

Regular Board Meeting

Tuesday, June 18, 2024 6:30 PM

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

7. **Consent Agenda**

7.A. Approval of Minutes

7.B. Approval of Bills & Disbursements

8. **Reports**

8.A. Director & Staff Reports

8.B. Statistics

8.C. Building Project Report

9. **New Business**

9.A. ACTION ITEM: Resolution 2024/2025 - 002 -
Resolution Transferring Money to the Special
Reserve Fund

9.B. ACTION ITEM: Illinois Public Library Annual
Report (IPLAR)

9.C. DISCUSSION ITEM: Insurance Renewal

9.D. ACTION ITEM: Designation of Surplus Property
and Authorization for Disposal

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

11. **Correspondence & Announcements**

11.A. Patron Communication

11.B. Other Correspondence

11.C. Library News

12. **Additional Discussion**

13. **Annual Tour of Library Facility**

14. Adjournment

Addison Public Library Balance Sheet as of May 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	163,906.92	754.77	164,661.69
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	4,995.43	0.64	4,996.07
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	6,437.58	(331.99)	6,105.59
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	182,824.44	8,681.14	191,505.58
10-11-1085 - Cash in Bank - Ehlers	15,062,801.36	76,138.85	15,138,940.21
10-11-1095 - Cash in Bank - Harris Bank MM	4,704,511.95	112,113.15	4,816,625.10
10-11-2000 - Allocated Cash	(14,937,734.61)	50,000.00	(14,887,734.61)
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>11,019,464.46</u>	<u>247,356.56</u>	<u>11,266,821.02</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	156,425.72	(15,800.68)	140,625.04
10-22-0230 - Employee I.M.R.F. Payable	8,687.84	321.20	9,009.04
10-22-0260 - Def Annuity Withholding Payable	(3,200.95)	0.00	(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>6,050,974.72</u>	<u>(15,479.48)</u>	<u>6,035,495.24</u>
<u>Fund Balance</u>			
10-30-2920 - Reserved - F.I.C.A.	(781,373.37)	0.00	(781,373.37)
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>4,968,489.74</u>	<u>0.00</u>	<u>4,968,489.74</u>
Total Liabilities and Fund Balance	<u>11,019,464.46</u>	<u>(15,479.48)</u>	<u>11,003,984.98</u>
 Excess Revenues Over Expenses	<u>0.00</u>	<u>262,836.04</u>	<u>262,836.04</u>

Addison Public Library Balance Sheet as of May 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	630,883.26	3,205.57	634,088.83
80-11-2000 - Allocated Cash	14,935,947.58	(50,000.00)	14,885,947.58
	<u>15,566,830.84</u>	<u>(46,794.43)</u>	<u>15,520,036.41</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
80-21-2750 - Accounts Payable	20,000.00	(20,000.00)	0.00
	<u>20,000.00</u>	<u>(20,000.00)</u>	<u>0.00</u>
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	15,546,830.84	0.00	15,546,830.84
	<u>15,546,830.84</u>	<u>0.00</u>	<u>15,546,830.84</u>
Total Liabilities and Fund Balance	<u><u>15,566,830.84</u></u>	<u><u>(20,000.00)</u></u>	<u><u>15,546,830.84</u></u>
Excess Revenues Over Expenses	<u><u>0.00</u></u>	<u><u>(26,794.43)</u></u>	<u><u>(26,794.43)</u></u>

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

Addison Public Library

Balance Sheet as of May 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
Total All Funds			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	163,906.92	754.77	164,661.69
Cash in Bank - Illinois National Bank	4,995.43	0.64	4,996.07
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	6,437.58	(331.99)	6,105.59
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	182,824.44	8,681.14	191,505.58
Cash in Bank - Ehlers	15,062,801.36	76,138.85	15,138,940.21
Cash in Bank - Harris Bank MM	4,704,511.95	112,113.15	4,816,625.10
Cash in Bank - Ill Metropolitan	630,883.26	3,205.57	634,088.83
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>26,588,082.33</u>	<u>200,562.13</u>	<u>26,788,644.46</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	176,425.72	(35,800.68)	140,625.04
Employee I.M.R.F. Payable	8,687.84	321.20	9,009.04
Def Annuity Withholding Payable	(3,200.95)	0.00	(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>6,070,974.72</u>	<u>(35,479.48)</u>	<u>6,035,495.24</u>
<u>Fund Balance</u>			
Reserved - F.I.C.A.	(781,373.37)	0.00	(781,373.37)
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	15,546,830.84	0.00	15,546,830.84
	<u>20,517,107.61</u>	<u>0.00</u>	<u>20,517,107.61</u>
Total Liabilities & Fund Balance	<u>26,588,082.33</u>	<u>(35,479.48)</u>	<u>26,552,602.85</u>
Excess Revenues Over Expenditures	<u>0.00</u>	<u>236,041.61</u>	<u>236,041.61</u>

Addison Public Library Balance Sheet as of May 31, 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 1 Month Ended May 31, 2024

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
10-41-3201 - Property Current - General	499,363.40	499,363.40	5,292,463.18	4,793,099.78	9.44
10-41-3202 - Property Current - F.I.C.A.	27,004.33	27,004.33	286,203.19	259,198.86	9.44
10-41-3203 - Property Current - I.M.R.F.	28,448.41	28,448.41	301,508.17	273,059.76	9.44
10-41-3205 - Property Current - Liability Insurance	5,776.33	5,776.33	61,219.93	55,443.60	9.44
10-41-3206 - Property Current - Audit	722.04	722.04	7,652.49	6,930.45	9.44
10-41-3207 - Property Current - Unemployment	433.22	433.22	4,591.49	4,158.27	9.44
10-41-3208 - Property Current - Workers Compensation	433.22	433.22	4,591.49	4,158.27	9.44
10-41-3301 - Replacement Taxes	8,149.18	8,149.18	100,000.00	91,850.82	8.15
10-41-3400 - Aggregate Refunds	<u>2,021.71</u>	<u>2,021.71</u>	<u>21,426.98</u>	<u>19,405.27</u>	<u>9.44</u>
	<u>572,351.84</u>	<u>572,351.84</u>	<u>6,079,656.92</u>	<u>5,507,305.08</u>	<u>9.41</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	785.06	785.06	5,000.00	4,214.94	15.70
10-42-3011 - Reciprocal Borrowing Reimbursements	10.98	10.98	1,000.00	989.02	1.10
10-42-3012 - Nonresident Fees	380.74	380.74	3,500.00	3,119.26	10.88
10-42-3016 - Scanner Fees	997.97	997.97	6,500.00	5,502.03	15.35
10-42-3023 - Activity Fees	825.30	825.30	0.00	(825.30)	0.00
10-42-3099 - Printing and Other Fees	<u>1.40</u>	<u>1.40</u>	<u>5,000.00</u>	<u>4,998.60</u>	<u>0.03</u>
	<u>3,001.45</u>	<u>3,001.45</u>	<u>21,000.00</u>	<u>17,998.55</u>	<u>14.29</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>0.00</u>	<u>52,660.00</u>	<u>52,660.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>52,660.00</u>	<u>52,660.00</u>	<u>0.00</u>
<u>Interest</u>					
10-46-3028 - Other Interest Income	4,623.27	4,623.27	20,000.00	15,376.73	23.12
10-46-3029 - Interest on TD Ameritrade	<u>76,138.85</u>	<u>76,138.85</u>	<u>300,000.00</u>	<u>223,861.15</u>	<u>25.38</u>
	<u>80,762.12</u>	<u>80,762.12</u>	<u>320,000.00</u>	<u>239,237.88</u>	<u>25.24</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	601.15	601.15	100.00	(501.15)	601.15
10-47-3024 - Other Income	1,665.00	1,665.00	2,500.00	835.00	66.60
10-47-3030 - Friends of Addison Public Library	<u>315.87</u>	<u>315.87</u>	<u>7,500.00</u>	<u>7,184.13</u>	<u>4.21</u>
	<u>2,582.02</u>	<u>2,582.02</u>	<u>10,100.00</u>	<u>7,517.98</u>	<u>25.56</u>
Total Non-Tax Revenues	<u>86,345.59</u>	<u>86,345.59</u>	<u>403,760.00</u>	<u>317,414.41</u>	<u>21.39</u>
Total General Fund Revenues	<u>658,697.43</u>	<u>658,697.43</u>	<u>6,483,416.92</u>	<u>5,824,719.49</u>	<u>10.16</u>

Addison Public Library Revenue Report For the 1 Month Ended May 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<u>Other</u>					
80-46-3029 - Interest on IMET	3,205.57	3,205.57	20,000.00	16,794.43	16.03
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>3,205.57</u>	<u>3,205.57</u>	<u>120,000.00</u>	<u>116,794.43</u>	<u>2.67</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>3,205.57</u>	<u>3,205.57</u>	<u>120,000.00</u>	<u>116,794.43</u>	<u>2.67</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>661,903.00</u>	<u>661,903.00</u>	<u>6,603,416.92</u>	<u>5,941,513.92</u>	<u>10.02</u>

**Addison Public Library
Expense Report
For the 1 Month Ended May 31, 2024**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	223,065.64	223,065.64	3,440,882.00	3,217,816.36	6.48	93.52
10-50-2200 - Employer F.I.C.A. Expense	16,791.58	16,791.58	263,228.00	246,436.42	6.38	93.62
10-50-2300 - Employer I.M.R.F. Expense	12,510.61	12,510.61	180,710.00	168,199.39	6.92	93.08
10-50-2400 - Health Insurance	30,566.03	30,566.03	513,175.00	482,608.97	5.96	94.04
10-50-2450 - Employee Assistance Program	0.00	0.00	3,420.00	3,420.00	0.00	100.00
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>282,933.86</u>	<u>282,933.86</u>	<u>4,402,415.00</u>	<u>4,119,481.14</u>	<u>6.43</u>	<u>93.57</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	4,972.47	4,972.47	71,000.00	66,027.53	7.00	93.00
10-52-3900 - Children Other Expenditures	<u>2,235.68</u>	<u>2,235.68</u>	<u>28,000.00</u>	<u>25,764.32</u>	<u>7.98</u>	<u>92.02</u>
	<u>7,208.15</u>	<u>7,208.15</u>	<u>99,000.00</u>	<u>91,791.85</u>	<u>7.28</u>	<u>92.72</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	13,768.83	13,768.83	167,000.00	153,231.17	8.24	91.76
10-54-3900 - Adult Other Expenditures	<u>2,798.54</u>	<u>2,798.54</u>	<u>88,000.00</u>	<u>85,201.46</u>	<u>3.18</u>	<u>96.82</u>
	<u>16,567.37</u>	<u>16,567.37</u>	<u>255,000.00</u>	<u>238,432.63</u>	<u>6.50</u>	<u>93.50</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	854.25	854.25	10,500.00	9,645.75	8.14	91.86
10-55-3500 - Online Databases	14,243.00	14,243.00	223,000.00	208,757.00	6.39	93.61
10-55-3860 - E-Books	4,104.88	4,104.88	75,000.00	70,895.12	5.47	94.53
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>0.00</u>	<u>46,000.00</u>	<u>46,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>19,202.13</u>	<u>19,202.13</u>	<u>354,500.00</u>	<u>335,297.87</u>	<u>5.42</u>	<u>94.58</u>
Total Library Materials	<u>42,977.65</u>	<u>42,977.65</u>	<u>708,500.00</u>	<u>665,522.35</u>	<u>6.07</u>	<u>93.93</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	671.25	671.25	12,000.00	11,328.75	5.59	94.41
10-56-4410 - Collection Agency Fees	0.00	0.00	3,500.00	3,500.00	0.00	100.00
10-56-4420 - Equipment Rental & Leasing	0.00	0.00	4,000.00	4,000.00	0.00	100.00
10-56-4450 - Accounting Service Fees	1,800.00	1,800.00	23,830.00	22,030.00	7.55	92.45
10-56-4500 - Payroll Service Fees	0.00	0.00	56,210.00	56,210.00	0.00	100.00
10-56-4600 - Audit Service Fees	0.00	0.00	4,150.00	4,150.00	0.00	100.00
10-56-4900 - Other Contracts	<u>3,426.25</u>	<u>3,426.25</u>	<u>60,000.00</u>	<u>56,573.75</u>	<u>5.71</u>	<u>94.29</u>
	<u>5,897.50</u>	<u>5,897.50</u>	<u>163,690.00</u>	<u>157,792.50</u>	<u>3.60</u>	<u>96.40</u>

**Addison Public Library
Expense Report
For the 1 Month Ended May 31, 2024**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	1,657.77	1,657.77	28,000.00	26,342.23	5.92	94.08
10-58-5120 - Water Service	0.00	0.00	4,000.00	4,000.00	0.00	100.00
10-58-5310 - Refuse Disposal Service	0.00	0.00	4,265.00	4,265.00	0.00	100.00
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>5,400.00</u>	<u>77,000.00</u>	<u>71,600.00</u>	<u>7.01</u>	<u>92.99</u>
	<u>7,057.77</u>	<u>7,057.77</u>	<u>113,265.00</u>	<u>106,207.23</u>	<u>6.23</u>	<u>93.77</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	857.33	857.33	11,500.00	10,642.67	7.46	92.54
10-58-5570 - Leased Internet Access Line	<u>475.42</u>	<u>475.42</u>	<u>7,500.00</u>	<u>7,024.58</u>	<u>6.34</u>	<u>93.66</u>
	<u>1,332.75</u>	<u>1,332.75</u>	<u>19,000.00</u>	<u>17,667.25</u>	<u>7.01</u>	<u>92.99</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	3,278.32	3,278.32	40,000.00	36,721.68	8.20	91.80
10-58-5620 - HVAC	0.00	0.00	35,000.00	35,000.00	0.00	100.00
10-58-5690 - Other Building Materials & Repair	2,540.00	2,540.00	15,000.00	12,460.00	16.93	83.07
10-58-5710 - Equipment Maintenance & Repair	<u>2,974.60</u>	<u>2,974.60</u>	<u>85,000.00</u>	<u>82,025.40</u>	<u>3.50</u>	<u>96.50</u>
	<u>8,792.92</u>	<u>8,792.92</u>	<u>175,000.00</u>	<u>166,207.08</u>	<u>5.02</u>	<u>94.98</u>
Total Physical Services	<u>17,183.44</u>	<u>17,183.44</u>	<u>307,265.00</u>	<u>290,081.56</u>	<u>5.59</u>	<u>94.41</u>
<u>Automation</u>						
10-61-4800 - System Development	0.00	0.00	49,000.00	49,000.00	0.00	100.00
10-61-6100 - ILS Services	0.00	0.00	67,000.00	67,000.00	0.00	100.00
10-61-6200 - Software/Licenses	<u>10,771.68</u>	<u>10,771.68</u>	<u>100,000.00</u>	<u>89,228.32</u>	<u>10.77</u>	<u>89.23</u>
	<u>10,771.68</u>	<u>10,771.68</u>	<u>216,000.00</u>	<u>205,228.32</u>	<u>4.99</u>	<u>95.01</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	0.00	3,500.00	3,500.00	0.00	100.00
10-62-7420 - Information Technology	0.00	0.00	1,600.00	1,600.00	0.00	100.00
10-62-7430 - Guest Services	0.00	0.00	1,500.00	1,500.00	0.00	100.00
10-62-7440 - Adult Services	90.84	90.84	2,500.00	2,409.16	3.63	96.37
10-62-7450 - Children Services	0.00	0.00	1,200.00	1,200.00	0.00	100.00
10-62-7455 - Teen Services	0.00	0.00	1,200.00	1,200.00	0.00	100.00
10-62-7460 - Materials Management	0.00	0.00	2,700.00	2,700.00	0.00	100.00
10-62-7470 - Staff In-Service	0.00	0.00	7,500.00	7,500.00	0.00	100.00
10-62-7480 - Board	0.00	0.00	2,500.00	2,500.00	0.00	100.00
10-62-7500 - Community Engagement	13.71	13.71	2,115.00	2,101.29	0.65	99.35
10-62-7510 - Memberships (Staff & Board)	1,600.00	1,600.00	11,000.00	9,400.00	14.55	85.45
10-62-7550 - In-State Travel	214.39	214.39	13,800.00	13,585.61	1.55	98.45
10-62-7560 - Out-of-State Travel	779.01	779.01	6,500.00	5,720.99	11.98	88.02
10-62-7600 - Tuition Reimbursement	<u>3,040.00</u>	<u>3,040.00</u>	<u>6,500.00</u>	<u>3,460.00</u>	<u>46.77</u>	<u>53.23</u>
	<u>5,737.95</u>	<u>5,737.95</u>	<u>64,115.00</u>	<u>58,377.05</u>	<u>8.95</u>	<u>91.05</u>

**Addison Public Library
Expense Report
For the 1 Month Ended May 31, 2024**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	1,348.58	1,348.58	28,000.00	26,651.42	4.82	95.18
10-64-8120 - Children Services Programs - General	571.00	571.00	17,000.00	16,429.00	3.36	96.64
10-64-8160 - Teen Program	1,463.11	1,463.11	19,000.00	17,536.89	7.70	92.30
10-64-8165 - Community Engagement Program	39.36	39.36	5,075.00	5,035.64	0.78	99.22
10-64-8170 - IT Programs	<u>823.19</u>	<u>823.19</u>	<u>6,500.00</u>	<u>5,676.81</u>	<u>12.66</u>	<u>87.34</u>
	<u>4,245.24</u>	<u>4,245.24</u>	<u>75,575.00</u>	<u>71,329.76</u>	<u>5.62</u>	<u>94.38</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	2,000.00	2,000.00	52,350.00	50,350.00	3.82	96.18
10-64-8220 - Flyers/Brochures	5,599.95	5,599.95	15,150.00	9,550.05	36.96	63.04
10-64-8910 - Other Promotions	<u>903.99</u>	<u>903.99</u>	<u>62,000.00</u>	<u>61,096.01</u>	<u>1.46</u>	<u>98.54</u>
	<u>8,503.94</u>	<u>8,503.94</u>	<u>129,500.00</u>	<u>120,996.06</u>	<u>6.57</u>	<u>93.43</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	337.37	337.37	7,500.00	7,162.63	4.50	95.50
10-66-9220 - Guest Services Supplies	858.92	858.92	5,500.00	4,641.08	15.62	84.38
10-66-9230 - Adult Services Supplies	114.36	114.36	1,000.00	885.64	11.44	88.56
10-66-9240 - Children Services Supplies	113.85	113.85	3,000.00	2,886.15	3.80	96.20
10-66-9245 - Teen Services Supplies	0.00	0.00	1,000.00	1,000.00	0.00	100.00
10-66-9250 - Materials Management Supplies	400.48	400.48	35,000.00	34,599.52	1.14	98.86
10-66-9270 - Information Technology Supplies	5,364.76	5,364.76	27,000.00	21,635.24	19.87	80.13
10-66-9290 - Postage	2,000.00	2,000.00	10,000.00	8,000.00	20.00	80.00
10-66-9300 - Library Wide Supplies	1,190.70	1,190.70	11,000.00	9,809.30	10.82	89.18
10-66-9330 - Community Engagement Supplies	<u>381.90</u>	<u>381.90</u>	<u>4,320.00</u>	<u>3,938.10</u>	<u>8.84</u>	<u>91.16</u>
	<u>10,762.34</u>	<u>10,762.34</u>	<u>105,320.00</u>	<u>94,557.66</u>	<u>10.22</u>	<u>89.78</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	0.00	0.00	5,000.00	5,000.00	0.00	100.00
10-66-9520 - Workers' Compensation Insurance	0.00	0.00	9,500.00	9,500.00	0.00	100.00
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>0.00</u>	<u>55,500.00</u>	<u>55,500.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>70,000.00</u>	<u>70,000.00</u>	<u>0.00</u>	<u>100.00</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	0.00	0.00	52,660.00	52,660.00	0.00	100.00
10-66-9850 - Per Capita Grant - Prior Year	<u>649.00</u>	<u>649.00</u>	<u>0.00</u>	<u>(649.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>649.00</u>	<u>649.00</u>	<u>52,660.00</u>	<u>52,011.00</u>	<u>1.23</u>	<u>98.77</u>

**Addison Public Library
Expense Report
For the 1 Month Ended May 31, 2024**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Other Expenses</u>						
10-66-9910 - Hardware	4,238.79	4,238.79	50,000.00	45,761.21	8.48	91.52
10-66-9920 - Furniture and Equipment	902.85	902.85	10,000.00	9,097.15	9.03	90.97
10-66-9930 - Reciprocal Borrowing Expense	0.00	0.00	1,000.00	1,000.00	0.00	100.00
10-66-9940 - Cable Broadcast	0.00	0.00	4,800.00	4,800.00	0.00	100.00
10-66-9960 - Friends of the Library	699.75	699.75	7,500.00	6,800.25	9.33	90.67
10-66-9970 - FUNshine Committee	199.62	199.62	4,500.00	4,300.38	4.44	95.56
10-66-9980 - Staff Recognition	<u>157.78</u>	<u>157.78</u>	<u>9,100.00</u>	<u>8,942.22</u>	<u>1.73</u>	<u>98.27</u>
	<u>6,198.79</u>	<u>6,198.79</u>	<u>86,900.00</u>	<u>80,701.21</u>	<u>7.13</u>	<u>92.87</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>17,610.13</u>	<u>17,610.13</u>	<u>314,880.00</u>	<u>297,269.87</u>	<u>5.59</u>	<u>94.41</u>
Total General Fund Expenditures	<u>395,861.39</u>	<u>395,861.39</u>	<u>6,381,940.00</u>	<u>5,986,078.61</u>	<u>6.20</u>	<u>93.80</u>
 <u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	300,000.00	300,000.00	0.00	100.00
80-55-1905 - Renovation Project	<u>30,000.00</u>	<u>30,000.00</u>	<u>10,000,000.00</u>	<u>9,970,000.00</u>	<u>0.30</u>	<u>99.70</u>
	<u>30,000.00</u>	<u>30,000.00</u>	<u>10,300,000.00</u>	<u>10,270,000.00</u>	<u>0.29</u>	<u>99.71</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>30,000.00</u>	<u>30,000.00</u>	<u>10,300,000.00</u>	<u>10,270,000.00</u>	<u>0.29</u>	<u>99.71</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>425,861.39</u>	<u>425,861.39</u>	<u>16,681,940.00</u>	<u>16,256,078.61</u>	<u>2.55</u>	<u>97.45</u>

Addison Public Library

Check List

All Bank Accounts

May 1, 2024 - June 18, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
1293	05/31/24	Addison Public Library 500004	600.00
21398	05/14/24	Chicago Sun-Times 131845	646.80
21399	05/14/24	Comcast 132548	68.89
21400	05/14/24	Illinois Notary Discount Bonding Co 192261	63.00
21401	05/14/24	Nicor Gas 241916	1,657.77
21402	05/14/24	Todays Business Solutions,Inc 302521	334.24
21403	05/22/24	CMRS-FP 132402	2,000.00
21404	05/22/24	Mission Square 231901	3,075.95
21405	05/22/24	Tether Security 301525	749.00
21406	05/22/24	The Language Labs 112890	30.00
21407	05/22/24	Verizon	97.12
21408	05/22/24	Village of Addison - HSA	2,347.28
21409	05/22/24	Village of Addison: Misc Exp 500010	27.90
21410	05/22/24	Village of Addison: Misc Exp 500010	88.00
21411	05/22/24	Village of Addison: Misc Exp 500010	155.65
21412	05/22/24	Village of Addison: Misc Exp 500010	564.77
21413	05/22/24	Village of Addison: Misc Exp 500010	765.61
21413	05/22/24	Village of Addison: Misc Exp 500010	(765.61)
21414	05/22/24	Village of Addison:Health Ins 500011	27,264.54
21415	05/22/24	Village of Addison:Health Ins 500011	1,972.81
21416	05/22/24	Village of Addison:Health Ins 500011	279.69
21417	05/24/24	Amazon Capital Services 112300	346.82
21418	05/24/24	Demco Inc 141551	933.63
21419	05/24/24	Sarah van der Heyden 892177	336.71
21420	05/24/24	Village of Addison: Misc Exp 500010	766.87
38301	06/06/24	4imprint, Inc. 162600	4,209.95
38302	06/06/24	Amazon Capital Services 112300	1,267.22
38303	06/06/24	Amazon Capital Services 112300	982.14
38304	06/06/24	Aunt Tina's Sounds Bites LLC	300.00
38305	06/06/24	BMO Harris Bank N.A. - Payments 122301	4,627.61
38306	06/06/24	CDS Office Technologies 131476	4,277.58
38307	06/06/24	CDW Government 131480	1,064.43
38308	06/06/24	Center Point Publishing 131571	309.21
38309	06/06/24	Chicago Backflow Inc 131841	945.00
38310	06/06/24	Children's Plus, Inc. 131861	13.49
38311	06/06/24	Comcast 132548	68.65
38312	06/06/24	Comcast 132554	788.68
38313	06/06/24	Current Technologies 133170	745.06
38314	06/06/24	Custom Ink LLC 133181	903.99
38315	06/06/24	Demco Inc 141551	264.44
38316	06/06/24	Ebsco Information Services 151271	27.45
38317	06/06/24	Ehler Investment Partners, LLC 151700	2,770.98
38318	06/06/24	GALE/CENGAGE Learning 171152	387.61
38319	06/06/24	Grainger 333337	410.54
38320	06/06/24	Heyl Royster 181565	540.00
38321	06/06/24	HR Source 231161	1,650.00
38322	06/06/24	IL Library Association 192210	100.00
38323	06/06/24	Information Today Inc 171154	435.55
38324	06/06/24	Jackson-Hirsh, Inc. 201115	333.87
38325	06/06/24	Johnson Plastics Plus 202520	132.68
38326	06/06/24	Jostle Corporation 203123	6,701.76
38327	06/06/24	Library Ideas 221922	879.20
38328	06/06/24	Mission Square 231901	3,075.95
38329	06/06/24	NewsBank 241594	5,203.00
38330	06/06/24	Playaway 262219	107.86
38331	06/06/24	Quill 273145	813.76
38332	06/06/24	Rose Pest Solutions 285241	240.00

Addison Public Library**Check List**

All Bank Accounts

May 1, 2024 - June 18, 2024

Check Number	Check Date	Payee	Amount
38333	06/06/24	SAGE Publications Inc 291132	336.17
38334	06/06/24	Sir Speedy Printing 291970	745.00
38335	06/06/24	Suregreen Landscape 293170	2,540.00
38336	06/06/24	The Reptile Den LLC	125.00
38337	06/06/24	Thomson Reuters - West 301867	118.00
38338	06/06/24	Uline 312246	902.85
38339	06/06/24	United States Postal Service 312448	2,000.00
38340	06/06/24	Village of Addison - HSA	2,347.28
38341	06/18/24	Addison Public Library 500004	0.40
38342	06/18/24	Amazon Capital Services 112300	1,127.16
38343	06/18/24	Angel Caringella 829331	15.00
38344	06/18/24	Baker & Taylor 120290	2,072.91
38345	06/18/24	Baker & Taylor 120300	216.51
38346	06/18/24	Baker & Taylor 120310	11,771.45
38347	06/18/24	Baker & Taylor 120330	39.09
38348	06/18/24	Betsi Beltran	29.87
38349	06/18/24	Bibliotheca, LLC 121830	4,104.88
38350	06/18/24	Brainfuse Online Instruction	9,040.00
38351	06/18/24	CDS Office Technologies 131476	546.72
38352	06/18/24	CDW Government 131480	988.81
38353	06/18/24	Cengage Learning 131563	298.38
38354	06/18/24	Children's Plus, Inc. 131861	44.23
38355	06/18/24	Chris Pudelek 829225	20.49
38356	06/18/24	Claire Bartlett	0.94
38357	06/18/24	Complete Cleaning 132523	5,400.00
38358	06/18/24	Crimson Multimedia Dist. 132835	40.00
38359	06/18/24	D&Z House of Books Inc 143662	172.88
38360	06/18/24	Dell 141554	3,174.36
38361	06/18/24	Drawing Board Printing 142819	830.13
38362	06/18/24	Gabriela Tafolla 162821	43.58
38363	06/18/24	Imperial Dade 192340	2,429.32
38364	06/18/24	Innovation Arts Connection, LLC	200.00
38365	06/18/24	Jodi Gianakopoulos 892160	15.00
38366	06/18/24	Jose Gomez 892197	16.62
38367	06/18/24	Lauterbach&Amen LLP 172582	1,800.00
38368	06/18/24	Len's Ace Hardware, Inc. 221567	154.13
38369	06/18/24	Lesley Cyrier 892152	117.17
38370	06/18/24	Marti LaHood - 281914	160.00
38371	06/18/24	Matthew Sherlock 892179	3,040.00
38372	06/18/24	Matthew Williams 892182	44.26
38373	06/18/24	Midwest Tape 231925	2,336.08
38374	06/18/24	Morningstar Inc 232576	165.00
38375	06/18/24	Nardi's Pizza 241172	345.75
38376	06/18/24	Nicole Valenta 892111	29.94
38377	06/18/24	ODP Business Solutions 251353	89.98
38378	06/18/24	Patricia Trampas 261181	80.00
38379	06/18/24	Patti Gebala 892144	9.31
38380	06/18/24	Paul Rubio	5.75
38381	06/18/24	Playaway 262219	607.18
38382	06/18/24	Product Architecture + Design 262850	30,000.00
38383	06/18/24	Quill 273145	264.30
38384	06/18/24	Rails 281145	100.00
38385	06/18/24	Robbins Schwartz 282514	68.25
38386	06/18/24	Rosario Villacorta 829351	15.00
38387	06/18/24	Sarah van der Heyden 892177	17.27
38388	06/18/24	Sherie C Shapiro 291967	75.00
38389	06/18/24	Sir Speedy Printing 291970	1,390.00
38390	06/18/24	Team One Repair, Inc. 301514	585.00

Addison Public Library

Check List

All Bank Accounts

May 1, 2024 - June 18, 2024

Check Number	Check Date	Payee	Amount
38391	06/18/24	Technology Management Revolving Fund 132558	378.30
38392	06/18/24	Telcom Innovations Group, LLC 301530	2,397.79
38393	06/18/24	Yesenia Benavidez 892185	18.89
Vendor Check Total			<u>185,032.48</u>
Check List Total			<u><u>185,032.48</u></u>

Check count = 118

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Addison Public Library 500004 10-66-9960	Friends of the Library	Addison Public Library 500004	600.00	1293	05/31/24	<u>600.00</u>
Chicago Sun-Times 131845 10-55-3400	Magazines/News	Acct #337742	646.80	21398	05/14/24	<u>646.80</u>
Comcast 132548 10-58-5510	Telephone	Acct #8771 20 183 0148973	68.89	21399	05/14/24	<u>68.89</u>
Illinois Notary Discount Bonding Co 192261 10-56-4100	Legal Fees	Megan Rose Christianson Notary Bonding Package	63.00	21400	05/14/24	<u>63.00</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	1,657.77	21401	05/14/24	<u>1,657.77</u>
Todays Business Solutions,Inc 302521 10-58-5510	Telephone	Inv #041624-2	334.24	21402	05/14/24	<u>334.24</u>
CMRS-FP 132402 10-66-9290	Postage	Acct #106000476387	2,000.00	21403	05/22/24	<u>2,000.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	3,075.95	21404	05/22/24	<u>3,075.95</u>
Tether Security 301525 10-61-6200	Software/Licenses	Inv #0006870	749.00	21405	05/22/24	<u>749.00</u>
The Language Labs 112890 10-64-8100	Adult Services Programs	May 2024 Program - Extra Student Fee	30.00	21406	05/22/24	<u>30.00</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9963490971	97.12	21407	05/22/24	<u>97.12</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contribution for 5/22/24 Payroll	2,347.28	21408	05/22/24	<u>2,347.28</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate ID Theft - June 2024	27.90	21409	05/22/24	<u>27.90</u>

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - June 2024	88.00	21410	05/22/24	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - April 2024	155.65	21411	05/22/24	<u>155.65</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc - June 2024	564.77	21412	05/22/24	<u>564.77</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard List - June 2024	765.61	21413	05/22/24	<u>765.61</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	To void Standard List - June 2024	-765.61	21413	05/22/24	<u>(765.61)</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS June 2024	27,264.54	21414	05/22/24	<u>27,264.54</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - June 2024	1,972.81	21415	05/22/24	<u>1,972.81</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP - June 2024	279.69	21416	05/22/24	<u>279.69</u>
Amazon Capital Services 112300 10-66-9250	Materials Management Supplies	INV #1Q6Y-J647-3RMP	346.82	21417	05/24/24	<u>346.82</u>
Demco Inc 141551 10-66-9250	Materials Management Supplies	iINV #7464418	933.63	21418	05/24/24	<u>933.63</u>
Sarah van der Heyden 892177 10-62-7560	Out-of-State Travel	PLA Conference 4/2-4/6/2024	336.71	21419	05/24/24	<u>336.71</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - June 2024	766.87	21420	05/24/24	<u>766.87</u>
4imprint, Inc. 162600 10-64-8220	Flyers/Brochures	Inv# 12520283	4,209.95	38301	06/06/24	<u>4,209.95</u>
Amazon Capital Services 112300 10-66-9970	FUNshine Committee	Inv# 179V-DD7V-Y7HM	101.74	38302	06/06/24	<u>1,267.22</u>

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8160	Teen Program	Inv# 1JMD-13VG-1L49	130.42			
10-64-8160	Teen Program	Inv# 1W3R-M7X6-3F77	146.56			
10-64-8160	Teen Program	Inv# 1WVW-YMLT-1R49	98.83			
10-64-8100	Adult Services Programs	Inv# 11PK-9JJW-3LCF	160.70			
10-64-8100	Adult Services Programs	Inv# 1LWR-L9DX-MJ74	164.66			
10-52-3900	Children Other Expenditures	Inv# 1Y36-JKRK-3F7N	12.94			
10-54-3110	Adult Books	Inv# 1HCC-D4YP-3D9R	40.04			
10-66-9250	Materials Management Supplies	Inv# 14XX-4V3K-JJ34	24.56			
10-66-9270	Information Technology Supplies	Inv# 1H79-WKVD-MV3N	29.99			
10-64-8170	IT Programs	Inv# 1M39-FNMF-MD3Q	137.37			
10-64-8170	IT Programs	Inv# 1MRH-H6PD-491J	219.41			
Amazon Capital Services 112300				38303	06/06/24	<u>982.14</u>
10-64-8160	Teen Program	Inv# 1R7L-41GN-3GCW	539.76			
10-54-3110	Adult Books	Inv# 1FKN-PR9K-JQFP	251.39			
10-54-3900	Adult Other Expenditures	Inv# 1H37-LV1Y-N6DH	48.32			
10-54-3900	Adult Other Expenditures	Inv# 1T1D-WFMC-MNXN	75.55			
10-54-3900	Adult Other Expenditures	Inv# 1NTK-MXPL-M67L	37.13			
10-66-9270	Information Technology Supplies	Inv# 1H79-WKVD-MV3N	29.99			
Aunt Tina's Sounds Bites LLC				38304	06/06/24	<u>300.00</u>
10-64-8100	Adult Services Programs	6/17 Program	300.00			
BMO Harris Bank N.A. - Payments 122301				38305	06/06/24	<u>4,627.61</u>
10-61-6200	Software/Licenses	Screen Connect	39.00			
10-61-6200	Software/Licenses	SMTP2GO	15.00			
10-61-6200	Software/Licenses	Zoho Corp	115.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Airtame	480.00			
10-61-6200	Software/Licenses	Screen Connect	36.00			
10-61-6200	Software/Licenses	Crowdpurr	269.95			
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Canva	119.99			
10-61-6200	Software/Licenses	lightspeed	94.50			
10-61-6200	Software/Licenses	Zoho Corp	123.50			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9970	FUNshine Committee	Sams Club	97.88			
10-64-8160	Teen Program	Sams Club	348.22			
10-64-8100	Adult Services Programs	Sams Club	98.26			
10-58-5610	Building Supplies	Home Depot	195.95			
10-58-5610	Building Supplies	Home Depot	104.57			

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Mobile Beacon	930.00			
10-55-3400	Magazines/News	Academy of Model Aeronautics	15.00			
10-62-7440	Adult Services	U of I	75.00			
10-62-7560	Out-of-State Travel	Uber	95.47			
10-62-7560	Out-of-State Travel	Embassy Suites	326.66			
10-62-7560	Out-of-State Travel	Ncdonalds	8.98			
10-62-7560	Out-of-State Travel	Embassy Suites	5.00			
10-62-7560	Out-of-State Travel	Auntie Anne's	6.19			
10-66-9220	Guest Services Supplies	Sams Club	9.48			
10-66-9250	Materials Management Supplies	Midwest Barcoding Solutions	61.32			
10-66-9850	Per Capita Grant - Prior Year	Library Works	49.00			
10-66-9330	Community Engagement Supplies	Sams Club	172.86			
10-66-9330	Community Engagement Supplies	Signs	209.04			
10-66-9980	Staff Recognition	Lake St Cafe	157.78			
CDS Office Technologies 131476				38306	06/06/24	<u>4,277.58</u>
10-66-9270	Information Technology Supplies	Inv# INV1614022	2,528.26			
10-66-9270	Information Technology Supplies	Inv# INV1614023	1,749.32			
CDW Government 131480				38307	06/06/24	<u>1,064.43</u>
10-66-9910	Hardware	Inv# RF37045	1,064.43			
Center Point Publishing 131571				38308	06/06/24	<u>309.21</u>
10-54-3110	Adult Books	Inv# 2098932	309.21			
Chicago Backflow Inc 131841				38309	06/06/24	<u>945.00</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 398141	945.00			
Children's Plus, Inc. 131861				38310	06/06/24	<u>13.49</u>
10-52-3100	Children Books	Inv# 246072	13.49			
Comcast 132548				38311	06/06/24	<u>68.65</u>
10-58-5510	Telephone	Acct# 8771 20 183 0148973	68.65			
Comcast 132554				38312	06/06/24	<u>788.68</u>
10-58-5510	Telephone	Inv# 203382917	788.68			
Current Technologies 133170				38313	06/06/24	<u>745.06</u>
10-61-6200	Software/Licenses	Inv# 14742	745.06			
Custom Ink LLC 133181				38314	06/06/24	<u>903.99</u>
10-64-8910	Other Promotions	Inv# 73885056	903.99			

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Demco Inc 141551 10-66-9220	Guest Services Supplies	Inv# 7483270	264.44	38315	06/06/24	<u>264.44</u>
Ebsco Information Services 151271 10-55-3400	Magazines/News	Inv# 2406021	27.45	38316	06/06/24	<u>27.45</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	4/1/24-4/30/24	2,770.98	38317	06/06/24	<u>2,770.98</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	Inv# 84283637	387.61	38318	06/06/24	<u>387.61</u>
Grainger 333337 10-58-5610	Building Supplies	INV# 9112317871	410.54	38319	06/06/24	<u>410.54</u>
Heyl Royster 181565 10-56-4100 10-56-4100	Legal Fees Legal Fees	inv# INTERIM1671195 inv# INTERIM1671282	240.00 300.00	38320	06/06/24	<u>540.00</u>
HR Source 231161 10-56-4900 10-62-7510	Other Contracts Memberships (Staff & Board)	Inv# 20034 Inv# FY25-6078	150.00 1,500.00	38321	06/06/24	<u>1,650.00</u>
IL Library Association 192210 10-62-7510	Memberships (Staff & Board)	Inv# 238023	100.00	38322	06/06/24	<u>100.00</u>
Information Today Inc 171154 10-54-3110	Adult Books	Inv# 1774141-B1	435.55	38323	06/06/24	<u>435.55</u>
Jackson-Hirsh, Inc. 201115 10-66-9300 10-66-9300 10-66-9960	Library Wide Supplies Library Wide Supplies Friends of the Library	Inv# 1086381 Inv# 1086269 Inv# 1086466	117.06 117.06 99.75	38324	06/06/24	<u>333.87</u>
Johnson Plastics Plus 202520 10-64-8170	IT Programs	Inv# 3545642	132.68	38325	06/06/24	<u>132.68</u>
Jostle Corporation 203123 10-61-6200	Software/Licenses	Inv# IN11226	6,701.76	38326	06/06/24	<u>6,701.76</u>
Library Ideas 221922				38327	06/06/24	<u>879.20</u>

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3900	Children Other Expenditures	Inv# 113026	263.76			
10-52-3900	Children Other Expenditures	Inv# 113025	615.44			
Mission Square 231901				38328	06/06/24	<u>3,075.95</u>
10-22-0260	Def Annuity Withholding Payable	PLan# 306740 6/5/24	3,075.95			
NewsBank 241594				38329	06/06/24	<u>5,203.00</u>
10-55-3500	Online Databases	Inv# RT553622	5,203.00			
Playaway 262219				38330	06/06/24	<u>107.86</u>
10-52-3900	Children Other Expenditures	Inv# 461110	107.86			
Quill 273145				38331	06/06/24	<u>813.76</u>
10-66-9210	Office Supplies	Inv# 38441577	92.37			
10-66-9300	Library Wide Supplies	Inv# 38639524	549.69			
10-66-9300	Library Wide Supplies	Inv# 38629178	52.61			
10-64-8160	Teen Program	Inv# 38639524	9.32			
10-66-9230	Adult Services Supplies	Inv# 38639524	45.39			
10-66-9250	Materials Management Supplies	Inv# 38441577	64.38			
Rose Pest Solutions 285241				38332	06/06/24	<u>240.00</u>
10-56-4900	Other Contracts	Bait Stations	240.00			
SAGE Publications Inc 291132				38333	06/06/24	<u>336.17</u>
10-54-3110	Adult Books	Inv# 991379K1	336.17			
Sir Speedy Printing 291970				38334	06/06/24	<u>745.00</u>
10-66-9210	Office Supplies	Inv# 88460	145.00			
10-66-9850	Per Capita Grant - Prior Year	Inv# 88321	600.00			
Suregreen Landscape 293170				38335	06/06/24	<u>2,540.00</u>
10-58-5690	Other Building Materials & Repair	Mulch	2,540.00			
The Reptile Den LLC				38336	06/06/24	<u>125.00</u>
10-64-8120	Children Services Programs - General	6/13 Program	125.00			
Thomson Reuters - West 301867				38337	06/06/24	<u>118.00</u>
10-54-3110	Adult Books	Inv# 850213444	118.00			
Uline 312246				38338	06/06/24	<u>902.85</u>
10-66-9920	Furniture and Equipment	inv# 177914045	902.85			

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
United States Postal Service 312448 10-64-8210	Newletter	Permit #85	2,000.00	38339	06/06/24	<u>2,000.00</u>
Village of Addison - HSA 10-50-2400	Health Insurance	HSA 6/5/24	2,347.28	38340	06/06/24	<u>2,347.28</u>
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Reimbursement for coin fee	0.40	38341	06/18/24	<u>0.40</u>
Amazon Capital Services 112300 10-64-8100	Adult Services Programs	INV#1G1Y-DR1Y-PLTV	35.99	38342	06/18/24	<u>1,127.16</u>
10-64-8100	Adult Services Programs	MEMO#1K3H-W6WD-NY9F	-10.30			
10-64-8120	Children Services Programs - General	INV#1N43-HMDC-MR6Q	246.00			
10-52-3100	Children Books	INV#1DMD-XM6M-NGTN	56.47			
10-54-3110	Adult Books	INV#1J7P-7P1D-MXQP	47.56			
10-54-3110	Adult Books	INV#1N43-HMDC-P64C	37.50			
10-66-9230	Adult Services Supplies	INV#139R-PQ4N-NHCQ	68.97			
10-66-9240	Children Services Supplies	INV#1CRJ-MY6W-P33Y	113.85			
10-66-9250	Materials Management Supplies	INV#1FP9-RDH1-NR66	176.27			
10-66-9270	Information Technology Supplies	INV#1PVJ-94LL-J6FD	27.61			
10-66-9270	Information Technology Supplies	INV#1G1Y-DR1Y-PLTV	10.78			
10-64-8170	IT Programs	INV#1LW3-JXXM-LRXM	316.46			
Angel Caringella 829331 10-62-7550	In-State Travel	Reaching Forward- 5.10.24	15.00	38343	06/18/24	<u>15.00</u>
Baker & Taylor 120290 10-52-3100	Children Books	Inv# 2038286595	3,119.16	38344	06/18/24	<u>2,072.91</u>
10-52-3100	Children Books	Inv# 2038284688	1,027.43			
10-52-3100	Children Books	Inv# 2038322317	380.31			
10-52-3100	Children Books	Inv# 2038304018	331.38			
10-66-9250	Materials Management Supplies	COA102991429 - Credit	-486.81			
10-66-9250	Materials Management Supplies	Inv# 2038322318	20.23			
10-66-9250	Materials Management Supplies	Inv# 2038286596	136.85			
10-66-9250	Materials Management Supplies	Inv# 2038284689	63.07			
10-66-9250	Materials Management Supplies	Inv# 2038304019	11.90			
10-66-9250	Materials Management Supplies	COA102991430 - Credit	-2,530.61			
Baker & Taylor 120300 10-54-3900	Adult Other Expenditures	Inv# 2038296553	166.53	38345	06/18/24	<u>216.51</u>
10-66-9250	Materials Management Supplies	Inv# 2038296554	49.98			

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor 120310				38346	06/18/24	<u>11,771.45</u>
10-54-3110	Adult Books	Inv# 2038313607	1,128.33			
10-54-3110	Adult Books	Inv# 2038328511	706.19			
10-54-3110	Adult Books	Credit	-0.02			
10-54-3110	Adult Books	Inv# 2038274476	302.92			
10-54-3110	Adult Books	Inv# 2038340632	1,117.93			
10-54-3110	Adult Books	Inv# 2038290197	1,825.35			
10-54-3110	Adult Books	Inv# 2038286571	6,214.75			
10-66-9250	Materials Management Supplies	Inv# 2038274477	4.76			
10-66-9250	Materials Management Supplies	Inv# 2038286572	295.12			
10-66-9250	Materials Management Supplies	Inv# 2038290198	57.12			
10-66-9250	Materials Management Supplies	Inv# 2038304633	54.74			
10-66-9250	Materials Management Supplies	Inv# 2038313608	38.08			
10-66-9250	Materials Management Supplies	Inv# 2038328512	26.18			
Baker & Taylor 120330				38347	06/18/24	<u>39.09</u>
10-54-3110	Adult Books	Inv# 2038313031	39.09			
Betsi Beltran				38348	06/18/24	<u>29.87</u>
10-62-7550	In-State Travel	Reaching Forward - 05.10.24	29.87			
Bibliotheca, LLC 121830				38349	06/18/24	<u>4,104.88</u>
10-55-3860	E-Books	Inv# INV-US74437	2,000.00			
10-55-3860	E-Books	May	2,104.88			
Brainfuse Online Instruction				38350	06/18/24	<u>9,040.00</u>
10-55-3500	Online Databases	Inv# 2012603	9,040.00			
CDS Office Technologies 131476				38351	06/18/24	<u>546.72</u>
10-58-5710	Equipment Maintenance & Repair	Inv# INV1615166	546.72			
CDW Government 131480				38352	06/18/24	<u>988.81</u>
10-66-9270	Information Technology Supplies	Inv# RL72367	988.81			
Cengage Learning 131563				38353	06/18/24	<u>298.38</u>
10-54-3110	Adult Books	Inv# 84365165	298.38			
Children's Plus, Inc. 131861				38354	06/18/24	<u>44.23</u>
10-52-3100	Children Books	Inv# 246544	44.23			
Chris Pudelek 829225				38355	06/18/24	<u>20.49</u>

Addison Public Library**Check Register**

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7550	In-State Travel	Lanconi Trustee Banwuet - Oak Park	20.49			
Claire Bartlett 10-62-7550	In-State Travel	Outreach: Rec Center	0.94	38356	06/18/24	<u>0.94</u>
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv# C27305	5,400.00	38357	06/18/24	<u>5,400.00</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	Inv# 012995	40.00	38358	06/18/24	<u>40.00</u>
D&Z House of Books Inc 143662 10-54-3110	Adult Books	Inv# 2024/I165699	61.48	38359	06/18/24	<u>172.88</u>
10-54-3110	Adult Books	Inv# 2024-I165700	111.40			
Dell 141554 10-66-9910	Hardware	Inv# 10749643482	3,174.36	38360	06/18/24	<u>3,174.36</u>
Drawing Board Printing 142819 10-66-9250	Materials Management Supplies	Inv# 6011606	830.13	38361	06/18/24	<u>830.13</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	Outreach: Army Trail Elem& Golden Haven Sr Living	4.22	38362	06/18/24	<u>43.58</u>
10-64-8165	Community Engagement Program	Book Bike Transport	39.36			
Imperial Dade 192340 10-58-5610	Building Supplies	Inv# 16827753	2,429.32	38363	06/18/24	<u>2,429.32</u>
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	6/28 Program	200.00	38364	06/18/24	<u>200.00</u>
Jodi Gianakopoulos 892160 10-62-7550	In-State Travel	Reaching Forward-05.10.24	15.00	38365	06/18/24	<u>15.00</u>
Jose Gomez 892197 10-62-7550	In-State Travel	Reaching Forward-05.10.24	16.62	38366	06/18/24	<u>16.62</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv# 91911	1,800.00	38367	06/18/24	<u>1,800.00</u>

Addison Public Library

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Len's Ace Hardware, Inc. 221567				38368	06/18/24	<u>154.13</u>
10-58-5610	Building Supplies	Inv# 518598/1	25.18			
10-58-5610	Building Supplies	Inv# 518311/1	58.80			
10-58-5610	Building Supplies	Inv# 517844/1	53.96			
10-66-9250	Materials Management Supplies	Inv# 518598/1	16.19			
Lesley Cyrier 892152				38369	06/18/24	<u>117.17</u>
10-64-8100	Adult Services Programs	Summer Reading Supplies	98.52			
10-62-7440	Adult Services	Kiwanis-05.21.24	15.84			
10-62-7550	In-State Travel	Kiwanis-05.21.24	2.81			
Marti LaHood - 281914				38370	06/18/24	<u>160.00</u>
10-64-8100	Adult Services Programs	6/13 & 6/27 Program	160.00			
Matthew Sherlock 892179				38371	06/18/24	<u>3,040.00</u>
10-62-7600	Tuition Reimbursement	Spring 2024-Tuition Reimbursment	3,040.00			
Matthew Williams 892182				38372	06/18/24	<u>44.26</u>
10-62-7550	In-State Travel	Outreach: scrace,worknet,johnny b's, marcus theater	30.55			
10-62-7500	Community Engagement	Outreach: scrace,worknet,johnny b's, marcus theater	13.71			
Midwest Tape 231925				38373	06/18/24	<u>2,336.08</u>
10-52-3900	Children Other Expenditures	Inv# 505551996	228.66			
10-52-3900	Children Other Expenditures	Inv# 505551997	137.19			
10-52-3900	Children Other Expenditures	Inv# 505552602	96.72			
10-52-3900	Children Other Expenditures	Inv# 505447181	5.24			
10-52-3900	Children Other Expenditures	Inv# 505513964	120.69			
10-54-3900	Adult Other Expenditures	Inv# 505513967	35.97			
10-54-3900	Adult Other Expenditures	Inv# 505513966	22.49			
10-54-3900	Adult Other Expenditures	Inv# 505513965	650.73			
10-54-3900	Adult Other Expenditures	Inv# 505504301	39.99			
10-54-3900	Adult Other Expenditures	Inv# 505483357	16.19			
10-54-3900	Adult Other Expenditures	Inv# 505483760	22.49			
10-54-3900	Adult Other Expenditures	Inv# 505483761	7.49			
10-54-3900	Adult Other Expenditures	Inv# 505513963	14.99			
10-54-3900	Adult Other Expenditures	Inv# 505513961	16.49			
10-54-3900	Adult Other Expenditures	Inv# 505447069	22.49			
10-54-3900	Adult Other Expenditures	Inv# 505551995	25.49			
10-54-3900	Adult Other Expenditures	Inv# 505551999	48.71			
10-54-3900	Adult Other Expenditures	Inv# 505552601	62.21			

Addison Public Library Check Register

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 505551998	532.79			
10-54-3900	Adult Other Expenditures	Inv# 505483359	22.49			
10-66-9250	Materials Management Supplies	Inv# 505565912	206.57			
Morningstar Inc 232576				38374	06/18/24	<u>165.00</u>
10-55-3400	Magazines/News	Subscription ID# 1185952	165.00			
Nardi's Pizza 241172				38375	06/18/24	<u>345.75</u>
10-64-8160	Teen Program	5/30/24	190.00			
10-64-8100	Adult Services Programs	5/16/24	35.50			
10-64-8100	Adult Services Programs	5/9/24	40.00			
10-64-8100	Adult Services Programs	5/29/24	45.25			
10-64-8100	Adult Services Programs	5/30/24	35.00			
Nicole Valenta 892111				38376	06/18/24	<u>29.94</u>
10-62-7550	In-State Travel	Reaching Forward-05.10.24	29.94			
ODP Business Solutions 251353				38377	06/18/24	<u>89.98</u>
10-66-9300	Library Wide Supplies	Inv# 367593390001	89.98			
Patricia Trampas 261181				38378	06/18/24	<u>80.00</u>
10-64-8100	Adult Services Programs	6/19 program	80.00			
Patti Gebala 892144				38379	06/18/24	<u>9.31</u>
10-62-7550	In-State Travel	Outreach:ATHS,Clarendal,Club Fitness	9.31			
Paul Rubio				38380	06/18/24	<u>5.75</u>
10-62-7550	In-State Travel	Reaching Forward- 05.10.24	5.75			
Playaway 262219				38381	06/18/24	<u>607.18</u>
10-52-3900	Children Other Expenditures	Inv# 463188	554.18			
10-52-3900	Children Other Expenditures	Inv# 463810	53.00			
Product Architecture + Design 262850				38382	06/18/24	<u>30,000.00</u>
80-55-1905	Renovation Project	Inv# 1650.0783	30,000.00			
Quill 273145				38383	06/18/24	<u>264.30</u>
10-66-9300	Library Wide Supplies	Inv# 38768695	69.93			
10-66-9300	Library Wide Supplies	Inv# 38747889	93.23			
10-66-9300	Library Wide Supplies	Inv# 38747573	101.14			

**Addison Public Library
Check Register**

All Bank Accounts
May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Rails 281145 10-66-9210	Office Supplies	IL Library Laws & Rules	100.00	38384	06/18/24	<u>100.00</u>
Robbins Schwartz 282514 10-56-4100	Legal Fees	ID# 008872 4/30/24	68.25	38385	06/18/24	<u>68.25</u>
Rosario Villacorta 829351 10-62-7550	In-State Travel	Reaching Forward-05.10.24	15.00	38386	06/18/24	<u>15.00</u>
Sarah van der Heyden 892177 10-64-8170	IT Programs	IT Programming Supplies	17.27	38387	06/18/24	<u>17.27</u>
Sherie C Shapiro 291967 10-64-8100	Adult Services Programs	6/20 Program	75.00	38388	06/18/24	<u>75.00</u>
Sir Speedy Printing 291970 10-64-8220 10-64-8220	Flyers/Brochures Flyers/Brochures	Inv# 88489 Inv# 88358	360.00 1,030.00	38389	06/18/24	<u>1,390.00</u>
Team One Repair, Inc. 301514 10-66-9220	Guest Services Supplies	Inv# 1547083	585.00	38390	06/18/24	<u>585.00</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	Inv# T2423809	378.30	38391	06/18/24	<u>378.30</u>
Telcom Innovations Group, LLC 301530 10-61-6200 10-58-5710	Software/Licenses Equipment Maintenance & Repair	Inv# A60859M Inv# A60859M	914.91 1,482.88	38392	06/18/24	<u>2,397.79</u>
Yesenia Benavidez 892185 10-62-7550	In-State Travel	Reaching Forward-05.10.24	18.89	38393	06/18/24	<u>18.89</u>

Check List Total 185,032.48

Plus May payroll for 2024: \$261,055.65

Grand Total: \$446,088.13

Addison Public Library
Payroll Distribution Summary

Board Meeting 6/18/2024

<u>Description</u>	<u>Amount</u>
Payroll	\$261,055.65

Approved by Board of Trustees

President

Date

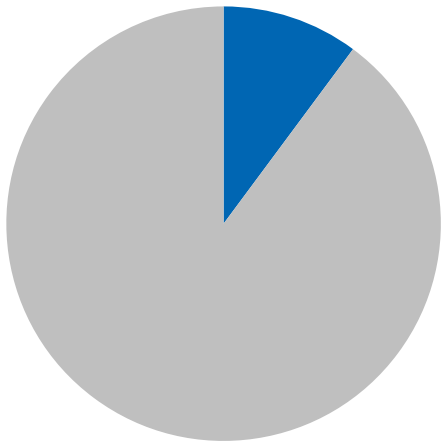
Secretary

Date

May 2024 Financial Highlights

General Fund

total in general fund	\$5,233,112.81
estimated revenue	\$6,483,416.92
budgeted expenditures	\$6,381,940.00
YTD expenditures	\$425,861.39
MTD expenditures	\$425,861.39



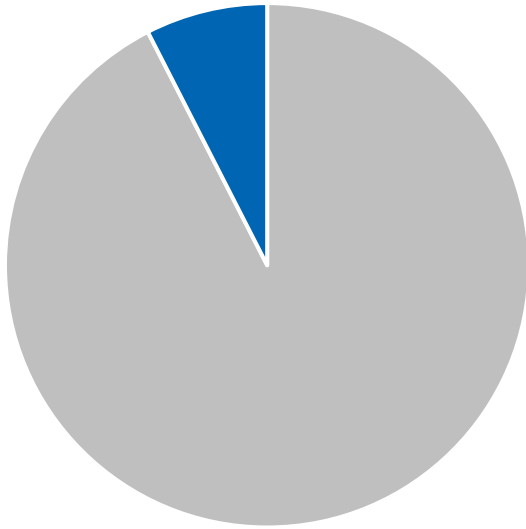
We have received 10% of our estimated revenue for the fiscal year including \$658,697.43 this month.

At this point last year, we had received 9% of our estimated revenue for FY24.



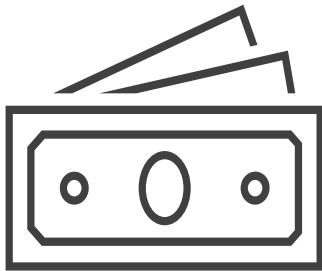
The general fund increased from \$4.97 million to \$5.23 million from 5/1/2024 to 5/31/2024.

This is a result of \$659k revenue coming in and \$426k (general fund + asset replacement) expended.



8% has been spent out of the general fund. We are 8% through the fiscal year.

We have budgeted to spend 122% of what is currently in the general fund.



We have spent 7% of our estimated budget.

At this point last year, we had spent 8% of our estimated budget for FY24, so we're behind the previous year's spending.

Year-to-date spending by budget group



CHILDREN'S SERVICES – MAY 2024

SNAPSHOT

- May was a busy month, filled with preparations for Summer Reading and school visits. We visited all District 4 elementary schools as well as the Addison Early Learning Center, St. Philip the Apostle School, and two District 15 schools to promote Summer Reading. With the help of CS bilingual staff members Betsi and Alejandra, as well as Head of CE Gaby Tafolla, we were able to do visits in Spanish as well when requested.
- In addition to visits to the local schools, several of the 2nd grade classes from District 4 came to the library as part of their field trips, and CS staff provided tours and craft activities.
- Louise presented to the Board on May 21 to tell board members about Summer Reading. In addition, Louise put together a video training and quiz for staff on Summer Reading with assistance from the Heads of Community Engagement, Teen Services, and Adult Services.
- Betsi attended the Reaching Forward conference on May 10.
- Our first Story Time Outside of the season took place on May 31. We lucked out with great weather, and Debbie read stories and sang songs to a very enthusiastic crowd.
- Summer Reading VIP signup (for Addison Library cardholders) officially began on May 30. We had a total of 203 registrations on May 30th & 31st! To get a better sense on how kids were feeling about Summer Reading signup, we put out a set of 3 survey jars – one jar for three different moods: excitement, somewhere in-between, and not super happy about their Summer Reading choice. The majority of our signups polled in the first two days rated themselves happy.



STATISTICS

Children's Programs: 26 programs, 3154 participants (includes onsite and offsite programs)

Passive Programs: 5 passive programs; 357 participants | Appointments: 12 | Continuing Ed: 20.75 hours

Reference Questions: 176 | Scan/Fax Questions: 83 | Directional Questions: 132 | Teacher Resource Room: 12

Book Displays: Asian American, Native Hawaiian and Pacific Islander Heritage Month (Opto), Ocean Life, Reading Makes Your Mind Bloom, If You Like ... *Babysitter's Club*.



GUEST SERVICES – May 2024

SNAPSHOT

Janet celebrated her 8-year anniversary with APL.

Eva completed 3 Spanish translations. These translations took 7 hours for her to complete.

Nicole, Margaret, and Liz M. all attended Reaching Forward on May 10 in Rosemont. This was a day full of learning and networking with APL staff from other departments and staff from other libraries.

Due to Library Aides being short-staffed, Guest Services staff has been helping with the AMH bins when needed.

District 88 Transitions students' last day was May 15, 2024. Prior to this date, on Monday-Thursday, the Transitions students assisted Guest Services staff by inducting into the AMH the APL items received via RAILS. Now Guest Services staff is inducting the APL items Monday-Friday which takes time away from the desk for one person.

STATISTICS

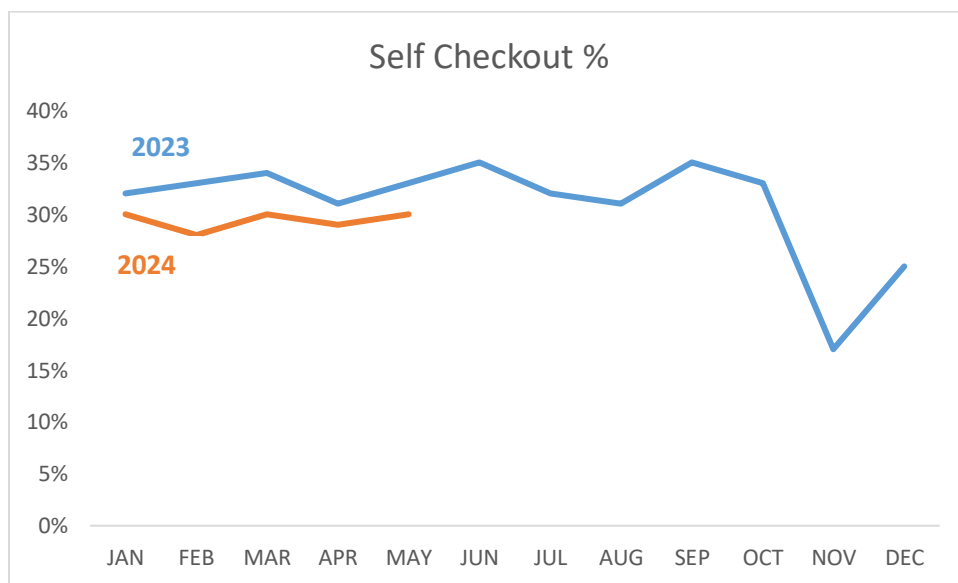
In May there were 3 curbside pickups.

29 non-SWAN ILLs were checked out by patrons.

3 non-SWAN reciprocal borrowers were registered.

May 6 – 10 was the quarterly count for RAILS. That week APL sent 718 items out in 22 bins.

Guest Services staff completed 30.5 hours of Continuing Education.



IT SERVICES – May 2024

SNAPSHOT

The Head of IT Services generated public printing and scanning statistics from the last fiscal year. The purpose is to help reconfigure public printing and scanning equipment with building renovation.

- Patrons printed out a total of 124,014 pages, averaging 350 pages per day.
- Patrons photocopied a total of 33,113 pages, averaging 94 pages per day.
- Based on the above, 79% of pages were printed and 21% were photocopied.
- Among a total of 65,242 pages scanned, 51% were from scan-to-copy, 32% from scan-to-email, 12% from scan-to-fax, 4% from scan-to-USB, and 1% from scan-to-Google Drive.



PROJECTS

The IT Services Associates

- Answered a total of 620 questions, which was 1 less question per day compared to April.
- 110 (or 18%) questions were asked and answered in Spanish, which was on par with last month.

The Creative Services Coordinator

- Coordinated the assembly of 514 craft kits for Summer Reading and Creative Studio “grab and go.”
- Had 15 one-on-one appointments, which is the most one-on-ones in a month this year.
- Coordinated the kick-off meeting with Library Market, starting a website migration project which will be completed in late 2024.

The IT System Administrator

- Responded to and resolved 25 IT tickets, which was on par with April.
- Added 6 new laptops for patrons to borrow and use outside the library building.
- Configured new board meeting recording equipment.

The Head of IT Services

- Provided guidance on fixing a problem with Novelist access via catalog.
- Prepared a proposal on reconfigurations of public printing and scanning equipment as related to upcoming building renovation.
- Compiled IT-related statistics for IPLAR (Illinois Public Library Annual Report), in addition to compiling a surplus equipment list.

TEEN SERVICES – MAY 2024

SNAPSHOT



Photos: (left) 8th graders line up to get the first summer reading bags. (center and right) The same patron in sixth and eighth grade getting a summer reading bag.

Teen Services staff spoke to every Language Arts class at Indian Trail to promote summer reading. Staff book-talked every title and invited students to participate in our volunteer program and "camps": Library mini-golf, LEGO masters, Make Mondays, and more. A few students could not wait for their bag and came right after school to borrow the books they wanted.

Because school gets out before the official start of our summer reading program, we give teens a few days in May to get their bags. We started with 8th graders, hosted bilingual and cross-cat classes, and ended by opening up summer reading to all teens. In May, we gave out 211 summer reading bags.

A teen stopped by this month to tell us he's graduating high school and going to college on a full scholarship. Throughout his teen years, he was a regular at the library, often getting homework help from TS and AS staff. He told Courtney that he has enough AP credits for a full semester of college and that on his AP English test, he referenced a fantasy series she recommended to him back in middle school!



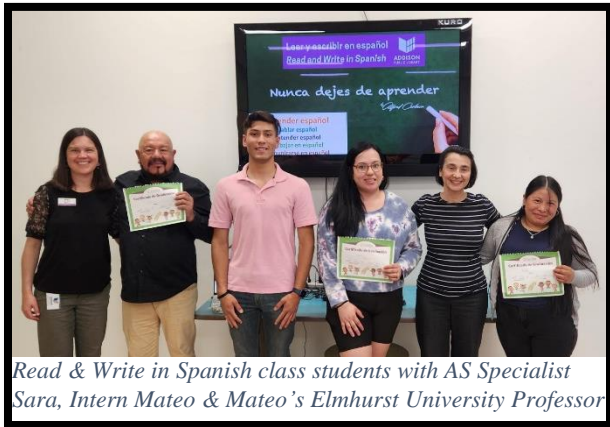
ADDISON
PUBLIC LIBRARY

ADULT SERVICES – MAY 2024

SNAPSHOT

May is traditionally a month of celebration as the school year wraps up and we honor graduations as well as welcome the unofficial beginning of summer. Adult Services joined in and had a lot to celebrate this month!

In May, our second session of Read & Write in Spanish wrapped up their semester. During the last day of class, students read aloud paragraphs they had written about themselves as well as a brief story they selected to demonstrate how much they had learned over the semester. Our Elmhurst intern and Addison resident Mateo also presented the students with course completion certificates. Sara asked students for feedback on the class. Below are their comments, translated to English.



Read & Write in Spanish class students with AS Specialist Sara, Intern Mateo & Mateo's Elmhurst University Professor

“The teacher helped me a lot. I didn't know how to read – very little – and to write, less. It helped me a lot. My family is proud because I learned a lot. Many things that I didn't know, many things he [the teacher] taught me. I'm going to take this class again.”

“This class helped me a lot to read because I didn't know how to read. I knew I could write, but I didn't know how to read, and I was helped a lot. I recommend this class because it helped us a lot to be able to read, and for studying, there is no age because you feel that there is no opportunity, but there is opportunity, and for studying, there is no age. I'm going to continue more with this class so that I'm able to read more and speak well in Spanish. I'm thinking of taking the GED preparation class, I'm going to take it, but I have to take this Spanish class again so that I'm ready to speak without difficulty.”

A bittersweet celebration was the last day for our Social Work Intern, Narze. During the 2023-2024 school year, she spent over 500 hours at APL. Staff and patrons will miss her and we wish her well on her next chapter! Lesley has been working with Dominican to secure another intern for the coming school year.

Our Wednesday night ESL conversation group also got out and enjoyed the good weather! This year the class is working more real life opportunities to practice their English, so they took a trip to the Addison Historical Society.

Interesting Question

Question: Do you have a book of sheet music that includes Beethoven's Moonlight Sonata?

Answer: We do not have books of sheet music, but it is possible to find sheet music for works in the public domain online. The organization Mutopia Project has over 2,000 classical and contemporary works available for print or download on their website – including the Midnight Sonata!

Success Stories

A patron asked for help scanning and uploading several documents to Illinois.gov. Since the scanner on the second floor was in use, Megan helped the patron use the scan to PDF function in the iPhone notes app, had the patron email the documents to herself, and helped upload them to the appropriate government portal. The patron was excited to learn that she could use her phone to scan documents, and on her way out of the library, stopped to talk to Megan at the desk to make sure she had the process down.

Yesenia had been assisting a patron who was struggling with the aftermath of a DV crisis. An organization called Yesenia to tell her that with her support the agency will cover the cost of relocating the family and 1st month's rent. It was a huge win for the family and will be a big financial help for the parents.





MATERIALS MANAGEMENT – MAY 2024

SNAPSHOT

Congratulations to Raghda who has been promoted to the Acquisition Associate position! This leaves our Materials Management Associate open and will work with HR to get that position filled.

Jenny completed our fiscal year rollover and ordering has started again. In May, we ordered over 1,000 items and received 27 boxes in one day from Baker and Taylor. Thank you to the staff who helped with unpacking all the boxes. It was a team effort!

This month Jenny attended the Ohio Valley Group of Technical Services Librarians Conference. This conference is held annually and rotates among three states. The conference provides opportunities to exchange ideas, discuss problems libraries are facing, and bring awareness in the technical services field.

PROJECTS

Karen looked at circulation statistics and decided to remove the Urdu and Gujarati collections.

With the removal of the Urdu and Gujarati collections, Stef is starting to analyze the Spanish collection to shift. Stef created a plan and will work with the Library Aides on shifting.

Karen worked with Courtney and Jenny to get the Comics Plus eBook platform up and running. Courtney and Jenny curated collections for Adult, Teen, and Children's collections.

Eden learned how to process some library material and has started to catalog toys/games. Marilyn finished revising Interlibrary Loan procedures. Paul was a presenter for Career Day at his former middle school and talked about the work he does at the library.

Diana, Hooriya, Jenni, Johnny, and Priyanka helped the public services department with Summer Reading program kits and activities.

Sue was back to counting shelves in the remodel plans and noticed that we are short of shelves in the Children's Department based on the remodel plans.

STATISTICS

MM staff completed **37** hours of CE.

MM staff added **1,428** items.

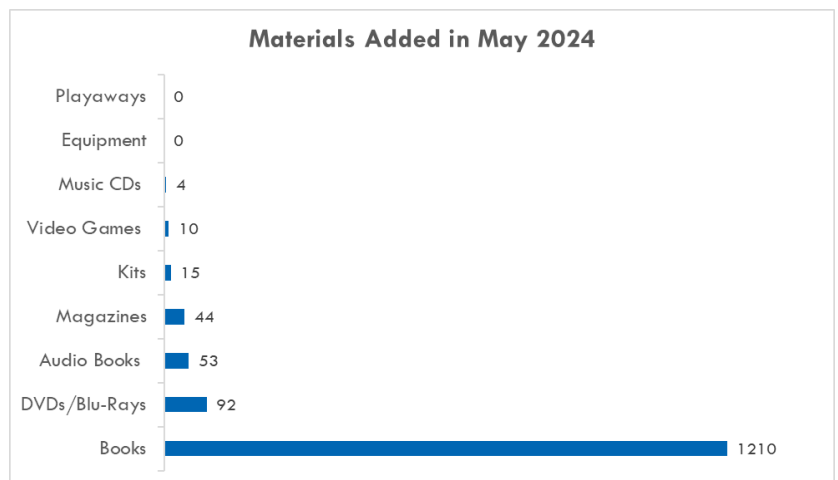
MM staff withdrew **714** items.

Library Aides shelved **267** carts.

APL patrons borrowed **28** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **6.79** days.

APL sent **188** items to other libraries through interlibrary loan.



COMMUNITY ENGAGEMENT MAY 2024



ADDISON
PUBLIC LIBRARY

SNAPSHOT

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

- NEDSRA’s Touch a Truck: Claire and Gaby
- SCARCE Growin’ Green Garden Market/Repair Fair: Matt, Samantha & Jodi.
- Park District’s Park Pride Clean-Up: Claire and Gaby at Foxdale Park.
- ASD4’s Summer Blowout: Claire, Gaby, and Betsi hosted an activity table while Matt shared information about working at the library.

In addition to these events:

- Patti concluded her 8th year in the ASD4/ATHS mentoring program!
- Samantha attended the final installment of the ILA Marketing Forum Mini-Marketing Conference with keynote speaker Adora Namiggade, WBEZ Chicago Metro Reporter. Adora gave insights about cultivating and sustaining relationships with the media, and shared tips and tricks for sending out press releases to local media.



PROJECTS / COMMITTEES

- **Annual report:** Samantha created an annual report graphic/spread for the upcoming newsletter to highlight some of our stats from the 2023-24 fiscal year. The graphics were directly inspired by a session at the ILA Mini-Marketing Conference. A full version of the report will be coming soon!
- **Website:** As of the end of May, Samantha is working closely with Sarah and our project manager, Lindsay, at Library Market on the new website. They have weekly meetings, consisting of a check-in and action items.
- **Twitch:** Samantha helped Matt and Courtney (TS) with the branding of the Twitch (@AddisonPublicLibrary) channel, which is now live! Matt has been helped with moderating the chat and participating during Teen streams, and Patti made an appearance during the Summer Reading Announcement stream to share the community spaces where everyone can engage with the library!
- **Trail Tales:** Patti created fifteen laminated panels using the book “¡Vamonos! Let’s Go!” by Rene Colato Lainez, an adaptation of “The Wheels on the Bus” in English and Spanish for Foxdale Park.

From Top to Bottom: Samantha (CE) and Jodi (AS) tabled at the SCARCE Growin’ Green Garden Market on Saturday, May 4; Patti’s laminated Trail Tales panels at Foxdale Park; Claire, Gaby and another volunteer during Park Pride.

STATISTICS

- The CE department participated in 8 outreach events & connected with 523 community members!
- Number of New Job Toolkits distributed: 17
- 23 one-on-one appointments with Job Seekers & Business Owners

LIBRARY VALUES HIGHLIGHT: Intellectual Freedom

By creating an annual report and making it accessible both in print and online, Samantha ensures that all community members can review and understand the library's activities, performance, and use of resources. This transparency supports the principle of intellectual freedom by providing open access to information. It underscores the library's commitment to intellectual freedom by encouraging informed community engagement and highlighting the diverse range of resources and programs available to all patrons.



DIRECTOR'S REPORT – MAY 2024

PERSONNEL – We have filled all three vacancies that were reported last month:

- Part-Time Adult Services Assistant – Sophia Philips started on Thursday, June 6.
- Full-Time Acquisitions Associate – Raghda Basr has been moved from her part-time position as a Materials Management Associate into this full-time position in the same department.
- Part-time/temporary Summer Book Bike Assistant – Isabella Zizzo started on Thursday, June 13.

Raghda moving into her new position does mean that we have another part-time vacancy in Materials Management now. Laurie in HR and Jenny, the MM Department Head are currently interviewing internal applicants for this position, and we hope to have it filled soon.

AUDIT – The staff in the Administration office, and especially Donna, spent a great deal of time on the Fiscal Year 2024 audit over the last month, uploading documents such as board meeting minutes, budget reports, and policies to the online portal used by our auditing team, and providing information requested by the auditors which include things such as contact information for our banking institutions and attorneys as well as detailed documentation of the procedures, checks and balances we have in place to prevent fraudulent activity. It's a time-consuming process and the questions, especially as it relates to fraud prevention and detection, seem to get more detailed every year, but it is also a good chance for us to review our procedures to ensure we are doing everything we can to prevent fraud and to uphold APL's stated value of ensuring ethical and effective stewardship of resources.

SUMMER READING AND SUMMER LUNCH PROGRAMS – It was great to see so many of you at our Summer Reading celebration on June 1. I hope those of you who signed up are enjoying your books! Despite the rain, we were busy all afternoon with patrons of all ages coming in to sign up for summer reading, enjoy the magician, the Kona Ice truck, the fire truck and giveaways from the Addison Fire Protection District, temporary tattoos, games, and more. We actually allowed Addison residents VIP access to start signing up on Thursday May 30, and we had many residents who took advantage of that early access. Teen Services had 211 signups, Children's Services had 203, and Adult Services had 191 signups before the official start on June 1. As we near the end of June, we have nearly exhausted our supply of books in all three departments, but still have plenty of reading logs and other giveaways to share with anyone who would still like to participate. In July we're hosting a book swap where people can bring their summer reading book (or any book of their choosing) and swap it for a different title. As part of that event, we'll have informal book discussions so people can connect with others who've been reading the same titles, we'll offer reader's advisory and book recommendations for those looking for inspiration and new titles to read, and offer other activities designed to keep people reading.

Summer lunch started strong this year with more than 100 students per day in the first few days. We are now averaging 96 kids per day. The food is provided to us by the Northern Illinois Food Bank and anyone under the age of 19 is eligible for a lunch. We had a minor glitch on Thursday June 6 when the Food Bank failed to deliver the lunches as scheduled. Thankfully, we were able to secure enough chicken fingers from Nardi's combined with food from the share table to still feed 135 kids that day.

The library has been incredibly busy after lunch this summer, with children and teens enjoying many programs offered by our staff and just taking advantage of our regular amenities such as computers, books, the Lego and train tables, etc. The Children's Department is offering craft activities, STEM projects, board games, and more after lunch this summer. The Teen Department has a different camp each week. In the second week of June, we had a group of teens design, build, and play a mini-golf course in the library!

MEETINGS - In addition to the routine one-on-one meetings with staff, Library Leadership Team meetings, and our biweekly meetings with the architects and FQC, I had the following meetings in the last month:

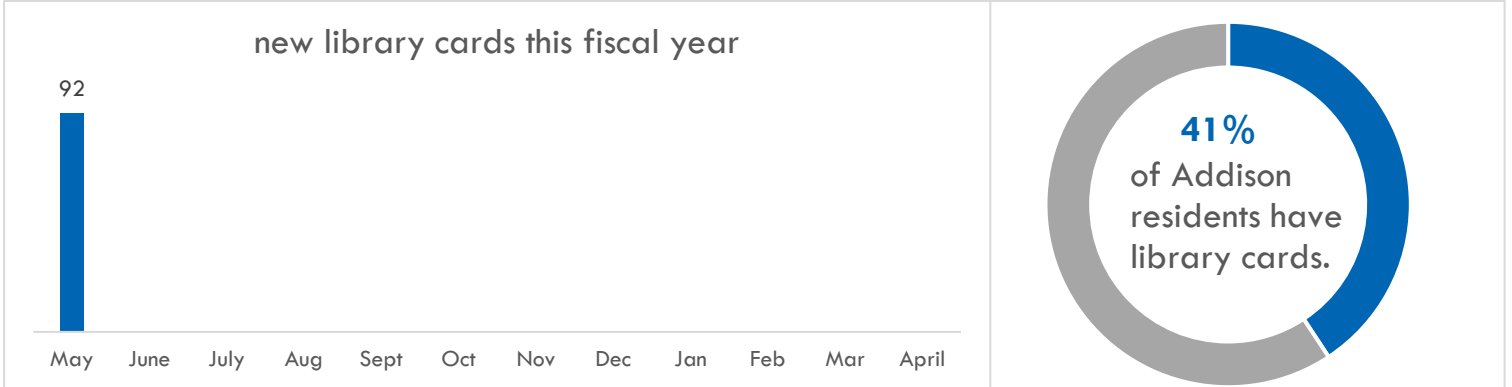
- **5/22** – Insurance review meeting with Patrick Cook of [Cook & Kocher](#)
- **5/23** – Meeting with Gunda Family & architects (along with Brooke, Yabin, and Sarah V. from our staff) to review plans for the new makerspace.
- **6/3** – Village of Addison Combined Meeting of the Committees and Village Board meeting; presenting our renovation plans to the Village Board and requesting approval to make alterations to the exterior of the building.
- **6/4** – Meeting with architects + their engineers, FQC, Greg, & Brooke to review HVAC work being added to the renovation project.
- **6/13** – Intergovernmental meeting, hosted by the Village of Addison

May 2024 Library Usage Report

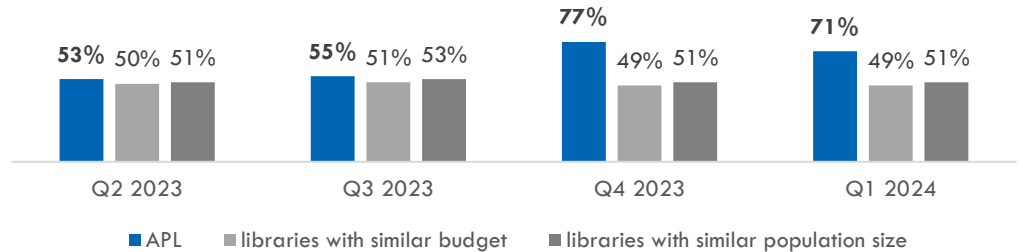


Library Cards

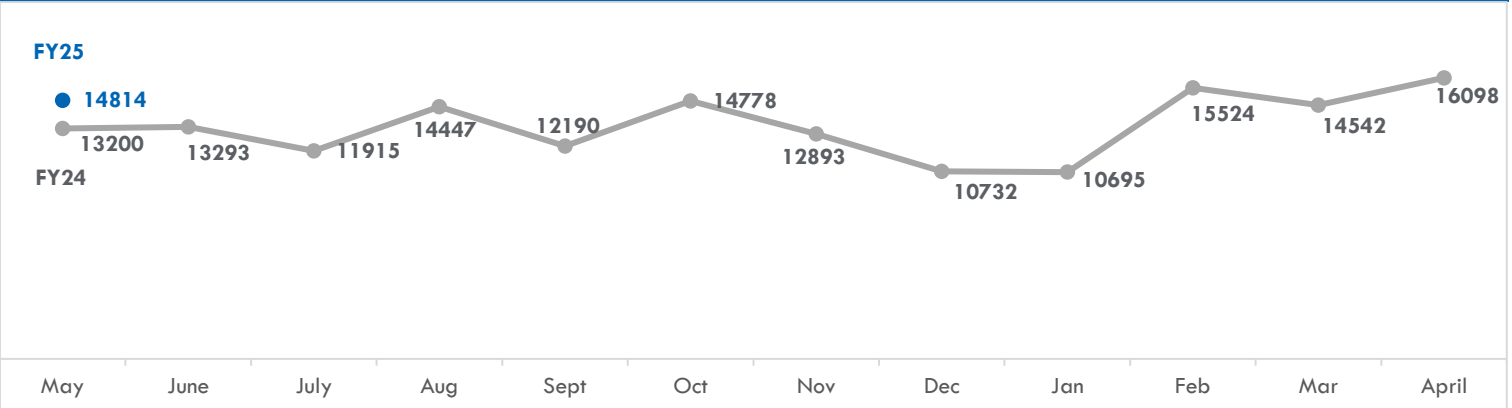
92 new library cards this month.



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

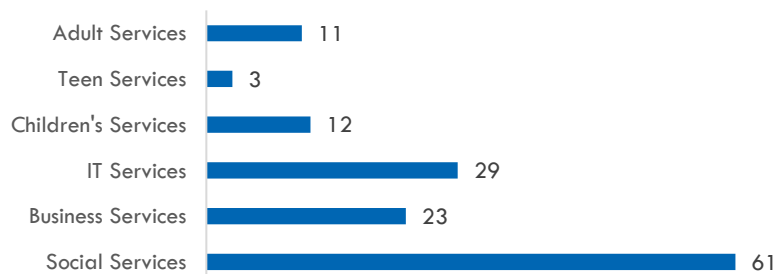


Library Visits



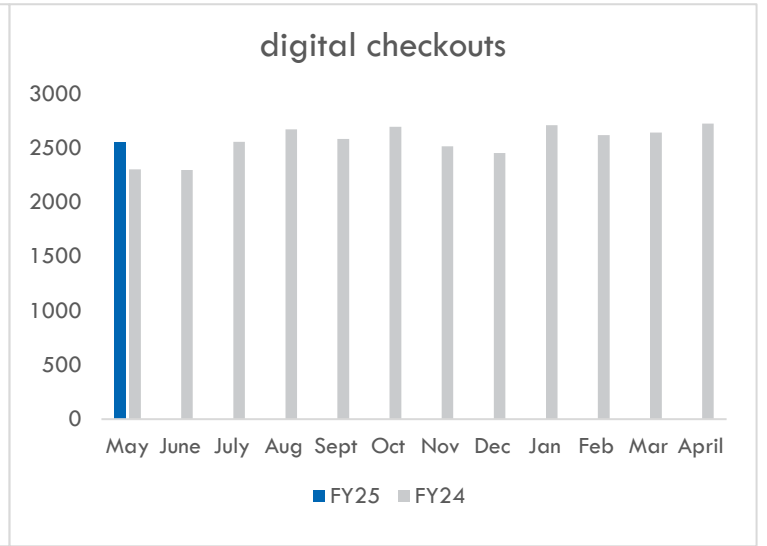
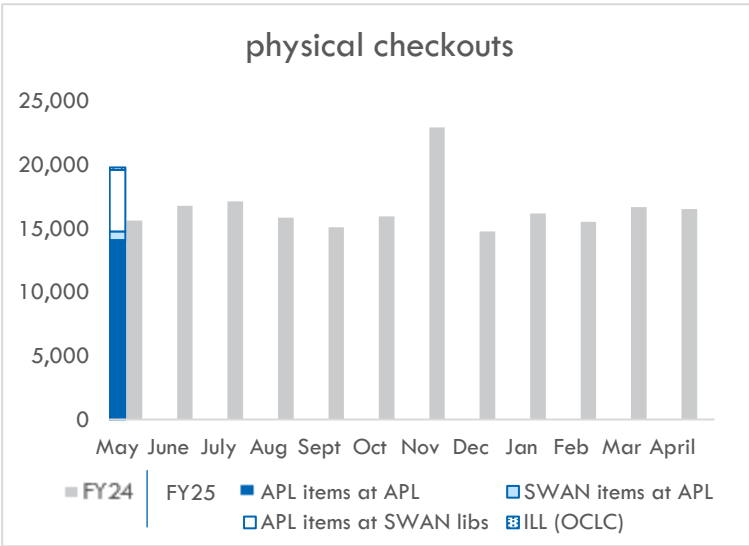
1-on-1 appointments

- 139 1-on-1 appointments
- 2134 computer logins
- 914 wifi sessions
- 52 large meeting room bookings
- 637 study room bookings
- 45 Creative Studio bookings
- 7 Sound Studio bookings

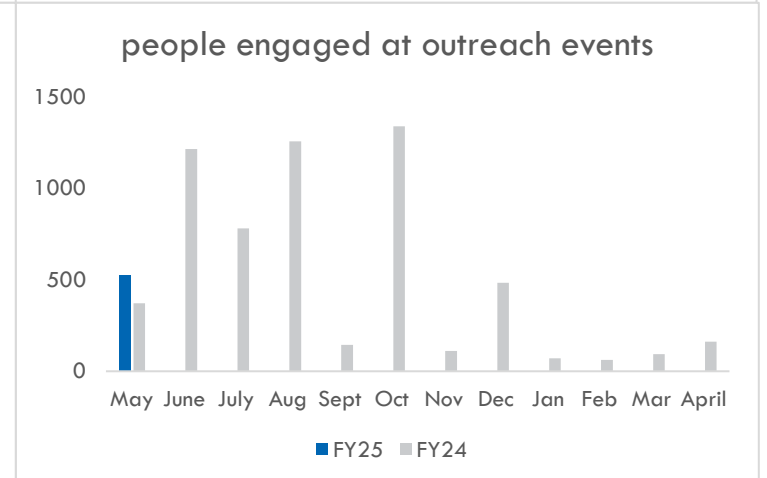
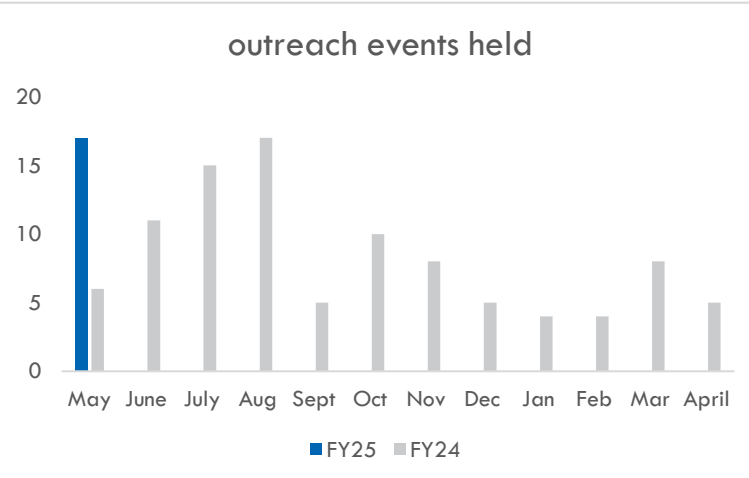
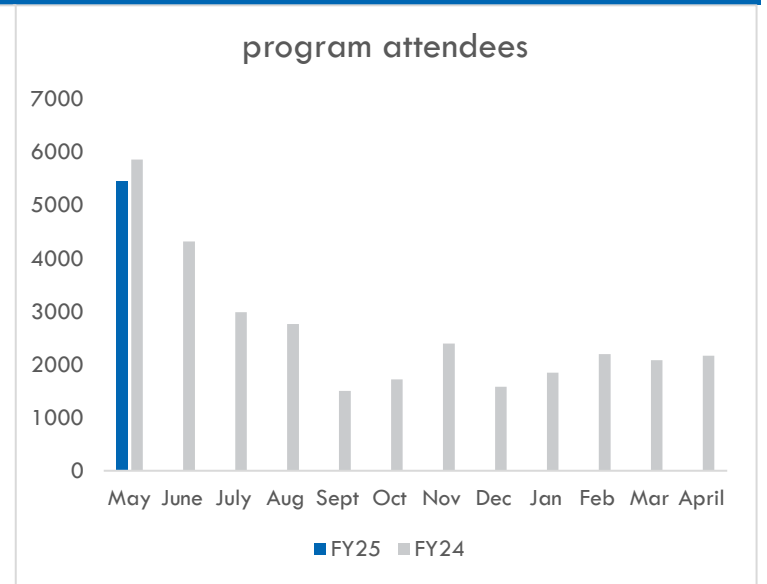
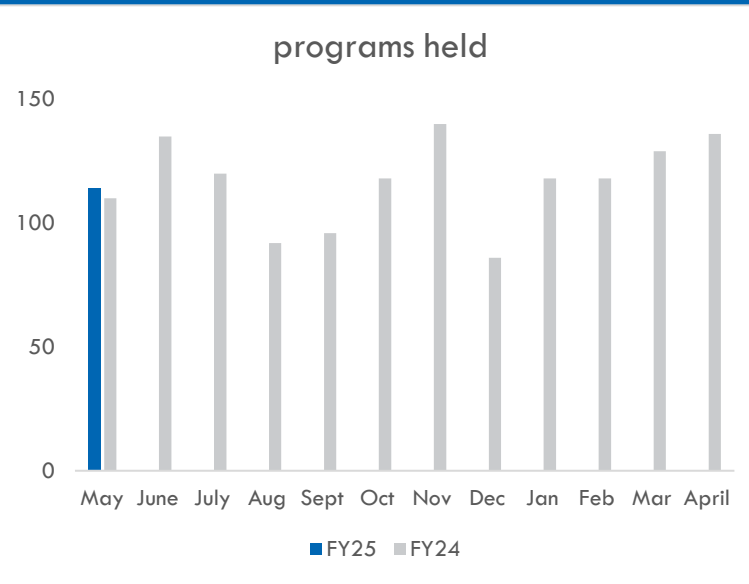


Circulation

22363 total checkouts this month



Programs & Outreach





Meetings with architects

- 5/23: staff team met PA+D to review flooring and space layout.
- 5/23: Mary, Brooke, Yabin, Sarah (Creative Services Coordinator), PA+D staff met with the Gunda Family to share an overview of the new makerspace. The Gunda Family members were impressed with the potential and equipment of the space. They provided some great feedback on the design which PA+D are working to incorporate.

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

- Mary presented the drive-up window to the Village of Addison at the June 3rd meetings. VOA unanimously approved the request. Brooke created handout for the VOA's Board packet.
- Mary and Brooke led 4 staff monthly meet-up sessions on the building project; Brooke recorded the presentation and posted it so staff unable to attend in-person could still get the same info.
- The APL staff project team met on 6/11 to review furniture needs and assess if they've changed since discussed in July 2023.
- AMH Selection team reviewed where the project left off and which information is still needed. Three staff went to Geneva Public Library to look at their AMH. Timeline of AMH selection and procurement will be shared at July Board meeting.

Overview of project timeline

- June: review furniture, finish, and millwork selections.
- July: review design, continue to finalize details.
- **July 30** : PA+D present updated pricing and project plans, renderings, furniture, and finishes to APL Board at 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. We will point out the art during the building tour. A list of art for the Board to review will be presented at the July meeting.

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

RESOLUTION 2024/2025-002

RESOLUTION TRANSFERRING MONEY TO THE SPECIAL RESERVE FUND

WHEREAS, the Board of Trustees of the Addison Public Library previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

WHEREAS, as a result of prudent fiscal management there are monies available in the general corporate fund for transfer to the Special Reserve Fund as of the end of the fiscal year (April 30, 2024); and

WHEREAS, the transfer of such funds to the Special Reserve Fund is consistent with the intent of the Trustees in proceeding with a building-and-site improvement plan and with a collection development plan;

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

1. The sum of \$1,800,000.00 in the general corporate fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.
2. The 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 18h day of June, 2024, by a vote of:

AYES:
NAYS:
ABSTAIN:
APPROVED:

ATTEST:

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

Secretary

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30003
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0003
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Addison Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	4 Friendship Plaza
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Addison
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60101
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	4 Friendship Plaza
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Addison
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60101
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6305433617
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6305436645
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.addisonlibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Mary Medjo Me Zengue
1.15 Title	Library Director
1.16 Library Director's E-mail	medjo@addisonlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	35,702
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ADDISON P.L.	ADDISON PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
ADDISON P.L.	30003	3000300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
----------	-------------------------------	--	---

ADDISON P.L.	4 FRIENDSHIP PLAZA		
--------------	--------------------	--	--

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ADDISON P.L.	ADDISON		60101	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ADDISON P.L.	DuPage		6305433617	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ADDISON P.L.	54,600		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
ADDISON P.L.	3,440	52	160,307

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	05/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	04/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Mary Medjo Me Zengue
3.5 Telephone Number of Person Preparing Report	630-458-3300
3.6 FAX Number	630-458-6645
3.7 E-Mail Address	medjo@addisonlibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

--	--	--	--	--	--

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Chris Pudelek
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	312-391-3843
5.9 E-mail Address	cpudelek@addisonlibrary.org
5.10 Home Address	835 N. Grant St.
5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Second member

5.5 Name	Donna Reboletti
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	630-302-0314
5.9 E-mail Address	dreboletti@addisonlibrary.org
5.10 Home Address	975 N. Rohlwing Road, Unit 101B
5.11 City	Addison
5.12 State	IL

5.13 Zip Code	60101
---------------	-------

Third member

5.5 Name	Robert Lyons
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	630-776-8678
5.9 E-mail Address	rlyons@addisonlibrary.org
5.10 Home Address	1210 Aspen Way
5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Fourth member

5.5 Name	Maria Piscopo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	630-742-1481
5.9 E-mail Address	mpiscopo@addisonlibrary.org
5.10 Home Address	701 N 5th Ave , Unit 302
5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Fifth member

5.5 Name	Sophia Neri
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	630-450-5730
5.9 E-mail Address	sneri@addisonlibrary.org
5.10 Home Address	1141 N. Itasca Road
5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Sixth member

5.5 Name	Matthew Moretti
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	630-247-1321
5.9 E-mail Address	mmoretti@addisonlibrary.org
5.10 Home Address	1120 N Millns Lane
5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Seventh member

5.5 Name	Ruben Robles
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	630-261-5331
5.9 E-mail Address	rrobles@addisonlibrary.org
5.10 Home Address	233 Army Trail Blvd

5.11 City	Addison
5.12 State	IL
5.13 Zip Code	60101

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Staff training on neurodiversity,
6.2 Total Number of Meeting Rooms	5
6.2b Total number of times meeting room(s) used by the public during the fiscal year	144
6.3 Total Number of Study Rooms	10
6.3b Total number of times study room(s) used by the public during the fiscal year	6,882

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$16,423,476
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.	
---	--

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$5,808,036
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$5,979,656

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$52,660
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$140,297
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$192,957
--	-----------

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$2,267
8.14 Other receipts intended to be used for operating expenditures	\$797,812
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$800,079
8.16 Other non-capital receipts placed in reserve funds	-1 Unknown

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$6,801,072
--	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	FY24 Certificate of Insurance.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,753,845
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$788,140
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$3,541,985

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$239,289
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$342,549
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$115,460
10.3b Please list the types of materials purchased in 10.3a	Includes all physical, non-print materials such as DVDs, CDs, video games, Library of Things, puppets, puzzles, kits, etc.
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$697,298

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,069,133
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$5,308,416

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$27,026
12.5 If Other, please specify	Interest income

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$27,026
---	----------

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$276,290
--	-----------

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	22	22	\$827.60	722.25
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$91.22	37.50
	Assistant Director	Assistant Library Director	\$55.21	37.50
	Head of Information Technology	Automation/Technology/Systems	\$54.38	37.50
	Head of Children's Services	Children's Services	\$40.77	37.50
	Head of Teen Services	Young Adult Services	\$40.77	37.50
	Head of Adult Services	Adult Services	\$35.82	37.50
	Head of Materials Management	Cataloging	\$40.47	37.50
	Head of Guest Services	Circulation	\$40.47	37.50
	Head of Community Engagement	Other Type of Librarian	\$35.31	37.50
	Collection Development Manager	Collection Development Acquisitions	\$47.56	37.50
	Adult Services Specialist	Adult Services	\$33.18	37.50
	Adult Services Specialist	Adult Services	\$27.50	17.00
	Business Services Specialist	Other Type of Librarian	\$29.00	37.50
	Children's Services Specialist	Children's Services	\$31.72	37.25
	Children's Services Specialist	Children's Services	\$28.90	17.00
	Children's Services Specialist	Children's Services	\$28.05	17.00
	Children's Services Specialist	Children's Services	\$27.75	17.00
	Children's Services Specialist	Children's Services	\$25.50	17.00
	Teen Services Specialist	Young Adult Services	\$31.46	37.50
	Teen Services Specialist	Young Adult Services	\$31.46	37.50
	Cataloging Specialist	Cataloging	\$29.20	37.50

Cataloging Associate	Cataloging	\$21.90	37.50
----------------------	------------	---------	-------

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	18.06
---	-------

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	12	12	12	\$310.42	306.50
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Community Engagement Assistant	Other Type of Librarian	Bachelor's Degree: No library science	\$26.59	17.00	
Children's Services Assistant	Children's Services	Less than a Bachelor's degree	\$32.58	37.50	
Children's Services Assistant	Children's Services	Bachelor's Degree: No library science	\$24.10	17.00	
Children's Services Assistant	Children's Services	Bachelor's Degree: No library science	\$23.00	17.00	
Teen Services Assistant	Adult Services	Bachelor's Degree: No library science	\$23.00	17.00	
Adult Services Specialist	Adult Services	Bachelor's Degree: No library science	\$27.50	17.00	
Adult Services Specialist	Adult Services	Bachelor's Degree: No library science	\$27.00	17.00	
Adult Services Assistant	Adult Services	Bachelor's Degree: No library science	\$26.59	37.50	
Adult Services Assistant	Adult Services	Less than a Bachelor's degree	\$25.50	37.50	
Acquisitions Associate	Collection Development Acquisitions	Less than a Bachelor's degree	\$21.00	37.50	
Interlibrary Loan Associate	Interlibrary Loan/Document Delivery	Less than a Bachelor's degree	\$21.61	17.00	
Creative Services Cordinator	Automation/Technology/Systems	Bachelor's Degree: No library science	\$31.95	37.50	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.66
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	25.72

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	478.00
13.14 Minimum hourly rate actually paid	\$17.21
13.15 Maximum hourly rate actually paid	\$33.93
13.16 Total FTE Group C employees (13.13 / 40)	11.95

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	119.00
13.18 Minimum hourly rate actually paid	\$16.00
13.19 Maximum hourly rate actually paid	\$16.00
13.20 Total FTE Group D employees (13.17 / 40)	2.98

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	75.00
13.22 Minimum hourly rate actually paid	\$23.05

13.23 Maximum hourly rate actually paid	\$47.98
13.24 Total FTE Group E employees (13.21 / 40)	1.88
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	16.80
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	42.52

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	17.00	3	\$18,803.00	\$28,208.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Adult Services Assistant	Adult Services	Bachelor's Degree: No library science	17.00	3	\$18,803.00	\$28,208.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	160,307
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	227	4,331	18	3,255
Children (6-11)	93	4,496	61	2,638
Young Adults (12-18)	259	4,369	117	1,994
Adults (19 and older)	492	4,030	33	2,219
General Interest	62	4,343	6	109
Total	1,133	21,569	235	10,215

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	921	18,067
Synchronous In-Person Offsite Program Sessions	134	2,801
Synchronous Virtual Program Sessions	78	701
Total	1,133	21,569

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	28
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	2,119

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	We provide programming to patrons on the autism spectrum in collaboration with our local school district and with Northeast DuPage Special Recreation Association (NEDSRA). Both agencies bring groups that include patrons on the spectrum to visit the library allowing us to engage group members with stories, craft activities, sensory activities, game playing, and more.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	15,253
16.2a Total Number of Unexpired Non-resident Cards	63
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	7
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$3,119.14
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	15,316
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	110,292
17.2 Current Print Serial Subscriptions	74
17.3 Total Print Materials (17.1+17.2)	110,366
17.4 E-books Held at end of the fiscal year [PLS 451]	125,754
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	9,000
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	61,114
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	15,773
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	1,076
17.6c Other Circulating Physical Items [PLS 462]	1,408
17.6d Total Physical Items in Collection [PLS 461]	136,473

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	96
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	112

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	129,363
18.2 Number of young adult materials loaned	5,803
18.3 Number of children's materials loaned [PLS 551]	94,735
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	229,901

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	123,333
18.6 Videos/DVDs- Physical	44,280

18.7 Audios (include music)- Physical	7,138
18.8 Magazines/Periodicals- Physical	1,423
18.9 Other Items- Physical [PLS 561]	22,963
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	199,137
18.11 Use of Electronic Materials [PLS 552]	30,764
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	229,901
18.13 Successful Retrieval of Electronic Information [PLS 554]	33,281
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	64,045
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	263,182
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	1,927
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	1,216

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	7,973
--	-------

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
--	--------------

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	1,446
--	-------

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	188
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	97
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$378
21.4 Number of Internet Computers Available for Public Use [PLS 650]	83
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	25,324
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	10,515
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	110,226 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We apply for E-Rate through Illinois Century Network.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$55,188
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,114.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
---	--

<p>24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?</p>	<p>August 2023: the Addison Library hosted a large Back to School Fair event. We partnered with over a dozen community organizations to provide school supplies and resources to local families. The event was highly successful and had a very large attendance. November 2023: We planned and presented an event entitled the DuPage Children's Museum Pop-up (partnering with the DuPage Children's Museum [DCM] and APPLE, the Addison Partners for Play, Learning, and Education early childhood collaborative. The DCM brought mobile exhibits, toys, and manipulatives to the library and museum staff along with library staff interacted and connected with families attending. February 2024: We planned and presented our second annual CareCon, an interactive event with community partners and resources on wellness and mental health, as well as activities for families and participants of all ages. March 2024: We offered a Maker Day event, where patrons had the opportunity to participate in makerspace and STEAM related crafts, while local craft clubs and trade schools hosted a resource fair for the library to connect to other maker-related organizations. Some of our crafts and resources tied into International Women's Day and celebrated Women in maker/STEAM careers. Another highlighted program was a series of sessions entitled Read & Write in Spanish, which began in fall of 2023. The goal of this series was to help prepare adult participants to be ready to take a GED in Spanish course offered by the local community college. This course was a truly special offering and fulfilled a unique need in the Addison community.</p>
<p>24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).</p>	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

The following items are no longer in use and we request that the Board declare them as surplus, authorizing library staff to dispose of them in accordance with [75 ILCS 5/4-16](#).

- Public Service Desk Barrier Shields (used during the COVID-19 pandemic, custom made for our service desks)
- SmartCut Rotary Trimmer
- Lakeshore Easy-Build Bricks starter set
- Computer Monitors
 - 5 Asus 22-inch monitors
 - 1 HP 23-inch monitor
- Desktop Computers
 - 7 Chrome DC221HQ All-In-One
 - 1 Dell OptiPlex 3030 All-in-One
 - 1 Mac Mini
 - 1 Dell OptiPlex 5260 All-In-One
 - 1 Dell OptiPlex 7450 All-in-One
- Extra Tall, Single Desk Mount Monitor Arm(1)
- Hon 4-drawer vertical, locking file cabinets (4 total, 52”h x 15”w)
- Touhy Wedgewood upholstered lounge chairs (2)

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

Leslie is right there
with Christian

I great and appreciated
employees.

I have really used your service
the last three months and
Thank You both. Life Savers!

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

WHEN SCHOOL LETS OUT - I MAKE
SURE I LEAVE THE LIBRARY ONCE THE
KIDS ARRIVE. THE NOISE LEVEL IS
UNACCEPTABLE!! NO OTHER LIBRARY
ALLOWS THIS. I FEEL SORRY FOR THE
LIBRARIANS WHO HAVE TO BABYSIT THESE
KIDS WHO HAVE NO REGARD FOR OTHER
PATRONS. WHY IS THIS ALLOWED??
I'M AN ADDISON RESIDENT AND PAY
TAXES FOR 20 YEARS. I HAVE A RIGHT TO
COMPLAIN!
* THE LIBRARIANS ARE "SO NICE" AND
ALWAYS HELP ME WHENEVER I NEED IT.

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

Wonderful!

Cannot say
enough!

Fecha

Para: **Translation:**

De: Ms. Rosario is a very helpful person
Núme who can be trusted since she is always
willing to make our job easier with
her knowledge and experience. I
recommend her.

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

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

Sra: Rosario es una
persona muy servicial
en la cual se puede
confiar ya que siempre
esta dispuesta a ser
nuestro trabajo mas
facil con su conocisimientos,



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 3, 2024

Ms. Mary Medjo Je Zengue, Library Director
Addison Public Library
4 Friendship Plaza
Addison, Illinois 60101-2787

Dear Ms. Medjo Je Zengue:

I am pleased to award the Addison Public Library a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$53,017.47.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

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

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Addison Public Library

AG:isl

RESOLUTION NO. R-24-56

**RESOLUTION APPROVING THE ADDISON PUBLIC LIBRARY'S REQUEST
TO COMPLETE EXTERIOR BUILDING RENOVATIONS TO THE LIBRARY BUILDING**

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Addison, DuPage County, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, the Village of Addison is the owner of the building located at 4 Friendship Plaza Addison, Illinois (the "Library Building"); and

WHEREAS, pursuant to an Intergovernmental Agreement dated November 7, 2006, the Village of Addison has agreed to lease the Library Building to the Addison Public Library for a period of 99 years; and

WHEREAS, pursuant to said Intergovernmental Agreement, the Village of Addison must approve all exterior renovations to the Library Building; and

WHEREAS, the Addison Public Library has submitted a request to the Village of Addison to complete exterior renovations to the Library Building, said request is attached hereto as Exhibit 1 and made a part hereof; and

WHEREAS, the Mayor and Board of Trustees have determined that it is in the best interests of the Village and its residents to approve the Addison Public Library's request to complete exterior building renovations to the Library Building;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF ADDISON, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE POWERS, AS FOLLOWS:

SECTION ONE: The foregoing recitals are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The Mayor and Board of Trustees hereby approve the Addison Public Library's request to complete exterior building renovations to the Library Building, as outlined and indicated in Exhibit 1.

SECTION THREE: Any policies, resolutions, or prior agreements which conflict with the provisions of this resolution or the Agreement attached hereto shall be, and they are hereby, repealed to the extent of such conflict.

SECTION FOUR: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 3rd day of June, 2024.

AYES: Trustees del Rosario, Hendley, Kusznay, Masti, O'Brien, Reyes

NAYS: None

ABSENT: None

APPROVED THIS 3rd day of June, 2024.

ATTEST:

Lucille A. Zucchero
Village Clerk

[Signature]
Mayor

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

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

We recognize that to achieve these goals, we need to update our facilities. We began working with Product Architecture + Design in August 2021 to create a plan on how to address our community's expectations, needs, and concerns by improving our facilities.

Request to the Village Board

Based on the terms of our lease and communication in 2022 between the Village and Library attorneys, we know that all renovations to the exterior of the Library Building must be brought before the Village Board for approval.

While we removed the expansion plans from our project, there will still be alterations to the east side of the building exterior to add the drive-up window as shown in the pictures below. We are requesting approval from the Village Board to make these alterations.

To install the drive-up window, we request permission to:

- Replace the two exterior patio doors with glass walls.
 - Remove the exterior patio and replace with landscaping.
 - Extend the driveway through the eastern portion of where the patio currently is.
 - Add a return slot to the exterior wall.
 - Create a drive-up window where the return slot and one window currently is.
-

current patio



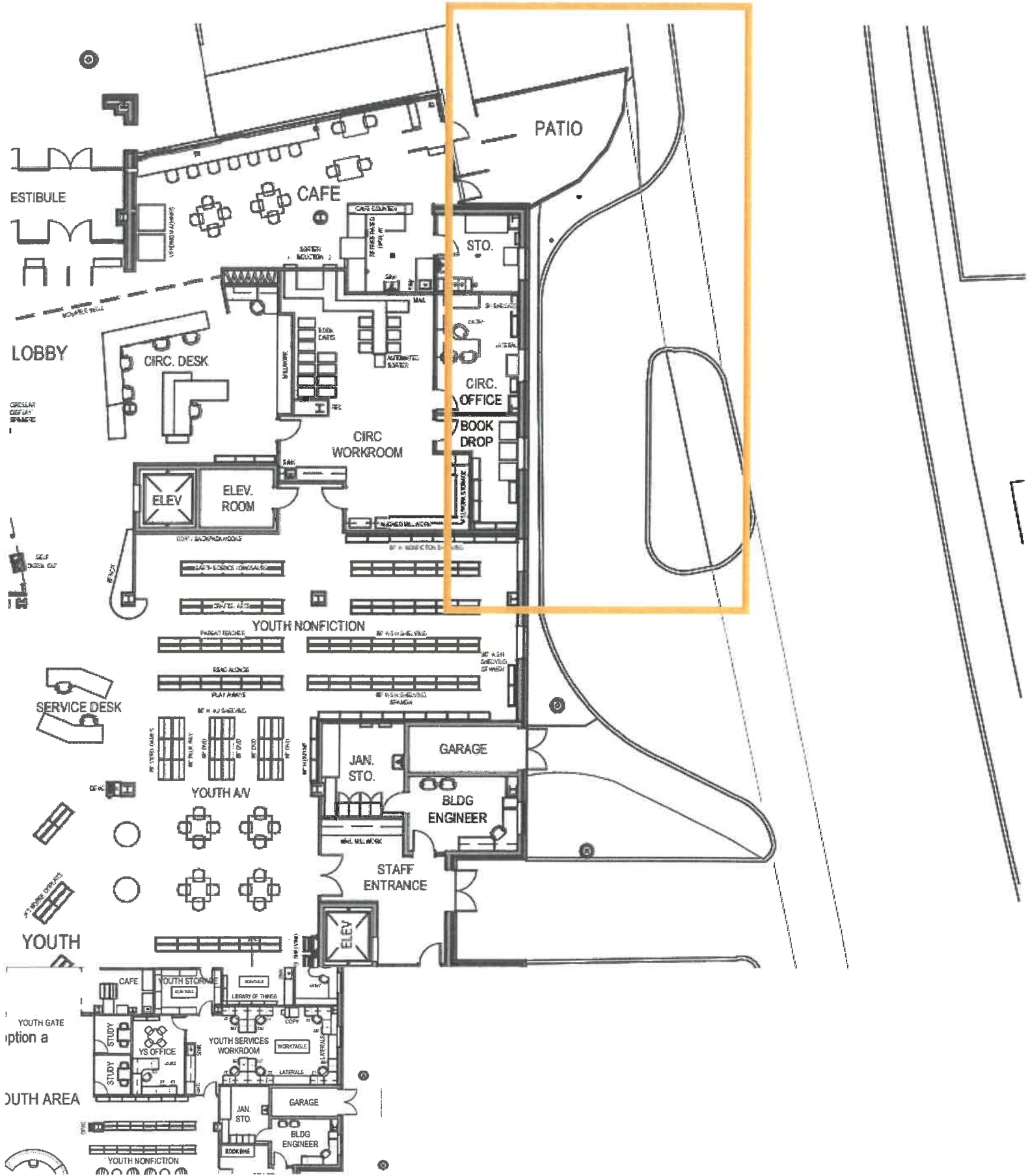
current drive-up



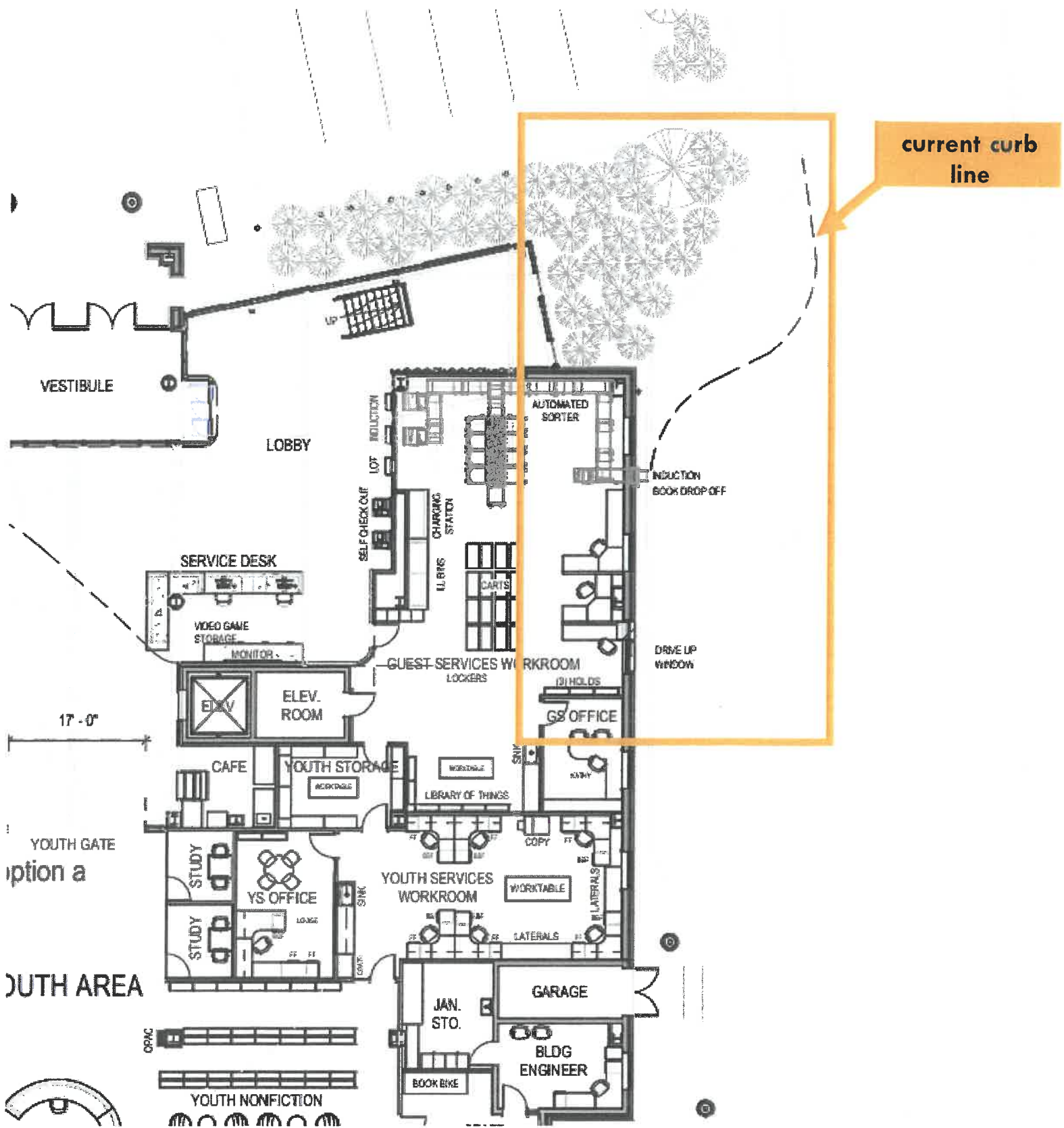
proposed drive-up



current layout



proposed plan

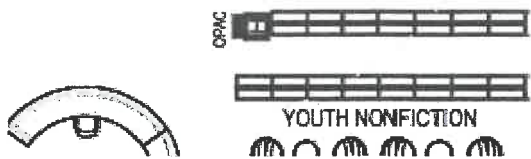


current curb line

17'-0"

YOUTH GATE
option a

YOUTH AREA



Overview of building project



Reduce traffic flow, noise, and patron service challenges in the lobby

- Main doors will now open into the current café space.
- Guest Services Desk moved back and faces people as they enter the building.
- Patrons now have space to pause after they enter the building (and figure out where they're headed!).



Increase accessibility and convenience for patrons

- Create drive-up service window like a bank; currently most requested project.
- Automated Material Handling System (AMH) connected to drive-up return, so materials are checked in and taken off patron accounts promptly.
- Improved traffic flow in the lobby with more space to maneuver.
- Updated exterior front doors will slide open without a button.
- Add space for collections/displays in the lobby
- Height-adjustable service desks.



Reduce traffic flow, noise, and patron service challenges on the 2nd floor

- Teen space moved to the “social” side of the 2nd floor.
- Public computers moved away from the teen space.
- 2nd floor program room fireplace removed for better room use.
- Collections grouped together for better browsing and defining noise expectations.



Promote staff cohesion and teamwork

- Collection Development staff will move to the 3rd floor.
- System Admin is moved into the IT workroom.
- HR Manager moved to the 3rd floor with the rest of the Administration Dept.
- Assistant Director office is created.
- A small staff conference room created on the 3rd floor.



Adapt to changing patron expectations

- New makerspace: Sam's Lab!
- New Sound Studio with booth
- Additional study room on the 2nd floor
- Updated children's play area complete with baby garden!
- Engaging design for children's area



Facility needs to be addressed

- HVAC upgrades
- Replacing worn study room furniture, tables and chairs, lounge seating, and service desks.
- Replacing AMH
- Book bike storage

Budget and timeline



APL Board is finalizing the scope of the project.

- Additional HVAC work is being added to the project. Estimates are currently being drafted. We expect the final amount to be around \$9 million.
- Funds are currently invested and in the capital improvements fund.
- No additional taxes will be levied to fund this project.
- APL has sufficient funds to cover the cost of the \$9 million building project + future maintenance needs. FQC assisted APL with a facility assessment project in 2019.



Timeline

- Summer 2024: Staff working with architects to revise and finalize plans.
- October 2024: Issue invitation to bid
- November 2024: Award bids
- January 2025: Construction begins

Court of Appeals Upholds Injunction Against a Library's Removal of Controversial Books

Friday, June 07, 2024 [Julie Tappendorf](#)

The Fifth Circuit Court of Appeals issued an opinion on June 6th upholding a court's issuance of a preliminary injunction against a library in a First Amendment challenge to the library's removal of controversial books. [Little, et al. v. Llano County, et al.](#)

In 2021, Llano County, Texas residents contacted the county commissioners to complain about books in the children's section of the library that they claimed were pornographic and overtly sexual. According to the court opinion, the residents were specifically concerned with several books about "butts and farts." The chair of the county commissioners and another member of that body directed the library director to remove the challenged books from the shelves. The director complied. In response to additional complaints, the chair contacted the library director about other books that "depict any type of sexual activity or questionable nudity." That communication was accompanied by a list put together by a state representative of books he referred to as "pornographic filth." By the end of 2021, 17 books had been removed from the library based on resident complaints.

In 2022, the library board was dissolved and replaced by a new board. The chair of the county commissioners appointed to the new board two members who had been involved in the book removal complaints. The new library board then implemented several policy changes, including prohibiting the library director from attending board meetings and requiring the director to seek approval from the library board before purchasing any new books for the library.

Seven library constituents then filed a lawsuit in federal court against the county commissioners, the library director, and the library board members claiming that the removal of the 17 books from the library was because they disagreed with the

books' content in violation of the First Amendment. They asked the district court to impose a preliminary injunction while the case moved forward that would require, among other things, that the library restore the 17 books.

The district court granted the preliminary injunction request and ordered the library to restore the removed books to library shelves while the case continued through the process. The district court found that the patrons had adequately pleaded a First Amendment claim because the library's likely motivation in removing the books was "a desire to limit access to the viewpoints" with which they disagreed. The court noted that while public libraries have "broad discretion" to curate the content of their collections, their discretion is not absolute.

The library appealed the injunction to the Court of Appeals. The Court of Appeals analyzed the First Amendment cases, focusing on the U.S. Supreme Court ruling in *Board of Education, Island Trees Union Sch. Dist v. Pico*, 457 U.S. 853. In that case, a plurality of the Supreme Court held that school officials could not remove books from a school library's shelves simply because they dislike the ideas contained in those books, and that if their intention was to deny access to ideas they disagree with, and that intent was the decisive factor in their decision, then their exercise of discretion would violate the First Amendment.

Based on the holding in the *Pico* case and other relevant cases, the Court of Appeals held that although librarians can consider the content of books in making curation decisions, that discretion must be balanced against patrons' First Amendment rights, including the right to receive information and ideas. If the motivation of a library official to remove a book is the desire to deny access to ideas to which they disagree, and that intent is the substantial reason for the decision, then the decision implicates First Amendment rights.

The Court of Appeals acknowledged that there are many other reasons why books may be removed that have little to do with a disagreement with the books' content. For example, the Court said a library could remove older editions of a dictionary, or books that are in a dilapidated condition, or books that hadn't been checked out in years based on lack of interest and poor circulation history, without acting unconstitutionally. However, the Court did not find that there was any evidence that the library's rationale for their book removal decisions in this case fell into any of these rationales.

Instead, the Court of Appeals found that the district court's preliminary injunction was based on its reasonable conclusion that the 17 books were removed after constituents complained they were "pornographic filth," and the library's

substantial motivation to remove the was to deny access to particular ideas. The Court of Appeals found the evidence to be clear that the library director likely weeded these books because she was told to do so by those who disagreed with their message.

In conclusion, the Court of Appeals stated as follows:

Government actors may not remove books from a public library with the intent to deprive patrons of access to ideas with which they disagree. Because that is apparently what occurred in Llano County, Plaintiffs have demonstrated a likelihood of success on the merits of their First Amendment claim, as well as the remaining factors required for preliminary injunctive relief.

The Court of Appeals then ordered the library to restore the disputed books to "publicly visible and accessible shelves" in the library, update the library's catalog to reflect that these books are available for checkout, and enjoined the library from removing any books from the shelves without first providing the constituents who brought the lawsuit with documentation on the library officials responsible for making that decision and the reasons for the removal.

Note that this appeal involved a preliminary injunction, and did not decide the substance of the case, so the plaintiffs' First Amendment claims will now move forward at the district court, while this injunction stays in place during those proceedings.

It is worth noting that the case is quite lengthy, and a good portion of the case is devoted to a dissenting opinion that argues that the library's decision in curating its materials is government speech, and concludes that the majority's opinion has turned courts into the "library police."

It will be interesting to see how this case plays out at the district court when the case returns for further proceedings but also whether the case ultimately makes it way to the U.S. Supreme Court since *this* ruling is only precedential in the Fifth Circuit Court of Appeals.

PTAB Rejects Taxpayer Efforts to Exclude Taxing Districts from Property Tax Appeals

Robbins Schwartz <skelly@robbins-schwartz.com>

Tue 2024-06-11 10:01 AM

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

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



June 11, 2024

PTAB Rejects Taxpayer Efforts to Keep Taxing Districts Out of Property Tax Appeals

The Property Tax Appeal Board (PTAB) recently rejected a taxpayer's efforts to dismiss taxing districts from a property tax appeal on the grounds of standing, reaffirming once again the right of taxing district participation in the assessment appeal process. In a case concerning a property in Vernon Hills owned by Passco, a real estate investment trust, the taxpayer moved to dismiss the intervening school district on the grounds that the school district lacked standing to participate in the appeal due to the Refund Recapture Act found at Section 18-233 of the Property Tax Code, 35 ILCS 200/18-233 (2024).

Under the recapture provision of Section 18-233, certain taxing districts may recover refunds lost in property tax assessment disputes. Section 18-233 increases the property tax extension for taxing districts in an amount equal to the total tax dollars lost to PTAB reductions, circuit court orders in assessment cases, and certificates of error resulting from assessment mistakes. The aggregate refunds, after the county treasurer's certification, are added to the taxing district's annual tax extension. The lost refund dollars are billed back to all taxpayers in the district and recovered by the county treasurer as part of the tax collection process and then included within the treasurer's taxing district distributions.

The school district responded to the taxpayer's standing argument by asserting that the Property Tax Code recognizes the importance of taxing district participation in the assessment appeal process and provides taxing districts with the right to intervene. Under the Property Tax Code, each county's board of review must give every taxing district notice when a taxpayer files a PTAB appeal seeking a reduction of \$100,000 or more. Upon receipt of such notice, that taxing district may intervene in the proceedings in order to present evidence of value of the property at issue and to rebut

the taxpayer's valuation evidence. Once a taxing district has intervened, that taxing district is given the same right to participate as the taxpayer and the county tax officials. Taxing district intervention is an important part of the assessment appeal process because county tax and assessment officials often lack adequate expertise and resources to properly defend an assessment appeal where the taxpayer is seeking a large valuation reduction.

In rejecting the taxpayer's arguments and finding in favor of the school district, the PTAB left little room for doubt as to whether schools and other taxing districts still have the right to participate in order to defend its incoming revenue and its tax base. Recognizing that the taxpayer's argument was contrary to the plain language of the Property Tax Code, the PTAB's Rules and prior rulings of the Supreme Court, the PTAB found that the school district had a recognized revenue interest in the PTAB appeal and therefore had standing to intervene despite the potential for some districts to recover lost funds at a later date.

In making this ruling, the PTAB once again affirms the right of taxing districts to participate in property tax appeals. If your district has questions about this decision of participation in matters related to property taxation, please contact your Robbins Schwartz attorney for further assistance.

Chicago | Champaign | Collinsville | Lisle | Rockford

www.robbins-schwartz.com



Law Alert is published periodically by Robbins Schwartz. Although the information contained in this *Law Alert* is considered accurate, it is not, nor should it be construed to be, legal advice. If you have an individual situation which involves a topic addressed in this publication, please seek a legal opinion that is based upon the facts in your specific case.

Questions and comments about this publication should be directed to: Law Alert Editor | Robbins Schwartz | 190 South LaSalle St. | Suite 2550 | Chicago, Illinois 60603 | 312.332.7760 | marketing@robbins-schwartz.com.

Robbins Schwartz | 190 South LaSalle St Suite 2550 3123327760 | Chicago, IL 60603 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!

https://knox.villagesoup.com/news/overdue-state-appeal-shuts-down-library-loan-program/article_4798dbc0-228e-11ef-9631-4394d9b4088f.html

FEATURED

Overdue state appeal shuts down library loan program

By Daniel Dunkle

Jun 4, 2024



Rockport Library Director Ben Blackmon holds a bag in which an interlibrary loan item is transported between libraries. The popular service has been shut down in Maine.

Photo by Daniel Dunkle

ROCKLAND — “It’s a big deal,” Rockport Library Director Ben Blackmon said after the state shut down interlibrary loan services, which allow anyone with a library card to borrow books not only from their home town library but from collections all over the state.

The Maine State Library informed librarians all over Maine Monday night, June 3 that as of the next day, interlibrary loan services had to be turned off immediately.



A shipment of materials through interlibrary loan at the Rockport Library.

Photo by Daniel Dunkle

The stoppage came due to a dispute in the process of the state awarding bids to the van service that shuttles books and materials between libraries.

The state had been contracted with Freedom Xpress previously. With the contract expiring at the end of June, it put out a request for competitive bids for the contract, receiving bids from at least four companies. It went with Stat Courier Service, Inc., which bid higher than Freedom Xpress.

Also bidding were Vital Delivery and Boreas Transportation.

The state does not just look at the bottom-line cost. It considers other factors including the quality of work and has a complicated system for ranking the bids that come in.

One of the services that was not picked to receive the contract has filed an appeal and until that appeal is settled, interlibrary loan may remain shut down. Librarians in the area are braced for as much as a six-week stoppage of the program.

“It’s so popular,” said Rockland Public Library Director Amy Levine.

She said that last year 21,000 items were shared between the Rockland library and others. Rockland loaned out 9,000 items to other parts of the state and received more than 11,000 items.

Blackmon said he has never in his career as a librarian operated in a situation where interlibrary loan was not available.

However, he was also upbeat, saying it was only paused temporarily and would eventually return.

The Maine State Library is urging libraries not to transport materials themselves due to insurance and liability concerns. Librarians expressed concerns about materials already out on loan becoming stranded out there.

Residents should return interlibrary loan items that they currently have checked out as they usually would, as soon as they are due.

Levine looks forward to the service’s return.

“It’s great,” she said. “It expands the number of items a million-fold — literally — that are available throughout the state.”



Books await readers at the Rockport Library.

Photo by Daniel Dunkle

Daniel Dunkle

Executive Editor: The Courier-Gazette, Camden Herald, The Republican Journal, The Free Press

The Seattle Times

Seattle Public Library's Wi-Fi troubles persist after ransomware attack

June 12, 2024 at 6:00 am Updated June 12, 2024 at 6:00 am



People use computers at Rainier Beach, one of Seattle Public Library's branches, in 2023. (Dean Rutz / The Seattle Times)

By [Lauren Girgis](#)

Seattle Times staff reporter

As Seattle Public Library's systems remain partially offline two weeks after a ransomware attack, users and librarians have been forced to rely on a patchwork system of replacements.

The library is still working on restoring some of its digital and in-person services after a ransomware attack discovered on May 25. This is the first known cybersecurity event targeting the library, a spokesperson said last

week. A ransomware attack restricts access to data or devices until a ransom is paid.

In the past decade, ransomware has become a professionalized, lucrative industry. Jessica L. Beyer, a cybersecurity professor at the University of Washington, described ransomware as “double jeopardy,” because an organization that doesn’t pay a ransom may not gain access to its files again and attackers can sell the files on the dark web. Sometimes, paying the ransom can be cheaper than trying to fix the systems, Beyer said.

It remains unclear if users’ personal information was compromised. The library said it would notify individuals directly if their personal info was stolen.

“We are an organization that prides itself on providing you answers, and we are sorry that the information we can share is limited,” the library said online.

The library declined to disclose details about the nature of the attack, saying doing so may “compromise progress being made,” said spokesperson Laura Gentry. Gentry said the library is working with external organizations specializing in forensics and recovery and declined to name the organizations.

Gentry declined to share details about what the ransom attackers are demanding. She said Tuesday the library has “much work left to do before full recovery”.

Access to digital materials and services, including e-books and e-audiobooks through Libby, remained unavailable as of Tuesday evening.

Users also can’t access in-building internet, computers or the online catalog to place new holds. Printing and copying are unavailable, too. Library branches have been sharing with patrons where else in their neighborhoods they can access Wi-Fi and printer or scanner services.

Library branches are still open, and people can check out books, CDs and DVDs. Patrons are asked to keep their checked out books for now, though. The library does not charge late fees. People who visit the library should bring their physical library card or card number.

People with a Seattle Public Library card can [sign up for a card](#) from other Western Washington library systems through reciprocal borrowing agreements.

Many of the library's [ProQuest databases](#) were restored Tuesday, including eLibrary. Kanopy and Hoopla are also online.

The outage is particularly impacting people who rely on free Wi-Fi or access to material for school or work.

Ryan Davis, who works in independent film, often has to stay on top of film releases — and the library helps her stay up to date.

“The library gets tons of new stuff,” Davis said. “That’s one of the things I really miss is that once a week I would go in and see what the new acquisitions are.”

Restoring the technological infrastructure impacted by a ransomware attack can be complicated and time consuming. An organization has to find out what files it’s been locked out of and rebuild them from scratch, Beyer said.

“Libraries are kind of a weird target,” Beyer said. “My guess is it’s some organization from outside the U.S. that doesn’t really understand how the Seattle Public Library works.”

Beyer said that because the library serves different functions, many of which have nothing to do with computers, it’s more resilient than a lot of other organizations may be when impacted by a ransomware attack. Library employees have been relying on backup paper systems to check out books, which they’ll enter into the system once it’s back online.

Sometimes, getting back online after a ransomware attack can take months — as it did in the case of the [British Library ransomware attack](#) in October 2023.

The Seattle Public Library does not yet have an estimated time of full resolution.

FIRST AMENDMENT

Texas Public Library Can't Remove Books About 'Butts and Farts,' Federal Judge Says

The court ruled that it is unconstitutional for officials to remove library books with the "intent to deprive patrons of access to ideas with which they disagree."

EMMA CAMP | 6.10.2024 4:38 PM



(Photo 186460383 © Doublelee | Dreamstime.com)

A Texas public library can't remove books simply because they discuss topics like "butts and farts," a federal judge wrote last week in a majority opinion of a lawsuit over controversial library books. Because of disagreement between a panel of federal judges, however, the books will remain removed, while other challenged books on race and sexuality will be returned to library shelves.*

The case is one of the more bizarre instances of library censorship in recent years, but it nonetheless led to a decisive option from the majority, who found that it is unconstitutional to remove library books out of a "desire to limit access to ideas with which they

[disagree]."

The legal battle began after Llano County Judge Ron Cunningham received complaints in 2021 concerning "pornographic and overtly sexual books in the library's children's section." The complainants were particularly upset about children's books about "butts and farts."

One of the aggrieved citizens, Llano resident Rochelle Wells, "had been checking out those books continuously for months to prevent others from accessing them."

Following the complaint, Cunningham told the library's director, Amber Milum, to remove the books from library shelves. After more complaints were lodged, Cunningham told the library director to also remove several other books that "depict any type of sexual activity or questionable nudity."

Milum later testified that she would not have removed the books as part of typical curation activities—she only removed them because of directions from county officials.

Making matters worse, in January 2022, the county's library board was dissolved and replaced with new board members. Two of the complainers who successfully pressured Cunningham to order books removed were placed on the new board.

According to the opinion, the new board "implemented several policy changes, including prohibiting Milum from attending their meetings and requiring her to seek approval before purchasing any new books."

Seven library patrons brought a suit in 2022, arguing that the removal of the book was unconstitutional viewpoint discrimination. Eventually, a lower court agreed, granting a preliminary injunction requiring defendants to return the removed books. However, the county appealed. Just this week, a panel of judges from the 5th Circuit Court of Appeals sided with the plaintiffs.

Referencing other cases surrounding attempted library censorship, the majority opinion constructed a series of "rules" about how books can be removed from library collections. "Librarians may consider books' contents in making curation decisions," Judge Jaques Weiner Jr. wrote in the majority opinion. "Their discretion, however, must be balanced against patrons' First Amendment rights...a book may not be removed for the sole—or a substantial—reason that the decision-maker does not wish patrons to be able to access the book's viewpoint or message."

The motivation for removing targeted books from Llano public libraries doesn't meet this test. The opinion notes that censors wanted the books gone simply because they didn't like their content.

"Government actors may not remove books from a public library with the intent to deprive patrons of access to ideas with which they disagree," the opinion concludes. "Because that is apparently what occurred in Llano County, Plaintiffs have demonstrated a likelihood of success on the merits of their First Amendment claim."

**CORRECTION: A previous version of this story misstated the content of the federal court's ruling.*

EMMA CAMP is an assistant editor at *Reason*.

[FIRST AMENDMENT](#) [FREE SPEECH](#) [BOOK](#) [TEXAS](#) [LAWSUITS](#) [CENSORSHIP](#)