
10-58-5310	Refuse Disposal Service	Inv #0551-015903694	349.73			
United States Postal Service 312448				21360	04/09/24	<u>1,300.00</u>
10-66-9290	Postage	Permit #85 - Postage	1,300.00			
Village of Addison - HSA				21361	04/09/24	<u>2,347.18</u>
10-50-2400	Health Insurance	EE & ER HSA Contributions for 4/10/24 Payroll	2,347.18			
Albertsons - Safeway 112213				21362	04/15/24	<u>216.73</u>
10-66-9970	FUNshine Committee	3/14/24 - various pies	51.21			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	3/29/24 - Everyday Hero to be reimbursed	31.65			
10-64-8120	Children Services Programs - General	3/14/24 - candy	9.48			
10-66-9240	Children Services Supplies	3/14/24 - cotton 200 ct	2.79			
10-64-8170	IT Programs	4/4/24 - Solar Eclipse Event	121.60			
Amazon Capital Services 112300				21363	04/15/24	<u>800.26</u>
10-64-8160	Teen Program	INV #1LNV-PHNT-FM36	359.60			
10-64-8100	Adult Services Programs	INV #1PYC-17H1-D7N4	440.66			
Amazon Capital Services 112300				21364	04/15/24	<u>404.57</u>
10-64-8160	Teen Program	INV #1LNV-PHNT-FFP4	71.06			
10-64-8160	Teen Program	INV #1GND-F3PY-D4KD	83.65			
10-54-3900	Adult Other Expenditures	INV #1RK3-XLV3-DQQC	249.86			
Baker & Taylor 120320				21365	04/15/24	<u>3,445.03</u>
10-64-8160	Teen Program	Inv #2038120417	513.12			
10-64-8100	Adult Services Programs	Inv #2038120417	918.75			
10-64-8120	Children Services Programs - General	Inv #2038120417	2,013.16			
CDW Government 131480				21366	04/15/24	<u>370.58</u>
10-66-9270	Information Technology Supplies	Inv #QK27537	370.58			
DuPage Security Solutions Inc 143105				21367	04/15/24	<u>70.05</u>
10-66-9210	Office Supplies	Inv #60785	70.05			
Erika Ochoa 281526				21368	04/15/24	<u>150.00</u>
10-64-8100	Adult Services Programs	Zumba Class on 4/1/24	150.00			
Johnson Plastics Plus 202520				21369	04/15/24	<u>1,162.68</u>
10-64-8170	IT Programs	Inv #3522398	1,162.68			
OTC Brands, Inc 252842				21370	04/15/24	<u>303.82</u>
10-64-8160	Teen Program	Inv #73046392401	163.92			
10-64-8120	Children Services Programs - General	Inv #73036426901	139.90			
University of IL Extension 312503				21371	04/15/24	<u>150.00</u>
10-64-8100	Adult Services Programs	4/22/24 Program, Master Gardener, Edible Plants	150.00			
Amazon Capital Services 112300				21372	04/18/24	<u>867.51</u>
10-66-9920	Furniture and Equipment	INV #1PWW-TRNN-141D	565.69			

**Addison Public Library
Check Register**

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9920	Furniture and Equipment	INV #1TJG-R3DT-F4L4	165.90			
10-64-8170	IT Programs	INV #1TDD-WKGR-3M9J	135.92			
Amazon Capital Services 112300				21373	04/18/24	<u>282.71</u>
10-66-9970	FUNshine Committee	INV #1NX9-XV96-193R	131.12			
10-64-8160	Teen Program	INV #13PP-HXDF-XWTW	63.29			
10-64-8160	Teen Program	INV #1HWN-7PLQ-YYQY	14.95			
10-54-3110	Adult Books	INV #1JWR-HCMP-6DFV	47.81			
10-54-3900	Adult Other Expenditures	INV #1JWR-HCMP-6DFV	25.54			
Heyl Royster 181565				21374	04/18/24	<u>240.00</u>
10-56-4100	Legal Fees	Inv #1626845	240.00			
Norcomm Public Safety 242571				21375	04/18/24	<u>210.00</u>
10-56-4420	Equipment Rental & Leasing	Inv #7615	105.00			
10-58-5710	Equipment Maintenance & Repair	Inv #7615	105.00			
Verizon				21376	04/18/24	<u>97.12</u>
10-58-5570	Leased Internet Access Line	Inv #9960994248	97.12			
Village of Addison: Misc Exp 500010				21377	04/18/24	<u>734.62</u>
10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - May 2024	734.62			
Village of Addison: Misc Exp 500010				21377	04/18/24	<u>(734.62)</u>
10-22-0255	Other Insurance Withholding Payable	To void check#21377 - Standard Self Bill - May 2024	-734.62			
Village of Addison: Misc Exp 500010				21378	04/18/24	<u>564.77</u>
10-22-0255	Other Insurance Withholding Payable	Standard Misc Bill - May 2024	564.77			
Village of Addison: Misc Exp 500010				21379	04/18/24	<u>27.90</u>
10-22-0255	Other Insurance Withholding Payable	Allstate ID Theft - May 2024	27.90			
Village of Addison: Misc Exp 500010				21380	04/18/24	<u>66.00</u>
10-22-0255	Other Insurance Withholding Payable	MeftLife Hyatt Legal - May 2024	66.00			
Village of Addison: Misc Exp 500010				21380	04/18/24	<u>(66.00)</u>
10-22-0255	Other Insurance Withholding Payable	To void check#21380 - MetLife Hyatt Legal - May 2024	-66.00			
Village of Addison: Misc Exp 500010				21381	04/18/24	<u>155.65</u>
10-22-0255	Other Insurance Withholding Payable	TransAmerica - March 2024	155.65			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Amazon Capital Services 112300				21382	04/23/24	<u>1,455.85</u>
10-64-8160	Teen Program	1Q94-X1HR-3319	321.16			
10-64-8100	Adult Services Programs	11KP-HHYG-1MY7	465.10			
10-66-9240	Children Services Supplies	1DJP-LWX6-4YFF	121.94			
10-64-8170	IT Programs	1MHP-DWRF-YQ7M	547.65			
Mission Square 231901				21383	04/23/24	<u>3,065.00</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	3,065.00			
Village of Addison - HSA				21384	04/23/24	<u>2,347.28</u>
10-50-2400	Health Insurance	ER & EE HSA Contribution for 4/24/2024	2,347.28			
Amazon Capital Services 112300				21385	04/25/24	<u>726.20</u>
10-64-8160	Teen Program	INV #1PR1-CQK9-WX99	183.75			
10-64-8100	Adult Services Programs	INV #1696-17X1-XCJC	76.26			
10-52-3900	Children Other Expenditures	INV #1VT7-MF9J-XVPW	102.98			
10-54-3900	Adult Other Expenditures	INV #1TPK-GYMJ-1L3F	363.21			
Arranging Time 112870				21386	04/25/24	<u>150.00</u>
10-66-9840	Per Capita Grant - Current Year	Session 1-Office 365 File Management	150.00			
Village of Addison: Misc Exp 500010				21387	04/25/24	<u>721.66</u>
10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - May 2024	721.66			
Village of Addison: Misc Exp 500010				21388	04/25/24	<u>88.00</u>
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal May 2024	88.00			
Village of Addison:Health Ins 500011				21389	04/25/24	<u>29,124.86</u>
10-50-2400	Health Insurance	BC/BS May 2024	29,124.86			
Village of Addison:Health Ins 500011				21390	04/25/24	<u>2,076.83</u>
10-50-2400	Health Insurance	Delta Dental - May 2024	2,076.83			
Village of Addison:Health Ins 500011				21391	04/25/24	<u>287.58</u>
10-50-2400	Health Insurance	VSP May 2024	287.58			
Amazon Capital Services 112300				21392	04/29/24	<u>601.58</u>
10-64-8160	Teen Program	Inv #1Q94-X1HR-3319	321.16			
10-54-3900	Adult Other Expenditures	INV #1PWW-TRNN-4DTD	30.00			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	INV #11KY-NDLN-3XF1	61.81			
10-54-3900	Adult Other Expenditures	INV #1KMR-TN WV-3RF7	32.98			
10-54-3900	Adult Other Expenditures	INV #1KN9-3HHQ-3KKF	87.95			
10-66-9230	Adult Services Supplies	INV#1KN9-3HHQ-11NP	44.78			
10-66-9245	Teen Services Supplies	INV #1WV4-T9T3-14QD	22.90			
Comcast 132554				21393	04/29/24	<u>397.94</u>
10-58-5510	Telephone	Inv #198600041	397.94			
IL Library Association 192210				21394	04/29/24	<u>150.00</u>
10-62-7510	Memberships (Staff & Board)	Inv #837755 - Courtney Moore Membership	150.00			
Indian Trail Junior High School 192430				21395	04/29/24	<u>35.00</u>
10-66-9245	Teen Services Supplies	School Yearbook	35.00			
Limricc Unemployment Comp 290227				21396	04/29/24	<u>1,522.89</u>
10-66-9510	Unemployment Compensation Insurance	Unemployment Compensation for 1st Quar 2024	1,522.89			
Showcases 291396				21397	04/29/24	<u>168.15</u>
10-66-9250	Materials Management Supplies	Inv #328413	55.73			
10-66-9250	Materials Management Supplies	Inv #328381	27.86			
10-66-9250	Materials Management Supplies	Inv #328380	84.56			
4imprint, Inc. 162600				38192	05/09/24	<u>5,911.53</u>
10-64-8910	Other Promotions	INV 26976388	3,738.28			
10-64-8160	Teen Program	INV 26976388	1,086.63			
10-64-8100	Adult Services Programs	INV 26976388	1,086.62			
ADP, LLC #110146				38193	05/09/24	<u>4,440.16</u>
10-56-4500	Payroll Service Fees	INV 663348038	4,071.66			
10-56-4500	Payroll Service Fees	INV 660348902	368.50			
Amazon Capital Services 112300				38194	05/09/24	<u>876.68</u>
10-64-8160	Teen Program	INV 1GMJH17CMVQ3	293.65			
10-64-8160	Teen Program	INV 1J3YW9DV44NL	56.97			
10-54-3110	Adult Books	INV 1RQ7P9473HHG	20.49			
10-54-3110	Adult Books	INV 1MQY19NMKNV	47.24			
10-54-3900	Adult Other Expenditures	INV 1MD9WHNGN3QY	11.98			
10-54-3900	Adult Other Expenditures	INV 1KYKLXNX1JGM	20.99			
10-54-3900	Adult Other Expenditures	INV 1N4CF1RVMNPQ	18.99			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9240	Children Services Supplies	INV 16KD4GKDN6L6	79.44			
10-66-9250	Materials Management Supplies	INV 1DQG4HTY3M6T	47.89			
10-66-9270	Information Technology Supplies	INV 16GXMHG11QGG	40.95			
10-64-8170	IT Programs	INV 1VNVJN1HMT9P	37.76			
10-66-9245	Teen Services Supplies	INV 1PHCPR71NP7K	200.33			
Amazon Capital Services 112300				38195	05/09/24	<u>79.00</u>
10-58-5610	Building Supplies	INV 1HVQCVHWYXYD	79.00			
Andertoons 231182				38196	05/09/24	<u>350.00</u>
10-64-8160	Teen Program	Cartooning - 5/9/24	350.00			
Bitwarden, Inc.				38197	05/09/24	<u>4,050.00</u>
10-61-6200	Software/Licenses	INV 474F5CC2-0001	4,050.00			
BMO Harris Bank N.A. - Payments 122301				38198	05/09/24	<u>9,642.38</u>
10-66-9210	Office Supplies	Postage for mailing check	8.73			
10-64-8910	Other Promotions	MyFonts by Monotype	20.19			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoho Corp	123.50			
10-61-6200	Software/Licenses	Zoom	149.90			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	SMTP2Go	15.00			
10-61-6200	Software/Licenses	Zoho Corp	115.00			
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	Lightspeed	94.50			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9970	FUNshine Committee	Nothing Bundt Cakes	421.33			
10-66-9970	FUNshine Committee	Sam's Club	173.64			
10-64-8160	Teen Program	Jungle 2024	211.53			
10-62-7450	Children Services	2024 Chicago Showcase Reg - 9/10/24	20.00			
10-64-8100	Adult Services Programs	Panera	159.59			
10-64-8100	Adult Services Programs	Sam's Clubs	93.26			
10-58-5690	Other Building Materials & Repair	High PSI LTD	291.71			
10-62-7440	Adult Services	Mental Health Situations	75.00			
10-62-7560	Out-of-State Travel	Out of State Travel	1,172.47			
10-62-7560	Out-of-State Travel	Travel Expenses - Hotel, Meals, Transportation	5,051.38			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	ID Label, Inc	753.40			
10-66-9290	Postage	USPS	8.73			
10-66-9290	Postage	Mailing certified letter	8.73			
10-66-9290	Postage	Certifited Mail - USPS	8.73			
10-62-7500	Community Engagement	2024 Marketing Forum	80.00			
10-62-7500	Community Engagement	Work w/ Mental Health	75.00			
10-66-9980	Staff Recognition	Portillos	31.32			
10-66-9980	Staff Recognition	Portillos	20.74			
Carol Leeson 10-64-8170	IT Programs	Beginning Crochet - 5/15/24	150.00	38199	05/09/24	<u>150.00</u>
CatWatch Newsletter 10-55-3400	Magazines/News	2024 Renewal	24.00	38200	05/09/24	<u>24.00</u>
CDS Office Technologies 131476 10-58-5710	Equipment Maintenance & Repair	INV1608451	392.68	38201	05/09/24	<u>1,129.23</u>
10-66-9270	Information Technology Supplies	INV1606691	736.55			
CDW Government 131480 10-66-9910	Hardware	INV QN27751	1,990.42	38202	05/09/24	<u>1,990.42</u>
Cengage Learning 131563 10-54-3110	Adult Books	INV 84219579	73.57	38203	05/09/24	<u>593.44</u>
10-64-8165	Community Engagement Program	INV 83931118	519.87			
Center Point Publishing 131571 10-54-3110	Adult Books	INV 2089716	23.37	38204	05/09/24	<u>95.88</u>
10-54-3110	Adult Books	INV 2087718	72.51			
Children's Plus, Inc. 131861 10-52-3100	Children Books	INV 244151	1,397.31	38205	05/09/24	<u>2,782.08</u>
10-52-3100	Children Books	INV 244685	23.49			
10-52-3100	Children Books	INV 244684	85.45			
10-52-3100	Children Books	INV 243832	218.02			
10-52-3100	Children Books	INV 243833	1,057.81			
Colley Elevator 132555 10-58-5710	Equipment Maintenance & Repair	INV 257873	1,708.50	38206	05/09/24	<u>2,358.50</u>
10-58-5710	Equipment Maintenance & Repair	INV 256469	650.00			
Comcast 132548				38207	05/09/24	<u>68.89</u>

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10-58-5510	Telephone	Acct 8771 20 183 0148973 - April 29-May28 2024	68.89			
Convergent Technologies LLC 132568 10-66-9920	Furniture and Equipment	INV 00182034	6,373.60	38208	05/09/24	<u>6,373.60</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	INV 014186	80.00	38209	05/09/24	<u>1,058.09</u>
10-52-3900	Children Other Expenditures	INV 014184	60.00			
10-52-3900	Children Other Expenditures	INV 014185	244.29			
10-54-3900	Adult Other Expenditures	INV 014187	182.33			
10-54-3900	Adult Other Expenditures	INV 014183	356.47			
10-54-3900	Adult Other Expenditures	INV 014188	135.00			
Current Technologies 133170 10-61-6200	Software/Licenses	INV 14722	2,194.56	38210	05/09/24	<u>2,194.56</u>
Custom Ink LLC 133181 10-66-9330	Community Engagement Supplies	INV 72910492	662.43	38211	05/09/24	<u>662.43</u>
Dell 141554 10-66-9910	Hardware	INV 10742378332	308.18	38212	05/09/24	<u>308.18</u>
Demco Inc 141551 10-66-9250	Materials Management Supplies	INV 7467866	485.23	38213	05/09/24	<u>485.23</u>
DogWatch Newsletter 10-55-3400	Magazines/News	2024 Subscription Renewal	22.00	38214	05/09/24	<u>22.00</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	March 2024 Fees	2,855.23	38215	05/09/24	<u>2,855.23</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	INV 84189761	79.17	38216	05/09/24	<u>206.33</u>
10-54-3110	Adult Books	INV 84174039	127.16			
Grainger 333337 10-58-5610	Building Supplies	INV 9091054222	424.08	38217	05/09/24	<u>424.08</u>
IL Library Association 192210 10-62-7510	Memberships (Staff & Board)	INV 282929	100.00	38218	05/09/24	<u>100.00</u>

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Jeff Hedberg 10-64-8100	Adult Services Programs	WDCB Jammin in the Stacks - 5/19/24 @ 2pm	375.00	38219	05/09/24	<u>375.00</u>
Johnson Controls Security 311290 10-58-5690	Other Building Materials & Repair	INV 40052685	260.00	38220	05/09/24	<u>260.00</u>
Kiplinger's Investing for Income 211960 10-55-3400	Magazines/News	Annual Subscription	99.00	38221	05/09/24	<u>99.00</u>
Lenovo (United States) Inc. 221568 10-66-9910	Hardware	INV 6456533337	1,189.99	38222	05/09/24	<u>1,189.99</u>
Manufacturers News Inc 231168 10-54-3110	Adult Books	INV A11446-01	217.90	38223	05/09/24	<u>217.90</u>
Mateo Gomez Bedoya 10-66-9840	Per Capita Grant - Current Year	Spanish Program 5/9/24	325.00	38224	05/09/24	<u>325.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Plan 306740 - For the 5/8/24 Payroll	3,075.95	38225	05/09/24	<u>3,075.95</u>
NASW 10-62-7510	Memberships (Staff & Board)	NASW Membership for Yesenia Benavidez	158.00	38226	05/09/24	<u>158.00</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Essentrics - 5/15/24	80.00	38227	05/09/24	<u>80.00</u>
Quill 273145 10-66-9300 10-66-9300 10-66-9300	Library Wide Supplies Library Wide Supplies Library Wide Supplies	INV 38313046 INV 38087969 INV 37879480	156.40 239.94 95.02	38228	05/09/24	<u>491.36</u>
Rails 281145 10-55-3500	Online Databases	INV 12163	1,564.34	38229	05/09/24	<u>1,564.34</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	INV 0551-015930341	349.73	38230	05/09/24	<u>349.73</u>
Sir Speedy Printing 291970				38231	05/09/24	<u>335.00</u>

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10-64-8910	Other Promotions	INV 88196	335.00			
Swan 293316 10-55-3860	E-Books	INV 11077	1,907.27	38232	05/09/24	<u>1,907.27</u>
Thomas Fleming Company 10-58-5690	Other Building Materials & Repair	INV 1343	431.00	38233	05/09/24	<u>431.00</u>
Thomson Reuters - West 301867 10-54-3110	Adult Books	INV 850066662	285.00	38234	05/09/24	<u>285.00</u>
Today's Classroom, LLC 302522 10-58-5510	Telephone	INV 041624-2	334.24	38235	05/09/24	<u>334.24</u>
Traliant, LLC 302825 10-56-4900	Other Contracts	INV008123	2,505.00	38236	05/09/24	<u>2,505.00</u>
Uline 312246 10-66-9250	Materials Management Supplies	INV 176497278	153.00	38237	05/09/24	<u>153.00</u>
Villa Park Electrical Supply 321940 10-58-5610	Building Supplies	INV 262047-00	68.75	38238	05/09/24	<u>68.75</u>
Village of Addison - HSA 10-50-2400	Health Insurance	HSA - Contributions for 5/8/24 Payroll	2,347.18	38239	05/09/24	<u>2,347.18</u>
Village of Addison: Water Ser 500013 10-58-5120	Water Service	Acct 5433070004-001	554.50	38240	05/09/24	<u>554.50</u>
VisoGraphic 322200 10-64-8910 10-64-8210 10-64-8220	Other Promotions Newsletter Flyers/Brochures	INV 240934 INV 241000 INV 241000	64.22 3,972.53 2,750.00	38241	05/09/24	<u>6,786.75</u>
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Reimbursement for coin fee	0.36	38243	05/21/24	<u>0.36</u>
Albertsons - Safeway 112213 10-66-9970 10-64-8160 10-66-9240	FUNshine Committee Teen Program Children Services Supplies	Credit Sale 4/30/24 Credit Sale 4/23/24 Credit Sale 4/15/24	56.55 25.97 15.47	38244	05/21/24	<u>233.73</u>

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10-64-8165	Community Engagement Program	Credit Sale 4/8/24	36.32			
10-66-9980	Staff Recognition	Credit Sale 4/30/24	99.42			
Amazon Capital Services 112300				38245	05/21/24	<u>140.93</u>
10-66-9240	Children Services Supplies	INV 1TX4MRF9MMPC	115.96			
10-66-9270	Information Technology Supplies	INV 11W76X6Y7PMYN	24.97			
Amazon Capital Services 112300				38246	05/21/24	<u>2,745.54</u>
10-66-9210	Office Supplies	INV 1TPL3KHVMCVR	30.85			
10-66-9210	Office Supplies	INV 1WCGG34KNHY6	79.76			
10-66-9970	FUNshine Committee	INV 1L6716PPNLGD	952.15			
10-64-8160	Teen Program	INV 1DNTMNPFNRF	70.77			
10-64-8160	Teen Program	INV 1DNTMNPFNYNL	47.80			
10-64-8120	Children Services Programs - General	INV 11RYJD37P9JL	768.15			
10-54-3110	Adult Books	INV 1v3f9lk4lk13	19.95			
10-66-9240	Children Services Supplies	INV 1F6VDFTWNKN4	110.77			
10-66-9270	Information Technology Supplies	INV 1FT9QXDNDMJ	81.78			
10-66-9910	Hardware	INV 1KTX1HCYPMQP	509.85			
10-64-8170	IT Programs	INV 1WQ1CFNCP4CF	10.23			
10-64-8165	Community Engagement Program	INV 1LVNVFRXN1VN	63.48			
AVI Systems, Inc				38247	05/21/24	<u>3,381.97</u>
10-66-9920	Furniture and Equipment	INV 88956114	3,381.97			
Baker & Taylor 120230				38248	05/21/24	<u>14.40</u>
10-52-3900	Children Other Expenditures	Inv#2038216724	14.40			
Baker & Taylor 120290				38249	05/21/24	<u>691.29</u>
10-52-3100	Children Books	Inv#2038216497	199.47			
10-52-3100	Children Books	Inv#2038242909	56.67			
10-52-3100	Children Books	Inv#2038266591	40.80			
10-52-3100	Children Books	Inv#2038193622	372.93			
10-66-9250	Materials Management Supplies	Inv#2038193623	14.28			
10-66-9250	Materials Management Supplies	Inv#2038242910	1.19			
10-66-9250	Materials Management Supplies	Inv#2038216498	5.95			
Baker & Taylor 120300				38250	05/21/24	<u>1,062.08</u>
10-52-3100	Children Books	Inv#2038198047	471.07			
10-54-3900	Adult Other Expenditures	Inv#2038236857	348.25			
10-66-9250	Materials Management Supplies	Inv#2038198048	135.66			
10-66-9250	Materials Management Supplies	Inv#2038236858	107.10			

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Baker & Taylor 120310				38251	05/21/24	<u>6,486.22</u>
10-54-3110	Adult Books	Inv#2038246481	586.49			
10-54-3110	Adult Books	Inv#2038230972	476.71			
10-54-3110	Adult Books	Inv#2038221997	2,137.52			
10-54-3110	Adult Books	Inv#2038190435	1,549.97			
10-54-3110	Adult Books	Inv#2038199884	399.61			
10-54-3110	Adult Books	Inv#2038196546	1,120.53			
10-66-9250	Materials Management Supplies	Inv#2038196547	27.37			
10-66-9250	Materials Management Supplies	Inv#2038221998	74.97			
10-66-9250	Materials Management Supplies	Inv#2038230973	16.66			
10-66-9250	Materials Management Supplies	Inv#2038246482	24.99			
10-66-9250	Materials Management Supplies	Inv#2038190436	57.12			
10-66-9250	Materials Management Supplies	Inv#2038199885	14.28			
Baker & Taylor 120320				38252	05/21/24	<u>1,084.24</u>
10-64-8160	Teen Program	Inv#2038195441	73.39			
10-64-8160	Teen Program	Inv#2038138646	219.59			
10-64-8160	Teen Program	Inv#2038152954	68.63			
10-64-8100	Adult Services Programs	Inv#2038152954	363.95			
10-64-8100	Adult Services Programs	Inv#2038138646	183.96			
10-64-8120	Children Services Programs - General	Inv#2038152954	171.13			
10-64-8120	Children Services Programs - General	Inv#2038195441	3.59			
Brooke Sievers 829192				38253	05/21/24	<u>494.32</u>
10-62-7560	Out-of-State Travel	Mileage (706 mi x .67)	473.02			
10-62-7560	Out-of-State Travel	Meal	16.80			
10-62-7560	Out-of-State Travel	Tolls (plz 35, 26, 41)	4.50			
Carol Leeson				38254	05/21/24	<u>150.00</u>
10-64-8170	IT Programs	Beginning Crochet May 22, 2024	150.00			
Claire Bartlett				38255	05/21/24	<u>3.95</u>
10-62-7550	In-State Travel	Mileage (5.9 mi)	3.95			
Colley Elevator 132555				38256	05/21/24	<u>663.00</u>
10-58-5710	Equipment Maintenance & Repair	INV 258198	663.00			
Complete Cleaning 132523				38257	05/21/24	<u>5,400.00</u>
10-58-5320	Cleaning Service	INV c27054	5,400.00			
Consumers Checkbook 132566				38258	05/21/24	<u>350.00</u>
10-55-3500	Online Databases	INV chi1336567v2024	350.00			

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Crimson Multimedia Dist. 132835				38259	05/21/24	<u>483.82</u>
10-52-3900	Children Other Expenditures	INV 014476	70.00			
10-54-3900	Adult Other Expenditures	INV 014477	137.38			
10-54-3900	Adult Other Expenditures	INV 014475	276.44			
Current Technologies 133170				38260	05/21/24	<u>331.38</u>
10-61-6200	Software/Licenses	INV 14721	331.38			
D&Z House of Books Inc 143662				38261	05/21/24	<u>787.76</u>
10-54-3110	Adult Books	INV 2024/I162483	267.12			
10-54-3110	Adult Books	INV 2024/I162478	421.44			
10-54-3110	Adult Books	INV 2024/I165440	77.64			
10-54-3110	Adult Books	INV 2024/I165427	21.56			
Demco Inc 141551				38262	05/21/24	<u>239.93</u>
10-66-9210	Office Supplies	INV 7480723	129.27			
10-66-9250	Materials Management Supplies	INV 7475938	110.66			
Erika Ochoa 281526				38263	05/21/24	<u>150.00</u>
10-64-8100	Adult Services Programs	In person event - 6/3/24	150.00			
Gabriela Tafolla 162821				38264	05/21/24	<u>199.55</u>
10-62-7550	In-State Travel	Mileage (34.2 x .67)	22.91			
10-66-9330	Community Engagement Supplies	Walmart - Program Materials	38.18			
10-66-9980	Staff Recognition	Elio Pizza	138.46			
Heyl Royster 181565				38265	05/21/24	<u>2,000.00</u>
10-56-4100	Legal Fees	March 2024	2,000.00			
IL Library Association 192210				38266	05/21/24	<u>300.00</u>
10-62-7510	Memberships (Staff & Board)	INV 282659	300.00			
Industrial Appraisal Company 192422				38267	05/21/24	<u>475.00</u>
10-56-4900	Other Contracts	Acct 0-039-700	300.00			
10-56-4900	Other Contracts	Acct 0-039-700	175.00			
Jaime Aponte 201441				38268	05/21/24	<u>550.00</u>
10-64-8120	Children Services Programs - General	Magic Show & Balloon Animal Creation	550.00			
Jodi Gianakopoulos 892160				38269	05/21/24	<u>23.33</u>

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10-62-7550	In-State Travel	Mileage (11.2 mi x .67)	7.50			
10-62-7550	In-State Travel	Parking	15.83			
Kona Ice of SW Schaumburg 212827				38270	05/21/24	<u>715.00</u>
10-64-8165	Community Engagement Program	300 Kiddie Library Pckg	715.00			
LACONI, Inc. 221163				38271	05/21/24	<u>140.00</u>
10-62-7480	Board	Annual Trustee Banquet - 2 tickets @ 70 each	140.00			
Lauterbach&Amen LLP 172582				38272	05/21/24	<u>1,750.00</u>
10-56-4450	Accounting Service Fees	INV 90981	1,750.00			
Len's Ace Hardware, Inc. 221567				38273	05/21/24	<u>323.28</u>
10-66-9300	Library Wide Supplies	INV 516560/1	35.98			
10-58-5610	Building Supplies	INV 516759/1	110.55			
10-58-5610	Building Supplies	INV -517226/1	42.27			
10-58-5610	Building Supplies	INV 516245/1	103.43			
10-58-5610	Building Supplies	INV 516560/1	31.05			
Lesley Cyrier 892152				38274	05/21/24	<u>294.54</u>
10-66-9970	FUNshine Committee	Gift bag for Narze	3.20			
10-66-9970	FUNshine Committee	Grad Gift	21.29			
10-62-7440	Adult Services	Meals	16.16			
10-62-7440	Adult Services	Kiwanis	15.92			
10-62-7550	In-State Travel	Mileage (4.2 x .67)	2.81			
10-62-7560	Out-of-State Travel	PLA Conference - Meals	177.25			
10-66-9980	Staff Recognition	Treats from Great American Bagel	57.91			
Library Market				38275	05/21/24	<u>7,500.00</u>
10-61-4800	System Development	INV 3441	7,500.00			
Louise Dimick 892121				38276	05/21/24	<u>636.35</u>
10-62-7560	Out-of-State Travel	Mileage (722-15 * .67)	473.70			
10-62-7560	Out-of-State Travel	Meals	162.65			
Marti LaHood - 281914				38277	05/21/24	<u>160.00</u>
10-64-8100	Adult Services Programs	Chair Yoga - 5/23/24	160.00			
Mary Medjo ME Zengue 833455				38278	05/21/24	<u>16.35</u>
10-62-7550	In-State Travel	Mileage (24.4 mi)	16.35			

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Matthew Williams 892182				38279	05/21/24	<u>37.77</u>
10-62-7550	In-State Travel	Mileage (33.6 * .67)	22.51			
10-62-7500	Community Engagement	Meals	15.26			
Midwest Tape 231925				38280	05/21/24	<u>6,695.79</u>
10-52-3900	Children Other Expenditures	Inv#505279378	88.41			
10-52-3900	Children Other Expenditures	Inv#505339888	197.08			
10-52-3900	Children Other Expenditures	Inv#505344456	50.22			
10-52-3900	Children Other Expenditures	Inv#505326444	122.97			
10-52-3900	Children Other Expenditures	Inv#505413859	36.74			
10-52-3900	Children Other Expenditures	Inv#505311835	18.74			
10-52-3900	Children Other Expenditures	Inv#505311843	96.48			
10-52-3900	Children Other Expenditures	Inv#505311841	14.99			
10-52-3900	Children Other Expenditures	Inv#505279316	146.92			
10-54-3900	Adult Other Expenditures	Inv#505381298	92.22			
10-54-3900	Adult Other Expenditures	Inv#505381297	127.45			
10-54-3900	Adult Other Expenditures	Inv#505381312	67.47			
10-54-3900	Adult Other Expenditures	Inv#505326441	14.99			
10-54-3900	Adult Other Expenditures	Inv#505326442	39.72			
10-54-3900	Adult Other Expenditures	Inv#505344453	67.47			
10-54-3900	Adult Other Expenditures	Inv#505344454	52.48			
10-54-3900	Adult Other Expenditures	Inv#505344455	23.99			
10-54-3900	Adult Other Expenditures	Inv#505381311	24.74			
10-54-3900	Adult Other Expenditures	Inv#505381310	87.72			
10-54-3900	Adult Other Expenditures	Inv#505381299	20.24			
10-54-3900	Adult Other Expenditures	Inv#505413856	26.24			
10-54-3900	Adult Other Expenditures	Inv#505413857	31.99			
10-54-3900	Adult Other Expenditures	Inv#505339889	79.82			
10-54-3900	Adult Other Expenditures	Inv#505344450	14.24			
10-54-3900	Adult Other Expenditures	Inv#505344451	67.47			
10-54-3900	Adult Other Expenditures	Inv#505344452	52.48			
10-54-3900	Adult Other Expenditures	Inv#505279319	29.99			
10-54-3900	Adult Other Expenditures	Inv#505279370	46.48			
10-54-3900	Adult Other Expenditures	Inv#505279371	28.49			
10-54-3900	Adult Other Expenditures	Inv#505279318	26.98			
10-54-3900	Adult Other Expenditures	Inv#505279317	128.19			
10-54-3900	Adult Other Expenditures	Inv#505279315	127.43			
10-54-3900	Adult Other Expenditures	Inv#505311836	179.95			
10-54-3900	Adult Other Expenditures	Inv#505311837	73.46			
10-54-3900	Adult Other Expenditures	Inv#505311838	26.24			
10-54-3900	Adult Other Expenditures	Inv#505311839	34.48			
10-54-3900	Adult Other Expenditures	Inv#505311840	24.74			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv#505279372	37.48			
10-54-3900	Adult Other Expenditures	Inv#505311842	29.59			
10-54-3900	Adult Other Expenditures	Inv#505311539	105.22			
10-54-3900	Adult Other Expenditures	Inv#505311830	88.44			
10-54-3900	Adult Other Expenditures	Inv#505311831	24.73			
10-54-3900	Adult Other Expenditures	Inv#505311833	387.74			
10-54-3900	Adult Other Expenditures	Inv#505311834	14.99			
10-54-3900	Adult Other Expenditures	Inv#505381294	46.48			
10-54-3900	Adult Other Expenditures	Inv#505339885	38.52			
10-54-3900	Adult Other Expenditures	Inv#505339887	17.09			
10-54-3900	Adult Other Expenditures	Inv#505381313	59.98			
10-54-3900	Adult Other Expenditures	Inv#505344458	11.99			
10-54-3900	Adult Other Expenditures	Inv#505344457	486.97			
10-54-3900	Adult Other Expenditures	Inv#505279376	105.76			
10-54-3900	Adult Other Expenditures	Inv#505279374	8.99			
10-54-3900	Adult Other Expenditures	Inv#505279377	5.24			
10-54-3900	Adult Other Expenditures	Inv#505381296	14.99			
10-54-3900	Adult Other Expenditures	Inv#505381295	119.95			
10-54-3900	Adult Other Expenditures	Inv#505381314	200.96			
10-54-3900	Adult Other Expenditures	Inv#505274201	19.49			
10-54-3900	Adult Other Expenditures	Inv#505279373	18.74			
10-66-9250	Materials Management Supplies	Inv#505409631	487.78			
10-66-9250	Materials Management Supplies	Inv#505269498	428.02			
10-55-3860	E-Books	Inv#504892938	70.75			
10-55-3860	E-Books	Inv#505349084	366.58			
10-55-3860	E-Books	Inv#505154271	524.70			
10-55-3860	E-Books	Inv#505338963	65.00			
10-55-3860	E-Books	Inv#505284951	224.98			
10-55-3860	E-Books	Inv#505317121	294.93			
Nardi's Pizza 241172				38281	05/21/24	<u>1,091.00</u>
10-64-8160	Teen Program	INV 408430 - 5/2/24	93.75			
10-64-8160	Teen Program	INV 408429 - 4/11 & 4/18	180.75			
10-64-8160	Teen Program	INV 408427 - 4/4/24	92.00			
10-64-8100	Adult Services Programs	INV 408426 - 3/28/24	45.00			
10-64-8100	Adult Services Programs	INV 408425 - 3/21/24	31.50			
10-62-7470	Staff In-Service	INV 506237 - 4/10/24	257.00			
10-62-7470	Staff In-Service	INV 506215 - 4/9/24	391.00			
NewsBank 241594				38282	05/21/24	<u>5,203.00</u>
10-55-3500	Online Databases	Annual Subscription - June 2024 to May 2025	5,203.00			

Addison Public Library Check Register

All Bank Accounts
April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OCLC Inc 251352 10-55-3860	E-Books	INV 1000369521	3,889.60	38283	05/21/24	<u>3,889.60</u>
ODP Business Solutions 251353 10-66-9210	Office Supplies	INV 362370309001	17.18	38284	05/21/24	<u>17.18</u>
OverDrive Inc 253227 10-55-3860	E-Books	INV H-0104142	5,000.00	38285	05/21/24	<u>5,000.00</u>
Patti Gebala 892144 10-62-7550	In-State Travel	Mileage (26.6 mi)	17.82	38286	05/21/24	<u>17.82</u>
Playaway 262219 10-52-3900	Children Other Expenditures	INV 459987	410.98	38287	05/21/24	<u>410.98</u>
Product Architecture + Design 262850 80-55-1905	Renovation Project	INV 1650.0775	20,000.00	38288	05/21/24	<u>20,000.00</u>
Robbins Schwartz 282514 10-56-4100	Legal Fees	Client 008872	396.53	38289	05/21/24	<u>396.53</u>
Rogers Pump Sales & Service 282532 10-58-5710	Equipment Maintenance & Repair	INV 222707	593.99	38290	05/21/24	<u>593.99</u>
SAGE Publications Inc 291132 10-54-3110	Adult Books	INV 98269KI	351.17	38291	05/21/24	<u>351.17</u>
Samantha Parkison 892193 10-66-9970 10-62-7550	FUNshine Committee In-State Travel	Supplies for NLW Mileage (.67 x 6.8 mi)	47.50 4.56	38292	05/21/24	<u>52.06</u>
Sara Lock 10-62-7560	Out-of-State Travel	Public Library Assoc. Conference	141.55	38293	05/21/24	<u>141.55</u>
Swan 293316 10-61-6100	ILS Services	INV 10959	17,591.75	38294	05/21/24	<u>17,591.75</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	INV T2421277	378.30	38295	05/21/24	<u>378.30</u>
The Language Labs 112890				38296	05/21/24	<u>425.00</u>

Addison Public Library

Check Register

All Bank Accounts

April 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	Spanish Program - 5/28/24	425.00			
Unique Patron Services Solutions 312431				38297	05/21/24	<u>389.50</u>
10-61-6200	Software/Licenses	INV 6126192	40.00			
10-56-4410	Collection Agency Fees	INV 6125575	349.50			
Welcome Wagon 331191				38298	05/21/24	<u>144.12</u>
10-64-8910	Other Promotions	Welcome Wagon - May Payment	144.12			
World Relief Chicagoland 332701				38299	05/21/24	<u>480.00</u>
10-64-8100	Adult Services Programs	Immigration Legal Consultation - 5/23/24	480.00			
Yesenia Benavidez 892185				38300	05/21/24	<u>14.41</u>
10-62-7550	In-State Travel	Mileage (11 mi)	14.41			
Check List Total						<u>248,116.96</u>
Plus April payroll for 2024:						\$251,508.17
Grand Total:						\$499,625.13

Addison Public Library
Payroll Distribution Summary

Board Meeting **5/21/2024**

<u>Description</u>	<u>Amount</u>
Payroll	\$251,508.17

Approved by Board of Trustees

President

Date

Secretary

Date

PERSONNEL – We have two new hires this month. Syeda Sakeena Quadri and Archives Luis Peralta have been selected from a wide pool of applicants to fill the Teen Summer Volunteer Lead positions. Syeda and Luis will be helping our staff oversee the teen volunteers who join us every summer to help with our summer lunch and summer reading programs.

Current vacancies include:

- Part-Time Adult Services Assistant – interviews are underway.
- Full-Time Acquisitions Associate – vacancy has been posted internally; interviews are scheduled.
- Part-time/temporary Summer Book Bike Assistant – vacancy has been posted.

BUILDING PROJECT – We resumed our bi-weekly meetings with the architects on Thursday May 2, starting by reviewing where we left off with flooring and discussing some of the layout issues that have not yet been finalized. On May 9 we reviewed shelving layouts, ensuring that our current collection will fit into the renovated shelving plan and that we can organize it in a logical way. We also reviewed lighting and pinned down several small details such as whether coat hooks are needed in the Children's Services workroom. (They are.) In the coming weeks we will be reviewing the video, data, and electrical plans, reviewing furniture selection and millwork. We also have a meeting scheduled with Seetha Gunda and Indira Saladi and the architects to review plans for the maker space on May 23. We will incorporate their feedback into the final design where possible, and I hope to have the naming rights agreement ready for the board to approve at the June meeting.

ADMINISTRATION DEPARTMENT ACTIVITIES – The end of a fiscal year and start of a new one is always a busy time in the Admin. dept. Donna, working with other staff, has updated our inventory spreadsheet, and submitted it to Industrial Appraisal who then generates our annual Revaluation Report which is used for both our asset replacement plan for the annual resolution amending the building plan and for insurance purposes.

Donna, Mary Beth, and Roberta have been incredibly busy with all of the ordering for our summer reading program. While it is very busy, it is also a fun time of year in our office as we see all the summer reading books and other giveaways coming in.

Laurie and Donna and I worked together to get pay rate increase notifications out to all staff before the start of the new fiscal year, and Donna also added the new pay rates to ADP so they were ready for payroll processing. These are time-consuming tasks and every year we double and triple check our numbers to be sure everything was calculated and entered accurately.

Brooke is taking a course on DIY Strategic Planning, which may help us determine a process for developing our next plan. The course focuses on three phases of planning:

1. LEARN - how to gather internal and external data that informs the process.
2. DREAM - designing board & staff retreat sessions to build plan elements collaboratively.
3. DO - bringing it all together with plan documents and transition to implementation.

Brooke also has worked with Pastor Kevin at St. Paul Lutheran Church to develop a plan for St. Paul to serve as a reunification site for us in the event of an event such as an active shooter or other emergency evacuation due to violence. Several years ago, we worked with the police to develop a plan based on the FBI's "Run, Hide, Fight" model. The procedure for "run" was to just run as far away from the threat as

you can to reach safety. The number of active shooter incidents since then have taught police that having everyone run in scattered directions makes it difficult to account for everyone after an incident, especially since many people are forced to leave things like cell phones and car keys behind. The Addison Police Department this year advised that we revise our policy by adding a designated reunification site. They felt the Village Hall and the D88 offices were too close, and they suggested St. Paul as a possible option that was a bit further away, but still close enough for people to easily reach. Brooke reached out and Pastor Kevin and his church were happy to work with us to develop a plan.

SUCCESS STORY – A Ukrainian patron was recently referred to our library by his home library (somewhere in the north suburbs). He has a couple home video VHS tapes in [PAL](#) format, and his home library only has an NTSC VHS player, which is the standard format used in the US. He drove to us to use our PAL digitizing equipment and was very thankful and complimentary that we offer this equipment so he could convert his tapes to a digital format and preserve his family videos from Ukraine.

PARADE – Early alert: The Addison/Medinah Shriners Parade is on Sunday, August 25 this year. The parade begins at 3:00 PM and is again following the route from Addison Trail High School, east down Army Trail Blvd, ending on Kennedy Drive right in front of the library. This year's theme celebrates Addison youth. The Addison Cowboys and Cheer Squad are this year's honorary Grand Marshals. After the parade, you can enjoy food and a free concert featuring "The Blooze Brothers"(a Blues Brothers tribute band) plus Pistol Pete, a Chicago Blues Guitarist, on the village green. We are planning to have a float again this year as well as our book bike, and we will also have walkers in our contingent who will be passing out books, candy and/or some form of APL-branded swag to parade goers. We welcome board members (& their families) to join us on the float or walking in front of it.



ADDISON
PUBLIC LIBRARY

ADULT SERVICES – APRIL 2024

SNAPSHOT

April equals summer reading prep in Adult Services! AS Specialists completed customized materials for each book, Ana has been diligently working on the craft element and Jodi has been developing the Spotify playlists. Even our Social Services duo of Yesenia and Narze helped by selecting the candies from around the world to accompany our books. It is a fun full department effort and we are excited to see the reactions from patrons when the program begins.



APL staff at the PLA conference

In April, Lesley and Sara were fortunate enough to attend the PLA conference in Columbus, Ohio! Along with several other staff members, they had the opportunity to attend sessions, network with other library staff and explore the exhibit hall. One of the sessions Lesley attended focused on Health Literacy and the Public Library. This session presented by the Network of the National Library of Medicine discussed how only 12% of the adult population has the health literacy to navigate the U.S. health system. Furthermore, minorities, immigrants and medicare/medicaid recipients are the most likely to lack health literacy. Fortunately, they did not just present issues, but also solutions! One way we can help combat this health literacy gap is to have a librarian certified as a Consumer Health Information Specialist. Angela will be taking on this endeavor here at APL and working closely with Yesenia to plan future health focused programs.

Following PLA, the eclipse was finally here! It was a fun filled afternoon at the library, with CE taking the lead on the viewing party, while AS and TS staff helped patrons create pinhole viewers and answer questions in preparation for big event that afternoon. Staff from all departments and patrons then ventured outside and took turns sharing eclipse glasses and experiencing this incredible experience as a community.



The Beatles were the other big hit in April! In collaboration with the Addison Historical Society, Jodi arranged The History of The Beatles in One Hour program. Despite being up against the historic Bear's draft number one draft pick, over 30 people attended!

Success Stories

A patron came to the Adult Services desk, she told Angela it was her first day in the library, and said, "I know nothing!" Angela reviewed many of the things she had access to with her library card. She was most interested in eBooks and came prepared with her Kindle. Angela helped her set up her Hoopla and Libby account and showed her how to deliver the books to her Kindle. She found the logins and email confirmations between all the apps and her Amazon account frustrating, so she appreciated the help. She was happy when she left knowing she had access to the catalog of eBooks instead of having to purchase them.

A patron that has been coming to the English reading circle and conversation group for the last couple of months asked to join Books and Bites. Ana explained that the book club could be too advanced for them, but it was up to their comfort level if they wanted to join. The patron told Ana that they feel most comfortable learning and practicing their English skills with the group at the library. The patron then registered for Books & Bites in May!

A patron Yesenia had been helping shared her and her baby were accepted into PADS housing. The paperwork Yesenia assisted was also approved, so their \$300+ court fees were waived. They were very excited and wanted to share the update!

CHILDREN'S SERVICES – APRIL 2024

SNAPSHOT

- We met with 2nd graders from two schools, Ardmore and Lake Park, for their annual field trip to the Addison Museum, Village Hall, and the library. The rest of the visits are scheduled for May. Students checked out the green roof, received a behind the scenes tour of Guest Services, and completed a craft activity. Major kudos to Alejandra and Betsi for putting together over 250 craft kits so we will have enough for all the visits!
- Parents as Teachers – Betsi met with Parents as Teachers, a group under the auspices of the Regional Office of Education that works with families with young children. She shared stories and songs about spring.
- Craft & Build – Debbie planned a variety of activities for children to do after April 19th's early dismissal lunch. She was able to convince both teens and younger children to give the activities a try; a kit using small sticker beads was very popular.
- Science Club for Littles – Brittany planned and implemented a new STEM program for younger children, and for this first session participants made their own Play-Doh.
- Celebrate Eid al-Fitr – We celebrated Eid al-Fitr with a story and Eid card craft activity. The reader was a local 6th grade student who read the story *The Night Before Eid*.
- Toddler Time – Maria presented her first solo session of Toddler Time and did an excellent job setting up the different play stations and selecting books for caregivers to share with their children.
- Head Start Craft Creations - At April's visit, one of the Head Start teachers showed Louise an "art wall" of craft activities students created with library kits dropped off previously. The teacher explained the children made the craft during a parent event and utilized different ways to create with the materials provided.
- The Spring Learning Challenge wrapped up on Apr. 30. We received 11 completed logs.



STATISTICS

Children's Programs: 30 programs, 689 participants (includes onsite and offsite programs)

Passive Programs: 5 passive programs; 367 participants | Appointments: 15 | Continuing Ed: 23.75 hours

Reference Questions: 201 | Scan/Fax Questions: 94 | Directional Questions: 136 | Teacher Resource Room: 10

Book Displays: Author of the Week (Opto), Siblings, Poet-Tree, Celebrate Eid al-Fitr, If You Like ... Captain Underpants.

COMMUNITY ENGAGEMENT MARCH 2024



ADDISON
PUBLIC LIBRARY

SNAPSHOT

The Community Engagement department put the “out” in outreach at:

- College of DuPage STEMcon – Claire, Patti & Gaby took circulating materials to show the library’s role in STEM.
- WorkNet DuPage’s Walk-in Resume Review Workshop – Matt served as one of the Resume Advisors.
- Metropolitan Family Services’ STEM night – Patti & Gaby demonstrated materials at the Addison Children’s Center and hosted a game of “Guess what’s under the microscope!”

In addition to these events:

- Gaby attended USA250 committee’s first meeting. This cross-agency committee will be working together to plan the community’s celebration of America’s 250th birthday.
- Matt showed a teen how to generate a list of local businesses on Reference Solutions. The young man is determined to win The Great Shake (ASD4 soft skills competition) and wanted to be as prepared as possible.
- Samantha attended the first installment of this year’s ILA Marketing Forum Mini-Marketing Conference: Navigating Through These Challenging Times. One of the takeaways will be applied to the upcoming July/August newsletter.



PROJECTS / COMMITTEES

Summer reading

- **Marketing materials:** Samantha has been hard at work on creating marketing materials for all the departments: reading logs, informational booklets, activity sheets, bookmarks, and more! She also assembled an interactive slideshow on addisonlibrary.org/summer-reading.
- **Collaboration & Support from local businesses:** Matt worked with 10 businesses in the community to provide incentives, whether it’s through coupons that will be included in every bag or a prize for the survey raffle.



STATISTICS

- The CE department participated in 5 outreach events & connected with 209 community members!
- Number of New Job Toolkits distributed: 23
- 24 one-on-one appointments with Job Seekers & Business Owners
- Business Library Accounts: 1 new library cards



From Top to Bottom: Matt assisting a teen patron use the Reference USA database, Parent using the model heart from the Library of Things to name all the parts – she’s a nurse!; Patti converting the child’s initials binary code (STEMcon); Claire using the Snapcircuit STEM Kit to demonstrate coding.



GUEST SERVICES – APRIL 2024

SNAPSHOT

No anniversaries were celebrated in Guest Services in April.

Eva completed 2 translations; she worked on these translations for a total of 2 hours 10 minutes in April.

Kathy attended PLA April 3-5. While learning from other libraries, one of the things she brought back was that a lot of what other libraries are doing APL is doing here in some form. APL has an EDISJ committee, APL has a Pronoun Working Group, APL recently had a monthly meet-up related to privacy just to name a few things APL is doing.

All Guest Services Associates are working on their Ready, Set, Advocate goals by working through the modules on ILA's website.

STATISTICS

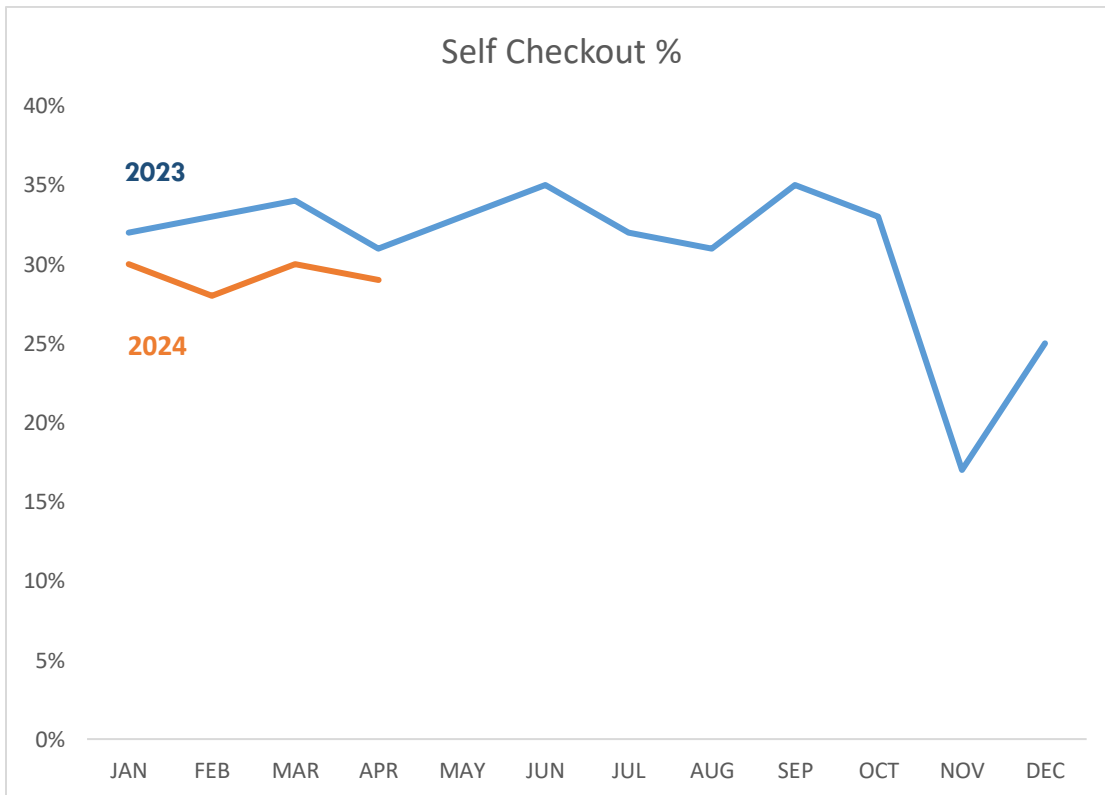
There were 3 curbside pick-ups in March.

4 items were found from the 13-Day Overdue List that was on shelf but were still checked out to the patrons.

There were 25 non-SWAN ILLs checked out in March.

2 non-SWAN reciprocal borrower cards were created.

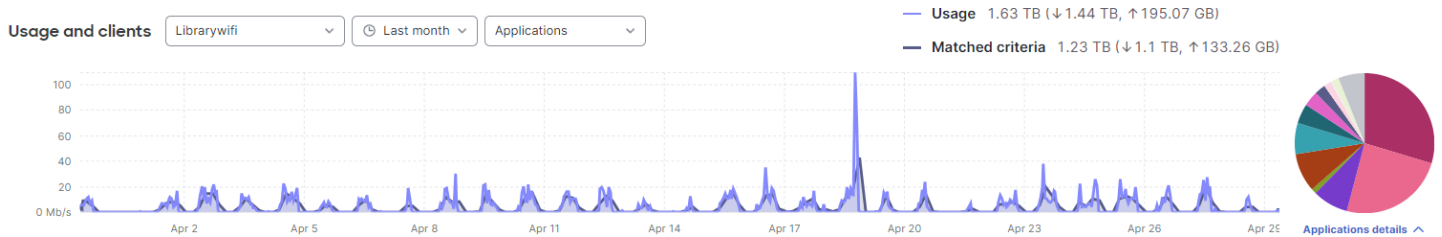
Guest Services staff completed 18.5 hours of continuing education this month.



IT SERVICES – April 2024

SNAPSHOT (Patron WiFi Traffic Analysis)

The Head of IT Services performed patron WiFi traffic analysis regarding the month of April to spot trends.



- 24.5% of patron WiFi traffic involved UDP (User Datagram Protocol), which is used across the Internet for time-sensitive transmissions such as messaging and gaming.
- 15.2% was associated with using online productivity apps, such as:
 - Microsoft (including OneDrive): 7.3%
 - Apple (including iCloud): 6%
 - Google: 1.9%
- 10% was attributed to watching videos, movies, and TV shows online. YouTube was the dominating player at 8.3%. The rest of the spectrum included: Netflix, Amazon Instant Video, Vimeo, Hulu, DailyMotion, BBC iPlayer, and Xfinity TV.
- 2.1% was about online music, with iTunes at 1.5% and Spotify, SoundCloud.com, and Pandora under 0.3% each.
- 2.3% were associated with software updates and secure sharing of large-sized files. Even though many patrons have Internet access at home, they still come to the library to take advantage of high-speed Internet connection.
- The rest 45.9% was attributed to a lot of miscellaneous websites, with the usage of each being less than 1%.

To further improve patron experience with online productivity apps and software update, plus video-watching and gaming, the library will become a Gigabit Library on July 1, 2024.

PROJECTS

The IT Services Associates

- Answered a total of 630 questions, averaging 21 questions per day. This was on par with March.
- 110 (out of 630) questions were asked and answered in Spanish, which was a 26% increase from March.

The Creative Services Coordinator

- Finalized a contract with Library Market, a vendor that provides a dynamic website with customized themes, for website design and development.

The IT System Administrator

- Responded to and resolved 27 IT tickets, which is a 35% increase from last month.
- Evaluated Bitwarden as a password manager for staff.
- Added 7 new laptops for patron hands-on programs.

The Head of IT Services

- Coordinated the selection of a Password Manager and an Audio Mixer, plus a firewall update.
- Coordinated the compilation of a checklist regarding the encryption status of library app data (in transit and at rest).



MATERIALS MANAGEMENT – APRIL 2024

SNAPSHOT

Welcome to Stef who joined the department as our new Collection Development Specialist!

Jenny, Karen, and Sue presented the State of the Collection 2024, which highlights collection stats and trends.

No ordering takes place in April (with a few exceptions) as we are wrapping things up due to the end of the fiscal year. New fund allocations must be made and clean-up reports have to be done to ensure a successful rollover for the new fiscal year budget.

PROJECTS

Sue worked on a re-classing project for all the books in jEASY ME ESTEEM category (with help from Children's Services) and about half of them have been moved elsewhere, including to the new ME IDENTITY and STORIES JUSTICE categories. Paul then updated the call numbers and replaced them with new labels.

Collection Development and Community Engagement began collaborating on an ongoing project where excess copies of books are withdrawn and given to the Friends of the Library for the lobby book sale shelves.

Sue pulled all the 2024 Monarch and Blue nominees and added a new temporary call number label jAWARD MONARCH 2025 and jAWARD BLUESTEM 2025.

Stef worked with Ana on a display Día de la Madre on the 2nd floor for the month of May.

Raghda created additional barcode labels for Library of Things cases, that will help Guest Services staff; Marilyn, Paul, and Eden have been working on the world language backlog, and most the books added in April were world language books such as Spanish and Polish.

Jenni pulled the new travel books with maps in the back off the new shelf so Karen could add pockets on the inside back cover. This will make it easier for patrons to view the maps without ripping the book apart. Priyanka also went through the new travel books, checking the maps and making sure maps were in pockets and had the barcode on them.

STATISTICS

MM staff completed **22.5** hours of CE.

MM staff added **1,949** items.

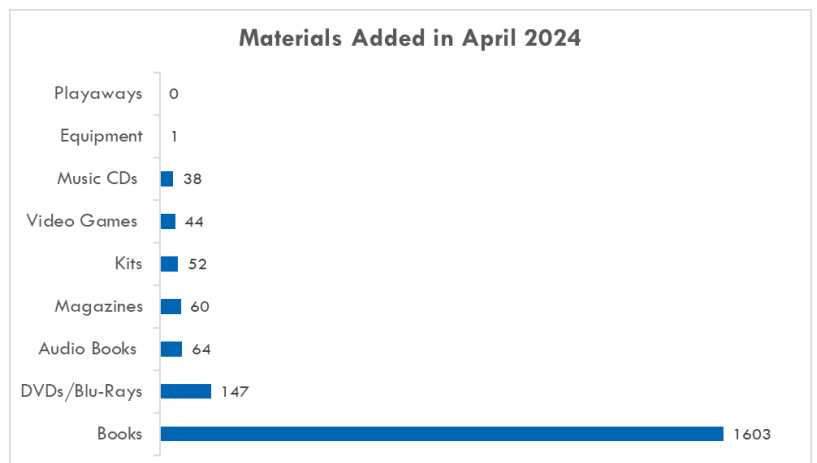
MM staff withdrew **468** items.

Library Aides shelved **311** carts.

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

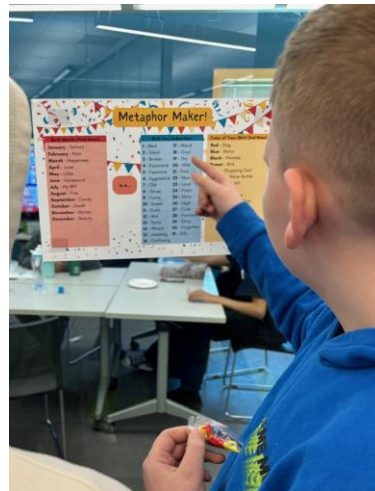
- Average time patrons had to wait for item to arrive through OCLC: **6.8** days.

APL sent **222** items to other libraries through interlibrary loan.



TEEN SERVICES – APRIL 2024

SNAPSHOT



Alé started a new Dungeons and Dragons group that is already a huge success. "DnD" is a roleplaying game, usually set in a fantastical world of elves and dragons and other kinds of magic. Along with developing a character, teens help drive the narrative and collectively tell an epic story. Many of the teens are new to the structure of "DnD," so Alé found ways to help them learn the rules of the game. Lots of participants built their characters in advance and Alé also designed a handful of characters for anyone to use if they wanted to join in at the last minute. To teach the basics of role playing, dice rolling, and fighting, Alé set the first three sessions in a magical lab, a kind of training arena, and filled it with interactable sections for players to investigate. After they got the basics down, Alé introduced the first true campaign. The teens are playing as a group of heroes hired to transport a magical suit of armor. Teens brought new friends to the library to participate and keep asking us when it's happening again. The picture above left shows participants enjoying a twist in the narrative.

April is Poetry Month and we celebrated with take-home poetry kits and weekly after school activities. For example, teens used the "Metaphor Maker" (pictured above center) to generate random similes or metaphors from their birthday and the color of their shirt. But once they were hooked, we challenged them to take it to the next level. We asked them to make their own metaphor or add to the metaphor with a line of explanation. The result was some great lines like, "Love is like an explosive marshmallow. It's messy." We finished up the month with a Poetry Slam for teens to share their own writing or perform. Above, a participant shares the prologue and first chapter to a fantasy novel about dragons with superpowers.

This month we wrapped up our Lunch Bunch clubs at Indian Trail. We asked the students why they came to the club and they told us that they liked the snacks and talking about books, but also how important it was to have a space where they didn't feel judged. As one student put it, "The thing I like about lunch bunch is that I can express my emotions and talk about books."

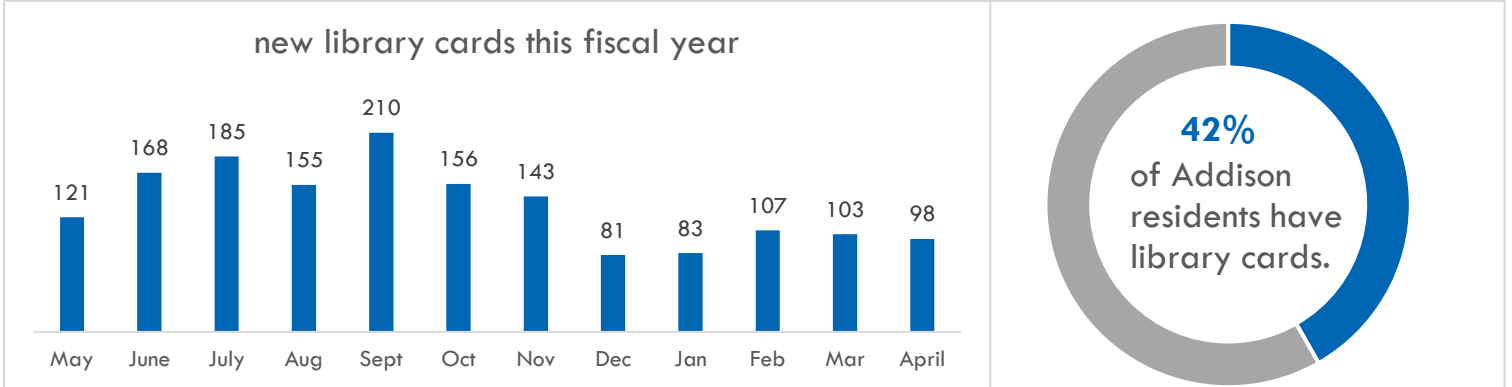
A patron that moved out of state a few years ago came back to see Courtney this month. They came to the library every day as a teen and always connected with Courtney through their shared love of gaming. He was excited to tell her about the notoriously difficult games he plays now that he is an adult. "It makes sense," he explained, "that I like those games, because you taught me to go after difficult challenges and keep with it 'till I beat it."

April 2024 Library Usage Report

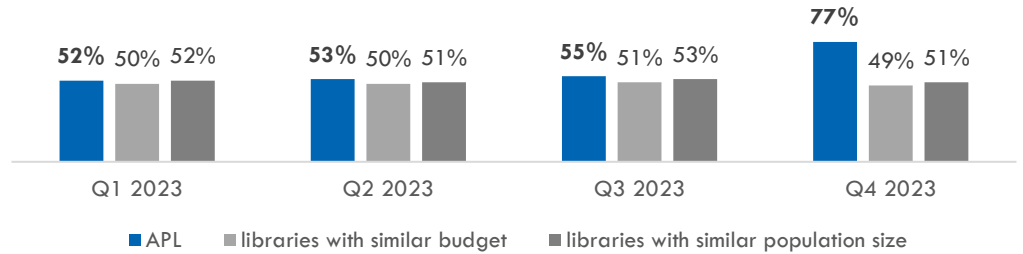


Library Cards

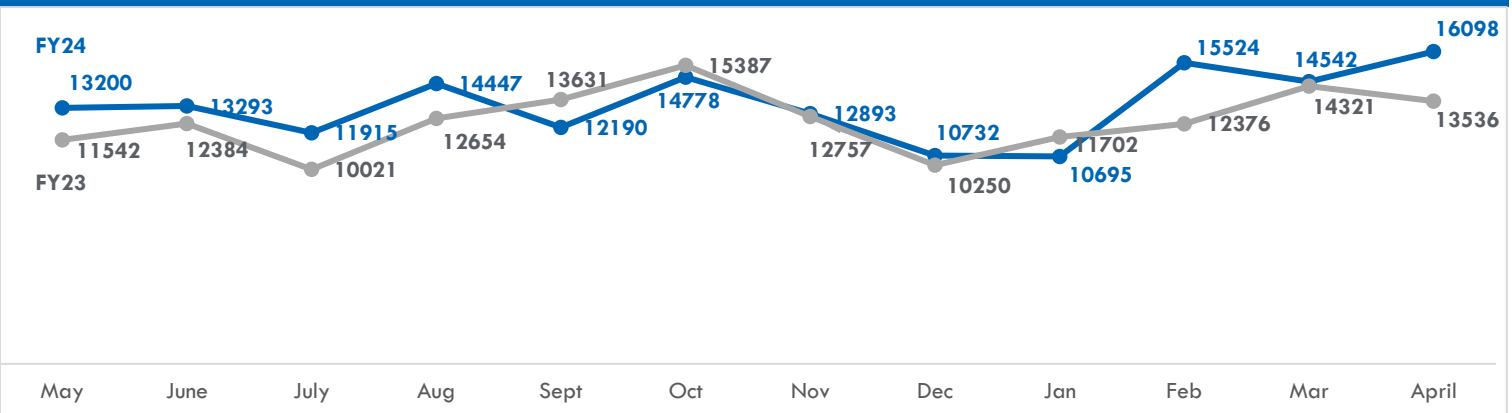
98 new library cards this month.



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

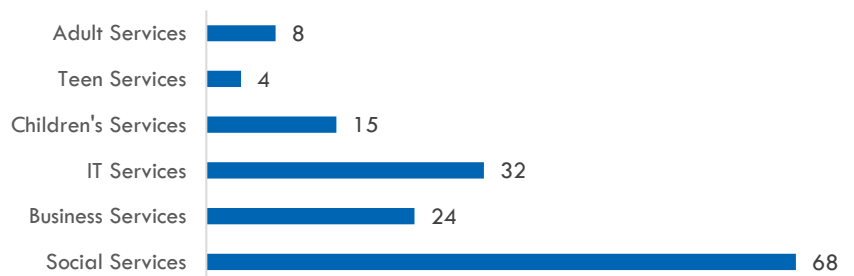


Library Visits



1-on-1 appointments

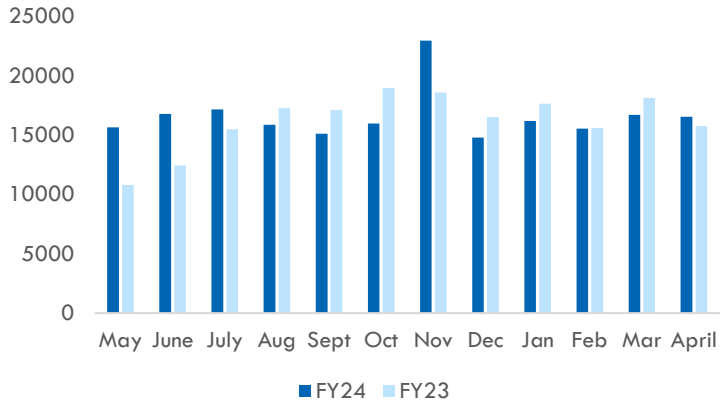
- 151 1-on-1 appointments
- 2061 computer logins
- 959 wifi sessions
- 66 large meeting room bookings
- 730 study room bookings
- 5 Creative Studio bookings
- 41 Sound Studio bookings



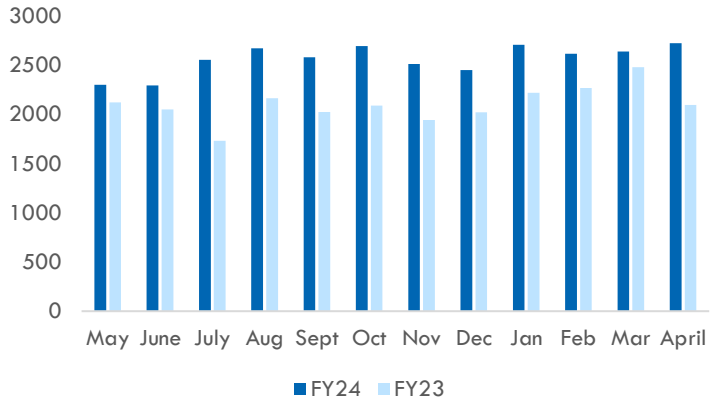
Circulation

19248 total checkouts this month.

physical item checkouts

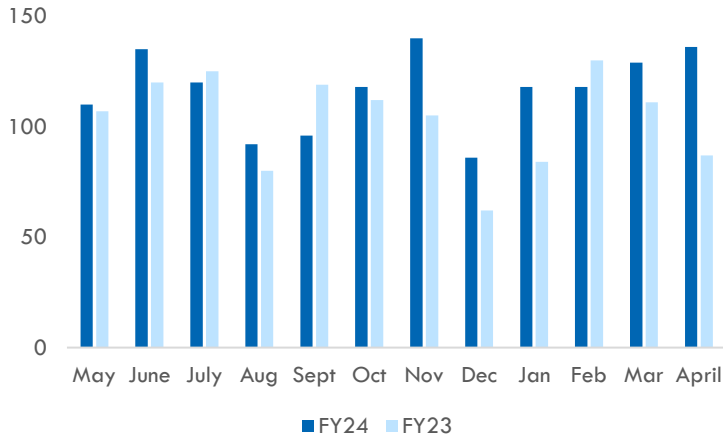


digital checkouts

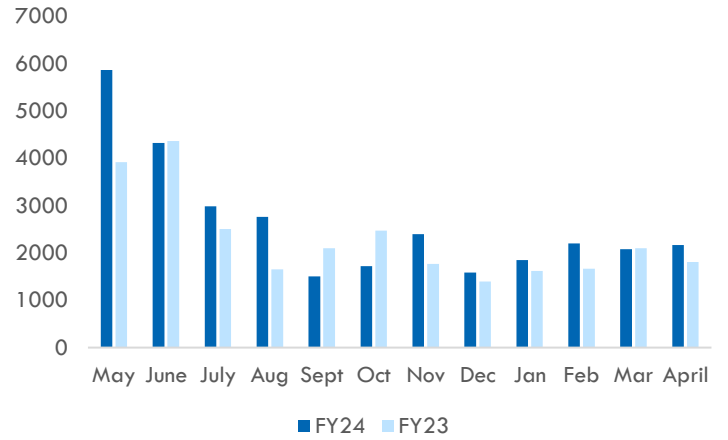


Programs & Outreach

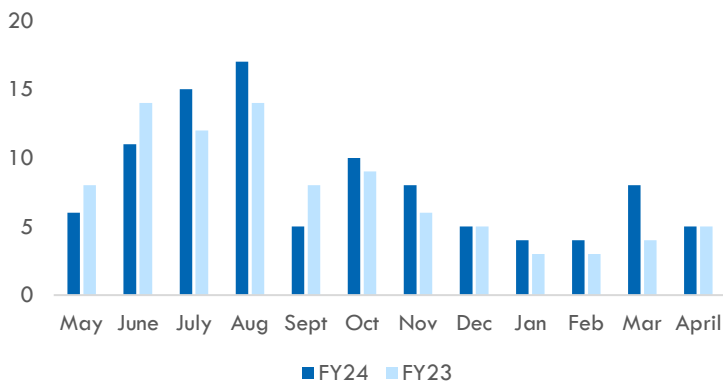
programs held



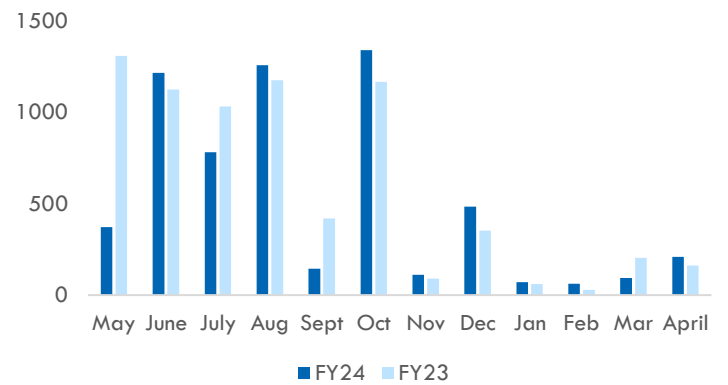
program attendees



outreach events held



people engaged at outreach events





2021-2024 Strategic Initiatives

Literacy

Patron Experience

Access + Equity

Sharing Our Story

Ultimate Impacts:

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

The Strategic Plan is mostly finished! We did not get all the activities finished, but they are all in progress. Activities that have been completed are often part of our routine workflow now and are embedded into procedures and expectations.

Progress on the Strategic Plan was an effort by staff across all levels and departments. **We completed 78 activities in 3 years!** Some were easier or smaller and some were big undertakings.

Access + Equity
30

Sharing Our Story
19

Patron Experience
18

Literacy
11

Below are the ones that have had the biggest impact on our organization:

- Develop tools to assist staff so APL uses an EDISJ-lens when seeking community partners, developing programs and services, and creating/reviewing policies and procedures.
- Develop policy, implement, and fund staff tuition reimbursement program.
- Identify new methods for sharing our story: ACTV appearances, new places to purchase ad space, re-engage library users that had been active users prior to 2020.
- Create an organizational culture statement including values and staff roles in contributing to our mission.
- Create systematic, ongoing training opportunities on EDISJ topics.
- Create and formalize best patron experience practices; use during onboarding; establish continuing education minimums for staff on patron experience.
- Staff will review, utilize, and implement the Illinois Learning Standards for English Language Arts to be incorporated in all children's programming.
- Offer adults a range of English-learning opportunities such as programs centering family literacy, short-term applicable skills classes, take home literacy kits and activities for the whole family.
- Offer Spanish-speaking adults programs to strengthen pre-9th grade education skills in Spanish language in preparation for GED en español preparatory courses.

The staff have also spent significant time on the building project (original expected completion date for construction was January 2024), which will have a positive impact on patrons to help us get closer to achieving our ultimate impacts once the project is completed.

STRATEGIC PLAN REPORT, FEBRUARY 2024 - APRIL 2024

Access + Equity

Activities in Progress

Activity	Progress	Expected Completion Date
Library will identify ways for programs and services to be inclusive for non-English speakers.	<ul style="list-style-type: none"> The Leadership Team has discussed this. We will experiment with marking programs and services that require little to no English language skills. 	Summer 2024
Create a community asset map.	<ul style="list-style-type: none"> A database has been created in Airtable. This information is not mapped. 	December 2024
The Library will identify a diverse list of local groups to market our community space and expand our equitable access to resources.	<ul style="list-style-type: none"> No progress 	December 2024
Remodel lobby to create a permanent welcome kiosk integrated with Guest Services; add drive-thru window for easier access.	<ul style="list-style-type: none"> Layout and design almost complete 	Construction begins January 2025

We completed 30 activities under the [Access + Equity](#) priority! Below are some highlights of what we've achieved.

- Conduct learning conversations with patrons to achieve sincere engagement.
- Develop tools to assist staff so APL uses an EDISJ-lens when seeking community partners, developing programs and services, and creating/reviewing policies and procedures.
- EDISJ staff committee will be formed and consist of staff from different departments. Committee tenure will be limited, and each new term will focus on a different aspect to support ongoing and new initiatives.
- Develop staff tuition reimbursement policy for Board approval.
- Staff will determine priorities for diversity audits and identify meaningful ways to use the results to educate staff and promote collections.
- Address offensive and outdated terms in the catalog (decolonizing).
- Identify and implement services and engagement opportunities to increase of/by instead of focusing on "for".
- We will develop library-wide standards for programming using the newly developed EDISJ tools.
- Use newly developed EDISJ tools to identify, promote (displays, lists, and RA interactions) #ownvoices authors; goal is 30% of titles on displays and lists will be #ownvoices.
- Identify ways to engage with "New to Addison" residents.
- The library will hire a consultant to review the website for ADA compliance and improved accessibility; best practices will be documented.
- Standardize a consistent bilingual social media presence by ensuring social media posts are available in English and Spanish.

STRATEGIC PLAN REPORT, FEBRUARY 2024 - APRIL 2024

Sharing Our Story

Activities in Progress

Activity	Progress	Expected Completion Date
Create an advocacy kit for partners relevant to their services with summary of APL services and how to use advocacy kit.	<ul style="list-style-type: none">No update	August 2024
Identify Library advocates and work with them intentionally on promoting the library.	<ul style="list-style-type: none">No update	August 2024

We completed 19 activities under the **Sharing our Story priority! Below are some highlights of what we've achieved.**

- Develop blog with content plan.
- Re-engage library users that have not used the library since March 2020, but had been using it prior.
- Investigate new ways for promotion to share our stories: potentially billboards, newspapers, TV on gas pumps, Marcus Cinema movie previews, etc.
- Share our Story on ACTV, not just interviews - share videos or promotional clips; show the library in action.
- Identify programs to record and show on ACTV.
- Set up recurring spots on ACTV.
- Develop a statistics dashboard that demonstrates community impact, success of org, maybe use Libraries Transform campaign.
- Use book bike as visual in community to start conversation so we can share our story. Pop up at locations around Addison to engage those people that need services but don't come to the library. Mini library branch: sign people up for library cards, circulate books, provide library information, and portable hotspot.

STRATEGIC PLAN REPORT, FEBRUARY 2024 - APRIL 2024

Patron Experience

Activities in Progress

Activity	Progress	Expected Completion Date
Conduct a privacy audit and use findings to improve standards for confidentiality.	<ul style="list-style-type: none"> All the action items from the audit will not be completed by April, but all action items will be scheduled for completion. An example is implementing a password manager for staff. 	Fall 2024
Identify methods, promote, and engage with the community on ways for them to share their stories (video, self-published print, etc.) including Board members on why they serve and how to become involved.	<ul style="list-style-type: none"> No progress 	December 2024
Work with architecture firm to assess and address staff spaces	<ul style="list-style-type: none"> Layout and design almost complete 	Construction begins January 2025
Assess and address public space concerns on 1st and 2nd floors.	<ul style="list-style-type: none"> Layout and design almost complete 	Construction begins January 2025

Activities completed this quarter.

- Identify and participate in CE that helps us focus outward (like Harwood or OF/BY/FOR).
- Create ways for patrons to discover and access patron-created content; promote this content.

We completed 18 activities under the Patron Experience priority! Below are some highlights of what we've achieved.

- Create an organizational culture statement including values and staff roles in contributing to our mission.
- Create systematic, ongoing training opportunities on EDISJ topics.
- Create and formalize best patron experience practices; use during onboarding; establish continuing education minimums for staff on patron experience.
- Identify and participate in CE that helps us focus outward (like Harwood or OF/BY/FOR)
- Investigate new ways to communicate with patrons such as text messaging notifications.
- Review job titles, job descriptions, roles, responsibilities, and organizational structure.
- Identify evaluation method for success and continuity of virtual, hybrid, and in-person programming and services.
- Develop systematic approach to gather, analyze, and act on feedback from patrons.
- Conduct a privacy audit and use findings to improve standards for confidentiality.
- Conduct the actual privacy audit.

STRATEGIC PLAN REPORT, FEBRUARY 2024 - APRIL 2024

Literacy

All Literacy activities are now complete.

We completed 11 activities under the Literacy priority! Below are some highlights of what we've achieved.

- Staff will review, utilize, and implement the Illinois Learning Standards for English Language Arts to be incorporated in all children's programming.
- Offer programs for children & teens that support heritage language skills.
- Offer adults a range of English-learning opportunities such as programs centering family literacy, short-term applicable skills classes, take home literacy kits and activities for the whole family.
- Offer Spanish-speaking adult programs to strengthen pre-9th grade education skills in Spanish language in preparation for GED en español preparatory courses.
- Staff will develop and implement programming that directly incorporates improving digital literacy skills, including the ability to evaluate and utilize online resources, understand basic technologies and their functions (including devices), and gain confidence with new technologies.
- Promote ways of connecting to reading and writing through non-traditional mediums like Wikipedia, fan fiction, zines, and social media.
- Identify additional activities to foster reading, digital, and information literacy skills.
- Assist patrons in achieving education and skills goals.
- Help residents understand the local education system (pre-k- h.s.) and the national education system (GED+).
- Increase patrons' information literacy skills.



Meetings with architects

- 4/25: staff team met PA+D to review where we left off in July 2023 and identify decisions that need to be made based on the revised scope.
- 5/9: staff team met with PA+D to review finishes that had been selected like flooring and color palette. PA+D brought some new ideas on what the children's area could look like.

These meetings are attended by the staff Building Project Team which includes managers from each department. The team consists of Mary, Brooke, Greg (Facilities), Jenny and Karen (Materials Management), Yabin (IT), Lesley (Adult), Gaby (Community Engagement), Elizabeth (Teen), Louise (Children's), and Kathy (Guest Services).

APL project work

- Updated layouts shared with staff, posted on 3rd floor bulletin board.
- Mary and Brooke are leading 4 staff monthly meet-up sessions on the building project; presentation created.
- The APL staff project team will be meeting every other week to discuss progress and come to consensus on feedback needed by PA+D.
- AMH Selection team starting again. Timeline of AMH selection and procurement will be shared at July Board meeting.

Overview of project timeline

- 5/23/24: PA+D will present the drawings to the Gunda Family and staff will share plans for the makerspace.
- June: review furniture, finish, and millwork selections.
- July: review design, continue to finalize details.
- **Late July – early August:** PA+D present updated pricing and project plans, renderings, furniture, and finishes to APL Board.
 - Does 7/30 or 8/6 work for a Special Board Meeting?
- September: PA+D finalizing drawings, working with FQC
- **October:** Board approves issue for bid
- **November:** Board receives recommendation to approve bids; Board votes on approval or next step
- January 2025: construction begins!

Upcoming Board tasks

- Review current art in building and determine which pieces to keep. Would you like this to be a committee meeting?
- Meet with Village Board to request approval of exterior modifications (drive-up window requires removal of part of patio, enlarging windows, changing book return).

FOL Meeting: May 15, 2024

Patti Gebala <pgebala@addisonlibrary.org>

Wed 2024-05-15 6:57 PM

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

Cc: Brooke Sievers <sievers@addisonlibrary.org>; Gaby Tafolla <tafolla@addisonlibrary.org>; Donna Quick <quick@addisonlibrary.org>

Hi Mary,

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

- With six board members present, quorum achieved.
- Minutes of the March 20, 2024 meeting were approved.
- The official treasurer's report was read and as of April, 2024 the balance is \$ 6,437.58; Continuous Book Sales for April \$56.00, YTD \$392.00
- Membership total paid is twenty.
- A \$600 funding request from Children Services for STEAM Fest 2024 supplies was approved.
- Thriftbooks earnings for \$172.57, YTD \$665.95
- Thanks to Children Services sharing a contact from the Polish School located at 330 E. Fullerton, The Friends were able to donate two boxes of Polish books.
- The Friends will continue to supply books this summer for the Rolling Reader Book Bike.
- Suggestions for increasing membership included The Friends doing a meet & greet at the APD Active Senior Club and future community events.
- Spring cleaning of the Free Little Libraries noted the Community Park location is in need of minor repairs.
- Calendar of FOL Meetings, held at 4PM, for the new fiscal year approved as follows:
 - July 17, 2024
 - September 18, 2024
 - November 20, 2024
 - January 15, 2025
 - March 19, 2025
 - May 21, 2025
- New Board Members elected:
 - Cindy Erickson, President
 - Carol Knauf, Vice President
 - Rose Coyle, Treasurer
 - Kitty Bystrom, Secretary
 - (Vacant), Membership
- The meeting adjourned at 5:04 PM, next meeting of The Friends is Wednesday, July 17, 2024 at 4PM.

Patti Gebala

Community Engagement Assistant



4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org



COMMITTEE APPOINTMENTS May 2024

The Board President should appoint Committee Chairs and one or more additional members to serve on the following committees:

1. **Finance** – primary duties include planning and development of the annual tax levy in the fall, and the budget and appropriation in late winter/spring.
2. **Facilities** – Primary function this year will be focused on the building renovation project.
3. **Policies** – Review of Board Bylaws and Board policies will be the focus for this year.
4. **Strategic Planning** – We are just wrapping up our current strategic plan and need to formulate a plan for developing a new one in the year ahead.

In accordance with Library policy, the Library Director will arrange for at least one staff member to serve on each committee and the Board President will serve as an ex-officio member of all committees.

The Board may want to consider making some committees function as committees of the whole, with all board members participating in one or more of the committees.

STRUCTURE & POLICY

The Hidden Ingredient of a High-Functioning Board

BY JOAN GARRY



Want more tips on creating a high-functioning board? Watch my free recorded workshop, **“Let’s Build the Nonprofit Board of Your Dreams!”** In it, I teach you how to fix a low-performing board. And it won’t even take that long!



A board meets and the central topic is finance – the organization faces serious financial challenges. The chair has been at the helm for a year or so and wants board meetings to be productive and has created an evaluation form. Excellent!

Evaluations are returned and one comment stands out. “Can’t we do better than Subway for lunch?”

Seriously?

Board meeting expenses, including meals, are usually line items in the organization’s budget. If an organization is struggling financially, every board member should feel lucky to have Subway sandwiches and frankly should have paid for the lunch themselves.

Not only do I wish I was not making this up but I had to **choose** from a mental library of dozens of outrageous board behaviors when writing this blog post.

Does this standalone story indicate board function overall? No. What does? Stay with me and I will tease it out.

But first, a quiz:

What is the hidden ingredient of a high-functioning board?

Let’s try multiple choice:

- A. A fantastic board chair
- B. A board that gives and gets lots of money
- C. A board that monitors finances closely and insists on a robust reserve
- D. Board meetings that start and end on time
- E. High-functioning committees

There are indeed many ingredients of a high-functioning board and it is possible that you selected option A, especially if you are a regular reader of mine.

You might *want* it to be option B – I get it – I spent a decade as an executive director and that certainly would make life easier for an executive director and any development staff.

There is some appeal to option C. Of course, you want the board to pay attention. But how close is close enough? And how robust is sufficient but not overkill? (I actually had a client with a \$2mm annual budget and a \$16mm reserve that was nearly impossible to tap into for investment and innovation! That is way too excessive.)

And what about option D? If you ask me, board members would like a bit more of and deserve a bit more respect. Option D is a basic demonstration of respect.

So that leaves us with option E.

High-functioning committees? Really? Yes, really. Before I explain why, first we have to define a high-functioning committee because I do not believe that we all have a shared definition.

WHAT ARE THE ELEMENTS OF A HIGH-FUNCTIONING COMMITTEE?

1. A Clear Charge

Why does this committee exist? Not only is the charge not clear for most committees, it is the *wrong* charge. Many folks on boards believe the charge of the Development Committee is to ensure that the organization hits its revenue targets. Some others think that when you are asked to be on this committee, you have to do all the fundraising. No, and no. The charge will clarify the *board's work* – work it can and should do independently of the staff.

2. Annual Goals

Good board members raise their hands to do important work. I promise you that is true. They also *need* something. They need to know what success looks like. Because (and here's a big headline of this blog post): *board members want to be successful!*

3. Accountability

If you have goals and know what success looks like, guess what? Board members know what they have to do to get an A! And folks interested in board service are accustomed to getting A's.

4. The Chance to Shine

Board members (and humans in general) need moments of appreciation. Providing a committee with the opportunity to strut their stuff at a board meeting is an opportunity to grab a bit of spotlight and appreciation from staff and fellow board members. *That puts gas in the tank!*

OK, I've kept you in suspense long enough. I've told you that high-functioning committees are the secret to a *high-functioning board*. Now you know the elements of a high-functioning committee – maybe the 'why' is getting just a bit clearer.

Allow me to spell it out.

WHY HIGH-FUNCTIONING COMMITTEES ARE THE HIDDEN INGREDIENT

1. They clarify the board's work.

It feels novel to suggest that the board has its own work but remember my *twin-engine jet* metaphor. The board engine has its own work to do that is separate and yet in partnership with the staff engine.

Example: The Finance Committee launches an initiative to ensure that all board members have some basic financial literacy – a goal in the service of a charge to ensure that all board members deliver on the responsibility of strong fiscal stewardship.

2. They help build a board leadership pipeline.

When a committee chair has great guidance, works with their committee to set a charge and goals, and engages with members to do their homework in advance of a board presentation, guess what? They are exercising the muscles necessary to lead the entire board.

3. They model great board engagement.

Why is it that so many board committees have attendance issues? It's not that your board members don't care. Maybe there are a few of those. But not the majority. Board members are more inclined to attend meetings when the goals are clear, when they can contribute, and when they understand what success looks like. A responsible board member shows up for class to ensure they nail that "A" grade.

4. They introduce and model accountability.

The great thing about this kind of model is that it uses the 'carrot' and not the 'stick'. The board presentation enables the committee to feel a real sense of accomplishment for a job well done because they have clearly defined the job.

5. They focus the board on its own work.

Remember my earlier comment about the development committee? A development committee does not exist to ensure that the organization hits its goals, but rather, to make sure that board members have the skills and tools to be five-star ambassadors, inviting more folks to know and do more for the organization.

It also serves a peer accountability role – a champion and catalyst to ensure that board members deliver on their responsibility to “increase financial resources.”

And so that charge can then lead to goals the board owns – overseeing an elevator pitch workshop at a board meeting or developing a simple annual fundraising plan in partnership with staff and taking responsibility for ensuring its completion.

TIME TO REVAMP YOUR COMMITTEES

One last suggestion: don't try to overhaul your committees all at once. Instead, during a 1:1 meeting (the co-pilot meeting), the two of you – the board and staff leader – identify the committee with the greatest chance of success.

Invest in that committee chair and head off to the races. Work with that committee chair to set the charge and then let them head off to set goals with committee members. The three of you review the goals, tweak them as necessary, and then the committee chair shares the charge and goals with the full board.

Other committee members will take notice and then you can lean in with the other committees.

I can't say it often enough: a high-functioning board has high-functioning committees that do their own work. They are not staff-driven. They have clear markers for success and are held accountable to those markers by reports and presentations that allow board members to feel valuable and appreciated for their contributions.

Doing good work, understanding what success looks like, and being appreciated for achieving that success – who doesn't want that?

Your most valuable volunteers sure do.

Want more tips on creating a high-functioning board? Watch my free recorded

workshop, “*Let’s Build the Nonprofit Board of Your Dreams!*” In it, I teach you how to fix a low-performing board. And it won’t even take that long!

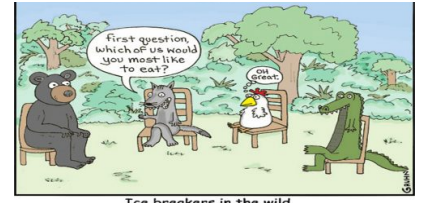
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About Joan Garry

Joan Garry is an internationally recognized champion for the nonprofit sector and a highly sought after executive coach for CEOs of some of the nation’s largest orgs. She is called upon by large organizations to tackle substantial change management / crisis management / leadership transitions requiring a compassionate truth-teller, a hands-on strategy advisor, a communications expert, and a focus on strong internal and external messaging. She is also the founder of the Nonprofit Leadership Lab.

[CONTACT ME](#)

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We are planning to host a Back-to-School Fair again this year that will include the distribution of free school supplies to local students. We had hoped that the Addison Kiwanis Club would be able to establish themselves as a 501 (c)(3) to coordinate the cash donations and spending for the supplies and potentially increase our potential to receive donations for this event. While they are willing to do so, we learned in late April that their 501(c)(3) status will not be available soon enough for this year's fair.

I would like to amend our working budget so that the Library can coordinate the purchasing of supplies. Other participating agencies would contribute funds toward the effort that we could receive as donations. We already have budget lines set up for this event for both revenue (10-47-3016) and expenditures (10-66-9945), but because I'd thought Kiwanis would be coordinating the funds this year, I did not include these budget lines in the working budget that was approved last month.

The specific changes I propose that we make are:

- Add \$8,800 to the revenue budget, with funds coming from the following sources:
 - \$1,500 – Prize money from the RUSA Award
 - \$300 – Stipend from Dominican University for hosting a social work internship for the 23/24 academic year.
 - \$5,000 – contribution from [APPLE](#) (Addison Partners for Play, Learning, & Education)
 - \$500 – contribution from the Addison Fire Protection District
 - \$500 – from Addison Kiwanis Club
 - \$1,000 – micro grant from the larger Kiwanis organization

- On the expenditures side, I would like to add \$11,800 to Back-to-School Fair budget line (10-66-9945), which represents the \$8800 in anticipated revenue detailed above and an additional \$3,000 already in the working budget for Teen and Children's programs.
 - \$2,000 to be shifted from TS Programs to the Back-to-School Fair budget line.
 - \$1,000 to be shifted from CS Programs to the Back-to-School Fair budget line.

There is no need to make any changes to the appropriation if these changes are approved for the working budget.

THE BOARD OF LIBRARY TRUSTEES OF
THE VILLAGE OF ADDISON
DU PAGE COUNTY, ILLINOIS

RESOLUTION NO. 2024/2025-001

**RESOLUTION AMENDING BUILDING PLAN, PROVIDING FOR
ACCUMULATION OF FUNDS, AND AUTHORIZING EXPENDITURE
FROM RESERVE FUNDS FOR BUILDING PURPOSES**

WHEREAS, 75 ILCS 5/5-8 authorizes any public library organized under the Illinois Local Library Act to accumulate and set apart, as reserve funds, the unexpended balances of the proceeds annually received from taxes not to exceed the statutory limits for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental and repair of buildings acquired for library purposes, and for planned or emergency repairs and alterations of library buildings and equipment, provided:

(a) The Board of Library Trustees, in its annual appropriation determination to the corporate authorities specifies that a specific fund is to be or is being accumulated for this purpose; and

(b) Further, that the library has resolved to develop and adopt a plan or plans pursuant to Article 5 of the Illinois Local Library Act; and

(c) Further, that the library has developed a plan in general form within two (2) years of the adoption of the resolution establishing said special reserve funds; and

WHEREAS, this board has previously resolved to adopt a plan or plans pursuant to Article 5 and has, in fact, adopted such a plan and has annually in its appropriation determination to the corporate authorities specified that said fund is being accumulated for the purposes authorized by statute; and

WHEREAS, this board has developed in general form, an amended building plan based upon an asset replacement schedule, reserving the right to alter or amend said plan as circumstances may require and as the board may determine from time to time; and

WHEREAS, the board has determined that expansion of the facility and replacement of such assets as computers may be necessary, has reviewed an updated asset replacement schedule, and has otherwise evaluated needs for which reserve money may be expended;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Village of Addison, DuPage County, Illinois, as follows:

1. The Board of Library Trustees hereby determines that the amended building plan shall be as follows, with the estimated costs as set forth herein:

A.	<u>Asset Replacement</u>	
	Per attached schedule	\$14,763,187.00
B.	FY24/25 <u>Renovation Project</u>	\$10,000,000.00
	Total	\$24,763,187.00

2. To the extent that funds are not expended for the purposes set forth above, they shall continue to be accumulated in the Special Reserve Fund and available for expenditure in accordance with further resolution of this board, subject to the approval of the corporate authorities.

3. All expenditures to be made from this fund shall be made in compliance with the procedures set forth in Article 5 of the Local Library Act, and this resolution shall constitute the preparation of the amended building plan and the estimate of cost thereof.

4. The board hereby reserves the right to continue to reserve funds pursuant to 75 ILCS 5/5-8 without making any expenditures until such time as the board determines the specific expenditures to be appropriate and pursuant to compliance with Article 5 procedures; to alter or amend the plan as circumstances may require from time to time; and in any event, to make emergency expenditures from the fund for repair of the existing library building or its equipment.

5. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED by the Board of Library Trustees of the Village of Addison, DuPage County, Illinois, on the 21st day of May, 2024, by a vote of:

AYES:

NAYS:

ABSTAIN:

APPROVED:

President, the Board of Library
Trustees of the Village of Addison,
DuPage County, Illinois

ATTEST:

Secretary

Addison Public Library
Addison, IL

Revaluation Report

Property Inventory and Cost Accounting Report

Accounting Cost Record
As of 04/30/2024

Reference Number: E3-1308
IAC Revaluation Number: 0-039-700



Two Gateway Center
603 Stanwix Street, Suite 1450
Pittsburgh, Pennsylvania 15222
800-245-2718 / 412-227-3736 FAX
<https://www.indappr.com>



Addison Public Library
Addison, IL

The Industrial Appraisal Company is pleased to submit the updated Property Inventory and Accounting Cost Record Report for the properties associated with Addison Public Library.

This update includes property classifications of land, site improvements and property in the open, buildings, furnishings, machinery and equipment in varying sub-asset classes.

Acquisition Cost as reflected in this report is intended to be the original cost of the asset as of the date of the construction or installation

Depreciation applies to all assets over the cut-off value assigned by the client, and is calculated up to the current valuation date.

Although capitalized, land costs have not been depreciated. All property in the open at each location is capitalized and depreciated as exhaustible assets for accounting purposes.

The costing and depreciation analysis applies to assets exceeding the 1000 unit Acquisition Cost threshold.

Depreciation has been calculated as of April 30, 2024 on a straight line current basis, utilizing the half-year convention.

The complete report is comprised of the following sections:

- **Index** of building codes, floor and room codes assigned to each building, asset code listing, and department codes if applicable.
- A fixed asset **Detail** of Values reflected by building/location with applicable indexes categorizing asset and location coding; all descriptions of assets will appear in this report, but items under the cutoff of 1000 will be suppressed.
- A detailed listing of fixed asset items **Acquired** and **Deleted** during the current valuation year.
- A **Recaps Summaries Section** reflecting recapitulation separated by buildings.



Industrial Appraisal Company

Addison Public Library
Addison, IL

Revaluation Building Index

Accounting Data: 04/30/2024
Cutoff \$1000

BLDG NO	BUILDING NAME	ADDRESS
0101	Library	4 Friendship Plaza, Addison, IL 60101
0199	Library PITO	4 Friendship Plaza, Addison, IL 60101



Industrial Appraisal Company

Addison Public Library
Addison, IL

Revaluation Asset Class Codes

Valuation Date: 04/30/2024
Cutoff \$1000

Class Code	Asset Class
002	INSURABLE SITE IMPROVEMENTS
003	BUILDINGS
021	DETAILED PERMANENT FIXTURES
022	NON INSURABLE SITE IMPROVEMENTS
030	MACHINERY/SHOP EQUIPMENT
038	EQUIPMENT
044	OFFICE MACHINES & DEVICES
045	AUDIO VISUAL EQUIPMENT
046	EDP EQUIPMENT
047	TELEPHONE SYSTEM
049	MEDICAL/HOSPITAL EQUIPMENT
067	LEASED EQUIPMENT
072	MAINTENANCE EQUIPMENT
080	BOOKS & PERIODICALS 'OV'



Industrial Appraisal Company

Room Index

Addison Public Library
Addison, IL

Accounting Data: 04/30/2024
Cutoff \$1000

Room Code	Building Number	Room Description
9000	0101	BUILDING AND GROUNDS ROOM
9001	0101	ELECTRICAL ROOM
9002	0101	OUTDOOR STORAGE ROOM
9003	0101	PROGRAM ROOM
9004	0101	ROOM #P-11
9005	0101	STORAGE ROOM
9006	0101	STAFF WORKROOM
9007	0101	CHILDS AREA
9008	0101	STUDY SEATING AREA
9009	0101	COMPUTER AREA
9010	0101	CHILDS HELP DESK AREA
9011	0101	NON-FICTION AREA
9012	0101	LOBBY
9013	0101	HR COORDINATORS OFFICE
9014	0101	ROOM #S-11
9015	0101	ROOM #S-12
9016	0101	NEW LENDING ROOM
9017	0101	CAFETERIA
9018	0101	TEEN SERVICES COORDINATOR
9019	0101	ADULT DESK AREA
9020	0101	OPEN STUDY AREA
9021	0101	FICTION AREA
9022	0101	TECH HELP AREA
9023	0101	TEEN COLLECTION AREA
9024	0101	COMPUTER AREA
9025	0101	ROOM #S-21
9026	0101	ROOM #S-22
9027	0101	ROOM #S-23
9028	0101	ROOM #S-24
9029	0101	ROOM #S-25
9030	0101	ROOM #S-26



Industrial Appraisal Company

Addison Public Library
Addison, IL

Room Index

Accounting Data: 04/30/2024
Cutoff \$1000

Room Code	Building Number	Room Description
9031	0101	STAFF WORKROOM
9032	0101	TEEN BREAKROOM
9033	0101	MEDIA LAB
9034	0101	ROOM #S-20
9035	0101	ROOM #P-26
9036	0101	SILENT ZONE
9037	0101	NON-FICTION AREA
9038	0101	AUDIO-VISUAL COLLECTION AREA
9039	0101	NEW BOOKS AREA
9040	0101	DIRECTORS OFFICE
9041	0101	STORAGE ROOM
9042	0101	BUSINESS ASSISTANTS OFFICE
9043	0101	ADMIN. RECEPTION AREA
9044	0101	LOBBY
9045	0101	ROOM #P-300
9046	0101	STAFF BREAKROOM
9047	0101	IT OFFICE
9048	0101	GRAPHIC ARTS AREA
9049	0101	MGMT/STAFF WORKROOM
9050	0101	STAFF WORKROOM
9051	0101	MECHANICAL ROOM
9052	0101	THROUGHOUT
9000	0199	PROPERTY IN THE OPEN



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							MO	YR			
0101						<u>LIBRARY</u>					
0101			003	1	1	CONSTRUCTION COST EST		2008	\$13,120,685	\$5,412,283	\$328,017
0101		9052				<u>THROUGHOUT</u>					
0101	T	9052	002	227	1	SIGNAGE FOR NEW BUILDING MFG:		2008	\$72,910	\$72,910	
0101	T	9052	021	218	1	LED LIGHTING UPGRADE MODEL:		2018	\$78,416	\$72,815	\$11,202
0101	T	9052	030	900004	1	VALVE ACTUATOR FOR AHU1 COLLING VALVE		2024	\$1,085	\$36	\$36
0101	T	9052	038	2	1	SURVEILLANCE SYSTEM, WITH 12 CAMERAS		2015	\$17,863	\$11,313	\$1,191
0101	T	9052	038	235	1	BARRIER SHIELDS 1ST/2ND FLOORS MFG: MODEL:		2020	\$12,074	\$5,433	\$1,207
0101	T	9052	038	900005	1	INTELLIGENT DUAL READER CONTROLLER SERIAL: LNL-X2220		2024	\$2,992	\$100	\$100
0101	T	9052	045	900000	1	TOUCH-SCREEN DIGITAL AUDIO MIXER WITH 16 MIS/LINE INPUTS, 2 STEREO INPUTS, 4 EFFECOTS, 6 MONO AUX SEN SERIAL: 19CN2345800129		2024	\$1,699	\$142	\$142
0101	T	9052	046	3	1	COMPUTER NETWORK SYSTEM CONSISTING OF HUBS, ROUTERS, SWITCHES, RACKS, WIRING, CONNECTIONS, WITH 146 COMPUTERS, ETC.		2020	\$318,105	\$286,295	\$63,621
0101	T	9052	046	900001	11	MERAKI MR46 802.22AX 3.50 GBIT/S WIRELESS ACCESS POINT - 2.40 GHZ, 5 GHZ - MIMO TECHNOLOGY		2024			
0101	T	9052	046	900002	3	OPTIPLEX MICRO (7010) MFG: DELL		2024			
0101	T	9052	046	900003	2	OPTIPLEX MIRCO (7010) MFG: DELL		2024			



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							MO	YR			
0101	T	9052	080	5	1	LOT OF LIBRARY VOLUMES	2010	7			
0101		9000				BUILDING AND GROUNDS ROOM					
0101	1	9000	038	226	1	NETWORK VIDEO RECORDER (AXIS) MFG:	2022	4	\$8,326	\$5,204	\$2,082
						MODEL:					
0101	1	9000	038	6	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9000	038	7	1	METAL/FORMICA L-SHAPE DESK UNIT, WITH OVERHEAD STORAGE AND LIGHTING	2008	15			
0101	1	9000	045	213	1	NETWORK VIDEO RECORDER COMPUTER (PLUS AXIS CAMERAS) MFG: DELL SERIAL: 32XV0S2	2022	4	\$8,326	\$5,204	\$2,082
0101	1	9000	046	8	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	1	9000	067	9	1	POSTBASE POSTAGE MACHINE MFG: F-P					
0101	1	9000	072	10	1	FLOOR MACHINE MFG: TENNANT/NO MODEL: V-WA-30 SERIAL: 900745-10538387	2008	15	\$2,136	\$2,136	
0101	1	9000	072	11	1	PERSONNEL LIFT MFG: GENIE MODEL: AWP-30S	2015	15	\$8,187	\$5,185	\$546
0101		9001				ELECTRICAL ROOM					
0101	1	9001	038	12	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2010	15			
0101	1	9001	046	13	2	UPS MFG: APC	2020	5	\$2,179	\$1,961	\$436



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							MO	YR			
0101	1	9001	046	203	1	24-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN79HL20WW	2022	5	\$2,350	\$1,175	\$470
0101	1	9001	046	209	1	48-PORT SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN86HL10DG	2019	5	\$1,714	\$1,714	\$171
0101	1	9001	046	210	1	48-PORT SWITCH MFG: ARUBA MODEL: 2930F SERIAL: TW93K901D8	2017	5	\$5,298	\$5,298	
0101	1	9001	046	211	1	48-PORT SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN82K900JD	2017	5	\$5,298	\$5,298	
0101		9002				OUTDOOR STORAGE ROOM					
0101	1	9002	038	14	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2010	15			
0101	1	9002	038	220	1	SEESNAKE REEL CAMERA SYSTEMS MFG: MODEL:	2021	10	\$3,059	\$1,071	\$306
0101	1	9002	038	221	1	DRAIN CLEAN MACHINE K-50-9/5900 MFG: MODEL:	2012	7	\$1,546	\$1,546	
0101		9003				PROGRAM ROOM					
0101	1	9003	038	15	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9003	038	16	1	LOT OF MISCELLANEOUS MINOR HOUSEHOLD EQUIPMENT	2010	15			
0101	1	9003	045	17	1	LOT MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2010	6			



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							MO	YR			
0101		9004				ROOM #P-11					
0101	1	9004	038	18	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9004	045	19	1	LOT OF MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2015	6			
0101		9005				STORAGE ROOM					
0101	1	9005	038	20	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2010	15			
0101	1	9005	038	21	1	WOOD/METAL BOOKCASE	2010	15			
0101		9006				STAFF WORKROOM					
0101	1	9006	038	189	1	3M RFID HANDHELD WAND MFG: 3M MODEL: 803 SERIAL: 80301969	2012	5	\$5,299	\$5,299	
0101	1	9006	038	22	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9006	038	23	2	METAL/FORMICA U-SHAPE DESK UNITS, 18 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$2,331	\$2,331	
0101	1	9006	046	24	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	1	9006	067	25	1	BIZHUB COPIER MFG: KONICA/MIN MODEL: C558 SERIAL: A79K011021481	2019	7	\$6,980	\$5,484	\$997
0101		9007				CHILDS AREA					
0101	1	9007	038	215	1	"GRAND OPENINGS" ART BY GREG GOVE MFG: MODEL: SERIAL:	2008	5	\$100,000	\$100,000	
0101	1	9007	038	26	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2010	15			



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							MO	YR			
0101	1	9007	038	27	3	METAL/WOOD BOOKCASES, 21 LINEAL FEET X 2 X 3	2010	15	\$6,543	\$6,325	\$436
0101	1	9007	038	28	1	METAL/WOOD BOOKCASE, 6 LINEAL FEET X 2 X 3	2010	15			
0101	1	9007	038	29	1	METAL/WOOD BOOKCASE, 30 LINEAL FEET X 2 X 3	2010	15	\$3,116	\$3,012	\$208
0101	1	9007	038	30	1	METAL/WOOD BOOKCASE, 27 LINEAL FEET X 2 X 3	2010	15	\$2,804	\$2,711	\$187
0101	1	9007	038	31	3	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 3	2010	15	\$5,608	\$5,421	\$374
0101	1	9007	038	32	2	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 5	2008	15	\$4,661	\$4,661	
0101	1	9007	038	33	3	METAL/WOOD BOOKCASES, 24 LINEAL FEET X 2 X 5	2008	15	\$9,323	\$9,323	
0101	1	9007	038	34	3	METAL BOOK CARTS, 6 X 2 X 4, CASTER BASE	2008	15			
0101	1	9007	046	35	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9008				STUDY SEATING AREA					
0101	1	9008	038	36	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9008	046	37	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9009				COMPUTER AREA					
0101	1	9009	038	38	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2010	15			
0101	1	9009	046	240	1	PAY STATION MFG: TBS	2014	5	\$1,595	\$1,595	
						MODEL: TBS9900-CB					
						SERIAL: S037559					
0101	1	9009	046	39	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	1	9009	046	40	1	PAY STATION MFG: TBS	2014	5	\$1,595	\$1,595	
						MODEL: TBS9900-CB					
						SERIAL: S039665					



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							MO	YR			
0101		9010				<u>CHILDS HELP DESK AREA</u>					
0101	1	9010	038	237	1	SCULPTURE (OF ZOE) MFG:	2002	75	\$12,000	\$3,600	\$160
						MODEL:					
0101	1	9010	038	41	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9010	038	42	1	WOOD/FORMICA CIRCULATION DESK, 14 LINEAL FEET	2008	15	\$3,625	\$3,625	
0101	1	9010	044	195	1	COLOR LASERJET PRINTER MFG: HP	2017	4	\$2,551	\$2,551	
						MODEL: M750DN					
						SERIAL: CNDCK3V1JH					
0101	1	9010	046	199	1	SCANEZ TOUCHSCREEN COMPUTER MFG: TBS	2021	4	\$2,065	\$1,807	\$516
						SERIAL: Y212B16105000121055					
0101	1	9010	046	212	1	AWE LEARNING EARLY LITERACY COMPUTER STATION MFG: DELL	2018	4	\$3,150	\$3,150	
						SERIAL: J8FBMR2					
0101	1	9010	046	43	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9011				<u>NON-FICTION AREA</u>					
0101	1	9011	038	44	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9011	038	45	2	METAL/WOOD BOOKCASES, 15 LINEAL FEET X 2 X 6	2008	15	\$4,370	\$4,370	
0101	1	9011	038	46	4	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 6	2008	15	\$10,488	\$10,488	
0101	1	9011	038	47	2	METAL/WOOD BOOKCASES, 24 LINEAL FEET X 2 X 6	2008	15	\$6,992	\$6,992	
0101	1	9011	038	48	3	METAL/WOOD BOOKCASES, 9 LINEAL FEET X 2 X 6	2008	15	\$3,933	\$3,933	
0101	1	9011	046	49	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			



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								MO	YR			
0101		9012		<u>LOBBY</u>								
0101	1	9012	038	181	1	1	SELF-CHECK MODEL: 1000 SERIAL: B96920	2021	7	\$9,799	\$4,900	\$1,400
0101	1	9012	038	217	1	1	ENTRANCE MATS PEDITRED FRAME MFG:	2020	10	\$8,051	\$3,623	\$805
0101	1	9012	038	228	1	1	DEDICATION PLAQUE MFG:	2008	50	\$2,998	\$989	\$60
0101	1	9012	038	229	1	1	FRIENDS' DONOR PLAQUE MFG:	2010	30	\$2,300	\$1,112	\$77
0101	1	9012	038	236	1	1	MOBILE KIOSK MFG:	2020	5	\$3,698	\$3,328	\$739
0101	1	9012	038	50	1	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9012	038	51	1	1	BOOK DETECTION SYSTEM (W/ RFID) MFG: 3M	2012	7	\$40,475	\$40,475	
0101	1	9012	046	185	1	1	STAFF WORKSTATIONS W/ RFID MFG: 3M	2014	5	\$3,609	\$3,609	
0101	1	9012	046	186	1	1	STAFF WORKSTATIONS W/ RFID MFG: 3M	2015	5	\$2,754	\$2,754	
							MODEL: 895 SERIAL: P1212626					
							MODEL: 895 SERIAL: P1212475					



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							MO	YR			
0101	1	9012	046	187	1	STAFF WORKSTATIONS W/ RFID MFG: 3M MODEL: 895 SERIAL: P1212476	2015	5	\$2,754	\$2,754	
0101	1	9012	046	188	1	STAFF WORKSTATIONS W/ RFID MFG: 3M MODEL: 895 SERIAL: P1212477	2015	5	\$2,754	\$2,754	
0101		9013				<u>HR COORDINATORS OFFICE</u>					
0101	1	9013	038	219	1	HAWARTH WORKSTATION DESK MFG: HAWARTH MODEL:	2020	20	\$3,068	\$690	\$153
0101	1	9013	038	53	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9013	046	55	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9014				<u>ROOM #S-11</u>					
0101	1	9014	038	56	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101		9015				<u>ROOM #S-12</u>					
0101	1	9015	038	57	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101		9016				<u>NEW LENDING ROOM</u>					
0101	1	9016	038	58	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9016	038	59	1	METAL/FORMICA U-SHAPE DESK UNIT, 12 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15			
0101	1	9016	038	60	1	AMH MFG: 3M SERIAL: 28550051	2012	15	\$212,251	\$176,876	\$14,150
0101	1	9016	046	61	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			



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							MO	YR			
0101		9017				CAFETERIA					
0101	1	9017	038	230	1	REACH IN REFRIGERATOR MFG: MODEL:	2008	6	\$3,264	\$3,264	
0101	1	9017	038	231	1	SELF-SERVICE MERCHANDISER MFG: MODEL:	2008	6	\$7,938	\$7,938	
0101	1	9017	038	232	1	ELECTRIC OVEN MFG: MODEL:	2008	6	\$2,481	\$2,481	
0101	1	9017	038	233	1	CAPPUCCIO MACHINE MFG: MODEL:	2008	3	\$2,200	\$2,200	
0101	1	9017	038	234	1	4 TABLES AND CHAIRS FOR OUTSIDE PATIO MFG: MODEL:	2010	7	\$2,820	\$2,820	
0101	1	9017	038	62	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT MFG: MODEL:	2008	15			
0101		9023				TEEN COLLECTION AREA					
0101	1	9023	038	63	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	1	9023	038	64	6	METAL/WOOD BOOKCASES, 15 LINEAL FEET X 2 X 7	2008	15	\$17,480	\$17,480	
0101	1	9023	046	65	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9052				THROUGHOUT					
0101	1	9052	038	214	1	EXTERIOR BIKE RAKE CAMERA	2021	3	\$4,127	\$4,127	\$688
0101		9018				TEEN SERVICES COORDINATOR					
0101	2	9018	038	66	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9018	046	67	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			



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							MO	YR			
0101		9019				ADULT DESK AREA					
0101	2	9019	038	182	1	SELF-CHECK MODEL: 1000 SERIAL: B96919	2021	7	\$9,799	\$4,900	\$1,400
0101	2	9019	038	68	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9019	046	69	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	2	9019	046	70	1	SELF-CHECKOUT KIOSK MFG: BIBLIOTHEC MODEL: 1000 SERIAL: B96919	2015	5	\$6,192	\$6,192	
0101		9020				OPEN STUDY AREA					
0101	2	9020	038	71	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9020	038	72	2	METAL/WOOD BOOKCASES, 6 LINEAL FEET X 2 X 7	2008	15	\$2,331	\$2,331	
0101	2	9020	038	73	2	METAL/WOOD BOOKCASES, 9 LINEAL FEET X 2 X 7	2008	15	\$3,496	\$3,496	
0101		9021				FICTION AREA					
0101	2	9021	038	74	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9021	038	75	2	METAL/WOOD BOOKCASES, 21 LINEAL FEET X 2 X 7	2008	15	\$8,157	\$8,157	
0101	2	9021	038	76	3	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 7	2008	15	\$10,488	\$10,488	
0101	2	9021	038	77	6	METAL/WOOD BOOKCASES, 15 LINEAL FEET X 2 X 7	2008	15	\$17,480	\$17,480	
0101	2	9021	046	78	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9022				TECH HELP AREA					
0101	2	9022	038	79	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			



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							MO	YR			
0101	2	9022	044	196	1	COLOR LASERJET PRINTER MFG: HP MODEL: M750DN SERIAL: CNDCK7LONN	2017	4	\$2,551	\$2,551	
0101	2	9022	044	197	1	COLOR LASERJET PRINTER MFG: HP MODEL: M750DN SERIAL: CNFCLBH368	2017	4	\$2,551	\$2,551	
0101	2	9022	046	198	1	SCANEZ TOUCHSCREEN COMPUTER MFG: TBS SERIAL: Y212B16105000121051	2021	4	\$2,065	\$1,807	\$516
0101	2	9022	046	241	1	PAY STATION MFG: TBS MODEL: TBS9900-CB SERIAL: S037558	2015	5	\$1,595	\$1,595	
0101	2	9022	046	80	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	2	9022	046	81	1	PAY STATIONS MFG: TBS MODEL: TBS9900-CB SERIAL: S037558	2015	5	\$1,595	\$1,595	
0101	2	9022	046	82	1	PAY STATIONS MFG: TBS MODEL: TBS9900-CB	2015	5	\$8,668	\$8,668	
0101		9024				COMPUTER AREA					
0101	2	9024	038	83	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9024	038	84	1	WOOD LIBRARY TABLE, 5 X 15	2008	15	\$3,884	\$3,884	
0101	2	9024	038	85	2	WOOD LIBRARY TABLES, 5 X 22	2008	15	\$11,394	\$11,394	
0101	2	9024	046	86	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			



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							MO	YR	LIFE			
0101		9025				ROOM #S-21						
0101	2	9025	038	87	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9026				ROOM #S-22						
0101	2	9026	038	88	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9027				ROOM #S-23						
0101	2	9027	038	89	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9028				ROOM #S-24						
0101	2	9028	038	90	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9029				ROOM #S-25						
0101	2	9029	038	91	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9030				ROOM #S-26						
0101	2	9030	038	92	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101		9031				STAFF WORKROOM						
0101	2	9031	038	93	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101	2	9031	038	94	1	METAL/FORMICA U-SHAPE DESK UNIT, 18 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$1,165	\$1,165		
0101	2	9031	038	95	1	ITEM OF OFFICE CUBICLES, WITH WORK SURFACE, PEDESTAL BASE, OVERHEAD STORAGE AND LIGHTING	2008	15	\$42,728	\$42,728		
0101	2	9031	038	96	1	METAL/FORMICA DESK UNIT, 15 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15				
0101	2	9031	046	97	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5				
0101	2	9031	049	98	1	DEFIBRILLATOR MFG: ZOLL	2008	10	\$1,491	\$1,491		



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BLDG	FLOOR	ROOM	CLASS	ITEM ID NO	QTY	DESCRIPTION	ACQ.		ACQ COST	ACCUM DEPR	CURRENT DEPR
							MO	YR			
0101	2	9031	067	99	1	BIZHUB COPIER MFG: KONICA/MIIN MODEL: C558 SERIAL: A79K011021459	2019	7	\$6,980	\$5,484	\$997
0101		9032				TEEN BREAKROOM					
0101	2	9032	038	100	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9032	046	101	1	SMART BOARD MFG: TOUCHIT	2015	5	\$6,192	\$6,192	
0101		9033				MEDIA LAB					
0101	2	9033	038	102	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9033	038	103	1	SEWING MACHINE MFG: JANOME MODEL: 7330	2015	15			
0101	2	9033	044	194	1	SUBLIMATION PRINTER MFG: SAWGRASS MODEL: SG1000 SERIAL: R890AB16654	2021	4	\$1,524	\$1,334	\$381
0101	2	9033	045	104	1	LOT OF MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2015	6			
0101	2	9033	046	105	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	2	9033	046	106	1	DIGILAB 3D PRINTER MFG: DREMEL SERIAL: 903059097	2020	5	\$2,179	\$1,961	\$436
0101	2	9033	046	107	1	SURECOLOR PLOTTER MFG: EPSON MODEL: P7000 SERIAL: 3E003022	2020	5	\$4,031	\$3,628	\$806
0101		9034				ROOM #S-20					
0101	2	9034	038	108	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			



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							MO	YR			
0101	2	9034	045	109	1	LOT OF MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2015	6			
0101		9035				ROOM #P-26					
0101	2	9035	038	110	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9035	038	216	1	"CHASING BUTTERFLIES" ART RELIEF MURAL	2010	20	\$4,500	\$3,263	\$225
						MFG:					
						MODEL:					
						SERIAL:					
0101	2	9035	045	111	1	LOT OF MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2015	6			
0101		9036				SILENT ZONE					
0101	2	9036	038	112	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101		9037				NON-FICTION AREA					
0101	2	9037	038	113	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9037	038	114	10	METAL/WOOD BOOKCASES, 15 LINEAL FEET X 2 X 7	2008	15	\$29,133	\$29,133	
0101	2	9037	038	115	7	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 7	2008	15	\$24,472	\$24,472	
0101	2	9037	038	116	2	METAL/WOOD BOOKCASES, 12 LINEAL FEET X 2 X 7	2008	15	\$4,661	\$4,661	
0101	2	9037	038	117	4	METAL/WOOD BOOKCASES, 6 LINEAL FEET X 2 X 7	2008	15	\$4,661	\$4,661	
0101	2	9037	038	118	5	METAL/WOOD BOOKCASES, 18 LINEAL FEET X 2 X 5	2008	15	\$14,567	\$14,567	
0101	2	9037	038	119	1	METAL/WOOD BOOKCASE, 15 LINEAL FEET X 2 X 5	2008	15	\$2,428	\$2,428	
0101	2	9037	046	120	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9038				AUDIO-VISUAL COLLECTION AREA					
0101	2	9038	038	121	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			



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							MO	YR			
0101	2	9038	038	122	7	METAL/GLASS AUDIO-VISUAL RACKS, 15 LINEAL FEET X 2 X 5	2008	15	\$16,994	\$16,994	
0101		9039				NEW BOOKS AREA					
0101	2	9039	038	123	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	2	9039	038	124	3	METAL/GLASS BOOKCASES, 15 LINEAL FEET X 2 X 3	2008	15	\$7,283	\$7,283	
0101		9040				DIRECTORS OFFICE					
0101	3	9040	038	125	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9040	038	126	1	WOOD U-SHAPE DESK UNIT, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$1,619	\$1,619	
0101	3	9040	046	127	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9041				STORAGE ROOM					
0101	3	9041	038	128	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9041	038	238	1	7 - FIREPROOF FILE, 4 DRAWERS MFG: SCHWAB MODEL: 2500	2008	25	\$11,362	\$7,499	\$455
0101		9042				BUSINESS ASSISTANTS OFFICE					
0101	3	9042	038	129	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9042	038	130	1	METAL/FORMICA U-SHAPE DESK UNIT, 15 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15			
0101	3	9042	038	131	1	METAL/FORMICA U-SHAPE DESK UNIT, 20 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$1,295	\$1,295	
0101	3	9042	038	132	1	FIREPROOF FILE, 4 DRAWERS MFG: SCHWAB MODEL: 5000	2008	15			
0101	3	9042	044	133	1	JETSORT COIN COUNTER MFG: CUMMINS	2008	8			
0101	3	9042	046	134	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			



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							MO	YR			
0101		9043				<u>ADMIN. RECEPTION AREA</u>					
0101	3	9043	038	135	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9043	038	136	1	METAL/FORMICA U-SHAPE DESK UNIT, 20 LINEAL FEET	2008	15	\$1,295	\$1,295	
0101	3	9043	046	137	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	3	9043	046	138	1	BIZHUB COPIER MFG: KONICA/MIN MODEL: C458 SERIAL: A79M011010877	2019	7	\$6,490	\$5,099	\$927
0101		9044				<u>LOBBY</u>					
0101	3	9044	038	139	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101		9045				<u>ROOM #P-300</u>					
0101	3	9045	038	140	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9045	045	141	1	LOT OF MISCELLANEOUS MINOR AUDIO-VISUAL EQUIPMENT	2015	6			
0101	3	9045	046	142	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101		9046				<u>STAFF BREAKROOM</u>					
0101	3	9046	038	143	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9046	038	144	1	LOT OF MISCELLANEOUS MINOR HOUSEHOLD EQUIPMENT	2008	15			
0101		9047				<u>IT OFFICE</u>					
0101	3	9047	038	145	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9047	038	146	1	METAL/FORMICA DESK UNIT, 26 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$2,266	\$2,266	
0101	3	9047	045	147	1	AUDIO CONTROL SYSTEM MODEL: BOGEN	2008	30	\$14,886	\$8,187	\$496



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							MO	YR			
0101	3	9047	046	148	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5			
0101	3	9047	046	149	1	BLADE SERVER (VIDEO SECURITY) MFG: AXIS SERIAL: HW0307TK2NH3	2020	5	\$3,813	\$3,432	\$763
0101	3	9047	046	151	1	POWEREDGE BLADE SERVERS MFG: DELL MODEL: R630 SERIAL: 2N1ZXM2	2020	5	\$13,073	\$11,766	\$2,615
0101	3	9047	046	152	1	POWEREDGE BLADE SERVER (STAFF-DCS) MFG: DELL MODEL: R640 SERIAL: F6XXNF3	2021	5	\$8,167	\$5,717	\$1,633
0101	3	9047	046	153	1	POWEREDGE BLADE SERVER (DATA BACKUP) MFG: DELL MODEL: R440 SERIAL: F821ZC3	2021	5	\$4,293	\$3,005	\$858
0101	3	9047	046	191	1	ROUTER MFG: CISCO MODEL: 2921 SERIAL: 47-22369-01	2015	5	\$2,119	\$2,119	
0101	3	9047	046	192	1	SONICWALL FIREWALL MFG: DELL MODEL: NSA 2700 SERIAL: 2CB8EDA46F28	2021	5	\$3,800	\$2,660	\$760
0101	3	9047	046	193	1	WIFI SYSTEM MFG: CISCO MODEL: MERAKI	2018	4	\$9,456	\$9,456	
0101	3	9047	046	200	1	24-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN79HL2ONS	2017	5	\$1,790	\$1,790	



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							MO	YR			
0101	3	9047	046	201	1	24-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN79HL20J5	2017	5	\$1,790	\$1,790	
0101	3	9047	046	202	1	24-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN21HL209R	2017	5	\$1,790	\$1,790	
0101	3	9047	046	204	1	48-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: TW93HS10VX	2018	5	\$3,702	\$3,702	
0101	3	9047	046	205	1	48-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: TW93HL10WS	2018	5	\$3,702	\$3,702	
0101	3	9047	046	206	1	48-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN85K900PX	2019	5	\$3,561	\$3,561	\$356
0101	3	9047	046	207	1	48-PORT POE SWITCH MFG: ARUBA MODEL: 2930F SERIAL: CN82K9008N	2019	5	\$3,561	\$3,561	\$356
0101	3	9047	046	208	1	48-PORT SWITCH MFG: ARUBA MODEL: 2930F SERIAL: TW93K9019Q	2019	5	\$1,714	\$1,714	\$171
0101	3	9047	046	239	1	POWEREDGE BLADE SERVER (PATRON-DCS) MFG: DELL MODEL: R640 SERIAL: JHN7ZC3	2021	5	\$6,688	\$4,682	\$1,338



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							MO	YR				
0101	3	9047	047	190	1	TELEPHONE/VOICEMAIL SYSTEM MFG: MITEL SERIAL: 3SKKHL2	2018	5	\$37,072	\$37,072		
0101	9048					GRAPHIC ARTS AREA						
0101	3	9048	038	155	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101	3	9048	038	156	1	METAL/FORMICA U-SHAPE DESK UNIT, 15 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15				
0101	3	9048	038	157	1	METAL/FORMICA L-SHAPE DESK UNIT, 10 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15				
0101	3	9048	046	158	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5				
0101	9049					MGMT/STAFF WORKROOM						
0101	3	9049	038	160	1	LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15				
0101	3	9049	038	161	1	ITEM OF OFFICE CUBICLES, WITH WORK SURFACE, OVERHEAD STORAGE, LIGHTING AND PEDESTAL BASE	2008	15	\$31,075	\$31,075		
0101	3	9049	038	162	1	METAL/FORMICA U-SHAPE DESK UNIT, 20 LINEAL FEET, WITH OVERHEAD STORAGE AND LIGHTING	2008	15	\$1,295	\$1,295		
0101	3	9049	038	163	1	METAL BOOKCASE, 9 LINEAL FEET X 2 X 7	2008	15	\$1,165	\$1,165		
0101	3	9049	038	183	1	RFID TAGGING STATION MFG: 3M MODEL: P12 SERIAL: P1204801	2012	5	\$5,006	\$5,006		
0101	3	9049	038	184	1	RFID TAGGING STATION MFG: 3M MODEL: P12B SERIAL: P12B1036	2015	5	\$2,119	\$2,119		
0101	3	9049	044	164	1	LOT OF MISCELLANEOUS MINOR OFFICE MACHINES AND DEVICES	2008	8				
0101	3	9049	046	165	1	LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2020	5				



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								MO	YR			
0101		9050					STAFF WORKROOM					
0101	3	9050	046	166	1		DISC REPAIR STATION MFG: ELM	2008	5	\$3,258	\$3,258	
0101		9051					MECHANICAL ROOM					
0101	3	9051	003	223	1		HVAC CONTROL UPGRADE 25 HP MA MFG:	2020	10	\$4,300	\$1,935	\$430
							MODEL:					
0101	3	9051	003	224	1		N4 JACE BOILER/CHILLER CONTROLLER MFG: RA'AM	2020	10	\$22,597	\$10,169	\$2,260
							MODEL:					
0101	3	9051	021	225	1		FIRE ALARM DUCT/HEAT/SMOKE DETECTOR MFG:	2020	15	\$4,891	\$1,467	\$326
							MODEL:					
0101	3	9051	038	167	1		LOT OF MISCELLANEOUS MINOR EQUIPMENT	2008	15			
0101	3	9051	038	222	1		JON-DON UP-AG18 AGITATOR CARPET CLEANING MACHINE	2013	5	\$3,597	\$3,597	
							MFG: JON-DON					
							MODEL:					
0101	3	9051	046	168	1		LOT OF MISCELLANEOUS MINOR EDP EQUIPMENT	2018	5			
0101	3	9051	072	169	1		PRESSURE WASHER MFG: HOTSY	2015	15	\$4,987	\$3,158	\$332
							TOTAL BUILDING			\$14,708,927	\$6,821,123	\$451,396



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							MO	YR			
<u>LIBRARY PITO</u>											
0199											
0199			002	170	1	FLAGPOLE	2008	20	\$2,420	\$1,997	\$121
0199			002	171	1	BOLLARDS	2008	20			
0199			002	172	1	WROUGHT IRON FENCE	2008	20	\$2,522	\$2,081	\$126
0199			002	173	1	BOLLARDS	2008	20			
0199			002	174	1	GROUND LIGHTING	2008	20	\$13,291	\$10,965	\$664
0199			002	175	1	BRONZE MEMORIAL, CHILD READING A BOOK ON A PILE OF BOOKS	1998	30	\$19,704	\$17,405	\$657
0199			002	176	1	SIGN	2008	20	\$2,312	\$1,907	\$115
0199			022	177	1	CONCRETE SIDEWALK	2008	20	\$10,676	\$8,808	\$534
0199			022	178	1	BRICK/CONCRETE BLOCK DUMPSTER AREA	2008	20	\$2,040	\$1,683	\$102
0199			9000			<u>PROPERTY IN THE OPEN</u>					
0199	O	9000	038	179	1	METAL BIKE RACK, 60"	2008	15			
0199	O	9000	038	180	1	STAINLESS STEEL BIKE RACK, 2 X 3, 4 SECTIONS	2008	15	\$1,295	\$1,295	
TOTAL BUILDING									\$54,260	\$46,141	\$2,319
GRAND TOTAL									\$14,763,187	\$6,867,264	\$453,715



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Additions

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BLDG	FLOOR	ROOM	CLASS	ITEM ID NO	QTY	LIBRARY	DESCRIPTION	ACQ.		ACQ COST	ACCUM DEPR	CURRENT DEPR
								MO	YR			
0101	T	9052	030	900004	1	LIBRARY	VALVE ACTUATOR FOR AHU1 COLLING VALVE	2024	15	\$1,085	\$36	\$36
0101	T	9052	038	900005	1	LIBRARY	INTELLIGENT DUAL READER CONTROLLER SERIAL: LNL-X2220	2024	15	\$2,992	\$100	\$100
0101	T	9052	045	900000	1	LIBRARY	TOUCH-SCREEN DIGITAL AUDIO MIXER WITH 16 MIS/LINE INPUTS, 2 STEREO INPUTS, 4 EFFECOTS, 6 MONO AUX SEN SERIAL: 19CN2345800129	2024	6	\$1,699	\$142	\$142
0101	T	9052	046	900001	11	LIBRARY	MERAKI MR46 802.22AX 3.50 GBIT/S WIRELESS ACCESS POINT - 2.40 GHZ, 5 GHZ - MIMO TECHNOLOGY	2024	5			
0101	T	9052	046	900002	3	LIBRARY	OPTIPLEX MICRO (7010) MFG: DELL	2024	5			
0101	T	9052	046	900003	2	LIBRARY	OPTIPLEX MIRCO (7010) MFG: DELL	2024	5			
TOTAL BUILDING										\$5,776	\$278	\$278
GRAND TOTAL										\$5,776	\$278	\$278



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Recapitulation of Asset Class

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IAC CLASS	BUILDING	DESCRIPTION	ACQ COST	ACCUM DEPR	CURRENT DEPR
002		INSURABLE SITE IMPROVEMENTS			
	0101	Library	\$72,910	\$72,910	
	0199	Library PITO	\$40,249	\$34,355	\$1,683
		Final Total: IAC CLASS 002	\$113,159	\$107,265	\$1,683
003		BUILDINGS			
	0101	Library	\$13,147,582	\$5,424,387	\$330,707
		Final Total: IAC CLASS 003	\$13,147,582	\$5,424,387	\$330,707
021		DETAILED PERMANENT FIXTURES			
	0101	Library	\$83,307	\$74,282	\$11,528
		Final Total: IAC CLASS 021	\$83,307	\$74,282	\$11,528
022		NON INSURABLE SITE IMPROVEMENTS			
	0199	Library PITO	\$12,716	\$10,491	\$636
		Final Total: IAC CLASS 022	\$12,716	\$10,491	\$636
030		MACHINERY/SHOP EQUIPMENT			
	0101	Library	\$1,085	\$36	\$36
		Final Total: IAC CLASS 030	\$1,085	\$36	\$36
038		EQUIPMENT			
	0101	Library	\$831,618	\$740,777	\$26,403
	0199	Library PITO	\$1,295	\$1,295	
		Final Total: IAC CLASS 038	\$832,913	\$742,072	\$26,403
044		OFFICE MACHINES & DEVICES			
	0101	Library	\$9,177	\$8,987	\$381
		Final Total: IAC CLASS 044	\$9,177	\$8,987	\$381
045		AUDIO VISUAL EQUIPMENT			
	0101	Library	\$24,911	\$13,533	\$2,720
		Final Total: IAC CLASS 045	\$24,911	\$13,533	\$2,720
046		EDP EQUIPMENT			
	0101	Library	\$470,504	\$426,201	\$76,749
		Final Total: IAC CLASS 046	\$470,504	\$426,201	\$76,749
047		TELEPHONE SYSTEM			



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Recapitulation of Asset Class

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IAC CLASS	BUILDING	DESCRIPTION	ACQ COST	ACCUM DEPR	CURRENT DEPR
	0101	Library	\$37,072	\$37,072	
049		MEDICAL/HOSPITAL EQUIPMENT			
	0101	Library	\$1,491	\$1,491	
		Final Total: IAC CLASS 049	\$1,491	\$1,491	
067		LEASED EQUIPMENT			
	0101	Library	\$13,960	\$10,968	\$1,994
		Final Total: IAC CLASS 067	\$13,960	\$10,968	\$1,994
072		MAINTENANCE EQUIPMENT			
	0101	Library	\$15,310	\$10,479	\$878
		Final Total: IAC CLASS 072	\$15,310	\$10,479	\$878
080		BOOKS & PERIODICALS 'OV'			
	0101	Library			
		Final Total: IAC CLASS 080			
		Grand Total	\$14,763,187	\$6,867,264	\$453,715

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

Thank you for offering the job tool kit. The information provided helped me get a new job. All the tools helped me from job search to interviews and thank you letters for the interviews.

Thank you again for the service of reviewing resumes.

A Grateful patron

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

Honestly I met an Angel today
By name Rosano, she is
surprisingly wonderful.
Please & please continue to
take care of her for me
I am going to tell my mfo
and Daughters to always
come here to do their
stuffs

Thank You

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

I have been using the computers upstairs and copier & fax machines. Needless to say, I was having trouble using "new" technology. Jose was most helpful & was always courteous when answering my endless questions. Thanks for having such a helpful young man at this help desk.

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

Anna was a great help
with us doing a fax,
Email and copies.
Very grateful to help
and patience with us.

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

I want to thank all Library Associates a sincere thank you.

Especially Christian. It's just so awesome, so helpful & kind.

I just wanted to express my thank you to all
[redacted]

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

I give compliment to Rosario. She was an awesome help to me. Thank you Rosario for your exceptional dedication and kindness in assisting me with faxing nearly 400 pages. Your patience and support were truly above and beyond, and I am grateful for your invaluable help. You are a true asset to the library and I cannot thank you enough for going the extra mile to ensure that my needs were met. Thank you for your outstanding service and unwavering commitment to helping others. Keep up the good work!
[redacted]

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

I was in the library the beginning of Feb and Javier helped me.

He seemed new but handled everything very nicely. He asked another employee for help getting me a book + listened attentively so he could do it himself on a later date. Very polite.

Eva helped me last time I was here + she, too, was very friendly + nice.

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

Yabian, Thank you so much for your excellent help. So helpful.
[redacted]

Fec

Par

De:

Núr

Translation: Today is my third appointment with the social services specialist Yesenia Benavidez and from the first glance she has shown a lot of commitment to providing effective support in the case I have. I have received a good reference for the documents that have helped me fill out and the state organizations have shown interest in my case due to Yesenia's good advice, I am very grateful for her professionalism.



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

Hoy es mi tercer cita con la especialista en servicios sociales Yesenia Benavidez y desde la primera visita ella a mostrado mucho compromiso en brindar apoyo eficaz en el caso que tengo, he recibido buena referencia de los documentos que me ha ayudado llenar y las organizaciones del estado han mostrado interés en mi caso por la "buena asesoría de Yesenia," agradezco mucho su profesionalismo.

Mary Medjo Me Zengue

From: Lesley Cyrier
Sent: Wednesday, May 15, 2024 11:41 AM
To: Mary Medjo Me Zengue; Yabin Liu
Cc: Yesenia Benavidez; Christian Aparicio
Subject: Patron Feedback

Hi.

I just had the most lovely experience with a patron that I wanted to share. She came in looking for Christian to scan something, he wasn't here so I offered to help her. It was a simple interaction of scanning a document to email. She shared that her husband who is a veteran was recently diagnosed with cancer and heart failure and Christian has been her right-hand man helping her get all the information in. I started to share about our veteran's event on Friday and she said she already knew and had come to the last information session where she met Ashley who has been an "angel from god" to get through all of this and she can't wait to come back on Friday. She had no idea how many resources she could take advantage of until she attended that session a few months ago.

She wanted to bring a gift to Christian and I mentioned he couldn't accept the gift card she wanted to bring or lunch for himself. I then suggested a comment card and said she did one already but would be back with something for everyone as she could never put into words how amazing the staff here is. We then got her Jewel app to work and she hugged me and was almost in tears with the relief.

It was such an incredible experience that I absolutely had to share!

Thanks,
Lesley

Lesley Cyrier (she/her)

Head of Adult Services | 630.458.3314



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Municipal Minute

Municipal Minute <jtappendorf@ancelglink.com>

Fri 4/26/2024 9:17 AM

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

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Municipal Minute

[Court Rejects First Amendment Challenge to Public Comment Policy](#)

An Illinois Appellate Court recently upheld the dismissal of a First Amendment and civil rights challenge to a municipality's public comment policy and various other actions. [Eberhardt v. Village of Tinley Park](#).

The plaintiff had previously filed a lawsuit in federal court against the village challenging a variety of actions, including a First Amendment challenge to the village's public comment policy that restricted comments at a special village board meeting to those that are "germane" to agenda items at that special meeting. In 2021, the federal court dismissed the lawsuit on several bases, including that the special board meeting was a "non-public forum" and the "germaneness requirement" was both reasonable and viewpoint neutral.

In 2022, the same plaintiff filed a lawsuit in state court raising similar challenges to the public comment policy, but also raising an argument that the policy violated the Illinois constitution. This state lawsuit also claimed that the public comment policy violated the Illinois Open Meetings Act and that a complaint filed with the ARDC (the attorney disciplinary commission in Illinois) violated his civil rights as retaliation and suppression of his First Amendment rights.

The circuit court dismissed all of the claims raised in the state court complaint. On appeal, the Appellate Court upheld that dismissal, as discussed below:

First Amendment Claims

First, the Illinois Appellate Court determined that the federal district court's decision involving the same parties precluded his claims in state court with respect to the federal constitution, finding "collateral estoppel." The Court discussed the federal court's forum analysis as well as other courts' analysis on the type of forum that a municipal board meeting operates as, and concluded that the appropriate test for this particular case (involving restrictions on a special board meeting) is whether the restriction is reasonable and viewpoint neutral. The Appellate Court agreed with the federal district court's 2021

decision that the restriction was both reasonable and viewpoint neutral, citing U.S. Supreme Court decisions finding "relevancy" restrictions for municipal meetings to be reasonable.

The Court also acknowledged that the "germaneness" restriction was a blanket prohibition and did not selectively suppress speech to a single viewpoint, message, or speaker.

The Court also noted that members of the public could address the village board on any topic at regular board meetings since the germaness restriction only applied to special board meetings.

In short, the Court found that the First Amendment challenge to the public comment policy was properly dismissed, and determined that the Illinois constitution provided no greater protection on this issue.

Open Meetings Act Claims

With respect to plaintiff's Open Meetings Act claim, the Court first held that the OMA expressly provides that public bodies can adopt rules on public comment, which is what the village did in this case. In any event, the Court held that even if the rule violated the OMA, it would not establish a First Amendment violation.

Civil Rights Retaliation Claims

The Court also rejected his civil rights claim that the filing of a disciplinary complaint with the ARDC was retaliatory or interfered with his First Amendment rights. The Court found no facts to support that the filing of this complaint actually did deter him from speaking at meetings or filing lawsuits.

Appointment of Outside Counsel

Finally, the Court rejected his argument that the retention of outside counsel was unauthorized or violated the village code. First, the Court found he did not have "standing" to challenge the village's decision since he was not a taxpayer. And, even if he had standing, the Court determined that his complaint was deficient as it did not include facts to support his argument. The Court rejected his argument that outside counsel was an "officer" that was subject to mayor appointment. The Court further rejected his argument that the village manager did not have authority to retain outside counsel, pointing to language in the purchasing ordinance authorizing this action. Finally, the Court noted that the village board ratified the manager's decision to retain outside counsel, curing any deficiency if there was one.

In sum, the Appellate Court found that the case was properly dismissed by the circuit court.

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



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Cycling Without Age Returning To Niles — A Pilot Program No More

Village Trustees Approve Purchase Of 2 Grant-Funded Trishaws

By Tom Robb

on May 03, 2024



Steve Sanders of Bike Walk Niles accompanies trishaw pilot, Niles-Maine District Library Board President Becky Keane as she rolls with two passengers to the North Branch Trail during last year's pilot Cycling With Out Age program. (Photo submitted)

After launching a successful Cycling Without Age program last year, Niles trustees recently approved \$40,000 for the purchase of two “trishaw” cycles bringing the program from pilot to regular program status, organized this year through the Niles Senior Center.

The purchase of the two trishaws was fully funded through a grant from A.C. Buehler, president of the Buehler Family Foundation of Northbrook.

The “trishaw” is a three-wheeled cycle that is a bicycle in the back, with two parallel wheels in the front supporting a bench seat. A leg rest and overhead canopy protect riders from the elements. The vehicles contain a small electric motor to assist drivers.



The VanRaam brand e-tricycle, AKA a trishaw, two of which were purchased by the village of Niles for its Cycling Without Age program.

Steve Sanders of Bike Walk Niles and a member of the village’s Bicycle and Pedestrian Plan Advisory Group who helped facilitate the pilot program last year said this year’s program would likely begin shortly after the arrival of the bikes in July and after training and recruiting of volunteers.

One of those volunteers will be Niles Mayor George Alpogianis. “It’s an exciting program,” Alpogianis said. “I want to be one of the guys who takes the seniors around.”

Volunteer bike pilots last year included Niles-Maine District Library Board President Becky Keane and Niles Fire Chief Marty Feld.

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Niles Fire Chief Marty Feld ready to leave the Niles Senior Center with a passenger on a trishaw for a trip to the North Branch Trail last summer through the Cycling Without Age program. (Photo submitted)

Last year the village borrowed the trishaw of the Elk Grove Village-based Cycling Without Age program purchased in 2019 by Dave and Sarah Simmons, of Friends of Cycling Elk Grove. Dave Simmons is also executive director of Ride Illinois, a cycling advocacy organization.

According to the village's grant application with the Buehler Foundation, Cycling Without Age rides offered in Niles from May 13-21, 2023, counted a total of nine volunteers who gave rides to 73 individuals following a 3.6-mile route through the local forest preserves. "The experience received overwhelmingly positive reviews from both the volunteers and participants," the application states.



Niles-Maine District Library Board President Becky Keane pilots a trishaw with passengers out of the North Branch Trail back toward the Niles Senior Center accompanied by Steve Sanders of Bike Walk Niles during a ride for the Cycling Without Age program last year. (Photo submitted)

The village booked rides, piloted by volunteers, which lasted between 30 and 45 minutes, including for seniors and those physically unable to ride a bicycle, from the Niles Senior Center to the North Branch Trail and back.

The program was fully booked with only one cancellation when the weather was cold and rainy last year, said Sanders, who is a friend of Simmons. That connection allowed the village to borrow the Elk Grove Village trishaw. Sanders kept Simmons informed on the success of the program.

The base cost of each VanRaam Chat tricycle is \$12,500. With added equipment such as bench seats, canopies, engines, battery packs, and passenger harnesses, and other equipment the total for each fully equipped trishaw is \$19,962.



Sarah (left) and Dave Simmons (right) stand with their Cycling Without Age trishaw in the parking lot of the Al Hattendorf Center in Elk Grove Village after returning from a nine-mile ride through Busse Woods in May 2021. (Tom Robb/Journal photo)

"The more people can experience the joys the rides bring, the better," Simmons said. He said besides the Niles and Elk Grove Village Cycling Without Age programs, others exist in North Riverside, Lincolnshire and McHenry County, but few others in the state. The program is extremely popular in Wisconsin, Simmons added.

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Alabama Bill Would Criminalize Librarians Who Allow 'Material Harmful to Minors'

The bill also attempts to ban drag performances at public libraries.

EMMA CAMP | 4.26.2024 1:32 PM



(Photo 9427980 © Jacek Chabraszewski | Dreamstime.com)

Under a new bill working through the Alabama Legislature, public librarians could soon face prosecution for providing minors with "harmful" materials. Critics say that the bill, which passed the state's House of Representatives with a large majority, would force librarians to unnecessarily censor challenged books, or face misdemeanor charges.

"This basically gives one person the ability to have a librarian arrested, as long as they can convince a warrant clerk that they've given notice and material is obscene," Rep. Chris England (D-Tuscaloosa) said during a discussion of the bill on Thursday. "Does

that make you comfortable?"

House Bill 385 updates an existing obscenity law "to provide that the use of any premises to distribute material that is obscene or harmful to minors is a public nuisance," rendering violators open to misdemeanor charges.

The current obscenity law is primarily focused on preventing minors' access to adult film stores and adult entertainment businesses. H.B. 385 removes a provision that exempts public libraries and public K-12 school libraries from the law's consequences—though college and university libraries are still exempt.

The bill also contains a provision that seemingly attempts to ban "drag queen story hour" and similar events with drag performers in public libraries by barring "any sexual or gender oriented conduct that knowingly exposes minors to persons who are dressed in sexually revealing, exaggerated, or provocative clothing or costumes, or are stripping, or engaged in lewd or lascivious dancing, presentations, or activities in K-12 public schools or public libraries where minors are expected and known to be present without parental presence or consent."

Constitutionally unprotected obscenity has a widely accepted three-part legal definition—work that appeals to the "prurient interest," "depicts or describes, in a patently offensive way, sexual conduct," and "taken as a whole, lacks serious literary, artistic, political, or scientific value." However, "material harmful to minors" is a much more vague legal concept. In the bill, it is defined similarly to the basic, three-pronged obscenity definition but with the condition that it is inappropriate for minors specifically.

Courts have agreed that there can be some material that is obscene to minors but not adults, thus allowing states to enact laws banning minors from having access to some explicit material that otherwise would not meet the standard obscenity definition.

It is unclear whether, upon a legal challenge, H.B. 385 would be treated as a permissible anti-obscenity law or if the bill's language would be considered so vague as to seriously challenge protected speech. In July 2023, a judge issued a preliminary injunction blocking a similar law in Arkansas from going into effect.

Those opposed to the bill argue that it could cause librarians to face unfair enforcement from community members seeking to ban controversial books.

"We are for the entire community. We have to be. We've got some books in here that are far right. We've got some books on the far left. But the library is for the entire community. We've got to stay in the middle as best we can, and they want to push us way off to the far right." Craig Scott, president of the Alabama Library Association, told the Associated Press. "Why are they coming into libraries or thinking that they can come in and run the place better than us as professionals?"

EMMA CAMP is an assistant editor at *Reason*.

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Two Incidents At Niles-Maine District Library Spur Security Discussion

By Tom Robb

on May 01, 2024



Niles-Maine District Library.

Niles-Maine District Library trustees discussed options for increasing security after two recent incidents.

One involved a man allegedly disturbing patrons and staff on the afternoon of Thursday, April 11, and another incident which library trustees said they could not discuss.

Library Director Valerie Marshall said she would look into options, including what the costs would be for police auxiliary officers to work in a security role within the library, or to have police increase patrols through the library lot or conduct walk-throughs of the building.

Trustees also discussed hiring security officers, which library administrators said would mean creating a new security department or hiring security through an outside company.

Concerns were raised about uniformed police officers in the library. Trustee Carolyn Drblik said when she was library board president and brought in officers for board meetings, she found it was expensive.

Niles police said officers responded to the library at 1:39 p.m. April 11, to find John Diversey III, 36, whose last known address was not given, calling other patrons “slaves” and making other irrational statements. Running a check on Diversey’s name, officers reportedly found he had two outstanding criminal warrants, one from Park Ridge and one from DuPage County.

When Niles officers attempted to place Diversey in handcuffs, he allegedly resisted, dropping to his knees and refusing to walk. Officers placed him in a wheelchair to remove him from the building. He was issued a criminal trespass warning at the request of the library, meaning he would face charges if he returned, police said.

Niles officers transferred Diversey to Park Ridge police custody in the parking lot of the library.

“There are no specific threats directed toward library employees listed in the police report,” according to Niles police. Diversey was not charged in relation to the Niles incident, police added, but was taken into custody for the arrest warrants.

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May 6, 2024 - Politics & Policy

Inside libraries' battle for better e-book access



Jennifer A. Kingson, author of [Axios What's Next](#)

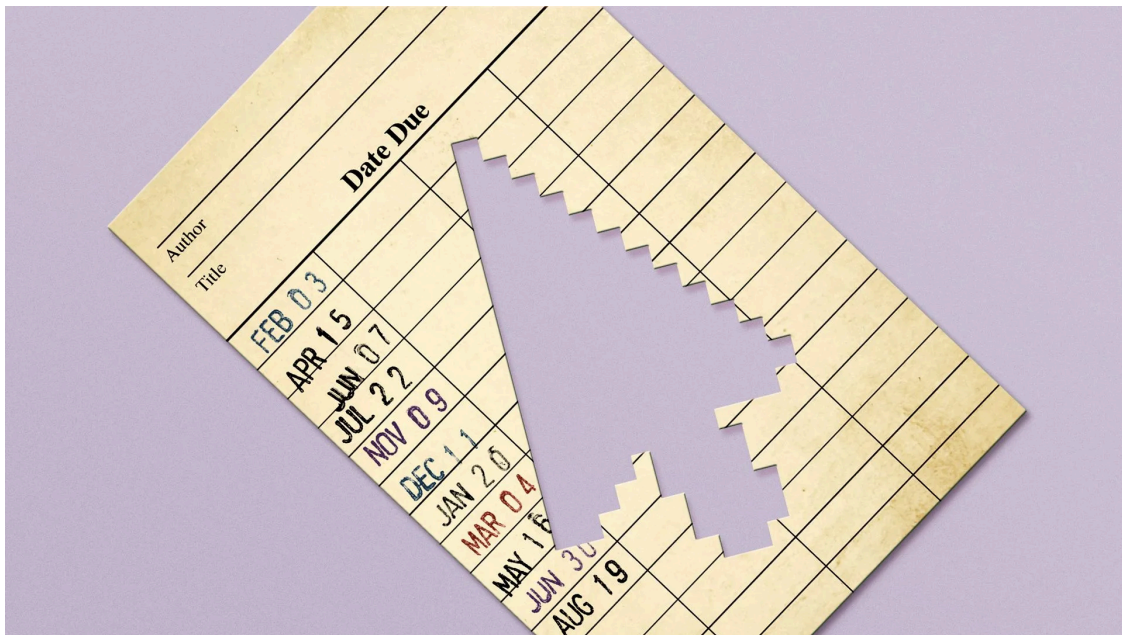


Illustration: Annelise Capossela/Axios

Why it matters: The ongoing dispute threatens library patrons' [access](#) to e-books.

Where it stands: Publishers typically require libraries to renew the license to each e-book every two years, or after [26 loans](#) — policies that libraries call prohibitively expensive.

- This restricts the number of e-books — particularly popular bestsellers — that they can lend out to patrons, who are angry and baffled by the limitations.
- Readers love the free (to them) apps that allow them to borrow countless e-books and audiobooks: Libby (the dominant one, run by [OverDrive](#)) and hoopla.
- But some libraries say that the cost of renewing their contracts with OverDrive and hoopla are prohibitive, so they're dropping the apps — [hoopla](#) in particular.

The other side: The Association of American Publishers [argues](#) that it must protect the rights of copyright owners — that is, authors — to be fairly compensated for their work.

- hoopla and Libby say they're just the middlemen.
- "It's really not up to us, to be honest," Ann Ford, a vice president at hoopla, tells Axios. "It's the publishers that make the rules."

Driving the news: A Connecticut [bill](#) to boost libraries' bargaining power in e-book negotiations was [tabled](#) last week after a three-hour debate in the state House of Representatives.

- Seven states took up the issue this year, with about a dozen interested in doing so next year, says Kyle Courtney, a lawyer and Harvard librarian who drafted [model e-book legislation](#) for states.

What they're saying: Libraries have a "unique and determinative public mission" that should entitle them to more favorable e-book purchasing terms when using public funds, Courtney tells Axios.

- "These are nonnegotiable contracts, and the libraries have been trying to get a deal for years," says Courtney, co-founder of [Library Futures](#), a nonprofit advocating for libraries' digital rights.
- "We need the coercive power of the state sitting behind us at the table saying, 'We need a special slice of the pie.'"

Flashback: The renewed momentum follows two temporary victories in 2021, when Maryland and New York passed first-in-the-nation laws that were derailed in 2022.

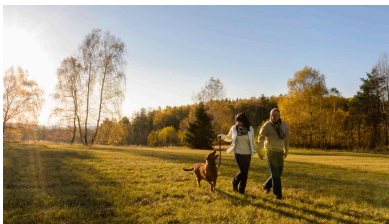
- Maryland's law would have required publishers to supply e-books to libraries on "reasonable terms."
- But after a challenge by the Association of American Publishers on free market and copyright pre-emption grounds, the law was [declared](#) "unconstitutional and unenforceable" by a federal court.
- The challenge in Maryland prompted New York Gov. Kathy Hochul to [veto](#) a similar measure that had passed through the state legislature virtually unopposed.

How it works: Each publisher sets its own financial terms for each e-book title, with "[the big five](#)" publishing houses largely able to call their own shots.

making its e-books available through libraries.

Follow the money: "For popular trade e-books, libraries often pay \$55 for one copy that expires after 2 years (or \$550 for one copy for 20 years)," [per](#) the American Library Association.

- "Meanwhile, a consumer will pay about \$15 for perpetual use."



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- "By comparison, libraries can purchase hardcover books for around \$18-\$20."
- Each e-book can only be lent out to one person at a time, leading to long wait times for patrons.

Reality check: Only a small number of libraries have [canceled access](#) because of the expense.

- OverDrive is trying to help libraries slice and dice their collections to provide the [maximum number](#) of e-book titles at the lowest cost.
- hoopla offers an analytics program that helps libraries stretch their e-book dollars, plus new features like [BingePass](#) that let people stream copious movies and e-books.

- "We will always find opportunities to educate and advocate for publishers, authors and agents that their best interests are served by giving all institutions fair and flexible opportunities to acquire digital books."
- He noted that OverDrive became a [certified B](#) corporation in 2017 — and with that, he says, "we have to be advocates for libraries to get the best value proposition."

What's next: Librarians are developing open-source alternatives to Libby and hoopla and testing "experiments with publishers that don't involve restrictive licenses," says Jennie Rose Halperin, director of Library Futures.

- The [Palace Project](#) is a nascent e-book delivery platform for libraries backed by the James L. Knight Foundation, a nonprofit called Lyris and the Digital Public Library of America.
- The New York Public Library has an open-source initiative called [SimplyE](#).
- A library e-book collaborative called [Briet](#) is just getting off the ground.

The bottom line: Librarians are already on the [front lines](#) of the nation's social problems — and it's going to be tough for them to simultaneously take on the publishing industry and win.

