

Regular Board Meeting

Tuesday, August 20, 2024 6:30 PM

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

1. Call to Order

1.A. Roll Call

2. Pledge of Allegiance

3. Approval of the Agenda

4. Public Comment

5. Treasurer's Report

6. Consent Agenda

6.A. Approval of Minutes

6.B. Approval of Bills & Disbursements

7. Presentation: Library Renovation

8. Reports

8.A. Director & Staff Reports

8.B. Statistics

8.C. Building Project Report

8.D. Friends of the Library Report

9. New Business

9.A. ACTION ITEM: Renovation Project Budget

9.B. ACTION ITEM: Resolution Authorizing
Intervention in Tax Appeals

9.C. ACTION ITEM: Discontinue participation
in Illinois State Treasurer's Electronic Payment
Services Program ("E-Pay")

9.D. ACTION ITEM: Closing Illinois Funds Account

9.E. ACTION ITEM: Closing Illinois National Bank
account

9.F. DISCUSSION ITEM: Strategic Plan

9.G. DISCUSSION ITEM: Serving Our Public 4.0_Review
Chapters 4-6

9.H. ACTION ITEM: Declaration of Surplus Equipment

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

11. **Correspondence & Announcements**

11.A. Patron Communication

11.B. Other Correspondence

11.C. Library News

12. **Additional Discussion**

13. **Adjournment**



Tuesday, August 20, 2024

Regular Board Meeting

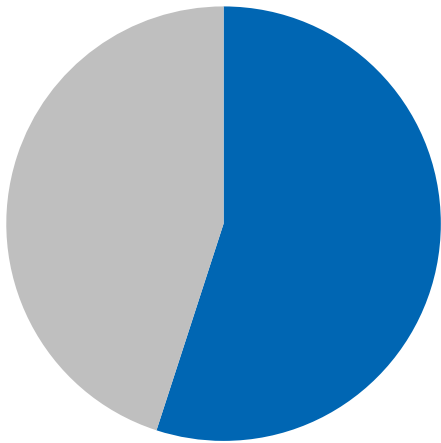
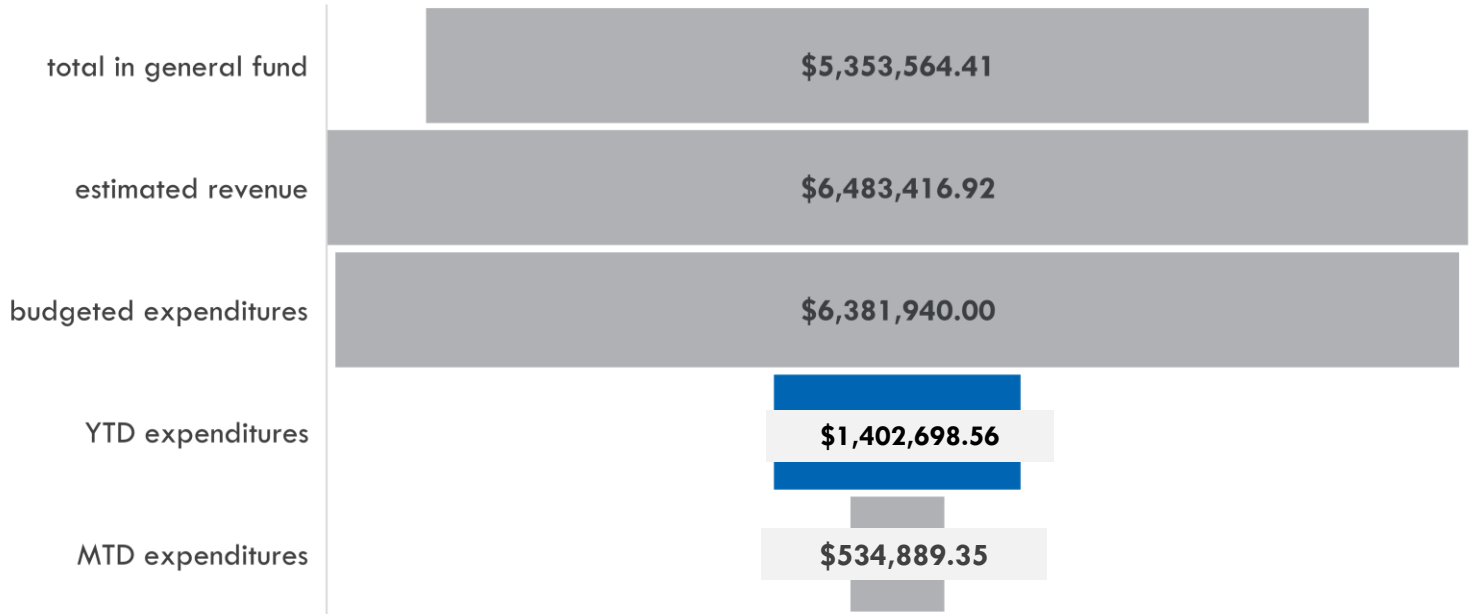
6:30 PM

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1. **Call to Order**
 - A. Roll Call
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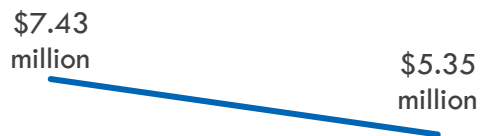
July 2024 Financial Highlights

General Fund



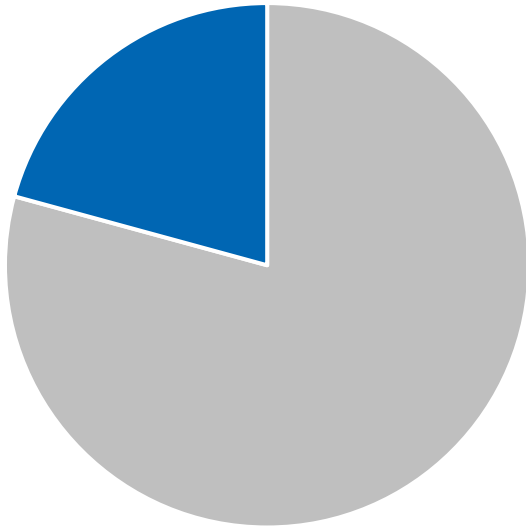
We have received 55% of our estimated revenue for the fiscal year including \$163,545.09 this month.

At this point last year, we had received 56% of our estimated revenue for FY24.



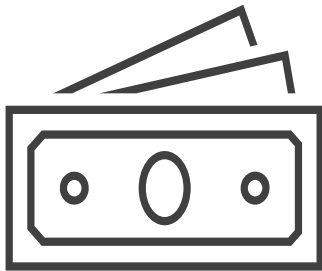
The general fund decreased from \$7.43 million to \$5.35 million from 7/1/2024 to 7/31/2024.

This is a result of \$164k revenue coming in, \$535k (general fund + asset replacement) expended, and \$1.8 million transferred to the Special Reserve Fund.



26% has been spent out of the general fund. We are 25% through the fiscal year.

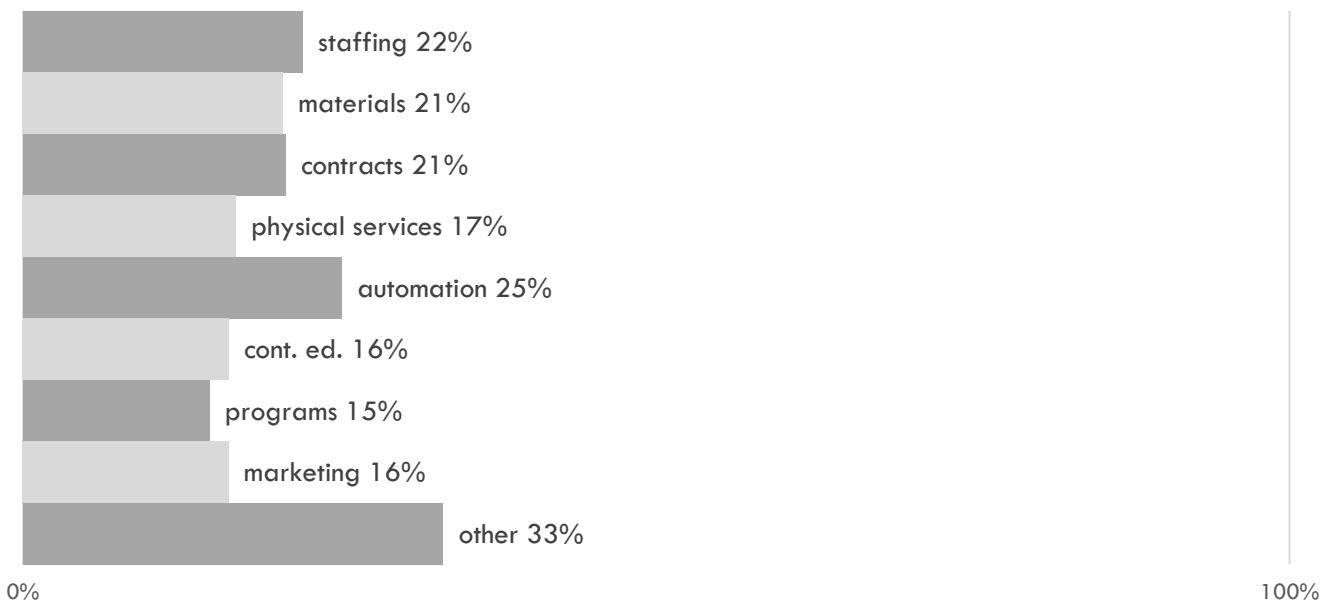
We have budgeted to spend 119% of what is currently in the general fund.



We have spent 22% of our estimated budget.

At this point last year, we had spent 22% of our estimated budget for FY24, so we're in line with the previous year's spending.

Year-to-date spending by budget group



Addison Public Library Balance Sheet as of July 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 | 165,396.81 | 755.99 | 166,152.80 |
| 10-11-1055 - Cash in Bank - Illinois National Bank E-Pay | 4,996.69 | 0.55 | 4,997.24 |
| 10-11-1060 - Cash on Hand - Cash Registers | 344.14 | 0.00 | 344.14 |
| 10-11-1065 - Cash in Bank - Harris Bank Friends | 6,189.14 | 920.82 | 7,109.96 |
| 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 | 287,920.40 | (142,173.88) | 145,746.52 |
| 10-11-1085 - Cash in Bank - Ehlers | 15,216,838.16 | 95,514.76 | 15,312,352.92 |
| 10-11-1095 - Cash in Bank - Harris Bank MM | 6,900,774.35 | (386,971.72) | 6,513,802.63 |
| 10-11-2000 - Allocated Cash | (16,687,734.61) | 67,000.00 | (16,620,734.61) |
| 10-12-0100 - Property Taxes Receivable | 5,979,656.92 | 0.00 | 5,979,656.92 |
| 10-12-0101 - Due from State | 53,215.63 | 0.00 | 53,215.63 |
| 10-13-0100 - Prepaid Items | 50,359.73 | 0.00 | 50,359.73 |
| | <u>11,980,162.71</u> | <u>(364,953.48)</u> | <u>11,615,209.23</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| 10-21-2750 - Accounts Payable | 138,172.08 | 681.35 | 138,853.43 |
| 10-22-0230 - Employee I.M.R.F. Payable | 9,008.09 | 4,279.48 | 13,287.57 |
| 10-22-0255 - Other Insurance Withholding Payable | 694.87 | (1,646.00) | (951.13) |
| 10-22-0260 - Def Annuity Withholding Payable | (3,200.95) | 3,075.95 | (125.00) |
| 10-22-0390 - Accrued Payroll | 79,692.59 | 0.00 | 79,692.59 |
| 10-24-0300 - Deferred Property Taxes | 5,979,656.92 | 0.00 | 5,979,656.92 |
| 10-24-0301 - Deferred Revenue - Per Capita Grant | 53,017.47 | 0.00 | 53,017.47 |
| | <u>6,257,041.07</u> | <u>6,390.78</u> | <u>6,263,431.85</u> |
| <u>Fund Balance</u> | | | |
| 10-30-2920 - Reserved - F.I.C.A. | (396,340.34) | 0.00 | (396,340.34) |
| 10-30-2930 - Reserved - I.M.R.F. | 144,313.11 | 0.00 | 144,313.11 |
| 10-30-2940 - Reserved - Unemployment Comp. | 14,873.10 | 0.00 | 14,873.10 |
| 10-30-2950 - Reserved - Liability Insurance | 11,717.53 | 0.00 | 11,717.53 |
| 10-30-2960 - Reserved - Audit | 8,956.00 | 0.00 | 8,956.00 |
| 10-30-2965 - Reserved - Workers Comp | 20,608.18 | 0.00 | 20,608.18 |
| 10-30-2970 - Reserved - Per Capita Grant | 188,607.47 | 0.00 | 188,607.47 |
| 10-30-2990 - Unreserved Fund Balance | 3,196,042.78 | 0.00 | 3,196,042.78 |
| | <u>3,188,777.83</u> | <u>0.00</u> | <u>3,188,777.83</u> |
| Total Liabilities and Fund Balance | <u>9,445,818.90</u> | <u>6,390.78</u> | <u>9,452,209.68</u> |
| Excess Revenues Over Expenses | <u>2,534,343.81</u> | <u>(371,344.26)</u> | <u>2,162,999.55</u> |

Addison Public Library Balance Sheet as of July 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 - III Metropolitan | 637,238.38 | 3,925.77 | 641,164.15 |
| 80-11-2000 - Allocated Cash | <u>16,685,947.58</u> | <u>(67,000.00)</u> | <u>16,618,947.58</u> |
| | <u>17,323,185.96</u> | <u>(63,074.23)</u> | <u>17,260,111.73</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| 80-21-2750 - Accounts Payable | <u>67,000.00</u> | <u>0.00</u> | <u>67,000.00</u> |
| | <u>67,000.00</u> | <u>0.00</u> | <u>67,000.00</u> |
| <u>Fund Balance</u> | | | |
| 80-30-2999 - Reserved for Capital Projects | <u>17,346,830.84</u> | <u>0.00</u> | <u>17,346,830.84</u> |
| | <u>17,346,830.84</u> | <u>0.00</u> | <u>17,346,830.84</u> |
| Total Liabilities and Fund Balance | <u><u>17,413,830.84</u></u> | <u><u>0.00</u></u> | <u><u>17,413,830.84</u></u> |
| Excess Revenues Over Expenses | <u><u>(90,644.88)</u></u> | <u><u>(63,074.23)</u></u> | <u><u>(153,719.11)</u></u> |

Rebillables Fund

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

Addison Public Library Balance Sheet as of July 31, 2024

| | <u>Beginning Balance</u> | <u>M.T.D. Changes</u> | <u>Ending Balance</u> |
|---|------------------------------|---------------------------|---------------------------|
| <hr/> Total All Funds <hr/> | | | |
| <u>Assets</u> | | | |
| Cash on Hand - Petty Cash | 205.35 | 0.00 | 205.35 |
| Cash in Bank - Illinois Funds E-Pay | 165,396.81 | 755.99 | 166,152.80 |
| Cash in Bank - Illinois National Bank | 4,996.69 | 0.55 | 4,997.24 |
| Cash on Hand - Cash Registers | 344.14 | 0.00 | 344.14 |
| Cash in Bank - Harris Bank Friends | 6,189.14 | 920.82 | 7,109.96 |
| Cash in Bank - Harris Bank Librarian | 2,000.00 | 0.00 | 2,000.00 |
| Cash in Bank - Harris Bank Comingled | 287,920.40 | (142,173.88) | 145,746.52 |
| Cash in Bank - Ehlers | 15,216,838.16 | 95,514.76 | 15,312,352.92 |
| Cash in Bank - Harris Bank MM | 6,900,774.35 | (386,971.72) | 6,513,802.63 |
| Cash in Bank - Ill Metropolitan | 637,238.38 | 3,925.77 | 641,164.15 |
| Property Taxes Receivable | 5,979,656.92 | 0.00 | 5,979,656.92 |
| Due from State | 53,215.63 | 0.00 | 53,215.63 |
| Prepaid Items | 50,359.73 | 0.00 | 50,359.73 |
| | <u>29,305,135.70</u> | <u>(428,027.71)</u> | <u>28,877,107.99</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| Accounts Payable | 205,172.08 | 681.35 | 205,853.43 |
| Employee I.M.R.F. Payable | 9,008.09 | 4,279.48 | 13,287.57 |
| Other Insurance Withholding Payable | 694.87 | (1,646.00) | (951.13) |
| Def Annuity Withholding Payable | (3,200.95) | 3,075.95 | (125.00) |
| Accrued Payroll | 79,692.59 | 0.00 | 79,692.59 |
| Deferred Property Taxes | 5,979,656.92 | 0.00 | 5,979,656.92 |
| Deferred Revenue - Per Capita Grant | 53,017.47 | 0.00 | 53,017.47 |
| | <u>6,324,041.07</u> | <u>6,390.78</u> | <u>6,330,431.85</u> |
| Fund Balance | | | |
| Reserved - F.I.C.A. | (396,340.34) | 0.00 | (396,340.34) |
| Reserved - I.M.R.F. | 144,313.11 | 0.00 | 144,313.11 |
| Reserved - Unemployment Comp. | 14,873.10 | 0.00 | 14,873.10 |
| Reserved - Liability Insurance | 11,717.53 | 0.00 | 11,717.53 |
| Reserved - Audit | 8,956.00 | 0.00 | 8,956.00 |
| Reserved - Workers Comp | 20,608.18 | 0.00 | 20,608.18 |
| Reserved - Per Capita Grant | 188,607.47 | 0.00 | 188,607.47 |
| Unreserved Fund Balance | 3,197,829.81 | 0.00 | 3,197,829.81 |
| Reserved for Capital Projects | 17,346,830.84 | 0.00 | 17,346,830.84 |
| | <u>20,537,395.70</u> | <u>0.00</u> | <u>20,537,395.70</u> |
| Total Liabilities & Fund Balance | <u>26,861,436.77</u> | <u>6,390.78</u> | <u>26,867,827.55</u> |
| Excess Revenues Over Expenditures | <u>2,443,698.93</u> | <u>(434,418.49)</u> | <u>2,009,280.44</u> |

Addison Public Library Balance Sheet as of July 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 |
| 95-14-0410 - Construction in Progress | 544,034.00 | 0.00 | 544,034.00 |
| 95-14-0450 - Books and Materials | 3,316,608.82 | 0.00 | 3,316,608.82 |
| 95-14-0480 - Office Equipment | <u>1,169,651.00</u> | <u>0.00</u> | <u>1,169,651.00</u> |
| | <u>6,090,947.00</u> | <u>0.00</u> | <u>6,090,947.00</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| 95-20-1000 - Accumulated Depreciation | <u>2,560,408.00</u> | <u>0.00</u> | <u>2,560,408.00</u> |
| | <u>2,560,408.00</u> | <u>0.00</u> | <u>2,560,408.00</u> |
| <u>Net Capital Assets</u> | | | |
| 95-30-0600 - Net Capital Assets | <u>3,530,539.00</u> | <u>0.00</u> | <u>3,530,539.00</u> |
| | <u>3,530,539.00</u> | <u>0.00</u> | <u>3,530,539.00</u> |
| Total Liabilities and Net Capital Assets | <u><u>6,090,947.00</u></u> | <u><u>0.00</u></u> | <u><u>6,090,947.00</u></u> |

Addison Public Library Revenue Report For the 3 Months Ended July 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 | 50,375.73 | 2,839,127.53 | 5,292,463.18 | 2,453,335.65 | 53.64 |
| 10-41-3202 - Property Current - F.I.C.A. | 2,724.19 | 153,532.92 | 286,203.19 | 132,670.27 | 53.64 |
| 10-41-3203 - Property Current - I.M.R.F. | 2,869.87 | 161,743.25 | 301,508.17 | 139,764.92 | 53.64 |
| 10-41-3205 - Property Current - Liability Insurance | 582.71 | 32,841.26 | 61,219.93 | 28,378.67 | 53.64 |
| 10-41-3206 - Property Current - Audit | 72.84 | 4,105.16 | 7,652.49 | 3,547.33 | 53.64 |
| 10-41-3207 - Property Current - Unemployment | 43.70 | 2,463.09 | 4,591.49 | 2,128.40 | 53.64 |
| 10-41-3208 - Property Current - Workers Compensation | 43.70 | 2,463.09 | 4,591.49 | 2,128.40 | 53.64 |
| 10-41-3301 - Replacement Taxes | 0.00 | 27,850.69 | 100,000.00 | 72,149.31 | 27.85 |
| 10-41-3400 - Aggregate Refunds | <u>203.95</u> | <u>11,494.44</u> | <u>21,426.98</u> | <u>9,932.54</u> | <u>53.64</u> |
| | <u>56,916.69</u> | <u>3,235,621.43</u> | <u>6,079,656.92</u> | <u>2,844,035.49</u> | <u>53.22</u> |
| <u>Fines & Fees</u> | | | | | |
| 10-42-3010 - Fines | 512.53 | 2,145.90 | 5,000.00 | 2,854.10 | 42.92 |
| 10-42-3011 - Reciprocal Borrowing Reimbursements | 0.00 | 10.98 | 1,000.00 | 989.02 | 1.10 |
| 10-42-3012 - Nonresident Fees | 0.00 | 769.96 | 3,500.00 | 2,730.04 | 22.00 |
| 10-42-3016 - Scanner Fees | 517.42 | 2,317.96 | 6,500.00 | 4,182.04 | 35.66 |
| 10-42-3023 - Activity Fees | 0.00 | 825.30 | 0.00 | (825.30) | 0.00 |
| 10-42-3099 - Printing and Other Fees | <u>662.45</u> | <u>1,323.20</u> | <u>5,000.00</u> | <u>3,676.80</u> | <u>26.46</u> |
| | <u>1,692.40</u> | <u>7,393.30</u> | <u>21,000.00</u> | <u>13,606.70</u> | <u>35.21</u> |
| <u>Intergovernmental</u> | | | | | |
| 10-43-3004 - Per Capita Grant - Current Year | 0.00 | 53,017.47 | 52,660.00 | (357.47) | 100.68 |
| 10-43-3009 - Other Grants | 0.00 | 300.00 | 0.00 | (300.00) | 0.00 |
| 10-43-3016 - Pathways to Success Grant | <u>2,000.00</u> | <u>2,000.00</u> | <u>0.00</u> | <u>(2,000.00)</u> | <u>0.00</u> |
| | <u>2,000.00</u> | <u>55,317.47</u> | <u>52,660.00</u> | <u>(2,657.47)</u> | <u>105.05</u> |
| <u>Interest</u> | | | | | |
| 10-46-3028 - Other Interest Income | 6,455.31 | 16,707.29 | 20,000.00 | 3,292.71 | 83.54 |
| 10-46-3029 - Interest on TD Ameritrade | <u>95,514.76</u> | <u>249,551.56</u> | <u>300,000.00</u> | <u>50,448.44</u> | <u>83.18</u> |
| | <u>101,970.07</u> | <u>266,258.85</u> | <u>320,000.00</u> | <u>53,741.15</u> | <u>83.21</u> |
| <u>Miscellaneous</u> | | | | | |
| 10-47-3014 - Donations | 23.35 | (2,103.01) | 100.00 | 2,203.01 | (2,103.01) |
| 10-47-3024 - Other Income | 0.00 | 1,848.67 | 2,500.00 | 651.33 | 73.95 |
| 10-47-3030 - Friends of Addison Public Library | <u>942.58</u> | <u>1,361.40</u> | <u>7,500.00</u> | <u>6,138.60</u> | <u>18.15</u> |
| | <u>965.93</u> | <u>1,107.06</u> | <u>10,100.00</u> | <u>8,992.94</u> | <u>10.96</u> |
| Total Non-Tax Revenues | <u>106,628.40</u> | <u>330,076.68</u> | <u>403,760.00</u> | <u>73,683.32</u> | <u>81.75</u> |
| Total General Fund Revenues | <u>163,545.09</u> | <u>3,565,698.11</u> | <u>6,483,416.92</u> | <u>2,917,718.81</u> | <u>55.00</u> |

**Addison Public Library
Revenue Report
For the 3 Months Ended July 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 | 3,925.77 | 10,280.89 | 20,000.00 | 9,719.11 | 51.40 |
| 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>3,925.77</u> | <u>10,280.89</u> | <u>120,000.00</u> | <u>109,719.11</u> | <u>8.57</u> |
| <u>Transfers</u> | | | | | |
| Total Capital Improvement Fund Revenues | <u>3,925.77</u> | <u>10,280.89</u> | <u>120,000.00</u> | <u>109,719.11</u> | <u>8.57</u> |
| <u>Rebillables Fund</u> | | | | | |
| <u>Miscellaneous</u> | | | | | |
| Total All Funds | <u>167,470.86</u> | <u>3,575,979.00</u> | <u>6,603,416.92</u> | <u>3,027,437.92</u> | <u>54.15</u> |

Addison Public Library Expense Report For the 3 Months Ended July 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 | 333,106.57 | 779,696.32 | 3,440,882.00 | 2,661,185.68 | 22.66 | 77.34 |
| 10-50-2200 - Employer F.I.C.A. Expense | 25,240.11 | 58,858.25 | 263,228.00 | 204,369.75 | 22.36 | 77.64 |
| 10-50-2300 - Employer I.M.R.F. Expense | 12,952.62 | 38,417.40 | 180,710.00 | 142,292.60 | 21.26 | 78.74 |
| 10-50-2400 - Health Insurance | 28,133.36 | 90,401.74 | 513,175.00 | 422,773.26 | 17.62 | 82.38 |
| 10-50-2450 - Employee Assistance Program | 3,412.50 | 3,412.50 | 3,420.00 | 7.50 | 99.78 | 0.22 |
| 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>402,845.16</u> | <u>970,786.21</u> | <u>4,402,415.00</u> | <u>3,431,628.79</u> | <u>22.05</u> | <u>77.95</u> |
| <u>Library Materials</u> | | | | | | |
| <u>Children Services</u> | | | | | | |
| 10-52-3100 - Children Books | 3,639.81 | 14,471.09 | 71,000.00 | 56,528.91 | 20.38 | 79.62 |
| 10-52-3900 - Children Other Expenditures | <u>2,087.57</u> | <u>5,870.64</u> | <u>28,000.00</u> | <u>22,129.36</u> | <u>20.97</u> | <u>79.03</u> |
| | <u>5,727.38</u> | <u>20,341.73</u> | <u>99,000.00</u> | <u>78,658.27</u> | <u>20.55</u> | <u>79.45</u> |
| <u>Adult Services</u> | | | | | | |
| 10-54-3110 - Adult Books | 9,938.28 | 33,737.05 | 167,000.00 | 133,262.95 | 20.20 | 79.80 |
| 10-54-3900 - Adult Other Expenditures | <u>5,859.19</u> | <u>12,837.42</u> | <u>88,000.00</u> | <u>75,162.58</u> | <u>14.59</u> | <u>85.41</u> |
| | <u>15,797.47</u> | <u>46,574.47</u> | <u>255,000.00</u> | <u>208,425.53</u> | <u>18.26</u> | <u>81.74</u> |
| <u>Other Library Materials</u> | | | | | | |
| 10-55-3400 - Magazines/News | 5,331.32 | 7,955.14 | 10,500.00 | 2,544.86 | 75.76 | 24.24 |
| 10-55-3500 - Online Databases | 15,798.06 | 61,063.54 | 223,000.00 | 161,936.46 | 27.38 | 72.62 |
| 10-55-3860 - E-Books | 1,389.51 | 9,315.15 | 75,000.00 | 65,684.85 | 12.42 | 87.58 |
| 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>22,518.89</u> | <u>78,333.83</u> | <u>354,500.00</u> | <u>276,166.17</u> | <u>22.10</u> | <u>77.90</u> |
| Total Library Materials | <u>44,043.74</u> | <u>145,250.03</u> | <u>708,500.00</u> | <u>563,249.97</u> | <u>20.50</u> | <u>79.50</u> |
| <u>General Contractual Services</u> | | | | | | |
| 10-56-4100 - Legal Fees | 80.79 | 928.46 | 12,000.00 | 11,071.54 | 7.74 | 92.26 |
| 10-56-4410 - Collection Agency Fees | 337.85 | 559.20 | 3,500.00 | 2,940.80 | 15.98 | 84.02 |
| 10-56-4420 - Equipment Rental & Leasing | 105.00 | 2,561.73 | 4,000.00 | 1,438.27 | 64.04 | 35.96 |
| 10-56-4450 - Accounting Service Fees | 5,350.00 | 7,150.00 | 23,830.00 | 16,680.00 | 30.00 | 70.00 |
| 10-56-4500 - Payroll Service Fees | 4,392.29 | 8,779.08 | 56,210.00 | 47,430.92 | 15.62 | 84.38 |
| 10-56-4600 - Audit Service Fees | 0.00 | 1,300.00 | 4,150.00 | 2,850.00 | 31.33 | 68.67 |
| 10-56-4900 - Other Contracts | <u>5,978.40</u> | <u>12,654.38</u> | <u>60,000.00</u> | <u>47,345.62</u> | <u>21.09</u> | <u>78.91</u> |
| | <u>16,244.33</u> | <u>33,932.85</u> | <u>163,690.00</u> | <u>129,757.15</u> | <u>20.73</u> | <u>79.27</u> |

Addison Public Library Expense Report For the 3 Months Ended July 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 | 644.70 | 3,340.82 | 28,000.00 | 24,659.18 | 11.93 | 88.07 |
| 10-58-5120 - Water Service | 0.00 | 573.18 | 4,000.00 | 3,426.82 | 14.33 | 85.67 |
| 10-58-5310 - Refuse Disposal Service | 749.46 | 1,099.19 | 4,265.00 | 3,165.81 | 25.77 | 74.23 |
| 10-58-5320 - Cleaning Service | <u>5,400.00</u> | <u>16,200.00</u> | <u>77,000.00</u> | <u>60,800.00</u> | <u>21.04</u> | <u>78.96</u> |
| | <u>6,794.16</u> | <u>21,213.19</u> | <u>113,265.00</u> | <u>92,051.81</u> | <u>18.73</u> | <u>81.27</u> |
| <u>Telecommunications</u> | | | | | | |
| 10-58-5510 - Telephone | 1,317.64 | 2,243.62 | 11,500.00 | 9,256.38 | 19.51 | 80.49 |
| 10-58-5570 - Leased Internet Access Line | <u>478.32</u> | <u>1,050.86</u> | <u>7,500.00</u> | <u>6,449.14</u> | <u>14.01</u> | <u>85.99</u> |
| | <u>1,795.96</u> | <u>3,294.48</u> | <u>19,000.00</u> | <u>15,705.52</u> | <u>17.34</u> | <u>82.66</u> |
| <u>Maintenance and Repair</u> | | | | | | |
| 10-58-5610 - Building Supplies | 6,624.83 | 10,538.94 | 40,000.00 | 29,461.06 | 26.35 | 73.65 |
| 10-58-5620 - HVAC | 0.00 | 2,704.94 | 35,000.00 | 32,295.06 | 7.73 | 92.27 |
| 10-58-5690 - Other Building Materials & Repair | 1,091.03 | 3,631.03 | 15,000.00 | 11,368.97 | 24.21 | 75.79 |
| 10-58-5710 - Equipment Maintenance & Repair | <u>4,100.41</u> | <u>10,148.69</u> | <u>85,000.00</u> | <u>74,851.31</u> | <u>11.94</u> | <u>88.06</u> |
| | <u>11,816.27</u> | <u>27,023.60</u> | <u>175,000.00</u> | <u>147,976.40</u> | <u>15.44</u> | <u>84.56</u> |
| Total Physical Services | <u>20,406.39</u> | <u>51,531.27</u> | <u>307,265.00</u> | <u>255,733.73</u> | <u>16.77</u> | <u>83.23</u> |
| <u>Automation</u> | | | | | | |
| 10-61-4800 - System Development | 0.00 | 3,000.00 | 49,000.00 | 46,000.00 | 6.12 | 93.88 |
| 10-61-6100 - ILS Services | 15,147.25 | 15,147.25 | 67,000.00 | 51,852.75 | 22.61 | 77.39 |
| 10-61-6200 - Software/Licenses | <u>4,485.29</u> | <u>36,192.68</u> | <u>100,000.00</u> | <u>63,807.32</u> | <u>36.19</u> | <u>63.81</u> |
| | <u>19,632.54</u> | <u>54,339.93</u> | <u>216,000.00</u> | <u>161,660.07</u> | <u>25.16</u> | <u>74.84</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 | 14.74 | 14.74 | 1,600.00 | 1,585.26 | 0.92 | 99.08 |
| 10-62-7430 - Guest Services | 325.00 | 325.00 | 1,500.00 | 1,175.00 | 21.67 | 78.33 |
| 10-62-7440 - Adult Services | 0.00 | 366.68 | 2,500.00 | 2,133.32 | 14.67 | 85.33 |
| 10-62-7450 - Children Services | 475.00 | 475.00 | 1,200.00 | 725.00 | 39.58 | 60.42 |
| 10-62-7455 - Teen Services | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 100.00 |
| 10-62-7460 - Materials Management | 710.00 | 710.00 | 2,700.00 | 1,990.00 | 26.30 | 73.70 |
| 10-62-7470 - Staff In-Service | 342.76 | 342.76 | 7,500.00 | 7,157.24 | 4.57 | 95.43 |
| 10-62-7480 - Board | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 100.00 |
| 10-62-7500 - Community Engagement | 22.50 | 261.21 | 2,115.00 | 1,853.79 | 12.35 | 87.65 |
| 10-62-7510 - Memberships (Staff & Board) | 1,284.00 | 3,193.00 | 11,000.00 | 7,807.00 | 29.03 | 70.97 |
| 10-62-7550 - In-State Travel | 58.95 | 616.83 | 13,800.00 | 13,183.17 | 4.47 | 95.53 |
| 10-62-7560 - Out-of-State Travel | 200.87 | 1,057.99 | 6,500.00 | 5,442.01 | 16.28 | 83.72 |
| 10-62-7600 - Tuition Reimbursement | <u>0.00</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>3,433.82</u> | <u>10,403.21</u> | <u>64,115.00</u> | <u>53,711.79</u> | <u>16.23</u> | <u>83.77</u> |

Addison Public Library Expense Report For the 3 Months Ended July 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 | 1,063.27 | 3,484.07 | 28,000.00 | 24,515.93 | 12.44 | 87.56 |
| 10-64-8120 - Children Services Programs - General | 453.25 | 2,503.80 | 17,000.00 | 14,496.20 | 14.73 | 85.27 |
| 10-64-8160 - Teen Program | 887.18 | 2,989.05 | 19,000.00 | 16,010.95 | 15.73 | 84.27 |
| 10-64-8165 - Community Engagement Program | 296.00 | 457.33 | 5,075.00 | 4,617.67 | 9.01 | 90.99 |
| 10-64-8170 - IT Programs | <u>670.34</u> | <u>1,668.44</u> | <u>6,500.00</u> | <u>4,831.56</u> | <u>25.67</u> | <u>74.33</u> |
| | <u>3,370.04</u> | <u>11,102.69</u> | <u>75,575.00</u> | <u>64,472.31</u> | <u>14.69</u> | <u>85.31</u> |
| <u>PR/Marketing</u> | | | | | | |
| 10-64-8210 - Newsletter | 1,085.32 | 9,807.85 | 52,350.00 | 42,542.15 | 18.74 | 81.26 |
| 10-64-8220 - Flyers/Brochures | 0.00 | 5,599.95 | 15,150.00 | 9,550.05 | 36.96 | 63.04 |
| 10-64-8910 - Other Promotions | <u>4,514.42</u> | <u>5,562.53</u> | <u>62,000.00</u> | <u>56,437.47</u> | <u>8.97</u> | <u>91.03</u> |
| | <u>5,599.74</u> | <u>20,970.33</u> | <u>129,500.00</u> | <u>108,529.67</u> | <u>16.19</u> | <u>83.81</u> |
| <u>Other Operating Expenses</u> | | | | | | |
| <u>Supplies</u> | | | | | | |
| 10-66-9210 - Office Supplies | 136.00 | 554.62 | 7,500.00 | 6,945.38 | 7.39 | 92.61 |
| 10-66-9220 - Guest Services Supplies | 0.00 | 882.91 | 5,500.00 | 4,617.09 | 16.05 | 83.95 |
| 10-66-9230 - Adult Services Supplies | 0.00 | 140.04 | 1,000.00 | 859.96 | 14.00 | 86.00 |
| 10-66-9240 - Children Services Supplies | 275.39 | 465.60 | 3,000.00 | 2,534.40 | 15.52 | 84.48 |
| 10-66-9245 - Teen Services Supplies | 64.95 | 108.39 | 1,000.00 | 891.61 | 10.84 | 89.16 |
| 10-66-9250 - Materials Management Supplies | 1,854.94 | 6,112.79 | 35,000.00 | 28,887.21 | 17.47 | 82.53 |
| 10-66-9270 - Information Technology Supplies | 1,854.55 | 8,291.04 | 27,000.00 | 18,708.96 | 30.71 | 69.29 |
| 10-66-9290 - Postage | 13.24 | 2,013.24 | 10,000.00 | 7,986.76 | 20.13 | 79.87 |
| 10-66-9300 - Library Wide Supplies | 641.82 | 2,331.97 | 11,000.00 | 8,668.03 | 21.20 | 78.80 |
| 10-66-9330 - Community Engagement Supplies | <u>1,046.93</u> | <u>1,428.83</u> | <u>4,320.00</u> | <u>2,891.17</u> | <u>33.07</u> | <u>66.93</u> |
| | <u>5,887.82</u> | <u>22,329.43</u> | <u>105,320.00</u> | <u>82,990.57</u> | <u>21.20</u> | <u>78.80</u> |
| <u>Insurance</u> | | | | | | |
| 10-66-9510 - Unemployment Compensation Insurance | 502.04 | 502.04 | 5,000.00 | 4,497.96 | 10.04 | 89.96 |
| 10-66-9520 - Workers' Compensation Insurance | 0.00 | 9,335.00 | 9,500.00 | 165.00 | 98.26 | 1.74 |
| 10-66-9530 - Liability Insurance | <u>0.00</u> | <u>46,885.00</u> | <u>55,500.00</u> | <u>8,615.00</u> | <u>84.48</u> | <u>15.52</u> |
| | <u>502.04</u> | <u>56,722.04</u> | <u>70,000.00</u> | <u>13,277.96</u> | <u>81.03</u> | <u>18.97</u> |
| <u>Grant Expenses</u> | | | | | | |
| 10-66-9840 - Per Capita Grant - Current Year | 2,350.00 | 2,350.00 | 52,660.00 | 50,310.00 | 4.46 | 95.54 |
| 10-66-9850 - Per Capita Grant - Prior Year | <u>6,139.32</u> | <u>7,340.26</u> | <u>0.00</u> | <u>(7,340.26)</u> | <u>0.00</u> | <u>100.00</u> |
| | <u>8,489.32</u> | <u>9,690.26</u> | <u>52,660.00</u> | <u>42,969.74</u> | <u>18.40</u> | <u>81.60</u> |

Addison Public Library Expense Report For the 3 Months Ended July 31, 2024

| | <u>M.T.D.</u> <u>Expended</u> | <u>Y.T.D.</u> <u>Expended</u> | <u>Budgeted</u> <u>Amount</u> | <u>Budgeted</u> <u>Remain.</u> | <u>Prct.</u> <u>Expend.</u> | <u>Prct.</u> <u>Remain.</u> |
|---|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| <u>Other Expenses</u> | | | | | | |
| 10-66-9910 - Hardware | 2,137.10 | 11,383.00 | 50,000.00 | 38,617.00 | 22.77 | 77.23 |
| 10-66-9920 - Furniture and Equipment | 0.00 | 902.85 | 10,000.00 | 9,097.15 | 9.03 | 90.97 |
| 10-66-9930 - Reciprocal Borrowing Expense | 15.00 | 15.00 | 1,000.00 | 985.00 | 1.50 | 98.50 |
| 10-66-9940 - Cable Broadcast | 1,600.00 | 1,600.00 | 4,800.00 | 3,200.00 | 33.33 | 66.67 |
| 10-66-9960 - Friends of the Library | 108.88 | 808.63 | 7,500.00 | 6,691.37 | 10.78 | 89.22 |
| 10-66-9970 - FUNshine Committee | 340.95 | 540.57 | 4,500.00 | 3,959.43 | 12.01 | 87.99 |
| 10-66-9980 - Staff Recognition | <u>232.48</u> | <u>390.26</u> | <u>9,100.00</u> | <u>8,709.74</u> | <u>4.29</u> | <u>95.71</u> |
| | <u>4,434.41</u> | <u>15,640.31</u> | <u>86,900.00</u> | <u>71,259.69</u> | <u>18.00</u> | <u>82.00</u> |
| <u>Transfers</u> | | | | | | |
| Total Other Operating Expenses | <u>19,313.59</u> | <u>104,382.04</u> | <u>314,880.00</u> | <u>210,497.96</u> | <u>33.15</u> | <u>66.85</u> |
| Total General Fund Expenditures | <u>534,889.35</u> | <u>1,402,698.56</u> | <u>6,381,940.00</u> | <u>4,979,241.44</u> | <u>21.98</u> | <u>78.02</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>67,000.00</u> | <u>164,000.00</u> | <u>10,000,000.00</u> | <u>9,836,000.00</u> | <u>1.64</u> | <u>98.36</u> |
| | <u>67,000.00</u> | <u>164,000.00</u> | <u>10,300,000.00</u> | <u>10,136,000.00</u> | <u>1.59</u> | <u>98.41</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>67,000.00</u> | <u>164,000.00</u> | <u>10,300,000.00</u> | <u>10,136,000.00</u> | <u>1.59</u> | <u>98.41</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>601,889.35</u> | <u>1,566,698.56</u> | <u>16,681,940.00</u> | <u>15,115,241.44</u> | <u>9.39</u> | <u>90.61</u> |

Addison Public Library

Check List

All Bank Accounts

July 1, 2024 - August 20, 2024

| Check Number | Check Date | Payee | Amount |
|----------------------|------------|---|------------|
| Vendor Checks | | | |
| 21445 | 07/10/24 | 4imprint, Inc. 162600 | (1,581.72) |
| 21445 | 07/10/24 | 4imprint, Inc. 162600 | 1,581.72 |
| 21445 | 07/15/24 | Nicor Gas 241916 | 644.70 |
| 21446 | 07/15/24 | 4imprint, Inc. 162600 | 1,581.72 |
| 21446 | 07/10/24 | Cintas Fire Protection 131961 | 480.57 |
| 21446 | 07/10/24 | Cintas Fire Protection 131961 | (480.57) |
| 21447 | 07/10/24 | Ferguson Enterprises 161575 | (831.03) |
| 21447 | 07/10/24 | Ferguson Enterprises 161575 | 831.03 |
| 21447 | 07/15/24 | Republic Services #551 122869 | 349.73 |
| 21448 | 07/10/24 | Limricc Unemployment Comp 290227 | 502.04 |
| 21448 | 07/15/24 | ADP, LLC #110146 | 4,392.29 |
| 21448 | 07/10/24 | Limricc Unemployment Comp 290227 | (502.04) |
| 21449 | 07/10/24 | Nicor Gas 241916 | (644.70) |
| 21449 | 07/15/24 | Cintas Fire Protection 131961 | 480.57 |
| 21449 | 07/10/24 | Nicor Gas 241916 | 644.70 |
| 21450 | 07/10/24 | Republic Services #551 122869 | 349.73 |
| 21450 | 07/15/24 | Comcast 132554 | 395.00 |
| 21450 | 07/10/24 | Republic Services #551 122869 | (349.73) |
| 21451 | 07/10/24 | Welcome Wagon 331191 | (144.12) |
| 21451 | 07/15/24 | Ferguson Enterprises 161575 | 831.03 |
| 21451 | 07/10/24 | Welcome Wagon 331191 | 144.12 |
| 21452 | 07/15/24 | Limricc Unemployment Comp 290227 | 502.04 |
| 21453 | 07/15/24 | Verizon | 97.12 |
| 21454 | 07/15/24 | Welcome Wagon 331191 | 144.12 |
| 21455 | 07/17/24 | Mission Square 231901 | 2,525.95 |
| 21456 | 07/17/24 | Village of Addison - HSA | 2,347.28 |
| 21457 | 07/17/24 | National University of Health Sciences 241921 | 15.00 |
| 21458 | 07/24/24 | ABC Parade Floats 111200 | 1,200.00 |
| 21459 | 07/24/24 | Amazon Capital Services 112300 | 753.80 |
| 21460 | 07/24/24 | Quill 273145 | 116.97 |
| 21461 | 07/24/24 | Village of Addison:Health Ins 500011 | 287.58 |
| 21462 | 07/24/24 | Village of Addison:Health Ins 500011 | 28,752.80 |
| 21463 | 07/24/24 | Village of Addison:Health Ins 500011 | 1,349.96 |
| 21464 | 07/31/24 | Albertsons - Safeway 112213 | 96.41 |
| 21465 | 07/31/24 | Mission Square 231901 | 2,525.95 |
| 38471 | 08/08/24 | Acrobat Marketing Solutions, Inc. | 200.00 |
| 38472 | 08/08/24 | Amazon Capital Services 112300 | 858.18 |
| 38473 | 08/08/24 | American Library Association | 309.00 |
| 38474 | 08/08/24 | Any Promo | 244.13 |
| 38475 | 08/08/24 | BMO Harris Bank N.A. - Payments 122301 | 5,746.40 |
| 38476 | 08/08/24 | Carol Leeson | 150.00 |
| 38477 | 08/08/24 | CDS Office Technologies 131476 | 431.27 |
| 38478 | 08/08/24 | CDW Government 131480 | 567.40 |
| 38479 | 08/08/24 | Center Point Publishing 131571 | 173.79 |
| 38480 | 08/08/24 | Children's Plus, Inc. 131861 | 924.77 |
| 38481 | 08/08/24 | Cintas Fire Protection 131961 | 480.57 |
| 38482 | 08/08/24 | Comcast 132548 | 68.86 |
| 38483 | 08/08/24 | Comcast 132554 | 396.98 |
| 38484 | 08/08/24 | Crimson Multimedia Dist. 132835 | 1,851.17 |
| 38485 | 08/08/24 | Current Technologies 133170 | 3,313.80 |
| 38486 | 08/08/24 | Custom Ink LLC 133181 | 1,410.40 |
| 38487 | 08/08/24 | D&Z House of Books Inc 143662 | 1,029.88 |
| 38488 | 08/08/24 | Dell 141554 | 920.45 |
| 38489 | 08/08/24 | Ebsco Information Services 151271 | 5,331.32 |
| 38490 | 08/08/24 | Ehler Investment Partners, LLC 151700 | 2,794.22 |
| 38491 | 08/08/24 | Erika Ochoa 281526 | 150.00 |
| 38492 | 08/08/24 | GALE/CENGAGE Learning 171152 | 560.05 |

Addison Public Library**Check List**

All Bank Accounts

July 1, 2024 - August 20, 2024

| Check Number | Check Date | Payee | Amount |
|---------------------|-------------------|---|---------------|
| 38493 | 08/08/24 | Grainger 333337 | 468.40 |
| 38494 | 08/08/24 | IL Library Association 192210 | 3,340.00 |
| 38495 | 08/08/24 | Johnson Controls Security 311290 | 260.00 |
| 38496 | 08/08/24 | Lauterbach&Amen LLP 172582 | 1,750.00 |
| 38497 | 08/08/24 | Norcomm Public Safety 242571 | 210.00 |
| 38498 | 08/08/24 | OCLC Inc 251352 | 3,081.66 |
| 38499 | 08/08/24 | Patricia Trampas 261181 | 80.00 |
| 38500 | 08/08/24 | Playaway 262219 | 629.50 |
| 38501 | 08/08/24 | Quill 273145 | 904.44 |
| 38502 | 08/08/24 | Rails 281145 | 5,333.00 |
| 38503 | 08/08/24 | Record Information Service, Inc 281516 | 844.00 |
| 38504 | 08/08/24 | Republic Services #551 122869 | 399.73 |
| 38505 | 08/08/24 | Richard K. Miller & Associates 281913 | 600.00 |
| 38506 | 08/08/24 | Rogers Pump Sales & Service 282532 | 300.00 |
| 38507 | 08/08/24 | Sherie C Shapiro 291967 | 75.00 |
| 38508 | 08/08/24 | Sir Speedy Printing 291970 | 200.00 |
| 38509 | 08/08/24 | Speedy Tamales Mexican Cuisine | 193.00 |
| 38510 | 08/08/24 | Swan 293316 | 23,017.75 |
| 38511 | 08/08/24 | Telus Health | 3,412.50 |
| 38512 | 08/08/24 | Uline 312246 | 111.04 |
| 38513 | 08/08/24 | Unique Patron Services Solutions 312431 | 377.85 |
| 38514 | 08/08/24 | Village of Addison: Misc Exp 500010 | 155.65 |
| 38515 | 08/08/24 | Village of Addison: Misc Exp 500010 | 637.87 |
| 38516 | 08/08/24 | Village of Addison: Misc Exp 500010 | 737.88 |
| 38517 | 08/08/24 | Village of Addison: Misc Exp 500010 | 103.60 |
| 38518 | 08/08/24 | Village of Addison: Misc Exp 500010 | 110.00 |
| 38519 | 08/08/24 | Village of Addison:Health Ins 500011 | 674.86 |
| 38520 | 08/20/24 | Albertsons - Safeway 112213 | 158.13 |
| 38521 | 08/20/24 | Amazon Capital Services 112300 | 1,200.93 |
| 38522 | 08/20/24 | Angelo Sorce Productions 112417 | 1,600.00 |
| 38523 | 08/20/24 | AV Techsource, Inc. | 1,216.65 |
| 38524 | 08/20/24 | B&H Photo-Video 121800 | 1,101.34 |
| 38525 | 08/20/24 | Baker & Taylor 120290 | 2,694.67 |
| 38526 | 08/20/24 | Baker & Taylor 120300 | 213.37 |
| 38527 | 08/20/24 | Baker & Taylor 120310 | 8,379.91 |
| 38528 | 08/20/24 | Baker & Taylor 120330 | 39.09 |
| 38529 | 08/20/24 | Brigit Goudie 892136 | 300.00 |
| 38530 | 08/20/24 | Carol Leeson | 150.00 |
| 38531 | 08/20/24 | Claudia Di Pancrazio | 200.00 |
| 38532 | 08/20/24 | Colley Elevator 132555 | 663.00 |
| 38533 | 08/20/24 | Complete Cleaning 132523 | 5,400.00 |
| 38534 | 08/20/24 | Demco Inc 141551 | 485.23 |
| 38535 | 08/20/24 | Ehler Investment Partners, LLC 151700 | 2,906.39 |
| 38536 | 08/20/24 | Elizabeth Freebairn | 24.82 |
| 38537 | 08/20/24 | Estrellita Inc. 153224 | 396.40 |
| 38538 | 08/20/24 | Gabriela Tafolla 162821 | 9.58 |
| 38539 | 08/20/24 | IL Library Association 192210 | 150.00 |
| 38540 | 08/20/24 | Imperial Dade | 1,783.88 |
| 38541 | 08/20/24 | Jack Kelderhouse | 7.37 |
| 38542 | 08/20/24 | Jodi Gianakopoulos 892160 | 3.08 |
| 38543 | 08/20/24 | Jon-Don 202562 | 3,437.00 |
| 38544 | 08/20/24 | Lauterbach&Amen LLP 172582 | 3,600.00 |
| 38545 | 08/20/24 | Len's Ace Hardware, Inc. 221567 | 457.09 |
| 38546 | 08/20/24 | Lesley Cyrier 892152 | 141.28 |
| 38547 | 08/20/24 | Marti LaHood - 281914 | 160.00 |
| 38548 | 08/20/24 | Matthew Williams 892182 | 216.48 |
| 38549 | 08/20/24 | Midwest Tape 231925 | 4,118.16 |
| 38550 | 08/20/24 | Nardi's Pizza 241172 | 311.00 |

Addison Public Library

Check List

All Bank Accounts

July 1, 2024 - August 20, 2024

| Check Number | Check Date | Payee | Amount |
|---------------------------|------------|---|--------------------------|
| 38551 | 08/20/24 | Patti Gebala 892144 | 43.87 |
| 38552 | 08/20/24 | Product Architecture + Design 262850 | 67,000.00 |
| 38553 | 08/20/24 | Ra'am Integration Solutions | 1,640.00 |
| 38554 | 08/20/24 | Rails 281145 | 2,100.00 |
| 38555 | 08/20/24 | Robbins Schwartz 282514 | 80.79 |
| 38556 | 08/20/24 | Technology Management Revolving Fund 132558 | 381.20 |
| 38557 | 08/20/24 | Texas Association of School Boards 301519 | 4,000.00 |
| 38558 | 08/20/24 | Todays Business Solutions,Inc 302521 | 456.80 |
| 38559 | 08/20/24 | Tumbleweed Press Inc 303151 | 1,150.56 |
| 38560 | 08/20/24 | Unique Patron Services Solutions 312431 | 40.00 |
| 38561 | 08/20/24 | Villa Park Electrical Supply 321940 | 75.56 |
| 38562 | 08/20/24 | Village of Addison: Misc Exp 500010 | 1,085.32 |
| 38563 | 08/20/24 | VisoGraphic 322200 | 420.00 |
| 38564 | 08/20/24 | Welcome Wagon 331191 | 144.12 |
| 38565 | 08/20/24 | Yabin Liu 822198 | 7.37 |
| 38566 | 08/20/24 | Yesenia Benavidez 892185 | 9.11 |
| 38567 | 08/20/24 | Addison Public Library 500004 | 0.96 |
| Vendor Check Total | | | <u>245,470.90</u> |
| Check List Total | | | <u><u>245,470.90</u></u> |

Check count = 132

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|----------------------------------|-------------------------------------|---|-----------|--------------|------------|-------------------|
| Vendor Checks | | | | | | |
| 4imprint, Inc. 162600 | | | | 21445 | 07/10/24 | <u>(1,581.72)</u> |
| 10-64-8910 | Other Promotions | To void Check#21445 - Inv# 12699333 | -1,186.72 | | | |
| 10-66-9330 | Community Engagement Supplies | To void Check#21445 - Inv# 12699333 | -395.00 | | | |
| 4imprint, Inc. 162600 | | | | 21445 | 07/10/24 | <u>1,581.72</u> |
| 10-64-8910 | Other Promotions | Inv #12699333 | 1,186.72 | | | |
| 10-66-9330 | Community Engagement Supplies | Inv #12699333 | 395.00 | | | |
| Nicor Gas 241916 | | | | 21445 | 07/15/24 | <u>644.70</u> |
| 10-58-5100 | Natural Gas Service | Nicor Gas 241916 | 644.70 | | | |
| 4imprint, Inc. 162600 | | | | 21446 | 07/15/24 | <u>1,581.72</u> |
| 10-64-8910 | Other Promotions | Inv #12699333 | 1,186.72 | | | |
| 10-66-9330 | Community Engagement Supplies | Inv #12699333 | 395.00 | | | |
| Cintas Fire Protection 131961 | | | | 21446 | 07/10/24 | <u>480.57</u> |
| 10-58-5710 | Equipment Maintenance & Repair | Receipt #0F94720984 | 480.57 | | | |
| Cintas Fire Protection 131961 | | | | 21446 | 07/10/24 | <u>(480.57)</u> |
| 10-58-5710 | Equipment Maintenance & Repair | To void Check# 21446 - Receipt# 0F94720984 | -480.57 | | | |
| Ferguson Enterprises 161575 | | | | 21447 | 07/10/24 | <u>(831.03)</u> |
| 10-58-5610 | Building Supplies | To void Check#21447 - Inv# 8610045 | -831.03 | | | |
| Ferguson Enterprises 161575 | | | | 21447 | 07/10/24 | <u>831.03</u> |
| 10-58-5610 | Building Supplies | Inv #8610045 | 831.03 | | | |
| Republic Services #551 122869 | | | | 21447 | 07/15/24 | <u>349.73</u> |
| 10-58-5310 | Refuse Disposal Service | Acct #3-0551-3000027 | 349.73 | | | |
| Limricc Unemployment Comp 290227 | | | | 21448 | 07/10/24 | <u>502.04</u> |
| 10-66-9510 | Unemployment Compensation Insurance | 2nd Quarter 2024 Unemployment Compensation | 502.04 | | | |
| ADP, LLC #110146 | | | | 21448 | 07/15/24 | <u>4,392.29</u> |
| 10-56-4500 | Payroll Service Fees | Inv #665875347 | 4,018.29 | | | |
| 10-56-4500 | Payroll Service Fees | Inv #665874794 | 374.00 | | | |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|----------------------------------|-------------------------------------|--|---------|--------------|------------|-----------------|
| Limricc Unemployment Comp 290227 | | | | 21448 | 07/10/24 | <u>(502.04)</u> |
| 10-66-9510 | Unemployment Compensation Insurance | To void Check# 21448 - 2nd quarter 2024 Unemplment Compensatioin | -502.04 | | | |
| Nicor Gas 241916 | | | | 21449 | 07/10/24 | <u>(644.70)</u> |
| 10-58-5100 | Natural Gas Service | To void Check# 21449 - Acct#66-89-55-19024 | -644.70 | | | |
| Cintas Fire Protection 131961 | | | | 21449 | 07/15/24 | <u>480.57</u> |
| 10-58-5710 | Equipment Maintenance & Repair | Receipt #0F94720984 | 480.57 | | | |
| Nicor Gas 241916 | | | | 21449 | 07/10/24 | <u>644.70</u> |
| 10-58-5100 | Natural Gas Service | Acct #66-89-55-1902 4 | 644.70 | | | |
| Republic Services #551 122869 | | | | 21450 | 07/10/24 | <u>349.73</u> |
| 10-58-5310 | Refuse Disposal Service | Republic Services #551 122869 | 349.73 | | | |
| Comcast 132554 | | | | 21450 | 07/15/24 | <u>395.00</u> |
| 10-58-5510 | Telephone | Acct #902012302/Inv #208884782 | 395.00 | | | |
| Republic Services #551 122869 | | | | 21450 | 07/10/24 | <u>(349.73)</u> |
| 10-58-5310 | Refuse Disposal Service | To void Check# 21450 - #551 - 122869 | -349.73 | | | |
| Welcome Wagon 331191 | | | | 21451 | 07/10/24 | <u>(144.12)</u> |
| 10-64-8910 | Other Promotions | To void Check# 21451 - Acct# ACC197480 | -144.12 | | | |
| Ferguson Enterprises 161575 | | | | 21451 | 07/15/24 | <u>831.03</u> |
| 10-58-5690 | Other Building Materials & Repair | Inv #8610045 | 831.03 | | | |
| Welcome Wagon 331191 | | | | 21451 | 07/10/24 | <u>144.12</u> |
| 10-64-8910 | Other Promotions | Acct #ACC197480 | 144.12 | | | |
| Limricc Unemployment Comp 290227 | | | | 21452 | 07/15/24 | <u>502.04</u> |
| 10-66-9510 | Unemployment Compensation Insurance | 2nd Quar 2024 - Unemployment Compensation | 502.04 | | | |
| Verizon | | | | 21453 | 07/15/24 | <u>97.12</u> |
| 10-58-5570 | Leased Internet Access Line | Inv #9968429925 | 97.12 | | | |
| Welcome Wagon 331191 | | | | 21454 | 07/15/24 | <u>144.12</u> |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--|---|--|--------------|------------|------------------|
| 10-64-8910 | Other Promotions | Acct# ACC197480 | 144.12 | | | |
| Mission Square 231901 10-22-0260 | Def Annuity Withholding Payable | Mission Square Plan #306740 | 2,525.95 | 21455 | 07/17/24 | <u>2,525.95</u> |
| Village of Addison - HSA 10-50-2400 | Health Insurance | HSA EE/ER 7/17/24 Payroll Contribution | 2,347.28 | 21456 | 07/17/24 | <u>2,347.28</u> |
| National University of Health Sciences 241921 10-66-9930 | Reciprocal Borrowing Expense | Emily Helms Fines | 15.00 | 21457 | 07/17/24 | <u>15.00</u> |
| ABC Parade Floats 111200 10-64-8910 | Other Promotions | Float for 8/25/24 Parade | 1,200.00 | 21458 | 07/24/24 | <u>1,200.00</u> |
| Amazon Capital Services 112300 10-66-9970 10-58-5610 10-54-3900 10-66-9250 10-66-9270 10-66-9270 10-66-9245 | FUNshine Committee Building Supplies Adult Other Expenditures Materials Management Supplies Information Technology Supplies Information Technology Supplies Teen Services Supplies | INV #1G4Q-4YNX-79KV INV #1X7Q-194P-K3X3 INV #1HMF-1FVG-4HCL INV #1PQL-KKDQ-77NQ inv #1P9D-3WGW-K1VD INV #1D73-WL76-7MFY INV #1QVW-CDTW-KKV7 | 97.06 439.99 71.25 39.57 15.98 25.00 64.95 | 21459 | 07/24/24 | <u>753.80</u> |
| Quill 273145 10-66-9300 | Library Wide Supplies | Inv #39369730 | 116.97 | 21460 | 07/24/24 | <u>116.97</u> |
| Village of Addison:Health Ins 500011 10-50-2400 | Health Insurance | VSP August 2024 | 287.58 | 21461 | 07/24/24 | <u>287.58</u> |
| Village of Addison:Health Ins 500011 10-50-2400 | Health Insurance | BC/BS August 2024 | 28,752.80 | 21462 | 07/24/24 | <u>28,752.80</u> |
| Village of Addison:Health Ins 500011 10-50-2400 | Health Insurance | Delta Dental August 2024 | 1,349.96 | 21463 | 07/24/24 | <u>1,349.96</u> |
| Albertsons - Safeway 112213 10-66-9210 10-64-8160 | Office Supplies Teen Program | 6/27/24 6/27/24 - Teen Lunch Program | 24.96 71.45 | 21464 | 07/31/24 | <u>96.41</u> |
| Mission Square 231901 10-22-0260 | Def Annuity Withholding Payable | Mission Square Plan #306740 | 2,525.95 | 21465 | 07/31/24 | <u>2,525.95</u> |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|---------------------------------|--|--------|--------------|------------|-----------------|
| Acrobat Marketing Solutions, Inc. 10-64-8165 | Community Engagement Program | Unlocking your Career Potential - 8/21/24 | 200.00 | 38471 | 08/08/24 | <u>200.00</u> |
| Amazon Capital Services 112300 10-52-3100 | Children Books | INV - 19HC-7MNF-QX3Q | 73.03 | 38472 | 08/08/24 | <u>858.18</u> |
| 10-52-3900 | Children Other Expenditures | INV - 1PWQ-YMF4-T3H3 | 13.99 | | | |
| 10-52-3900 | Children Other Expenditures | INV - 1KGR-9H9K-RDN6 | 18.88 | | | |
| 10-52-3900 | Children Other Expenditures | INV - 14Y4-WCDY-VL9N | 13.29 | | | |
| 10-54-3110 | Adult Books | INV - 1VJF-37DH-LNKW | 101.90 | | | |
| 10-54-3110 | Adult Books | INV - 16WN-FM9D-TP19 | 42.79 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 1DXX-Q36X-MCQF | 90.98 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 1F3M-VQYH-LNVR | 20.47 | | | |
| 10-66-9240 | Children Services Supplies | INV - 14X1-RDV4-TXH3 | 153.89 | | | |
| 10-66-9270 | Information Technology Supplies | INV - 16YM-7N3H-LGJJ | 118.85 | | | |
| 10-64-8170 | IT Programs | INV - 1MHF-Q9VL-L7VF | 210.11 | | | |
| American Library Association 10-62-7510 | Memberships (Staff & Board) | Membership Renewal - 2024 | 309.00 | 38473 | 08/08/24 | <u>309.00</u> |
| Any Promo 10-64-8910 | Other Promotions | INV - CV4076864 | 244.13 | 38474 | 08/08/24 | <u>244.13</u> |
| BMO Harris Bank N.A. - Payments 122301 10-61-6200 | Software/Licenses | Adobe | 320.04 | 38475 | 08/08/24 | <u>5,746.40</u> |
| 10-61-6200 | Software/Licenses | Zoho Corp | 155.00 | | | |
| 10-61-6200 | Software/Licenses | Flaticon | 100.98 | | | |
| 10-61-6200 | Software/Licenses | Zoom | 15.99 | | | |
| 10-61-6200 | Software/Licenses | Zoho Corp | 123.50 | | | |
| 10-61-6200 | Software/Licenses | Zoom | 15.99 | | | |
| 10-61-6200 | Software/Licenses | Screen Connect | 36.00 | | | |
| 10-61-6200 | Software/Licenses | Zoho Corp | 123.50 | | | |
| 10-61-6200 | Software/Licenses | Zoom | 15.99 | | | |
| 10-61-6200 | Software/Licenses | Screen Connect | 36.00 | | | |
| 10-61-6200 | Software/Licenses | lightspeed | 94.50 | | | |
| 10-61-6200 | Software/Licenses | Screen Connect | 39.00 | | | |
| 10-61-6200 | Software/Licenses | SMTP2GO | 15.00 | | | |
| 10-66-9970 | FUNshine Committee | Sam's Club | 43.89 | | | |
| 10-64-8160 | Teen Program | Portillos | 150.00 | | | |
| 10-64-8160 | Teen Program | Universal Yums | 274.73 | | | |
| 10-64-8160 | Teen Program | Portillos | 80.00 | | | |

Addison Public Library

Check Register

All Bank Accounts

July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--------------------------------------|--|-----------------|--------------|------------|---------------|
| 10-62-7450 | Children Services | Workw/Mental Health Situations in Library Settings | 150.00 | | | |
| 10-64-8100 | Adult Services Programs | Barbara's Polish Deli | 25.00 | | | |
| 10-64-8100 | Adult Services Programs | Portillos | 50.00 | | | |
| 10-64-8100 | Adult Services Programs | Lake Street Cafe | 25.00 | | | |
| 10-58-5610 | Building Supplies | Petco | 26.97 | | | |
| 10-58-5610 | Building Supplies | Petco | 75.93 | | | |
| 10-64-8120 | Children Services Programs - General | Portillos | 50.00 | | | |
| 10-66-9960 | Friends of the Library | Shop 3D Universe | 108.88 | | | |
| 10-54-3900 | Adult Other Expenditures | Mobile Beacon | 1,860.00 | | | |
| 10-62-7470 | Staff In-Service | Sam's Club | 146.21 | | | |
| 10-62-7560 | Out-of-State Travel | Choice Hotels | -8.37 | | | |
| 10-66-9240 | Children Services Supplies | AccuCut | 121.50 | | | |
| 10-66-9290 | Postage | UPS | 13.24 | | | |
| 10-64-8170 | IT Programs | Michaels | 70.81 | | | |
| 10-64-8170 | IT Programs | 123 Stitch | 89.42 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | Library Advocacy & Funding Conference | 314.25 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | ILA Annual Conference | 385.00 | | | |
| 10-64-8165 | Community Engagement Program | Airtable | 96.00 | | | |
| 10-66-9330 | Community Engagement Supplies | Vista Print | 404.77 | | | |
| 10-66-9330 | Community Engagement Supplies | Home Depot | 101.68 | | | |
| Carol Leeson 10-64-8170 | IT Programs | Begging Croceht Session 1 | 150.00 | 38476 | 08/08/24 | <u>150.00</u> |
| CDS Office Technologies 131476 10-58-5710 | Equipment Maintenance & Repair | INV - INV1625758 | 431.27 | 38477 | 08/08/24 | <u>431.27</u> |
| CDW Government 131480 10-66-9270 | Information Technology Supplies | INV - SG22301 | 567.40 | 38478 | 08/08/24 | <u>567.40</u> |
| Center Point Publishing 131571 10-54-3110 | Adult Books | INV - 2107778 | 173.79 | 38479 | 08/08/24 | <u>173.79</u> |
| Children's Plus, Inc. 131861 10-52-3100 10-52-3100 | Children Books Children Books | INV - 248864 INV - 248492 | 24.95 899.82 | 38480 | 08/08/24 | <u>924.77</u> |
| Cintas Fire Protection 131961 10-58-5710 | Equipment Maintenance & Repair | INV - 0F94720984 | 480.57 | 38481 | 08/08/24 | <u>480.57</u> |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|-------------------------------|-------------------------------|----------|--------------|------------|-----------------|
| Comcast 132548 10-58-5510 | Telephone | Acct #8771 20 183 0148973 | 68.86 | 38482 | 08/08/24 | <u>68.86</u> |
| Comcast 132554 10-58-5510 | Telephone | INV - 902012302 | 396.98 | 38483 | 08/08/24 | <u>396.98</u> |
| Crimson Multimedia Dist. 132835 10-52-3900 | Children Other Expenditures | INV - 015546 | 487.38 | 38484 | 08/08/24 | <u>1,851.17</u> |
| 10-52-3900 | Children Other Expenditures | INV - 015548 | 246.61 | | | |
| 10-52-3900 | Children Other Expenditures | INV - 015675 | 160.00 | | | |
| 10-52-3900 | Children Other Expenditures | INV - 015676 | 35.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 015547 | 65.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 015550 | 180.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 015549 | 180.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 015674 | 217.18 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 015677 | 280.00 | | | |
| Current Technologies 133170 10-61-6200 | Software/Licenses | INV - 15002 | 3,313.80 | 38485 | 08/08/24 | <u>3,313.80</u> |
| Custom Ink LLC 133181 10-64-8910 | Other Promotions | INV - 75128311 | 1,175.33 | 38486 | 08/08/24 | <u>1,410.40</u> |
| 10-66-9850 | Per Capita Grant - Prior Year | INV - 75128311 | 235.07 | | | |
| D&Z House of Books Inc 143662 10-54-3110 | Adult Books | INV - 2024/i166160 | 381.76 | 38487 | 08/08/24 | <u>1,029.88</u> |
| 10-54-3110 | Adult Books | INV - 2024/i166159 | 648.12 | | | |
| Dell 141554 10-66-9910 | Hardware | INV - 10759809435 | 647.48 | 38488 | 08/08/24 | <u>920.45</u> |
| 10-66-9910 | Hardware | INV - 10759641884 | 272.97 | | | |
| Ebsco Information Services 151271 10-55-3400 | Magazines/News | INV - 12035 | 5,331.32 | 38489 | 08/08/24 | <u>5,331.32</u> |
| Ehler Investment Partners, LLC 151700 10-56-4900 | Other Contracts | Management Fees - 6/1-6/30/24 | 2,794.22 | 38490 | 08/08/24 | <u>2,794.22</u> |
| Erika Ochoa 281526 10-64-8100 | Adult Services Programs | Zumba - 7/29/24 @ 7pm | 150.00 | 38491 | 08/08/24 | <u>150.00</u> |
| GALE/CENGAGE Learning 171152 | | | | 38492 | 08/08/24 | <u>560.05</u> |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|----------------------------------|-----------------------------------|------------------|----------|--------------|------------|-----------------|
| 10-54-3110 | Adult Books | INV - 84668115 | 317.89 | | | |
| 10-54-3110 | Adult Books | INV - 84628687 | 25.49 | | | |
| 10-54-3110 | Adult Books | INV - 84652720 | 26.24 | | | |
| 10-54-3110 | Adult Books | INV - 84674938 | 27.74 | | | |
| 10-54-3110 | Adult Books | INV - 84675211 | 107.96 | | | |
| 10-54-3110 | Adult Books | INV - 84693233 | 26.99 | | | |
| 10-54-3110 | Adult Books | INV - 84689129 | 27.74 | | | |
| Grainger 333337 | | | | 38493 | 08/08/24 | <u>468.40</u> |
| 10-58-5610 | Building Supplies | INV - 9186754199 | 468.40 | | | |
| IL Library Association 192210 | | | | 38494 | 08/08/24 | <u>3,340.00</u> |
| 10-66-9840 | Per Capita Grant - Current Year | INV - 294129 | 250.00 | | | |
| 10-62-7450 | Children Services | INV - 292766 | 325.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288619 | 75.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288881 | 75.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288651 | 75.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 293844 | 150.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288727 | 200.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288836 | 100.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288849 | 75.00 | | | |
| 10-62-7510 | Memberships (Staff & Board) | INV - 288984 | 75.00 | | | |
| 10-62-7430 | Guest Services | INV - 292769 | 325.00 | | | |
| 10-62-7460 | Materials Management | INV - 293825 | 325.00 | | | |
| 10-62-7460 | Materials Management | INV - 293846 | 385.00 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | INV - 289241 | 260.00 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | INV - 291760 | 325.00 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | INV - 289136 | 320.00 | | | |
| Johnson Controls Security 311290 | | | | 38495 | 08/08/24 | <u>260.00</u> |
| 10-58-5690 | Other Building Materials & Repair | INV - 40355851 | 260.00 | | | |
| Lauterbach&Amen LLP 172582 | | | | 38496 | 08/08/24 | <u>1,750.00</u> |
| 10-56-4450 | Accounting Service Fees | INV - 89520 | 1,750.00 | | | |
| Norcomm Public Safety 242571 | | | | 38497 | 08/08/24 | <u>210.00</u> |
| 10-56-4420 | Equipment Rental & Leasing | INV - 11020 | 105.00 | | | |
| 10-58-5710 | Equipment Maintenance & Repair | INV - 11020 | 105.00 | | | |
| OCLC Inc 251352 | | | | 38498 | 08/08/24 | <u>3,081.66</u> |
| 10-55-3860 | E-Books | INV - 1000392573 | 3,081.66 | | | |

Addison Public Library**Check Register**

All Bank Accounts

July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--------------------------------|----------------------------------|---------------|---------------------|-------------------|---------------------|
| Patricia Trampas 261181 10-64-8100 | Adult Services Programs | Essentrics - 8/14/24 | 80.00 | 38499 | 08/08/24 | <u>80.00</u> |
| Playaway 262219 10-52-3900 | Children Other Expenditures | INV - 468446 | 629.50 | 38500 | 08/08/24 | <u>629.50</u> |
| Quill 273145 10-66-9300 | Library Wide Supplies | INV - 39738686 | 7.69 | 38501 | 08/08/24 | <u>904.44</u> |
| 10-66-9300 | Library Wide Supplies | INV - 39603164 | 239.94 | | | |
| 10-66-9300 | Library Wide Supplies | INV - 39563117 | 79.19 | | | |
| 10-66-9300 | Library Wide Supplies | INV - 39553124 | 205.72 | | | |
| 10-66-9300 | Library Wide Supplies | INV - 39553124 | -7.69 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 39475145 | 31.26 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 39486865 | 321.34 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 39475122 | 26.99 | | | |
| Rails 281145 10-55-3500 | Online Databases | INV - 12549 | 5,333.00 | 38502 | 08/08/24 | <u>5,333.00</u> |
| Record Information Service, Inc 281516 10-55-3500 | Online Databases | INV - 55304 | 844.00 | 38503 | 08/08/24 | <u>844.00</u> |
| Republic Services #551 122869 10-58-5310 | Refuse Disposal Service | INV - 0551-015995132 | 399.73 | 38504 | 08/08/24 | <u>399.73</u> |
| Richard K. Miller & Associates 281913 10-55-3500 | Online Databases | INV - 8480 | 600.00 | 38505 | 08/08/24 | <u>600.00</u> |
| Rogers Pump Sales & Service 282532 10-58-5710 | Equipment Maintenance & Repair | INV - 223059 | 300.00 | 38506 | 08/08/24 | <u>300.00</u> |
| Sherie C Shapiro 291967 10-64-8100 | Adult Services Programs | Ageless Grace - 8/15/24 | 75.00 | 38507 | 08/08/24 | <u>75.00</u> |
| Sir Speedy Printing 291970 10-66-9970 | FUNshine Committee | INV - 88906 | 200.00 | 38508 | 08/08/24 | <u>200.00</u> |
| Speedy Tamales Mexican Cuisine 10-66-9980 | Staff Recognition | Staff Outing (Deposit) - 9/13/24 | 193.00 | 38509 | 08/08/24 | <u>193.00</u> |
| Swan 293316 10-55-3500 | Online Databases | INV - 11238 | 7,870.50 | 38510 | 08/08/24 | <u>23,017.75</u> |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|--|--|--|--------------|------------|-----------------|
| 10-61-6100 | ILS Services | INV - 11139 | 15,147.25 | | | |
| Telus Health 10-50-2450 | Employee Assistance Program | INV - 2134323 | 3,412.50 | 38511 | 08/08/24 | <u>3,412.50</u> |
| Uline 312246 10-66-9210 | Office Supplies | INV - 180168936 | 111.04 | 38512 | 08/08/24 | <u>111.04</u> |
| Unique Patron Services Solutions 312431 10-61-6200 10-56-4410 | Software/Licenses Collection Agency Fees | INV - 6128406 INV - 6127791 | 40.00 337.85 | 38513 | 08/08/24 | <u>377.85</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | TransAmerica - June 2024 | 155.65 | 38514 | 08/08/24 | <u>155.65</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | Standard Misc Bill - August 2024 | 637.87 | 38515 | 08/08/24 | <u>637.87</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | Standard Self Bill - August 2024 | 737.88 | 38516 | 08/08/24 | <u>737.88</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | AllState Identity Theft - July 2024 | 103.60 | 38517 | 08/08/24 | <u>103.60</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | MetLife Hyatt Legal - August 2024 | 110.00 | 38518 | 08/08/24 | <u>110.00</u> |
| Village of Addison:Health Ins 500011 10-50-2400 | Health Insurance | INV - 1821452 | 674.86 | 38519 | 08/08/24 | <u>674.86</u> |
| Albertsons - Safeway 112213 10-64-8100 10-64-8100 10-62-7470 10-66-9330 10-66-9980 | Adult Services Programs Adult Services Programs Staff In-Service Community Engagement Supplies Staff Recognition | Jewel Osco - 7/12/24 Jewel Osco - 7/31/24 Jewel Osco - 7/31/24 Jewel Osco - 7/19/24 Jewel Osco - 7/31/24 | 63.88 17.99 31.29 5.49 39.48 | 38520 | 08/20/24 | <u>158.13</u> |
| Amazon Capital Services 112300 10-64-8120 10-52-3100 10-52-3100 10-52-3900 | Children Services Programs - General Children Books Children Books Children Other Expenditures | INV - 1RGV-7JRH-VR76 INV - 1YJ7-TPMW-1LK1 INV - 1T-7YXL-YYGDQ INV - 1T9M-XX1W-1WQ9 | 203.25 37.88 12.99 301.25 | 38521 | 08/20/24 | <u>1,200.93</u> |

Addison Public Library

Check Register

All Bank Accounts

July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---------------------------------|---------------------------------|----------------------|----------|--------------|------------|-----------------|
| 10-52-3900 | Children Other Expenditures | INV - 1WYJ-MFC7-37DP | 34.95 | | | |
| 10-52-3900 | Children Other Expenditures | INV - 1T9MXX1W-11XP | 34.95 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 11WX-11WT-133M | 12.59 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 1W7R-QCWJ-YXHG | 454.81 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 1L61-414G-YKTH | 28.37 | | | |
| 10-54-3900 | Adult Other Expenditures | INV - 1CR3-LYMR-VMDC | 26.18 | | | |
| 10-62-7470 | Staff In-Service | INV - 1C79-DCHY-1QCG | 27.73 | | | |
| 10-66-9270 | Information Technology Supplies | INV - 1KXX-YDHM-YN69 | 25.98 | | | |
| Angelo Sorce Productions 112417 | | | | 38522 | 08/20/24 | <u>1,600.00</u> |
| 10-66-9940 | Cable Broadcast | INV - 0879 | 1,200.00 | | | |
| 10-66-9940 | Cable Broadcast | INV - 0880 | 400.00 | | | |
| AV Techsource, Inc. | | | | 38523 | 08/20/24 | <u>1,216.65</u> |
| 10-66-9910 | Hardware | INV - 13909 | 1,216.65 | | | |
| B&H Photo-Video 121800 | | | | 38524 | 08/20/24 | <u>1,101.34</u> |
| 10-66-9270 | Information Technology Supplies | INV - 2252111977 | 1,101.34 | | | |
| Baker & Taylor 120290 | | | | 38525 | 08/20/24 | <u>2,694.67</u> |
| 10-52-3100 | Children Books | INV - 2038403057 | 123.93 | | | |
| 10-52-3100 | Children Books | INV - 2038418500 | 676.57 | | | |
| 10-52-3100 | Children Books | INV - 2038418201 | 506.38 | | | |
| 10-52-3100 | Children Books | INV - 2038383248 | 263.01 | | | |
| 10-52-3100 | Children Books | INV - 2038433428 | 204.56 | | | |
| 10-52-3100 | Children Books | INV - 2038433429 | 9.52 | | | |
| 10-52-3100 | Children Books | INV - 2038405905 | 807.17 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038418202 | 26.18 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038418501 | 41.65 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038383249 | 9.52 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038405906 | 19.04 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038403058 | 7.14 | | | |
| Baker & Taylor 120300 | | | | 38526 | 08/20/24 | <u>213.37</u> |
| 10-54-3900 | Adult Other Expenditures | INV - 2038396237 | 120.55 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038433221 | 49.98 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038396238 | 42.84 | | | |
| Baker & Taylor 120310 | | | | 38527 | 08/20/24 | <u>8,379.91</u> |
| 10-54-3110 | Adult Books | INV - 2038415680 | 596.30 | | | |
| 10-54-3110 | Adult Books | INV - 2038403672 | 2,430.23 | | | |
| 10-54-3110 | Adult Books | INV - 2038393506 | 586.94 | | | |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------|--------------------------------------|-----------------------------------|----------|--------------|------------|-----------------|
| 10-54-3110 | Adult Books | INV - 2038386776 | 1,303.15 | | | |
| 10-54-3110 | Adult Books | INV - 2038426507 | 802.36 | | | |
| 10-54-3110 | Adult Books | INV - 2038418018 | 510.39 | | | |
| 10-54-3110 | Adult Books | INV - 2038418278 | 552.71 | | | |
| 10-54-3110 | Adult Books | INV - 2038420558 | 546.21 | | | |
| 10-54-3110 | Adult Books | INV - 2038405911 | 662.49 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038418279 | 16.66 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038420559 | 23.80 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038426508 | 32.13 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038431896 | 21.42 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038441392 | 23.80 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038405912 | 46.41 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038415681 | 26.18 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038418019 | 23.80 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038403673 | 104.72 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038393507 | 21.42 | | | |
| 10-66-9250 | Materials Management Supplies | INV - 2038386777 | 48.79 | | | |
| Baker & Taylor 120330 | | | | 38528 | 08/20/24 | <u>39.09</u> |
| 10-54-3110 | Adult Books | INV - 2038424017 | 39.09 | | | |
| Brigit Goudie 892136 | | | | 38529 | 08/20/24 | <u>300.00</u> |
| 10-66-9850 | Per Capita Grant - Prior Year | Science Club for Littles - 8/8/24 | 50.00 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | End of Summer Storytime - 8/21/24 | 50.00 | | | |
| 10-66-9850 | Per Capita Grant - Prior Year | DIY Fort Contrustion | 200.00 | | | |
| Carol Leeson | | | | 38530 | 08/20/24 | <u>150.00</u> |
| 10-64-8170 | IT Programs | Beginning Crochet - Session 2 | 150.00 | | | |
| Claudia Di Pancrazio | | | | 38531 | 08/20/24 | <u>200.00</u> |
| 10-64-8120 | Children Services Programs - General | Learn Italian - 9/1/24 | 200.00 | | | |
| Colley Elevator 132555 | | | | 38532 | 08/20/24 | <u>663.00</u> |
| 10-58-5710 | Equipment Maintenance & Repair | INV - 263538 | 663.00 | | | |
| Complete Cleaning 132523 | | | | 38533 | 08/20/24 | <u>5,400.00</u> |
| 10-58-5320 | Cleaning Service | INV - C27803 | 5,400.00 | | | |
| Demco Inc 141551 | | | | 38534 | 08/20/24 | <u>485.23</u> |
| 10-66-9250 | Materials Management Supplies | INV - 7509630 | 485.23 | | | |

Addison Public Library Check Register

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|-------------------------------|--------------------------------------|----------|--------------|------------|-----------------|
| Ehler Investment Partners, LLC 151700 10-56-4900 | Other Contracts | Management Fees - July 2024 | 2,906.39 | 38535 | 08/20/24 | <u>2,906.39</u> |
| Elizabeth Freebairn 10-64-8100 | Adult Services Programs | 2 boxes of books | 20.00 | 38536 | 08/20/24 | <u>24.82</u> |
| 10-62-7550 | In-State Travel | Mileage (3.6 x 2 = 7.2 x .67 = 4.82) | 4.82 | | | |
| Estrellita Inc. 153224 10-64-8100 | Adult Services Programs | Quote #R32144 | 396.40 | 38537 | 08/20/24 | <u>396.40</u> |
| Gabriela Tafolla 162821 10-62-7550 | In-State Travel | Mileage (14.3 mi x .67) | 9.58 | 38538 | 08/20/24 | <u>9.58</u> |
| IL Library Association 192210 10-62-7510 | Memberships (Staff & Board) | INV - 288590 | 150.00 | 38539 | 08/20/24 | <u>150.00</u> |
| Imperial Dade 10-58-5610 | Building Supplies | INV - 17343139 | 1,291.10 | 38540 | 08/20/24 | <u>1,783.88</u> |
| 10-58-5610 | Building Supplies | INV - 17361576 | 492.78 | | | |
| Jack Kelderhouse 10-62-7420 | Information Technology | Mileage (11 mi x .67) | 7.37 | 38541 | 08/20/24 | <u>7.37</u> |
| Jodi Gianakopoulos 892160 10-62-7550 | In-State Travel | Mileage (4.6 mi x .67) | 3.08 | 38542 | 08/20/24 | <u>3.08</u> |
| Jon-Don 202562 10-58-5610 | Building Supplies | INV - 5191520 | 3,437.00 | 38543 | 08/20/24 | <u>3,437.00</u> |
| Lauterbach&Amen LLP 172582 10-56-4450 | Accounting Service Fees | INV - 93044 | 1,800.00 | 38544 | 08/20/24 | <u>3,600.00</u> |
| 10-56-4450 | Accounting Service Fees | INV - 94258 | 1,800.00 | | | |
| Len's Ace Hardware, Inc. 221567 10-58-5610 | Building Supplies | INV - 521298/1 | 213.78 | 38545 | 08/20/24 | <u>457.09</u> |
| 10-58-5610 | Building Supplies | INV - 522051/1 | 103.32 | | | |
| 10-66-9330 | Community Engagement Supplies | INV - 522052/1 | 139.99 | | | |
| Lesley Cyrier 892152 10-62-7470 | Staff In-Service | Aug 2024 SDD Prize Baskets | 137.53 | 38546 | 08/20/24 | <u>141.28</u> |
| 10-62-7550 | In-State Travel | Mileage (2.8 mi x 2 = 5.6 x .67) | 3.75 | | | |

**Addison Public Library
Check Register**

All Bank Accounts
July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---------------------------------|-----------------------|---------------|---------------------|-------------------|---------------------|
| Product Architecture + Design 262850 80-55-1905 | Renovation Project | INV - 1650.0803 | 67,000.00 | 38552 | 08/20/24 | <u>67,000.00</u> |
| Ra'am Integration Solutions 10-58-5710 | Equipment Maintenance & Repair | INV - 1524 | 1,640.00 | 38553 | 08/20/24 | <u>1,640.00</u> |
| Rails 281145 10-66-9840 | Per Capita Grant - Current Year | INV - 12853 | 2,100.00 | 38554 | 08/20/24 | <u>2,100.00</u> |
| Robbins Schwartz 282514 10-56-4100 | Legal Fees | Client #008872 | 80.79 | 38555 | 08/20/24 | <u>80.79</u> |
| Technology Management Revolving Fund 132558 10-58-5570 | Leased Internet Access Line | INV - T22220705 | 381.20 | 38556 | 08/20/24 | <u>381.20</u> |
| Texas Association of School Boards 301519 10-66-9850 | Per Capita Grant - Prior Year | INV - 662353 | 4,000.00 | 38557 | 08/20/24 | <u>4,000.00</u> |
| Todays Business Solutions,Inc 302521 10-58-5510 | Telephone | INV - 072524-4 | 456.80 | 38558 | 08/20/24 | <u>456.80</u> |
| Tumbleweed Press Inc 303151 10-55-3500 | Online Databases | INV - 117540 | 1,150.56 | 38559 | 08/20/24 | <u>1,150.56</u> |
| Unique Patron Services Solutions 312431 10-61-6200 | Software/Licenses | INV - 6129549 | 40.00 | 38560 | 08/20/24 | <u>40.00</u> |
| Villa Park Electrical Supply 321940 10-58-5610 | Building Supplies | INV - 267894-00 | 75.56 | 38561 | 08/20/24 | <u>75.56</u> |
| Village of Addison: Misc Exp 500010 10-64-8210 | Newletter | INV - 2025-00000003 | 1,085.32 | 38562 | 08/20/24 | <u>1,085.32</u> |
| VisoGraphic 322200 10-64-8910 | Other Promotions | INV - 242259 | 420.00 | 38563 | 08/20/24 | <u>420.00</u> |
| Welcome Wagon 331191 10-64-8910 | Other Promotions | Acct #ACC197480 | 144.12 | 38564 | 08/20/24 | <u>144.12</u> |
| Yabin Liu 822198 10-62-7420 | Information Technology | Mileage (11 mi x .67) | 7.37 | 38565 | 08/20/24 | <u>7.37</u> |

Addison Public Library

Check Register

All Bank Accounts

July 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-------------------------------|--------------------------------------|----------------------------------|--------|--------------|------------|-------------------|
| Yesenia Benavidez 892185 | | | | 38566 | 08/20/24 | <u>9.11</u> |
| 10-62-7550 | In-State Travel | Mileage (1.2 x 2 = 2.4 mi x .67) | 1.61 | | | |
| 10-62-7550 | In-State Travel | Mileage (1.2 x 2 = 2.4 mi x .67) | 1.61 | | | |
| 10-62-7550 | In-State Travel | Mileage (1.2 x 2 = 2.4 mi x .67) | 1.61 | | | |
| 10-62-7550 | In-State Travel | Mileage (3.2 x 2 = 6.4 mi x .67) | 4.28 | | | |
| Addison Public Library 500004 | | | | 38567 | 08/20/24 | <u>0.96</u> |
| 10-11-1070 | Cash in Bank - Harris Bank Librarian | Reimbursement for coin fee | 0.96 | | | |
| Check List Total | | | | | | <u>245,470.90</u> |
| Plus July payroll for 2024: | | | | | | \$371,299.23 |
| Grand Total: | | | | | | \$616,770.13 |

Addison Public Library
Payroll Distribution Summary

Board Meeting 8/20/2024

| <u>Description</u> | <u>Amount</u> |
|--------------------|---------------|
| Payroll | \$371,299.23 |

Approved by Board of Trustees

President

Date

Secretary

Date



DIRECTOR'S REPORT – JUNE 2024

PERSONNEL – After interviewing both internal and external candidates, we have hired Betsi Beltran to fill the full-time Children's Services Specialist vacancy I reported on last month. Betsi is already a Children's Services Specialist at APL but will now move from part-time employment to full-time.

This has created a vacancy for her former part-time position which we are currently working to fill. In addition, two other part-time staff members in Children's Services have resigned from their positions. Both are moving on to full-time positions at area school districts, where they will earn higher rates of pay and receive better benefits than they were getting from their positions here at APL. I spoke to both of them after I learned of their resignations, and they both assured me that they enjoyed working here, but simply needed to move forward into positions that made more sense to them both financially and professionally. I am happy to see both of them growing in their careers, but they will be truly missed. And all of this turnover in one department has left us scrambling for coverage. Thankfully, we have a number of staff who are cross trained in other departments who are willing to step in to lend a hand, and I hope we will have the CS Department fully staffed again soon.

One of our two full-time maintenance staff members has been on leave from his position for several weeks and it appears that he won't be able to return for several more weeks. To help out with this, we have also hired a temporary maintenance staff member, Yovana Martinez, who will fill in and assist with tasks such as replenishing paper towels and soap in the restrooms, tracking inventory of janitorial supplies, room set-up for programs, etc. Yovana started on Monday, August 12, and we're thrilled to have her join the staff.

Also joining us, on August 29, is Dianne Lozano, who will be with us for 400 hours over the upcoming school year, working as a Social Work Intern. Dianne is a student at Dominican University.

AUDIT – Our Admin. team, and especially Donna, were busy again this month with responding to requests from our auditors. Although we have used Sikich for auditing for many years, we are working with a new team at Sikich this year and they do things just a bit differently than we've become accustomed to. In addition, there are some new Government Accounting Standards Board (GASB) standards that we need to comply with that have required us to gather additional information for the auditors, such as [GASB 96](#) which has to do with subscription-based software. It has been challenging, and I am grateful for the positive attitudes displayed by Donna and everyone else who has been involved in this effort.

AWARDS & RECOGNITION – I'm thrilled to report again that we have several staff who will be recognized for their contribution to APL and the library community at this year's ILA Conference. They are:

- Ana Beltran & Elizabeth Freebairn – Innovative Programs and Services Award (for their ELL Books & Bites program – a book discussion for adults who are learning English)

- Jenny Cuevas – TBS Technical Services Award
- Debbie Sanchez – Youth Services Achievement Award
- Courtney Moore – Young Adult Professional of the Year Award

It's particularly exciting, after the ALA/RUSA Award for Excellence in Reference and Adult Library Services we won earlier this year, to see APL staff being recognized for their outstanding work!

I'm also pleased to report that we were featured by ILA as their [Institutional Member Spotlight](#) on August 5.

PARTNERSHIPS – We are excited about a new collaboration with Northeast DuPage Family and Youth Services (NEDFYS) to serve youth in our community. NEDFYS has identified their goals as increasing connection of youth to existing health and community-based services, increasing community engagement and family communication and supervision of youth in our community. Recognizing that many of the youth they are trying to reach come to the library, we saw this as a great opportunity for a partnership. NEDFYS will provide programs at the library that are aligned with their stated goals. They will not be providing any sort of individual or group counseling at the library, although they will be able to provide resources and referrals if such a need is identified.

Our staff are also making progress in their training for the Community Justice Navigator Librarian certification which will enable them to assist patrons who come in to use a computer at the library for Zoom court appearances. The training has covered topics such as:

- Courts 101
- Assisting Patrons – Legal Advice vs. Legal Information
- Forms & E-Filing
- Remote Appearances & Referrals

This initiative is being co-sponsored by the Illinois Secretary of State/Illinois State Library, the Illinois Supreme Court Commission on Access to Justice, and the Chicago Bar Foundation. Their goal is to expand access to justice by partnering with libraries to aid self-represented litigants navigate the court system. These are people navigating the civil court system with no lawyer, as we are not entitled to representation in civil cases, and even if a person is qualified for a legal aid lawyer based off their income, there are simply just not enough legal aid lawyers to fulfill the need leaving vulnerable people left to navigate the court system alone.

Another new initiative is a partnership with the DuPage County Law Library to provide a quarterly *Lawyer in the Library* program. This program, which is already being successfully offered at many other libraries around the state, will provide patrons needing help with a legal issue the opportunity to sit down with an attorney for a brief, private, one-on-one session and receive advice or help with legal documents. We're grateful to Kathy Willis, Director of the DuPage County Law Library, for helping us to bring this program to APL.

Meetings and Continuing Education –



We held another successful Staff Development Day on 8/2, and as you can tell from this photo, we had a great turnout. I truly want to thank the board for making these days possible through both the allocation of funding and agreeing to close the library twice each year for this training.

I also participated in a virtual conference from July 24-26 on Library Advocacy & Funding. Of course, doing a virtual conference while here in the building, means there are invariably interruptions at work, so I didn't get to join every session I hoped to, but thankfully, the recorded sessions will remain available to participants for three months, so I am in the process of going back to view the ones that I missed.

I attended a breakfast meeting at District 88 for community leaders to meet the new teachers and administrators in the school district. All of our intergovernmental partners and many of our elected officials were there along with our counterparts from Villa Park and some also from Lombard, Oak Brook, and Oak Brook Terrace. As you can tell from the photo below, they also had a great turnout!



I also met with Deputy Chief Jose Gonzalez on 8/8 to discuss the ongoing issues with people remaining on library property after closing. With input from village officials, we devised a plan

for the overnight police patrol shifts to support us by warning people found here to leave and issuing trespassing charges to anyone who does not comply or who returns after being warned. As reported in the email I sent to the Board on 8/9, it does appear that these efforts have been effective.

In addition, I am in the process of arranging a meeting with Police Chief Roy Selvik and/or Deputy Chief Gonzalez to review expectations with Elizabeth Lynch and I and to discuss how the PD can support us in the upcoming school year. This meeting was proposed at the end of last year by Chief Selvik, and we just need to pin down a date.

After an amazing summer with our young volunteers, and a very successful presentation from the Deans at Indian Trail and other District 4 officials at our Staff Development Day, I am feeling very confident in the collaboration and support we have from our community partners as we work to offer a successful after school experience to the students who visit the library this year. One of the IT Deans, Dr. Anthony Jett, has told us that while he will not follow a set schedule so that students begin to learn when to expect him, he will be popping in to visit us regularly after school this year so that he can also help us monitor teens and support our efforts to provide meaningful engagement with them.

TEEN SERVICES – JULY 2024

SNAPSHOT



In July, we served 916 free meals to children as a site for the Summer Food Service Program. In total this summer, we served 2,322 meals and 3,205 people. Meals are only given out to children, but adults that accompany young children as caregivers or that are using the library can eat from our "share table."

A high schooler that got their first job at Dunkin' Donuts this summer told us that volunteering, "has been really great for getting a job. I don't have work experience, but I have this." Volunteering serves this role for many of our teen patrons, who can use the customer service skills, teamwork, and problem solving they learn as volunteers to earn and succeed at their first job. This summer, 71 volunteers gave 1,695 hours of service to the library.

We continued our summer "camps" for teens in July with Taste the World and Zine Fest. In our new Taste the World program, we used international snack subscription boxes to try flavors from around the world. Teens taste-tested treats from Venezuela and South Korea, noting differences with the snacks they are familiar with and choosing their favorites. We challenged them to find recipes from our databases using their favorite flavors and to design their own snack. Because of the success of this summer "camp," we are continuing the program as a club this fall.

Zines are informal, self-published platforms for writing and drawing. They are often photocopied in black and white and folded into a small booklet. Alé used writing and drawing prompts to help inspire our teen zinesters and encouraged them to share their work with family and friends.

CHILDREN'S SERVICES – JULY 2024

SNAPSHOT

- July was a very busy month filled with lots of programs and a big event – **STEAM Fest on July 17**. We had 72 participants and 11 presenters, and lots of positive feedback from families and presenters alike. A huge thank you to the APL staff who presented, Sarah, Alé, and Claire, and to CS staff Alejandra and Debbie for helping with the event, and many thanks as well to the Friends of the Library for approving our funding request for giveaways and prizes.
- Road Trip to Fun continued throughout July with a wide variety of craft activities, board games, and LEGOs.
- Popular presenter Krystyna Jaroc did a Canvas Art program, where adults and children alike painted canvases with flower designs.
- Little Prince Daycare visited with their summer campers on July 24. After reading a story about the ocean and viewing a seashell display, the campers created their own ocean scenes using colored pencils and paper.



STATISTICS

Children's Programs: 32 programs, 555 participants (includes onsite and offsite programs)

Multigenerational Programs: 1 program, 19 participants

Asynchronous Programs: 17 programs; 624 participants | Appointments: 12 | Continuing Ed: 9.5 hours

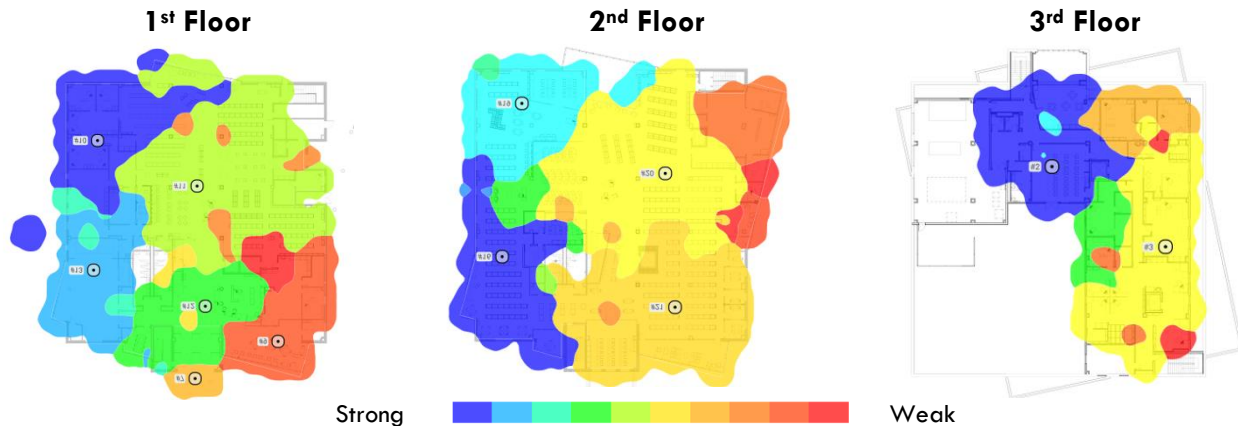
Reference Questions: 196 | Scan/Fax Questions: 87 | Directional Questions: 115 | Teacher Resource Room: 7

Book Displays: Water Makes the World Go Round (Opto), 4th of July, Read S'More, If You Like ... Magic Treehouse.

IT SERVICES – July 2024

SNAPSHOT – WiFi Signal Strength Survey

In preparation for building renovation, we performed a WiFi signal strength survey. We will need to add more WiFi access points for sure and we will need to position them wisely.



PROJECTS

The IT Services Associates

- Are preparing to serve as backup during an upcoming leave of absence of the Creative Services Coordinator. There are 11 maker topics to cover. Each IT Associate has gained skills, at the basic level, on 5 (out of 11) topics. For each topic, a 2-member team will provide coverage.
- Answered 651 patron questions in July, which was an 18% increase from last month.
- Made considerable progress toward achieving their goals while they had extra off-desk time in July.

The Creative Services Coordinator

- Provided approximately 40 hours of training to IT Associates on maker technologies at the basic level.
- Booked 3 programs with outside presenters and coordinated 4 pick-up crafts to take place during their upcoming leave of absence.
- Had 15 one-on-one appointments in July, which is within the normal range.

The IT System Administrator

- Has been leading the Bitwarden Password Manager implementation project, moving from Materials Management to Teen Services.
- Provided good instructions and illustrations on how to use the new audio mixer in the large meeting room.
- Resolved 23 IT tickets and deployed a new computer.

The Head of IT Services

- Worked with Jose (an IT Associate) and a vendor on troubleshooting a mobile printing issue on July 18-19. It turned out that the problem was caused by an impact of the global IT outage upon a vendor. This service was restored by the vendor over the weekend.
- Our firewall briefly went down twice, on July 29th and 31st respectively. Each time, we brought it back up quickly. We also applied a patch on the 31st as a permanent fix.
- Worked on ceiling speaker planning for building renovation.

ADULT SERVICES – JULY 2024

SNAPSHOT

July in Adult Services is all about success stories! Adult Services staff experienced wonderful opportunities to engage and connect with our community this month.

Success Stories

Congratulations to Ana and Elizabeth! They have been awarded the ILA Innovative Programs and Services Award for their ELL Books & Bites Book Club program! We look forward to celebrating them at the awards luncheon at ILA.

Our Wednesday night conversation group has had new members join from a variety of countries including Colombia, Italy, and Turkey!

Angela worked with the Addison Fire Protection District to host Stop the Bleed. Participants learned lifesaving skills through the hands-on course. Patron survey comments were so positive, that the program will be back again in October!



Ana (left) & Elizabeth (right) ILA Innovative Programs and Services Award winners!



Stop the Bleed with the AFPD

Here are some of the amazing responses patrons shared following the program. *“Mr RIZZA was undoubtedly one of the best instructors in all of the first aid classes I’ve ever attended. His explanation of the cardiovascular system and resulting diagram was better than any I’ve ever seen, even though some of the other instructors were Ph. D’s with backgrounds in human anatomy and physiology.”*

“This event was full of so much important information. There was hands on instruction which was very helpful. The instructors made me very comfortable giving assistance when I didn’t understand. I liked that the paramedics shared their personal experiences. I left the class wondering why this hasn’t been taught before!”

Elizabeth attended Rock ‘n Wheels with Community Engagement in July. Despite working at APL for several years, this was one of Elizabeth’s first opportunities to engage with the community outside the library. When assisting with the prize wheel she asked a patron “What do you like about your library?” and they replied, “Everyone always makes me feel special at the Library.”

A patron visiting Jodi’s Cozy Creatives program worked quietly and diligently on one of the crafts offered. At the end, when they presented their creation to the group, they explained that they had made their craft to give to a friend who was stuck at home with Covid. They told the story of the word “Didi” which means big sister in their native language. They showed the group how they had designed their image to represent the outdoors with green grass and blue sky. The word Didi was in the center of the piece, reminding their friend that they were cared for!

A patron came to the library to pick up his wife from a program. While he was waiting for her, he asked Megan about an email he’d received from Microsoft. Megan helped him make sure the email was a legitimate message and offered some pointers on how to identify scam emails. She then worked with him to download the Outlook app and helped him work through the password recovery process. The patron thanked Megan several times for her help, and said he will plan to tag along on his wife’s trips to the library more often in the future. He was excited to learn about the range of things that library staff can help with.



Cozy Creatives

Sara selected a diverse title for the Clarendale book group and it was a big hit! Everyone enjoyed reading and discussing *The Stationery Shop* by Marjan Kamali.

A patron Yesenia had previously helped called her to share that they were able to get into the shelter Yesenia connected them with. She thanked Yesenia for helping her find a safe place for her and her kids, she said she is in the process of securing the kids in school due to the McKinney Vento act Yesenia informed her about. She said she feels she is making progress and thanked her for all the help and support she got.



GUEST SERVICES – JULY 2024

SNAPSHOT

July 27, Nicole celebrated her 14th anniversary with APL.

Guest Services staff were busy this month working through the July Monthly Meet-up on using the Decision Workflow and completing Positive Pronoun Introduction Training.

Thursday nights have been busier with Rock N Wheels.

Kathy completed 1 notarization in July and for the calendar year she has done 13 notarizations.

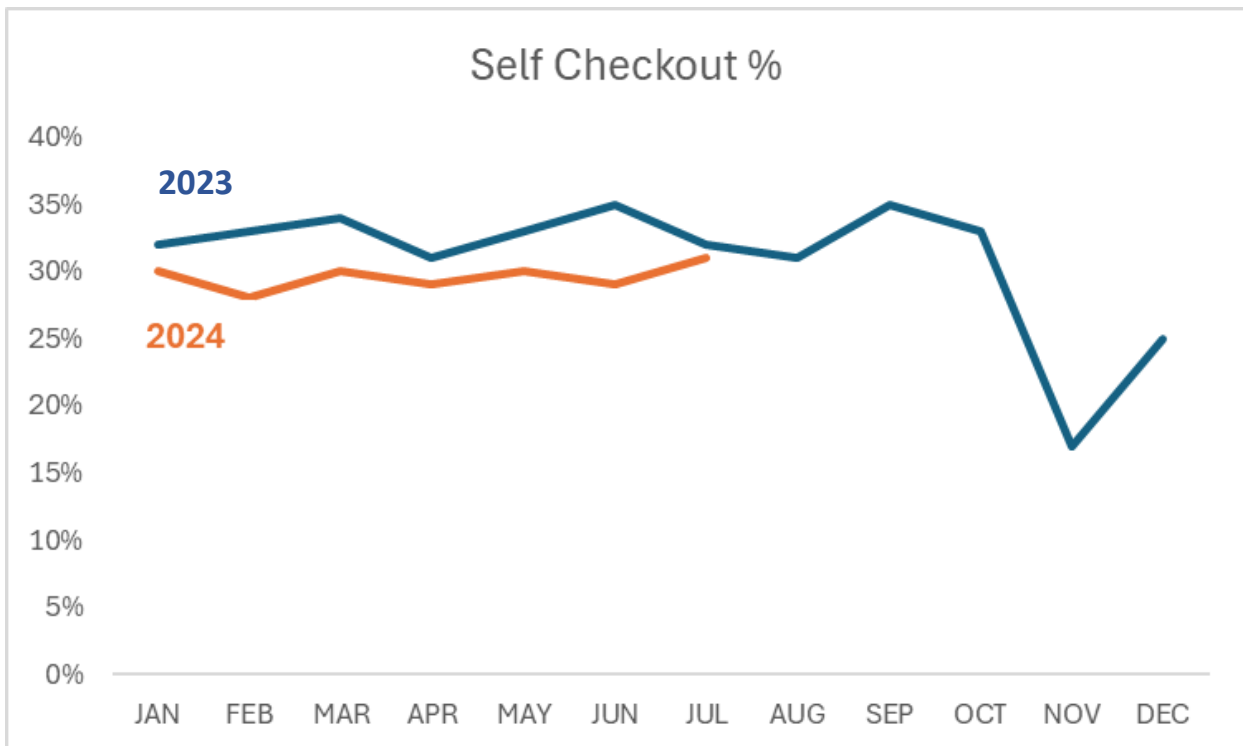
STATISTICS

In July there were 8 curbside pickups.

25 non-SWAN ILLs were checked out by patrons.

2 non-SWAN reciprocal borrowers were registered.

Guest Services staff completed 8 hours of Continuing Education.





MATERIALS MANAGEMENT – JULY 2024

SNAPSHOT

Congratulations to Matt who was promoted to the Materials Management Associate position. Matt will spend the next couple of weeks learning how to process library materials. We also welcome Carly as our new Library Aide!

SirsiDynix Workflows was updated to a new client and installed on staff computers. A huge thank you to IT Services who installed the clients. These updates provide new features or fixes to the ILS.

Jenny and Karen wrapped up quarterly one-on-ones with staff this month.

IT Services worked on setting up Bitwarden profiles for staff, which is the password manager we will be using.

PROJECTS

Paul and Eden are working on a list of items that we own but have not been cataloged. Paul is also learning how to catalog music CDs and Eden continues to serve on the Outings Committee.

Staff worked on withdrawing materials from the Library of Things collection for the garage sale. Staff also worked on cleaning out the department in preparation for the building renovation.

Karen worked on creating a shelving test for Library Aide candidates as part of the interview process, which will be used in future interviews.

Sue spent large portions of July adding covers into Aspen for our many coverless items. Many of these were Polish and some Spanish books and all the puppets, puzzles, and games.

Karen created and curated two virtual shelves for Cloud Library: Discover the World and Sad Books (Because No One Checks Them Out!)

Library Aides had the opportunity to work on their yearly goals.

Jenny continues to be part of the AMH committee and Building Project group. And is also training various staff within the department.

STATISTICS

MM staff completed **8** hours of CE.

MM staff added **1,397** items.

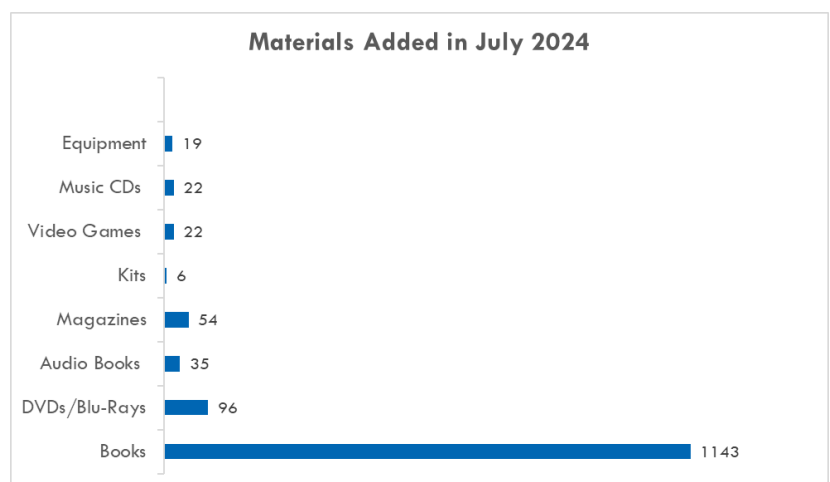
MM staff withdrew **1,483** items.

Library Aides shelved **255** carts.

APL patrons borrowed **21** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **6.43** days.

APL sent **203** items to other libraries through interlibrary loan.



COMMUNITY ENGAGEMENT JULY 2024



ADDISON
PUBLIC LIBRARY

SNAPSHOT

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

- The Rolling Reader’s (book bike) visit to the Addison Coin Laundry with APPLE, where Claire and Isabella provided books to families and read a story aloud.
- 7 different parks including Wilderness Park (2.2 miles away from the library!)

In addition to these events:

- Patti worked alongside Matt to plan a program and book an outside presenter! This included identifying gaps in recent programming, vetting presenters, creating a letter of agreement and preparing all the information ahead of the newsletter deadline.
- Claire introduced children and their families to coding at STEAM Fest put on by the Childrens team! At their station, Claire demonstrated how to convert one’s initials into binary code and then helped guests make a bracelet to show them off!
- Samantha is redesigning the content of the New Job Toolkit to make it more accessible. She and Matt are converting all the components to 8.5x11” sheets to make it easier to view, download, and print on the new website.
- Success Stories: Matt assisted a patron who was completing their MBA to discuss their job search, build their resume, and practice interviewing. After successfully landing a few interviews, this patron was ready to negotiate salary. Using resources Matt shared, the patron successfully negotiated a 6-figure salary!



PROJECTS / COMMITTEES

- **Website project:** In July, Samantha and Sarah got into the meat of the project, which is gathering and organizing all our website content, such as library services and databases/resources. The website team is on track to launch in November!
- **Trail Tales:** Thanks to the generosity of the publishing house, the second Trail Tale was prepared digitally. This saved staff from having to take apart the books and find creative ways to add in the 2nd language for each page. As a bonus, the author offered to visit on Aug. 5th to read aloud and answer questions.
- **Staff Development Day:** With their respective teams, Gaby prepared the Code Adam training and Samantha created fun, passive activities for staff.

STATISTICS

- The CE department connected with **652** community members at **16** outreach events! Average attendance for the Libraries in the Park series rose from **8** to **11.5** since last year.
- Number of New Job Toolkits distributed: **14**
- **35** one-on-one appointments with Job Seekers & Business Owners



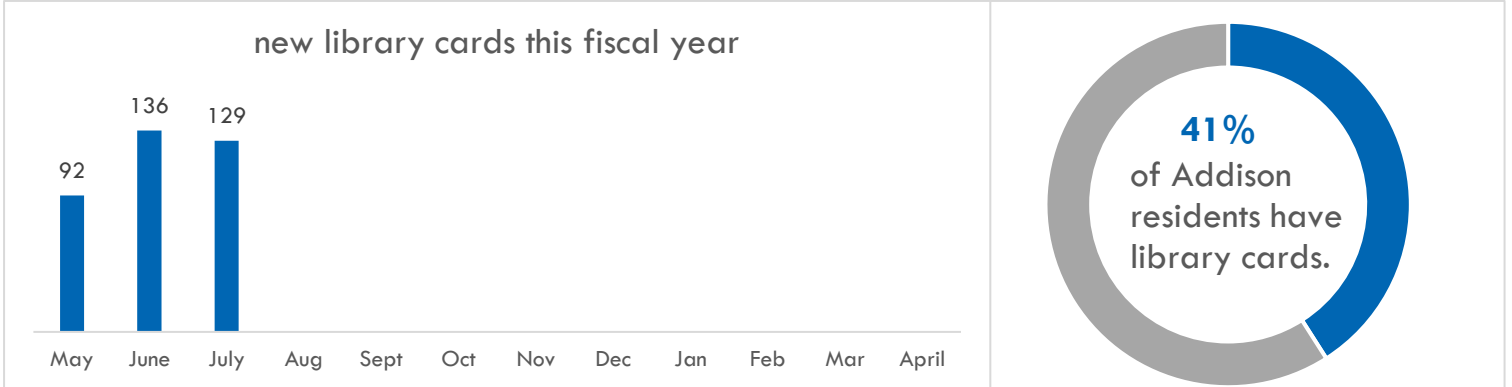
From Top to Bottom: Isabella during the visit to Old Mill Park; Claire standing to her Trail Tale at Community Park; Two children who picked out a selection of books and then ran to read them at Panther Park; Claire and Isabella at Mill Meadows Park on a rainy day; Friends of the Library weeding the donation closet ahead of the renovation project.

July 2024 Library Usage Report

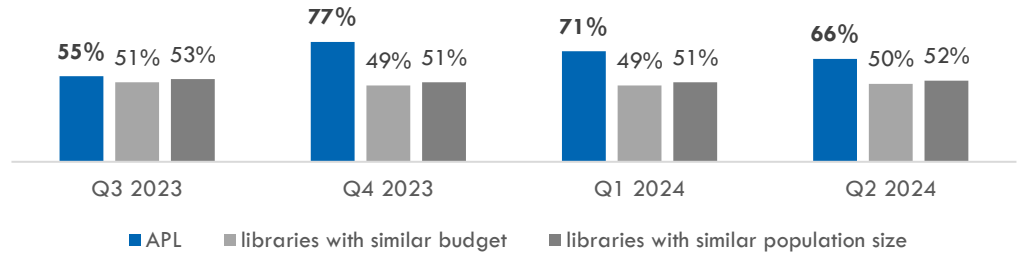


Library Cards

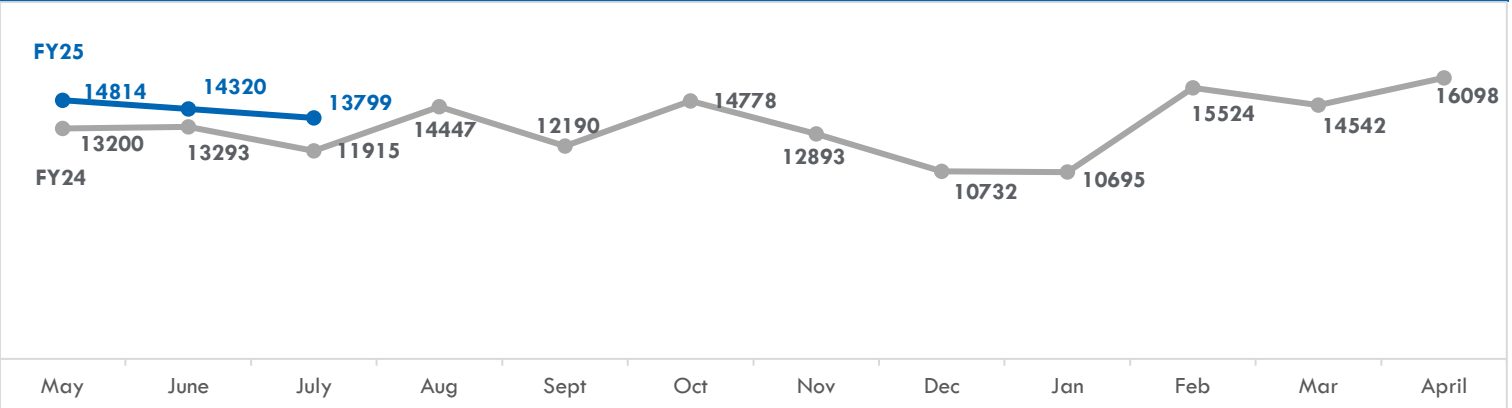
129 new library cards this month.



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

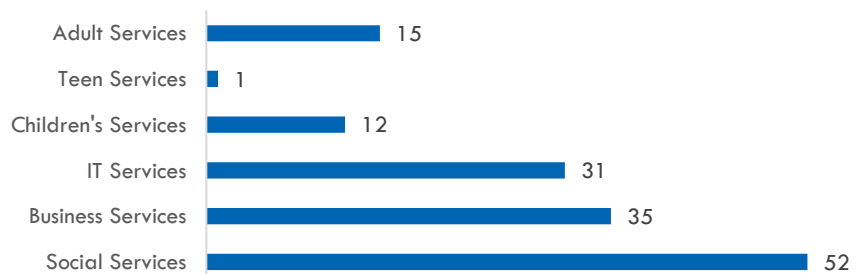


Library Visits



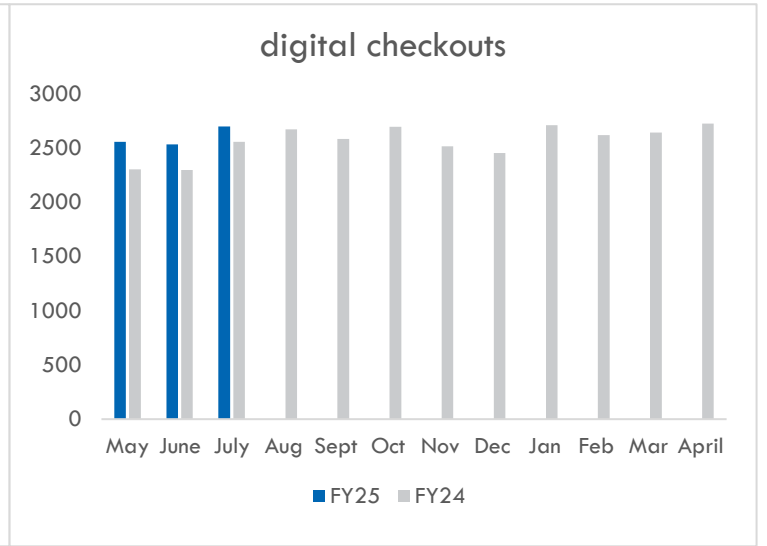
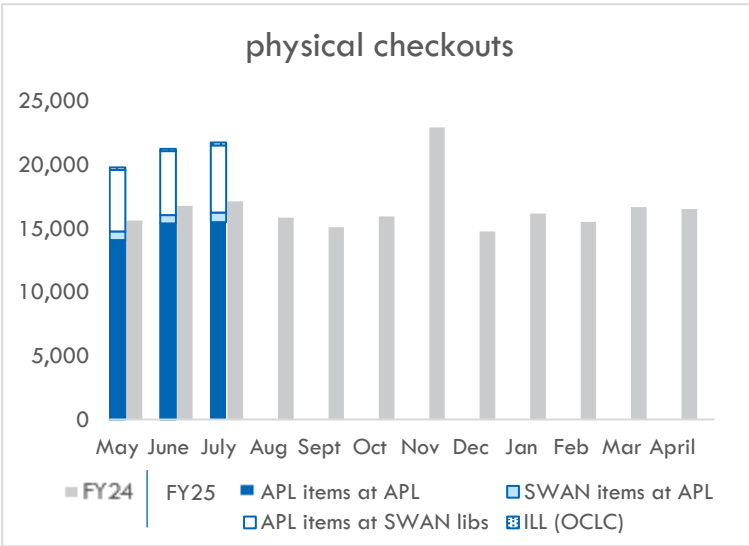
1-on-1 appointments

- 146 1-on-1 appointments
- 2701 computer logins
- 895 wifi sessions
- 44 large meeting room bookings
- 594 study room bookings
- 11 Creative Studio bookings
- 53 Sound Studio bookings

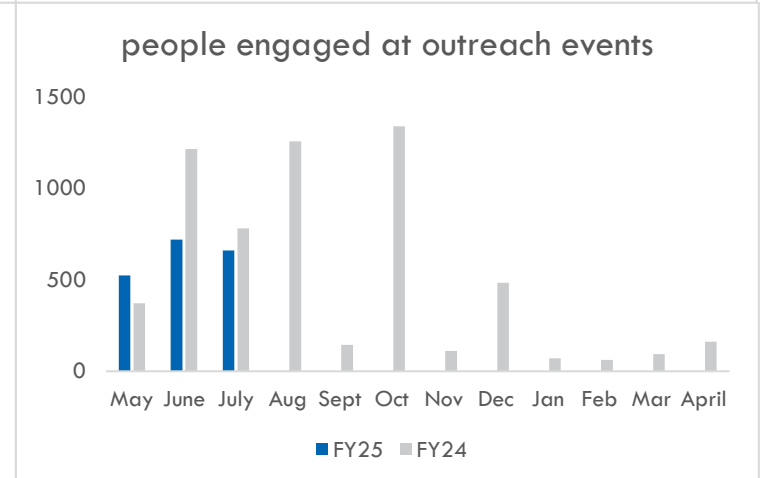
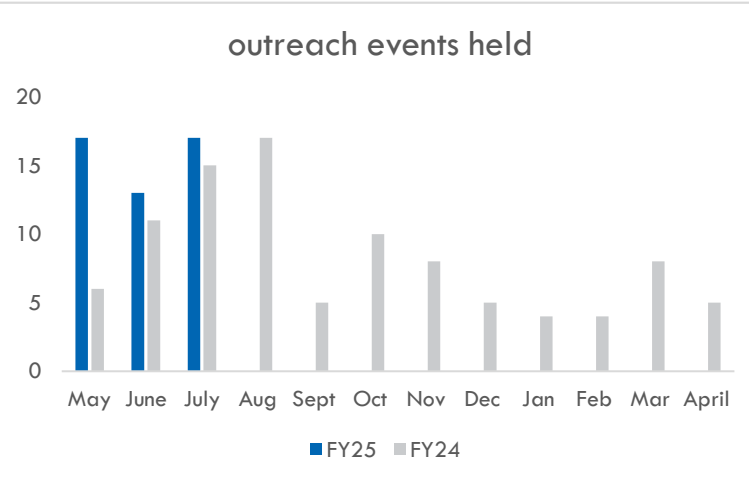
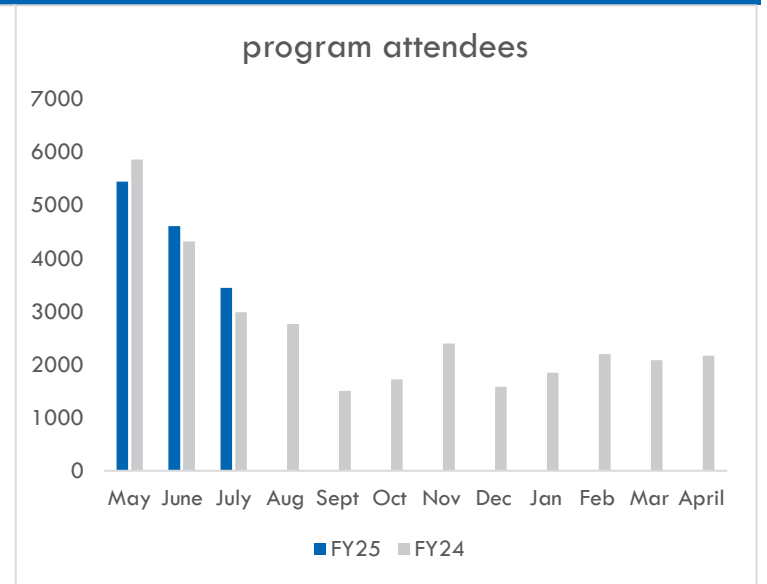
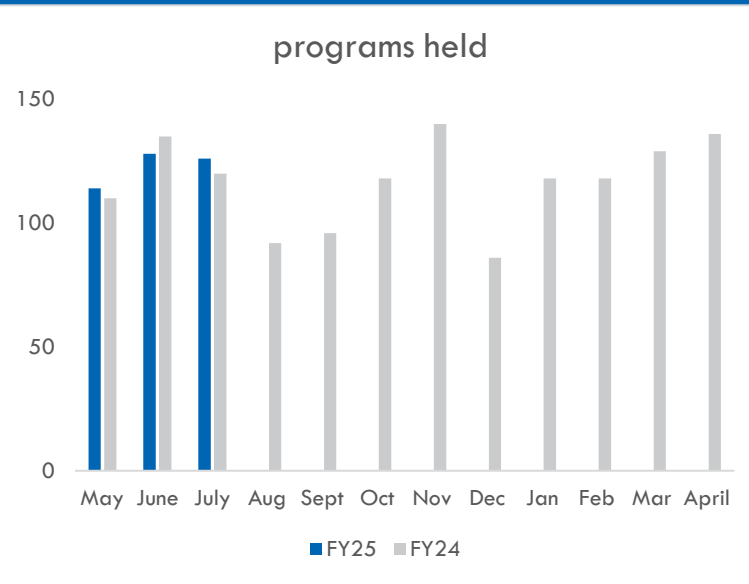


Circulation

24469 total checkouts this month



Programs & Outreach





Meetings with architects

- 7/18: staff team met PA+D to review collection layout, fixtures (workroom faucets/sinks), lighting, PA System updates, and security camera placement.
- 8/1: staff team met with PA+D to review millwork, review door hardware and types of locks, and review teen and café designs.
- 8/15: Mary and Brooke met with PA+D and FQC to review the cost estimates.

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

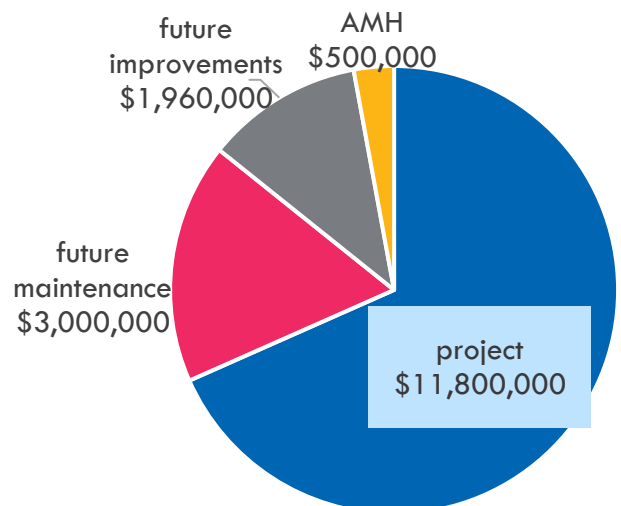
- Staff have been voting on flooring options for the staff workrooms, flooring and countertop options in the Children's Program Room, and laminate color options for the Adult Services credenza
- Mary and Brooke presented project updates to the staff at Staff Development day including the rough timeline of when construction will take place in which areas. They also discussed how other rooms in the building will be used (e.g., Large Meeting Room as a staff workroom) during different construction phases.

Overview of project timeline

- **August 20:** PA+D present updated pricing and project plans, renderings, furniture, and finishes to APL Board.
- September: PA+D finalizing drawings, working with FQC.
- **October:** Board considers approving issue for bid.
- **November:** Board receives recommendation to approve bids; Board votes on approval or next step.
- **December:** Board receives recommendation for which AMH contract to approve; Board votes on approval or next step.
- January 2025: construction begins!

Overview of Capital Funds

- Current Capital Improvement Fund balance is \$17,260,111.73.
- Future maintenance estimate is based on report from FCQ in 2019. This study will need to be updated after the building project is completed.
- Future improvements may include priorities not addressed in current project or priorities that come with changing patron expectations and behavior.



**Addison Public Library
Master Project Budget
FQC# 562**



Rev. 8.19.24

| Description of Expenditure | Line Item Budgets | Master 40% CD Budget Totals |
|--|-------------------------|-----------------------------|
| Building Construction | | \$ 10,471,067.00 |
| Building Demolition and Construction, demo of existing | \$ 8,279,600.00 | |
| Site Work | \$ 37,479.00 | |
| Design Contingency - 10% | \$ 831,708.00 | |
| Construction Contingency - 5% | \$ 457,439.00 | |
| FQC - General Conditions / Insurance / Fee / Bond | \$ 829,841.00 | |
| FQC Pre-Construction Services | \$ 35,000.00 | |
| Total Construction 40% CD Budget | \$ 10,471,067.00 | \$ 10,471,067.00 |
| Temporary Facilities | | \$ 75,000.00 |
| Relocation / Moving Expenses to accommodate phasing | \$ 75,000.00 | |
| Hazardous Material Remediation - Allowance | | None Anticipated |
| - Hazardous Material Removal - Allowance | None Anticipated | |
| Permit Fees Waived - Misc Excess Utility Charges- Allowance | | \$ 15,000.00 |
| Addison Permit Fees - Third Party Plan Review Fee | \$ 15,000.00 | |
| Fire Department Inspection Fees Only. Building Permit Fees Waived | In Above | |
| Utility Connection / Tap on Fees | None | |
| Excess Facility Charges - Allow | None | |
| Furnishings, Fixtures & Equipment - Allowance | | \$ 925,000.00 |
| FFE - (furniture & Equipment) - Allowance | \$ 860,000.00 | |
| Kitchen Equipment | \$ 40,000.00 | |
| Signage - Allowance | \$ 25,000.00 | |
| Maker Space Equipment | By Owner | |
| Fish Tank | By Owner | |
| Technology Systems - Allowance | | By Owner |
| - Phone System - Expanded or New | By Owner | |
| - Wireless Network System | By Owner | |
| - Door Access Control/Cameras/Security Systems | By Owner | |
| - Computer Systems | By Owner | |
| - RFID Sorter | By Owner | |
| - Monitors | By Owner | |
| A/E Fees | | \$ 660,000.00 |
| Remaining Architectural & Engineering Fees | \$ 660,000.00 | |
| - Mechanical, Plumbing & Electrical Designs | In Above | |
| - Low Voltage Design | In Above | |
| - Civil Design Fees | In Above | |
| - Landscaping Designs | In Above | |
| Construction Testing | | \$ 28,250.00 |
| - Soil Exploration / Soil Borings - 2 required - Illinois Drilling & Testing Co. | \$ 1,750.00 | |
| - CCDD Testing - Illinois Drilling & Testing Co. | \$ 1,500.00 | |
| - Construction Material Testing - Allowance | \$ 25,000.00 | |
| Surveying | | \$ 4,500.00 |
| - Survey - Boundary Survey & Topographic Mapping - Nolan & Wedow Survey Group | \$ 4,500.00 | |
| Other Owner's Items - Builders Risk Insurance | | \$ 20,000.00 |
| - Builders Risk Insurance - By owners Insurance - Allowance | \$ 20,000.00 | |
| - Utility Usage Cost during Construction (electric / gas / water) | By Owner | |
| Owner Contingency | | \$ 100,000.00 |
| - Owner Contingency | \$ 100,000.00 | |
| Total 40% CD Budget Soft Cost | \$ 1,827,750.00 | \$ 1,827,750.00 |
| Total Project Costs | \$ 12,298,817.00 | \$ 12,298,817.00 |
| Available Funds | | |

Frederick Quinn Corporation
103 South Church Street Addison, Illinois 60101
Phone (630) 628-8500 Fax (630) 628-8595

Project: **Addison public Library**
 Location: **Addison, IL.**
 Date: **8.14.24 Rev. 8.19.24**
 FQC # **562**
Construction Start: January 2025
Project Completion: Winter 2026

| SF Data | |
|-----------------------|---------------|
| 1st Floor Renovation | 21,275 |
| 2nd Floor renovations | 22,745 |
| 3rd Floor renovations | 9,875 |
| TOTAL SF | 53,895 |

40% CD Budget Review

40% CD Budget

| Div | Description | SF Cost | Div. Totals |
|-------|---|----------------|----------------------|
| 01000 | <u>General Requirements</u> | \$ 4.62 | \$ 248,750.00 |
| | Surveys | | By Owner |
| | Building Permit - Allowance | | By Owner |
| | Excess Facility Charges / Impact Fees - Allowance | | By Owner |
| | Utility usage expense for electric, gas and water | | By Owner |
| | Builders Risk Insurance | | By Owner |
| | Soil Borings - Completed - Illinois Drilling & Testing Co. | | By Owner |
| | CCDD Testing Completed - Illinois Drilling & Testing Co. | | By Owner |
| | Construction Material Testing | | By Owner |
| | Construction Signage | | |
| | Project Management System | | |
| | Layout Engineering - Allowance | | |
| | As-Built Surveys | | |
| | Street Sweeping & Site - Allowance | | |
| | Construction Fencing & Gates (install & maintenance) | | |
| | Construction Debris Removal - Allowance | | |
| | Misc. field labor | | |
| | Saw cutting & coring | | |
| | Existing Sidewalk to be Protected during construction | | |
| | Temporary Entrance/Access during construction | | |
| | Temporary Heating Equipment (Existing) | | Existing |
| | Winter Conditions & Fuel (By Owner) | | By Owner |
| | Temporary Perimeter Enclosure of Glass Area (Allowance) | | |
| | Temporary Interior Phasing Partitions | | |
| | Temporary Safety Barricades - Allowance | | |
| | Construction Clean thru Construction (weekly) | | |
| | Final Building Cleaning - Allowance | | |
| 02000 | <u>Selective Demolition</u> | \$ 5.03 | \$ 271,120.00 |
| | Environmental / Abatement - Allowance Phase 1 | | By Others |
| | Selective Demo Complete | | |
| | Selective Demo of interior walls & doors D1, D2, D8, D10, D13, D14, D15, D22, D27, D29, D34 | | |
| | - Selective Demolition of existing Fireplace D26 | | |
| | - Selective Demolition of existing Casework / Millwork D3, D36 | | |
| | - Selective Demolition of existing Floor Finishes D4, D18, D19 | | |
| | - Selective Demolition of existing Terrazzo Floor and Base D17 | | |

| Div | Description | SF Cost | Div. Totals |
|-------|---|---------|---------------|
| | Selective Demolition of existing exterior Masonry & Glass walls D5, D6, D30, D31, D32, D33, D37 - Demo Slab on grade for stair base Selective Demolition of column enclosures Selective Demolition of existing interior windows D7, D23 - demo existing 2nd floor slab, steel framing & roofing and framing D24, D30 - demo existing stairs 1st to 2nd floor including assoc. framing, railings & finishes, D9 - demo existing sliding security gate D12 - Remove and Salvage Security Gates D11 - Remove and Salvage Coin Tower D25 - Remove and Salvage Fish Tank D28 - Selective Demolition of existing Plumbing Fixtures D20, D21, D28 - Selective Demo of existing Ceilings, Lights, etc. Areas C1, C2, C3 , C8, C9, C10, C11 - Catch Deck at new Stair Opening - Additional Mobilizations for demo work - Shoring at new Stair Opening Subcontractor Bonding | | |
| 03300 | <u>Concrete</u> | \$ 1.23 | \$ 66,200.00 |
| | Building Concrete 3" regular concrete on metal deck infill area at stairs 2nd floor w/ wire 3" regular concrete on metal deck 3rd floor w/ wire Pan Stairs infill 5' wide & landing Thickened Slab Patch at Base of Stairs - 7'-4"x2'-0"x1'-0" Patch at roof deck for stub columns Misc. Floor Patching for MEP penetrations Subcontractor Bonding | | |
| 04000 | <u>Masonry</u> | \$ 0.51 | \$ 27,540.00 |
| | Exterior 4" face brick Veneer w/ 3" insulation and Fluid Applied Air Barrier - Flashing, weep & vents - Install Lintels - Patch at removed fireplace - Patch in Existing Elevator Opening and Provide on opposite side - Patch at Masonry at Vestibule Area, Keynote 2 & 45 Scaffold Dumpsters for clean -up Subcontractor Bonding | | |
| 05000 | <u>Metals</u> | \$ 4.17 | \$ 224,961.00 |
| | Structural Steel Framing at Stair Opening & Misc - HSS12x6x3/8 (32 LF) & 3/8 Bent Plate (12 LF) 2" 18 Ga. Composite Deck with steel beams W12x19 (37 LF) 2" 18 Ga. Composite Deck with steel beams W18x35 (78 LF) Structural Framing Beams & 2" composite deck RTU's support steel - W8x15 (55 LF) Roof Screen support steel - W12x22 (96 LF) Roof Screen Framing Steel - (7) - 9'-6" Tall HSS4x4x3/8 columns & 180 LF of L4x4x1/4 Lintels at Exterior on A Line Engineered stamp on Connection details Miscellaneous | | |

| Div | Description | SF Cost | Div. Totals |
|---------|--|----------|---------------|
| | New Monument Stair - Steel stringers w/ sharp edges & platform, incl railing & perforated panels | | |
| | Steel Pipe Bollards | | |
| | Cranes/Internal Lifts for structure | | |
| | Subcontractor Bonding | | |
| 06000 | <u>Wood & Plastics</u> | \$ 1.74 | \$ 93,922.00 |
| | Miscellaneous Rough & Finish Carpentry | | |
| | Misc. Interior Blocking for Millwork items | | |
| | Safety Barricades and Railings | | |
| | Install Doors, Frames & Hardware | | |
| | Install Toilet Accessories | | |
| | Subcontractor Bonding | | |
| 06000 | <u>Millwork</u> | \$ 15.03 | \$ 809,920.00 |
| | Casework & Millwork | | |
| | Lobby Desk & Credenza | | |
| | Youth Services Desk | | |
| | Adult Services Desk & Credenza | | |
| | Creative Studio Casework (Uppers, Lowers, Wardrobe, Tops) | | |
| | Staff Lounge Casework (Uppers, Lowers, Tops) | | |
| | Community Engagement Casework (Uppers, Lowers, Tops) | | |
| | Teen Computers - Countertop & Supports | | |
| | Admin Supplies Casework (Uppers, Lowers, Mid, Tops) | | |
| | Staff Room Casework (Uppers, Lowers, Tops) | | |
| | Teen Sink Casework (Uppers, Lowers, Tops) | | |
| | Guest Services Sink Casework (Uppers, Lowers, Tops) | | |
| | Guest Services Storage Casework (Uppers, Lowers, Bins, Tops) | | |
| | Scan/Copy/Print - North & South (Countertops & Base Cabinets) | | |
| | Youth Services Storage Casework (Uppers, Lowers, Wardrobe, Mailbox, Tops) | | |
| | - Wood Hand Rail at Stair | | |
| | - Wood Cap Rail at Stair | | |
| | - WB-1 4" wood Base | | |
| | - WD-1 Wood Decorative wall panels (red oak) - furnish and install | | |
| | - WD-2 Wood Decorative wall panels (red oak) - furnish and install | | |
| | - WD-3 Wood Decorative wall panels (red oak) - furnish and install | | |
| | Millwork Installation, shops and delivery | | |
| | Youth Entry Gates | | |
| | New Custom Decorative Youth Tree Motifs, RCP Note C5, Plan Keynote 44 | | |
| 8.19.24 | New Youth Activity Area & Baby Garden, Plan Keynote 12 | | |
| | Subcontractor Bonding | | |
| 07000 | <u>Thermal & Moisture Protection</u> | \$ 1.83 | \$ 98,430.00 |
| | Patching of Air Barrier at Exterior Masonry Walls | | |
| | Spray foam Insulation, K13 1.5 spray to Sam's Lab Ceiling | | |
| | Roof Screens for Mechanical Equipment | | |
| | EPDM / TPO Roofing / Insulation & Sheet Metal & Patch existing for new RTU | | |
| | Cut and Patch for new RTU on Existing Roof | | |

| Div | Description | SF Cost | Div. Totals |
|---------|---|---------|---------------|
| | Sheet Metal / Flashings, Coping, Fascia | | |
| | - Demo existing Green Roof (220 SF) | | |
| | - New Rubber walkways | | |
| | - Relocate Green Roof Trays (180 SF) | | |
| | Caulking | | |
| | Joint Sealants & Acoustical Joint Sealants | | |
| | Subcontractor Bonding | | |
| 08000 | <u>Doors, Frames, & Hardware</u> | \$ 2.50 | \$ 134,796.00 |
| | Access Doors | | |
| | 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - mortise lock | | |
| | 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - rim exit device | | |
| | Pr. 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - mortise lock | | |
| | 3' x 7'-2" Prefinished rift cut white oak door, HM Frame w/ 1'-6" sidelight and hardware | | |
| | Pr. 3' x 7'-2" Prefinished rift cut white oak door, HM Frame and hardware - SVR Exit Device | | |
| | 2 leaf bypass system w/ hardware | | |
| | - Electric Strike | | |
| | - Aluminum Door Hardware | | |
| 8.19.24 | Coiling Door at Café | | |
| | Subcontractor Bonding | | |
| 08000 | <u>Glass / Aluminum</u> | \$ 6.64 | \$ 357,800.00 |
| | Glass / Aluminum | | |
| | Remove existing Alum. Doors and replace with Glass Panel D16 | | |
| | New Kawneer 1600 Curtain Wall system w/ internal reinforcement - clear anodized | | |
| | New Kawneer 1600 Curtain Wall system non-thermal storefront - vest 100 | | |
| | Rework existing exterior window framing note 37 at 3rd floor offices | | |
| | Automatic Operator for Telescoping Door | | |
| | 3-panel telescoping sliding door at vestibule | | |
| | Provide and install IGU-1, -2, & -3 per glazing schedule on A3.1 | | |
| | Glass sidelights, door lights, and at wood framed windows to Sams Lab | | |
| | F & I transaction window ready Access 600 in room 136 note #26 | | |
| | - with Drawer | | |
| | Remove Existing Front Doors & Replace with New Sliding Doors | | |
| | Youth Study Rooms | | |
| | Glass Film | | |
| | Subcontractor Bonding | | |
| | Demountable Glass Partitions, with glass doors & transoms - KI | | |
| 09000 | <u>Drywall</u> | \$ 6.05 | \$ 326,216.00 |
| | Drywall & Framing | | |
| | Interior Column Cover / Enclosure Round | | |
| | Interior Drywall Column Wrap Square | | |
| | Drywall Metal Stud Partitions | | |
| | Drywall Ceilings / Soffits C1 | | |
| | Drywall Header Walls | | |
| | Subcontractor Bonding | | |
| 09000 | <u>Ceramic Tile</u> | \$ 0.43 | \$ 22,924.00 |
| | Ceramic Tile Floors T-1, 30cm x 120cm - Ceasar Ceramics 2 Stair & Landing | | |

| Div | Description | SF Cost | Div. Totals |
|-------|--|---------|---------------|
| | Ceramic Backsplash | | |
| | Floor prep | | |
| | Subcontractor Bonding | | |
| 09000 | <u>Acoustical Ceiling/Treatments</u> | \$ 6.22 | \$ 335,141.00 |
| | Patch existing 2x2 ceiling where linear light fixtures are removed - C15 | | |
| | Remove / Replace & Patch existing 2x2 ceilings for modifications in MEPs | | |
| | Acoustical Ceilings - CLG-2 Armstrong - 2x2x3/4 Ultima w/ 9/16" grid | | |
| | Axiom Trim | | |
| | New Custom Shaped Painted Acoustical Cloud Baffle, RCP Note C6 | | |
| | Subcontractor Bonding | | |
| 09000 | <u>Carpet/Resilient Flooring</u> | \$ 8.13 | \$ 437,952.00 |
| | Carpet/Resilient Flooring | | |
| | Resilient Base 4" rubber base | | |
| | Transitions | | |
| | Carpet CPT-1A, CPT-1B, CPT-1C, CPT-3A, CPT-3B, CPT-4A, CPT-4B | | |
| | Carpet CPT-2 Walkoff | | |
| | LVT-1A, 1B, 1C, 1D, LVT-2, LVT-3, 4, 5 | | |
| | Templates to Achieve Arcs in Layout | | |
| | Floor prep - Carpet - Skim Coat | | |
| | Floor prep - LVT - Skim Coat | | |
| | Replace existing tile / carpet with new LVT in Board Room (level 3) | | |
| | Subcontractor Bonding | | |
| 09000 | <u>Terrazzo</u> | \$ 1.69 | \$ 90,984.00 |
| | ET-1A Terrazzo Floor | | |
| | ET-1B Terrazzo Floor | | |
| | - Patch existing Terrazzo floor at security gate removal | | |
| | Floor Prep | | |
| | Subcontractor Bonding | | |
| 09000 | <u>Painting</u> | \$ 2.54 | \$ 136,986.00 |
| | Interior Painting - Walls, ceilings, soffits, HM Drs & Frms | | |
| | - Paint steel columns in 4 colors | | |
| | Decorative wall coverings # GR1, GR2, & GR4 | | |
| | Subcontractor Bonding | | |
| 10000 | <u>Specialties</u> | \$ 0.08 | \$ 4,080.00 |
| | Signage Interior - department/Room signs - Allowance | | By Owner |
| | Vinyl Letters (Lobby & Sams Room) - Allowance | | By Owner |
| | Aluminum Framed, Canvas Wrapped Awning (72"Wx42"Hx36"D) | | |
| | Subcontractor Bonding | | |
| 11000 | <u>Equipment</u> | \$ 0.21 | \$ 11,220.00 |
| | Motorized Projector Screen - Sam's Studio | | |
| | Projectors - Sam's Studio | | |
| | New Drop Off, RFID Sorter and induction units - Note 27, 10 & 25 on A1.1 | | By Owner |
| | Kitchen 113 - Refrigerators / Freezer | | By Owner |
| | Furnish 90 Gallon Fish Tank | | By Owner |
| | Subcontractor Bonding | | |
| 12000 | <u>Window Treatments</u> | \$ 0.38 | \$ 20,259.00 |

| Div | Description | SF Cost | Div. Totals |
|-------|---|-------------------------------|------------------------|
| 14000 | Dual Roll Shades - WS2 - Director & Assist Director 325 & 326 | | |
| | Single Roll - WS1 - Meeting Room 201 | | |
| | Electronic shades (av controlled) | | |
| | Subcontractor Bonding | | |
| | <u>Conveying</u> | | \$ 204,000.00 |
| 21000 | Modify and install New Elevator Opening at 3rd Floor, Keynote 35 | | |
| | Control/Code Upgrades to Elevator E2 (3 stop) | | |
| | Subcontractor Bonding | | |
| | | <u>Fire Protection</u> | \$ 2.81 |
| 22000 | Expanded Wet Pipe System NFPA 13 | | |
| | Hydrostatic Test | | |
| | - Permit Review Fee | | |
| | Fire Protection Modifications at Toilet Rooms level 1, 2 & 3 | | |
| | <u>Plumbing</u> | \$ 3.13 | \$ 168,741.00 |
| 23000 | Disconnect & Make Safe for Demolition | | |
| | Total Plumbing | | |
| | Coring or sleeving with Penetration Firestopping | | |
| | Plumbing demo and provide new fixtures as noted w/ sensor flush valve and faucets | | |
| 26000 | Sinks throughout Space, Relocation of Mop Basin, & New Floor Drain | | |
| | System Commissioning - Working with third Party by Owner | | |
| | Subcontractor Bonding | | |
| | | <u>HVAC</u> | \$ 22.71 |
| 26000 | Total HVAC Revised per 40% mechanical drawings | | |
| | Disconnect & Make Safe recover existing refrigerant for Demolition | | |
| | HVAC per Drawings with new RTU and curb & vibration isolation | | |
| | VAV's, some pumps, duct work, piping, etc. | | |
| 26000 | Radiant Panels | | |
| | Required crane and some chemical treatment | | |
| | Gas & Hydronic Piping | | |
| | Penetration Firestopping | | |
| 26000 | Insulation | | |
| | Temperature Controls - extend from existing | | |
| | Test & Balance of Systems | | |
| | System Commissioning - Working with third Party by Owner | | |
| 26000 | Shared Exhaust Fan for Staff Lounge (level 3) | | |
| | Replace (2) Boilers w/ Condensing Boilers | | |
| | Replace Air Colled Water Chiller | | |
| | Subcontractor Bonding | | |
| | <u>Electrical</u> | \$ 46.74 | \$ 2,519,232.00 |
| 26000 | Total Electrical | | |
| | Disconnect & Make Safe for Demolition | | |
| | Remove and Salvage Light Fixtures for Reuse C13 | | |
| | Remove and Salvage Linear Light Fixtures for Reuse C15 | | |
| 26000 | Temporary Power and Lighting for Construction | | |
| | New Distribution & Transformers | | |

| Div | Description | SF Cost | Div. Totals |
|---------|---|-----------|------------------|
| 32000 | <u>Unit Pavers</u> | | NONE |
| 32000 | <u>Site Concrete</u> | \$ 0.19 | \$ 10,200.00 |
| | Site Concrete | | |
| | Concrete Curbs - B6-12 at | | |
| | Concrete Walk | | |
| | Auger, Footing, & Installation of Bollards | | |
| | Sign Post Footing | | |
| | Subcontractor Bonding | | |
| 32000 | <u>Landscaping</u> | \$ 0.14 | \$ 7,590.00 |
| | Landscaping - Allowance -(trees, bushes / shrubs / flowers & Grass) | | |
| | Irrigation System Extension at NE corner | | |
| | Subcontractor Bonding | | |
| 32000 | <u>Site Furnishings</u> | | NONE |
| 32000 | <u>Fencing</u> | | NONE |
| 33000 | <u>Site Utilities</u> | | NONE |
| | <u>Sub Total of Site Work</u> | \$ 0.70 | \$ 37,479.00 |
| | <u>Sub Total of Building & Site Work</u> | \$ 154.32 | \$ 8,317,079.00 |
| 8.19.24 | <u>Design Contingency</u> | \$ 15.43 | \$ 831,708.00 |
| | <u>Construction Contingency</u> | \$ 8.49 | \$ 457,439.00 |
| | SUBTOTAL w/ 11% contingency | \$ 178.24 | \$ 9,606,226.00 |
| | General Conditions | | \$ 385,000.00 |
| | Subtotal | | \$ 9,991,226.00 |
| | Insurance | | \$ 89,921.00 |
| | Subtotal | | \$ 10,081,147.00 |
| | Fee | | \$ 277,232.00 |
| | Subtotal | | \$ 10,358,379.00 |
| | Bond | | \$ 77,688.00 |
| | Pre-Construction Services | | \$ 35,000.00 |
| | CONSTRUCTION 40% CD BUDGET ESTIMATE | \$ 194.29 | \$ 10,471,067.00 |

Qualifications:

- 1 The above Budget is based upon the 40% CD Plan Drawings, dated July 5, 2024 as prepared by Product Architecture & Design and their Subconsultants.
- 2 General Conditions for this project are based upon a 14 month overall duration, which includes closeout, with an anticipated start of construction January 2025.
- 3 This budget excludes the testing for, handling of or removal of any asbestos or otherwise hazardous materials. This work to be completed by others prior to commencement of construction.
- 4 All work is based upon regular working hours. This budget excludes premium time/overtime. Additionally, this budget is based upon FQC having complete and reasonable access to all construction areas as coordinated with the Owner. Should overtime work be necessary, additional project costs would be incurred.
- 5 This budget excludes any utility company fees or excess facility charges. All utility expenses including usage during construction, for electric, water and gas are to be paid for by the Owner.
- 6 Reference other notations throughout this 40% CD Construction Budget for Owner provided items.

Background information

Typically, when one strategic plan ends, you start planning for the next strategic plan. Strategic plans provide guidance to staff making day-to-day decisions. When evaluating programs, services, collections, or spaces, we refer to the strategic plan, so we know our priorities align with the vision for the library.

A solid, strategic plan will follow these basic steps:

1. Design process and timeline
2. Create planning team.
3. Gather information from staff, patrons, stakeholders (surveys, focus groups, etc.)
4. Consolidate the gathered information.
5. Work as a group to process the information and identify themes. Often these are done at “retreats” with the Board (with key personnel) and staff participating separately.
6. Put the plan together and identify activities, evaluation methods, and reporting structure.

Our current strategic plan was completed (except for the building project activities which continue) in April 2024. When looking through the steps of creating a new strategic plan, we recommend not seeking formal input from the community (survey, focus group) until we have completed the building project, and patrons have had an opportunity to use the new space and services.

Recommended plan

We recommend revising our current plan with a continued focus on our four strategic priorities (patron experience, literacy, access + equity, and sharing our story), so staff can continue to use those to make day-to-day decisions. This revised plan would cover September 2024-April 2026. And we have identified a few significant projects that we would like to focus on until the time to begin a formal strategic plan process.

The projects are:

- Work with a consultant to evaluate staffing levels and responsibilities.
- Provide exceptional patron experiences during the building project.
- Review internal processes with a focus on streamlining and reducing paper.

Proposed Timeline

| | |
|--------------------|--|
| Sept. 2024 | <ul style="list-style-type: none">• Board review and consider adopting an updated strategic plan document that identifies the four current strategic priorities along with the new key projects. The Board provides direction on how they would like to be informed of progress. |
| Jan. - Dec. 2025 | <ul style="list-style-type: none">• Construction! |
| Jan. 2026 | <ul style="list-style-type: none">• Board provides direction on what approach to take with developing next strategic plan. We'll need to identify the levels of consulting work and data gathering for budgeting purposes. |
| April 2026 | <ul style="list-style-type: none">• Approve budget that includes any consulting and data gathering fees. |
| May 2026 | <ul style="list-style-type: none">• Begin drafting RFP(s) for consulting work as needed. |
| Summer - Fall 2026 | <ul style="list-style-type: none">• Plan and gather information. |
| Winter 2026-27 | <ul style="list-style-type: none">• Process information.• Conduct Board and staff retreats. |
| Spring 2027 | <ul style="list-style-type: none">• Board approves strategic plan and budgets for any activities that require funding. |
| May 2027 | <ul style="list-style-type: none">• New strategic plan goes into effect. |

Chapter 4 - Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. *Our strategic plan was a key component of the planning process for the expansion and renovation of the library. While the Phase 2 expansion has been something we've been working toward since the current building opened in 2008, the specific goals of the project were based on the strategic plan.*
 - At least once every five years, the board directs a review of the library's long-term space needs.
 - The staff are familiar with the requirements contained in the *Americans with Disabilities Act (ADA)* and work to address deficiencies in order to provide universal access to all patrons.
 - The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
 - The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. *Since we no longer have to share the parking lot with traffic court, we do have adequate and convenient parking most of the time. Thursday nights during the summer are a challenge, due to Rock 'n Wheels, but we no longer schedule any programming on those evenings for that reason.*
 - The library has the minimum required number of parking spaces.
 - The library's entrance is easily identified, clearly visible, and well lighted.
 - The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
 - The library has adequate internal signage.
 - The library's lighting levels comply with lighting standards.
 - All signage is in compliance with applicable federal, state, and local regulations.
 - The library building supports the implementation of current and future telecommunications and electronic information technologies.
 - The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
 - Space is allocated for child and family use with furniture and equipment designed for use by children.
 - The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
-

Chapter 5 – Building Infrastructure and Maintenance

Appendix J (New Facility Planning –

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

- ☑ Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
- ☑ The library, unless it is part of a home rule unit of government, must select an architect in compliance with the Local Government Professional Services Selection Act [50 ILCS 510/0.01 et seq.]
- ☑ The library's attorney should review all contracts related to any construction project.
- ☑ Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
- ☑ The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
- ☑ Access to the internet through data/Wi-Fi and power should be available throughout the facility.
- ☑ All construction shall comply with federal, state, and local codes and regulations.
- ☑ All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
- ☑ Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
- ☑ Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design. The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative. Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

- ☑ Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.
- ☑ Serving Our Public 4.0 and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Ongoing Building Maintenance Checklist (Appendix K) –

- ☑ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors. [Our building is open 7 days per week, and we have a cleaning crew that comes after hours, 7 days per week.](#)
- ☑ Elevators should be maintained at least annually and should comply with applicable codes for safety. [We have quarterly maintenance inspections done on both elevators.](#)
- ☑ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ☑ The building facade should be inspected once a year.
- ☑ Parking lot resealing and restriping should be performed every one to three years. [Our parking lots are owned and maintained by the Village. The Library did contribute 25% of the cost for resurfacing the lot the last time it was done in 2021.](#)
- ☑ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- ☑ Alarm system should be checked for proper operation at least once a year.
- ☑ Lighting should be inspected and replaced at least once every three months unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- ☑ Emergency lighting should be checked once a month.
- ☑ Sprinkler systems should be inspected as required by code, but at least once per year.
- ☑ Automatic doors should be inspected, adjusted, and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ☑ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ☑ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc. [Mowing on our property is taken care of by the Village, but our maintenance staff are responsible for maintaining shrubs, flowers, and other landscape planting. We paid, this year, for a company to deliver and spread mulch for us.](#)
- ☑ Landscaping sprinklers should be checked and maintained twice a year.
- ☑ Carpet mats should be vacuumed on a regular basis and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis. [We just replaced our carpet shampooer with a new, much more effective model, so we should be in very good shape to maintain the new carpet that we will get with the renovation. Greg uses this for](#)

spot cleaning, and we hire a professional company to come in periodically (2-3 times per year) to shampoo high traffic areas and they do all flooring at least once per year. The overnight cleaning crew takes care of routine vacuuming.

- ☑ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ☑ Window cleaning should be performed at least once per year. Our maintenance staff rents a lift each year to clean all windows. They also use that time to inspect and repair window caulking and masonry as needed. It takes the two of them an entire week to get around to all four sides of the building. I anticipate that eventually this may be something that we need to outsource.
- ☑ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits. N/A
- ☑ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis. The fireplace will be removed from the 2nd floor Program Room as part of the renovation.
- ☑ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer. N/A (We do not have a generator.)
- ☑ Snow removal should be performed on an as-needed basis (either self-performed or contracted). The Village takes care of plowing snow in our parking lot, but our staff takes care of clearing snow and ice on the sidewalks around our building. We have a snow/ice melt system (heated coils) under the pavement directly in front of the library's main entrance which works well except when there is a particularly heavy or deep snowfall.
- ☑ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☑ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist -

- ☑ Tuck pointing of masonry: On an as-needed basis.
- ☑ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval.
- ☑ Interior painting and wall coverings: On an as-needed basis.
- ☑ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☑ Wood and trim components: On an as-needed basis.
- ☑ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☑ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☑ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

As mentioned above, our parking lots are owned and maintained by the Village. Sidewalks in front of the library are the Library's responsibility.

- ☑ Landscaping: Inspect trees and sod replacement every one to two years.
- ☑ Graffiti removal: Perform on an as-needed basis.

- ☑ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☑ Hardware: Items such as doorknobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist - The facility assessment report prepared for us by FQC five years ago is much more comprehensive than this checklist and has us prepared to maintain our building for the next 10-15 years. Recommended maintenance in that report was broken down by what should be prioritized in the first 1-5 years after the report was published (in September 2019), what should be prioritized in 5-10 years, and what should be planned for in 10+ years. We will need to start planning for the 5–10-year priorities list with the next budget cycle.

*Warranties and professional consultation should determine capital project items.

- ☑ Parking lot reconstruction (not routine sealing) N/A
- ☑ Re-roofing
- ☑ Window replacement
- ☑ HVAC equipment replacement - We replaced some of the computer components of our HVAC system two years ago and a boiler pump last year. Additional work is planned as part of the building renovation, and more work will be needed as our system ages.
- ☑ Lighting replacements and upgrades - We have upgraded to LED lighting throughout the building.
- ☑ Building additions
- ☑ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☑ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☑ Major facade repairs
- ☑ Major code upgrades

Capital Asset Plan Item List - Again, the facility assessment report prepared for us by FQC in 2019 is much more comprehensive than this checklist and has us prepared to maintain the building for the next 15+ years. The

*Any item that is not accounted for in library operating budget should be on this list.

- ☑ Building structure
- ☑ Site elements such as parking lots, paving, site furnishings and signs
- ☑ HVAC systems
- ☑ Plumbing
- ☑ Elevators
- ☑ Building envelope including facade, windows, and roofs L Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Roof | <input checked="" type="checkbox"/> Library façade repair or replacement |
| <input checked="" type="checkbox"/> Mechanical systems | <input checked="" type="checkbox"/> Lighting/LED |
| <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> Low-flow/water saving |

Chapter 6 - Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator. [We just did a Code Adam \(missing child\) drill at our Staff Development Day this month and we also met with all staff PICs \(Persons in Charge\) to review the new PIC manual on how to coordinate the response to emergency situations that arise when the Director and Assistant Director are not in the building. We strive to do at least one emergency drill at every Staff Development Day and supplement that with other training for staff throughout the year.](#)
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

SERVING OUR PUBLIC 4.0

STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Serving Our Public 4.0

Standards for Illinois Public Libraries

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Permanence of Paper for Printed Library Materials, ANSI Z39.48-1992.

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Introduction

Serving Our Public 4.0: Standards for Illinois Public Libraries has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users.

To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the *Serving Our Public 4.0* standards. Draft standards were shared via survey to various on-line public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019.

Serving Our Public 4.0 contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices.

Serving Our Public 4.0 is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

Acknowledgements

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Illinois Library Association Young Adult Services Forum

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How to Use *Serving Our Public 4.0*

Overview

Statewide public library standards are designed to serve as a catalyst from which local planning can take place. The *Serving Our Public 4.0* standards are seen as a guide for librarians, library staff, and boards of trustees' discussions during budget preparation and strategic planning. The regular review of the standards helps the library evaluate its progress over several years toward becoming an ideal library for its community. As the library staff and trustees discuss the Core Standards and individual chapters, the library's strengths and weaknesses are revealed, allowing celebration of the strengths and plans to build on them; and plans to eliminate or improve the weaknesses.

There are multiple ways to use *Serving Our Public 4.0*

1. During board meetings, in-depth discussions of individual chapters provide a review, reflection, and refinement of the library's service philosophy and strategically guide library planning.
2. Each month, as part of the librarian's report, the administrator reviews a chapter checklist, sharing the library's progress, as well as recommendations for changes, with discussion and input from the board.
3. A board committee is appointed to compare the library's advancement toward achieving the standards, and a report is shared with the full board on a regular basis. As needed, the committee, with input and insight from the library administrator, proposes changes to the library's goals.
4. Library staff meetings focus on the chapter standards, allowing incorporation of *Serving Our Public* into the staff's understanding of the library's service philosophy.

Core Standards

The Core Standards are considered essential to the foundation of quality library service to Illinois residents. The Core Standards are grouped together in Chapter 1 and applicable Core Standards are repeated with each chapter. The Core Standards can be discussed as a unit or in conjunction with the chapter standards.

Chapter Standards

Chapter specific standards provide a detailed blueprint for developing, improving, or enhancing areas of library activity. While the Core Standards provide the foundation, the chapter standards provide a superstructure for the library's advancement.

Checklists

Many librarians and trustees are interested in a way to formally compare progress from year to year. A board committee, the library director, and/or the staff can complete the checklist. When a checklist is completed, it should be dated and signed. Adding related comments and notes to personalize the checklist is encouraged.

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

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 part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
 - a. Write, call, or visit legislators
 - b. Attend meetings of other units of local government
 - c. Serve on ALA, ILA, or system legislative committees
 - d. Participate in other community organizations that have similar legislative interests

- e. Include the subject of legislation on board meeting agendas
 - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
 6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
 7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
 8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
 - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
 9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
 10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
 - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
 - b. The library has a written Americans with Disabilities Act (ADA) policy.
 - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
 - d. The library bonds all staff and trustees responsible for library finances.
 11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
 12. The library maintains insurance covering property and liability, including volunteer liability.
 13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Governance and Administration Checklist

- Library has an elected or appointed board of trustees.
- Library has a qualified library administrator.
- Library administrator files an *Illinois Public Library Annual Report (IPLAR)* with the Illinois State Library.
- Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- Library has a mission statement and a long-range/strategic plan.
- Library maintains an understanding of the community by surveys, hearings, and other means.
- Library board reviews library policies on a regular basis.
- Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- Library develops an orientation program for new board members.
- Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- Library maintains insurance covering property and liability, including volunteer liability.
- Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
 - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
 - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
 - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
 - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
 - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
 - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
 - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
 - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
 - Local Records Act* [50 ILCS 205/1 *et seq.*]
 - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
 - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
 - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
 - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
 - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
 - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
 - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
 - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
 - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
 - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
 - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
 - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
 - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
 - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
 - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
 - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

Personnel Checklist

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the minimum required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- The library's lighting levels comply with lighting standards.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/ replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed biannually.
- Emergency medical supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- A procedure exists for letting staff know when it is unsafe to enter the building.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.
- A policy for security camera usage has been adopted and signage is posted.

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

Collection Management

- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.

Reader's Advisory Service Checklist

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- Library programs are provided free of charge, or on a cost recovery basis.
- Library programs are located in a physically accessible location.
- Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to specific populations who cannot visit the library.
- The library has programming that seeks to serve children and their caregivers.
- The library has programming that seeks to serve young adults.
- The library has programming that seeks to serve adults and senior citizens.
- The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- The library is encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library’s website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
- Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

| Illinois Statute or Topic | Legal Citation |
|--|--|
| General Provisions | |
| <i>Open Meetings Act</i> | 5 ILCS 120/1 |
| <i>Freedom of Information Act (FOIA)</i> | 5 ILCS 140/1 |
| <i>State Records Act</i> | 5 ILCS 160/1 (see also 50 ILCS 205/1) |
| <i>Electronic Commerce Security Act (digital signature)</i> | 5 ILCS 175/1 |
| <i>Identity Protection Act</i> | 5 ILCS 179/1 |
| <i>Intergovernmental Cooperative Act</i> | 5 ILCS 220/1 |
| <i>Oaths and Affirmations Act</i> | 5 ILCS 255/0.01 |
| <i>Illinois Public Labor Relations Act</i> | 5 ILCS 315/1 |
| <i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests) | 5 ILCS 420/4A-101 |
| <i>State Officials and Employees Ethics Act</i> | 5 ILCS 430/1-1 |
| Elections | |
| Election Code | 10 ILCS 5/1-1 |
| Campaign Finance Reporting | 10 ILCS 5/10-6.1 |
| Executive Officers | |
| <i>State Library Act</i> | 15 ILCS 320/1 |
| <i>Illinois Literacy Act</i> | 15 ILCS 322/1 |
| Finance | |
| <i>Public Funds Statement Publication Act</i> | 30 ILCS 15/1 (see also 50 ILCS 305/1) |
| Statement of Receipts and Disbursements | 30 ILCS 15/1 (see also 50 ILCS 305/1) |
| <i>Public Funds Investment Act</i> | 30 ILCS 235/1 (see also 50 ILCS 340/1) |
| Interest Rate on Public Debt | 30 ILCS 305/2 |
| <i>Local Government Debt Reform Act</i> | 30 ILCS 350/1 |
| Illinois Procurement Code | 30 ILCS 500/1 |
| <i>Joint Purchasing Act (Governmental)</i> | 30 ILCS 525/1 |
| <i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i> | 30 ILCS 535/1 & 50 ILCS 510/0.01 |
| <i>Drug Free Workplace Act</i> | 30 ILCS 580/1 |
| Revenue | |
| Property Tax Code (formerly <i>Revenue Act</i>) | 35 ILCS 200/1-1 |
| Estimate of Revenues | 35 ILCS 200/18-50 |
| <i>Truth in Taxation Law</i> | 35 ILCS 200/18-55 |
| <i>Property Tax Extension Limitation Law (PTELL)</i> | 35 ILCS 200/18-185 |
| <i>Fiscal Responsibility Report Card</i> | 35 ILCS 200/30-30 |
| Pensions | |
| Illinois Municipal Retirement Fund (IMRF) | 40 ILCS 5/7-171 |
| Local Government | |
| Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>) | 50 ILCS 105/3 |
| <i>Public Officers Simultaneous Tenure Act</i> | 50 ILCS 110/1 |
| <i>Time Off for Official Meetings Act</i> | 50 ILCS 115/1 |

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| <i>Local Government Employees Political Rights Act</i> | 50 ILCS 135/1 |
| <i>Local Government Wage Increase Transparency Act</i> | 50 ILCS 155 |
| <i>Local Records Act</i> | 50 ILCS 205/1 (see also 5 ILCS 160/1) |
| <i>Local Government Financial Statement Act</i> | 50 ILCS 305/1 (see also 30 ILCS 15/1) |
| <i>Governmental Account Audit Act</i> | 50 ILCS 310/1 |
| <i>Illinois Municipal Budget Law</i> | 50 ILCS 330/1 |
| <i>Investment of Municipal Funds Act</i> | 50 ILCS 340/1 (see also 30 ILCS 235/1) |
| <i>Tax Anticipation Note Act</i> | 50 ILCS 420/0.01 |
| <i>Local Government Prompt Payment Act</i> | 50 ILCS 505/1 |
| <i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13) | 50 ILCS 510/0.01 |
| Municipalities | |
| Removal of Officer (appointed library board member) | 65 ILCS 5/3.1-35-10 |
| Levy and Collection of Taxes | 65 ILCS 5/8-3-2 |
| Time for Paying over of Tax Monies | 65 ILCS 5/8-3-3 |
| <i>Tax Increment Allocation Redevelopment Act</i> (TIF) | 65 ILCS 5/11-74.4-1 |
| Libraries | |
| <i>Illinois Local Library Act</i> | 75 ILCS 5/1-0.1 |
| <i>Illinois Library System Act</i> | 75 ILCS 10/1 |
| <i>Public Library District Act of 1991</i> | 75 ILCS 16/1 |
| Nomination of Candidates (<i>Public Library District Act</i>) | 75 ILCS 16/30-20 |
| Ownership of Library Building | 75 ILCS 16/10-45 & 75 ILCS 16/5-40 |
| <i>Library Records Confidentiality Act</i> | 75 ILCS 70/1 |
| Public Health | |
| <i>Environmental Barriers Act</i> (Illinois Accessibility Code) | 410 ILCS 25/1 |
| <i>Equitable Restrooms Act</i> | 410 ILCS 35/1 |
| <i>Smoke Free Illinois Act</i> | 410 ILCS 82/1 |
| Public Safety | |
| <i>Firearm Concealed Carry Act</i> | 430 ILCS 66/1 |
| Notices | |
| <i>Notice by Publication Act</i> | 715 ILCS 5/1 |
| <i>Newspaper Legal Notice Act</i> | 715 ILCS 10/1 |
| Criminal Offenses | |
| Theft of (Library Material) | 720 ILCS 5/16-0.1 & 720 ILCS 5/16-3 |
| <i>Official Misconduct</i> | 720 ILCS 5/33-1 |
| <i>Public Contracts Act</i> (Interference, bid rigging) | 720 ILCS 5/33E-1 |
| Civil Liabilities | |
| <i>Parental Responsibility Law</i> | 740 ILCS 115/1 |
| <i>Right to Breastfeed Act</i> | 740 ILCS 137/1 |
| <i>Illinois Wage Assignment Act</i> | 740 ILCS 170/1 |
| Civil Immunities | |
| <i>Local Government Employee Tort Immunity Act</i> | 745 ILCS 10/1-101 |
| <i>Employment Record Disclosure Act</i> | 745 ILCS 46/1 |
| Property | |
| <i>Right of Publicity Act</i> | 765 ILCS 1075/1 |

| | |
|--|-------------------|
| Human Rights | |
| <i>Illinois Human Rights Act</i> | 775 ILCS 5/1-101 |
| Business Transactions | |
| <i>Personal Information Protection Act</i> | 815 ILCS 530/5 |
| Employment | |
| <i>Illinois Collective Bargaining Successor Employer Act</i> | 820 ILSC 10/0.01 |
| <i>Personnel Record Review Act</i> | 820 ILCS 40/0.01 |
| <i>Right to Privacy in the Workplace Act</i> | 820 ILCS 55/1 |
| <i>Employee Credit Privacy Act</i> | 820 ILCS 70/1 |
| <i>Minimum Wage Act</i> | 820 ILCS 105/1 |
| <i>Equal Pay Act</i> | 820 ILCS 112/1 |
| <i>Wage Payment and Collection Act</i> | 820 ILCS 115/1 |
| <i>Prevailing Wage Act</i> | 820 ILCS 130/0.01 |
| <i>One Day Rest in Seven Act</i> | 820 ILCS 140/3 |
| <i>School Visitation Rights Act</i> | 820 ILCS 147 |
| <i>Victims' Economic Security and Safety Act</i> | 820 ILCS 180/1 |
| <i>Workers' Compensation Act</i> | 820 ILCS 305/1 |
| Military Related Acts | |
| <i>Family Military Leave Act</i> | 820 ILCS 151/1 |
| <i>Military Leave of Absence Act</i> | 5 ILCS 325/0.01 |
| <i>Public Employee Armed Services Rights Act</i> | 5 ILCS 330/1 |
| <i>Service Member's Employment Tenure Act</i> | 330 ILCS 60/1 |

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

| | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE | FTE per 1,000 in addition to base FTE |
|-----------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| POPULATION | BASE | MINIMUM | GROWING | ESTABLISHED | ADVANCED |
| Less than 1,000 | .15* | .25 | .50 | .75 | 1.00 |
| 1,000-2,499 | 1.00 | .25 | .50 | 1.00 | 1.50 |
| 2,500-4,999 | 1.00 | .25 | .50 | 1.00 | 1.00 |
| 5,000-9,999 | 2.00 | .25 | .50 | 1.00 | 1.50 |
| 10,000-14,999 | 4.00 | .25 | .50 | 1.00 | 1.25 |
| 15,000-24,999 | 8.00 | .25 | .50 | .90 | 1.25 |
| 25,000-49,999 | 18.00 | .25 | .50 | .75 | 1.00 |
| 50,000-74,999 | 30.00 | .25 | .50 | .75 | 1.00 |
| 75,000-99,999 | 45.00 | .25 | .50 | .75 | 1.00 |
| Over 100,000 | 60.00 | .25 | .50 | .75 | 1.00 |

Example

1. The library’s jurisdictional population is 8,500.
2. The library wishes to achieve the “growing” level.
3. The library’s population places it in the 5,000–9,999 population range. The “base” for this range is 2 FTE.
4. The number of additional FTEs needed to reach the “growing” level is .5 per 1,000 population. Multiply 8.5 (the library’s jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the “growing” level, the library will need a staff of 6.25 FTE.

Note: The “base” is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

| POPULATION | MINIMUM | GROWING | ESTABLISHED | ADVANCED |
|-------------------|----------------|----------------|--------------------|-----------------|
| Less than 1,000 | 25 | 28 | 32 | 36 |
| 1,000-2,499 | 28 | 36 | 40 | 48 |
| 2,500-4,999 | 36 | 40 | 56 | 64* |
| 5,000-9,999 | 48 | 56 | 64* | 72* |
| 10,000-24,999 | 56 | 64* | 68* | 72** |
| 25,000-49,999 | 64* | 68* | 72** | 72** |
| 50,000-74,999 | 72* | 72** | 72** | 75** |
| 75,000-99,999 | 75** | 75** | 75** | 75** |
| Over 100,000 | 75** | 75** | 75** | 75** |

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

| Materials: | Cost: |
|--|--------------|
| Books (print) | \$ _____ |
| E-Books | _____ |
| Magazines/newspapers (print) | _____ |
| Magazines/newspapers (electronic) | _____ |
| Audio CDs | _____ |
| Audio CDs (downloadable) | _____ |
| DVDs | _____ |
| DVDs (downloadable/streaming) | _____ |
| Electronic Databases (available in-house & remotely) | _____ |
| Computer Software | _____ |
| Microfilm | _____ |
| Local History resources | _____ |
| Photographs | _____ |
| Video Games | _____ |
| Non-Book or Media | _____ |

| Automation: | Cost: |
|---|--------------|
| Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation) | \$ _____ |
| OCLC Membership costs | _____ |
| MARC Records costs | _____ |
| Additional consortia cost | _____ |
| Virtual reference service | _____ |

| Supplies: | Cost: |
|---|--------------|
| Barcodes for circulating items and for patrons' cards | \$ _____ |
| User library cards | _____ |
| Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.) | _____ |

| Staffing: | Cost: |
|---|--------------|
| Based on a 40-hour week, determine approximately how many hours staff spend on task and multiply it by pay rate x 52 weeks. (Example: Cataloger— 25 hours per week X \$10 X 52=\$13,000) | \$ _____ |
| Collection development/ordering staff | _____ |
| Cataloging staff | _____ |
| Circulation staff | _____ |
| ILL staff | _____ |
| Book page or shelver | _____ |
| Training for staff | _____ |

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Glossary (including acronyms)

24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

American Library Association. www.ala.org

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

A plan for conforming expenditures to income.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

CARLI

Consortium of Academic and Research Libraries in Illinois. www.carli.illinois.edu

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

C.F.R.

Code of Federal Regulations. www.gpoaccess.gov/cfr/index.html

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). www.tsl.state.tx.us/ld/pubs/crew/index.html

Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. www.usac.org/sl/

FICA

Federal Insurance Contribution Act. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. www.ssa.gov

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FTE

Full-time equivalent; full-time employee.

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

Illinois Compiled Statutes. www.ilga.gov/legislation/ilcs/ilcs.asp

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. www.imrf.org

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Internet

Internet is an international network of computer networks.

I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. www.vufind.carli.illinois.edu/all/vf/

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. www.oclc.org

OPAC

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

Open Meetings Act

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. www.osha.gov

PLA

Public Library Association, a division of the American Library Association. www.pla.org

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Premises Wiring

Premises wiring is the communications cabling within a building or individual office/tenant space.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

U.S.C.

United States Code. www.gpoaccess.gov/uscode/index.html

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Voice Relay

See TRS.

WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

Wi-Fi

Wireless networking technology.

Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. www.wikipedia.org

Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.



Illinois Library Association

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**SURPLUS EQUIPMENT AND
FURNISHINGS
AUGUST 2024**

| Item | Description | Serial # |
|-------------------------|-----------------------------------|-----------------|
| Epson SureColor P7000 | Poster Printer, purchased in 2017 | VM3E003022 |
| IBM Lexmark Wheelwriter | Typewriter | 11-XGB10 |
| Typewriter stand | Metal | 31" x 22" x 28" |

Employee Praise

Eleanor Abreu <eleanor.abreu2@gmail.com>

Thu 2024-08-08 9:07 AM

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

Cc: Brooke Sievers <sievers@addisonlibrary.org>

Some people who received this message don't often get email from eleanor.abreu2@gmail.com. [Learn why this is important](#)

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

Dear Mary Medjo,

I hope this letter finds you well. I am writing to express my heartfelt appreciation for Ms. Tina, one of your exceptional librarians, whose dedication and warmth have made our visits to the library truly delightful.

From the moment we step into the library, Ms. Tina's welcoming presence and infectious smile set a positive tone for our visit. Her enthusiasm and energy are evident in the way she interacts with patrons, always eager to assist with any queries and ensuring everyone feels comfortable.

Ms. Tina's commitment to providing excellent resources has greatly enriched our library experience. She is always informed about the latest materials and goes out of her way to recommend books and resources that are both relevant and interesting. Her updates on upcoming events and dates have kept us engaged and excited about our library visits.

One of the highlights for us is how wonderfully Ms. Tina interacts with my daughter, Everly. Her genuine interest and thoughtful engagement make Everly look forward to each library visit with great anticipation. It is heartwarming to see the rapport they have developed, and I am grateful for the positive impact Ms. Tina has had on Everly's love for reading and learning.

I believe Ms. Tina's hard work and dedication deserve recognition. Her consistent efforts to create a welcoming, informative, and enjoyable environment are truly commendable. We are fortunate to have such a passionate and caring librarian at Addison Public Library. Thank you for your time, and for having such wonderful staff members like Ms. Tina.

Sincerely,
Eleanor Abreu

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

Arlington Heights Library
rents consoles videogame

ADDISON is advanced
so we should rent out
or invest in consoles
you have the video games
might as well invest in
the game system
ADDISON should be ahead
of the game, just a
suggestion

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

The studio is helpful & the
employees go above & beyond

Lucas was great and other
staff also

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.

Me gustaria incluir el Nuevo Libro
"De Dolor a Poder"

Escrito por Ricardo Negron
Apostol de Jesucristo

Edición encontrada en Amazon

Para Bendecir la vida de muchos

Gracias. ???
ooo

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

"Live my library!"

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

I took a CANVA class with Sarah Van.....
and she was great! Extremely knowledgeable
and helpful! She proceeded (after class)
to show me the "creative" area as
I need to utilize a sewing machine. I
have made an appointment!

Sarah was very professional, open to
questions, solved issues she encountered
& was just an overall great instructor.

Thank you for offering this class! →



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I've enjoyed the classes

Creating Change as an Educator

Mateo Gomez Bedoya '26 has always had a passion for helping people. But it wasn't until he taught a literacy class for Spanish-speaking adults in his hometown that he realized just how deep that passion runs.



Born in Colombia, Gomez Bedoya came to the U.S. at age 13 with his parents and younger sister. Originally, he planned to pursue a career in business administration. But a part-time marketing role with a local insurance agency convinced him that business wasn't for him.

"I had a good position," he says. "I was getting paid, I had commissions and I had clients. But I realized business wasn't my passion, because I wasn't helping anyone directly. My passion was helping people."

As he explored alternative career options, a number of people suggested that he consider teaching or even taking on a leadership role in education. He decided to double major in secondary education and Spanish with a double minor in Italian and ESL. And when he heard about a teaching internship at Addison Public Library in his hometown, it sounded like a perfect fit for his interests. He worked with the WCPE to complete the paperwork, and soon he was teaching a twice-weekly literacy class for native Spanish-speaking adults who hadn't finished high school.

His students in the program, primarily immigrants from Mexico and Guatemala, ranged in age from 25 to 65 years old. Their backgrounds varied too, with some having dropped out of school as early as first grade. Wherever they started, their goal was to reach the next level in writing and reading Spanish and eventually earn the equivalent of a high school diploma in Spanish.

In his teaching, Gomez Bedoya drew from a Spanish curriculum he developed last summer with funding from Elmhurst, as well as a curriculum provided by the Addison Public Library. Starting with basic sounds in Spanish, he led the students through syllables to words and then sentences.

"Within a couple of weeks, we were reading short stories, then longer stories," says Gomez Bedoya. "Some of the students even read short books."

Gomez Bedoya says all the students made excellent progress, and every one of them reached the next level of proficiency in reading and writing Spanish. But one student in particular stood out: Alfonso, an older gentleman who had dropped out of school at an early age and entered the literacy program at the basic level.



"The teacher helped me a lot. I didn't know how to read—very little—and to write, less. My family is proud because I learned so much."

—Alfonso, literacy student at Addison Public Library

"When Alfonso started the class, he didn't know how to write. So I gave him a little whiteboard to take home," Gomez Bedoya says. "Every day he wrote on it, and by the end of the class, he was writing sentences. That was a big accomplishment that he achieved through a lot of hard work, and I was very proud of him."

Looking back on his internship, Gomez Bedoya says it was a powerful experience that strengthened his desire to pursue a career in education. Specifically, he plans to teach English as a Second Language at the high school level before moving on to leadership roles.

"My ultimate goal is to become an assistant principal, then a principal, and one day be a superintendent," he says. "Because teachers can make change in their classrooms, principals can make change at the school level, and superintendents can implement policies that will benefit all students."

DuPage & Suburban Cook Counties

New chapter begins for La Grange Park Public Library

Significant improvements made as part of \$5.1 million renovation

By Steve Metsch

August 01, 2024 at 6:00 am CDT

The word “hush” probably won’t be said at the [La Grange Park](#) Public Library on Saturday.

Instead you can bet on hearing laughter, music and other sounds associated with the grand reopening of the library, 555 N. La Grange Road, after a \$5.1 million renovation that finished on time and on budget.

The library had a soft reopening May 6. Making sure all was running smoothly, the grand reopening was set for Aug. 3, Executive Director Gabe Oppenheim said.

Oppenheim, 47, of Oak Park grew up in La Grange Park. He has worked at the library for 27 years and was named executive director earlier this year after having served as interim director.

He is pleased with the renovation, which has resulted in plenty of changes from new windows facing La Grange Road to a room dedicated to teens.

“First of all, the space is beautiful,” Oppenheim said. “Patrons are almost uniformly delighted. We have a lot of changes that benefit the community. Study rooms we added in the adult department are super popular. We have three dedicated rooms now.”

Other warmly received additions are a teen lounge and an expanded children’s department, he said.

This was the first renovation of the library since 2005. It may not sound too exciting, but for the first time the library has restrooms on the first floor.

Leopardo Companies was in charge of construction.

Those who haven't visited the renovated library may not recognize some parts. One big change longtime patrons will notice is a large opening in the second floor has been closed to provide additional floor space upstairs.

"It will help prevent noise from traveling throughout the building," Oppenheim said.

Asked if his wish list was fulfilled, Oppenheim smiled.

"There certainly were some minor alterations to plans for budgetary reasons, but all the major things we wanted to accomplish we did accomplish," he said. "We're still waiting for some new furniture to come in."

Saturday's grand reopening has a full agenda after a ribbon-cutting at 10 a.m.

"There will be events throughout the day.," Oppenheim said.

There will be a scavenger hunt, a display of local artwork by residents, library history exhibits, story time, crafts, a poetry workshop for teens and some gaming.

The parking lot party from 5 to 8 p.m. includes sampling Shh, a pilsner beer brewed specifically for the library by Hop District on 31st Street in La Grange Park.

"We're trying to play on the library thing even though we're not a quiet library," Oppenheim said. "They brewed a special brew just for us."

Pizza, pulled pork sliders and other snacks will be available along with frozen custard from Andy's, which is a neighbor of the library.

"I'm very jazzed," Oppenheim said of the event, noting that libraries have evolved through the years.

"The conventional wisdom about libraries is that we're all about books," Oppenheim said. "That is still true. But I think over the years we've become more and more a community space, a place for people to hang out, study or do work."

The library offers about 30 laptops for adults to use.

"That's a change we made in 2010," he said.

The makerspace is for making crafts, he said.

A teen lounge on the second floor has proved quite popular, he said. The afternoon of July 26 found two girls there busy making bracelets.

"I like it. It's very fun," Grace Tangorra, 12, of La Grange Park said of the lounge.

“I love it. It’s my first time here. They have things to do,” said Hope Voegtle, 12, of Westchester.

Glancing around the second floor, Oppenheim said that while there is a bit less space for books in the library, “we haven’t significantly reduced the size.”

“Books,” he said, “come in all the time.”

Count La Grange Park resident Pat Collado among the pleased patrons.

As she and two granddaughters were leaving the library, Collado said she’s at the library often with her grandchildren.

“There’s a variety of choices for kids,” Collado said.

The library opened at its location in 1989.

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Seeking Sanctuary

Public libraries establish themselves as book sanctuaries to counter bans

By [Ed Finkel](#) | June 3, 2024



Illustration: Shane Tolentino

Last year, when states were introducing a raft of legislation that would effectively take books off the shelves, librarians at Harris County (Tex.) Public Library (HCPL) knew they wanted to take a stand.

Texas House Bill 900, which would have restricted materials in school libraries and required vendors to assign book ratings based on so-called appropriateness before selling them to schools, had just been signed by Texas Gov. Greg Abbott in June and was

set to go into effect September 1, 2023. (On September 19, the bill was temporarily blocked by US District Judge Alan D. Albright. In January, the US Fifth Circuit Court of Appeals issued a decision to prohibit the Texas Education Agency from forcing vendors to rate books, but the library standards outlined in the bill—which prohibit school districts from possessing or purchasing books with “harmful material”—remain.)

“Because the mission of public libraries is so much different from the school libraries, we weren’t thinking about being targeted by legislation,” says Edward Melton, HCPL executive director. But staffers were anxious about the climate of censorship, and HCPL itself had seen an uptick in requests for reconsideration of materials—from three requests in 2021 to 24 requests in 2023—and complaints about displays and drag storytimes.

“We knew [the pushback] could potentially lead to something political,” Melton says. “So we said, ‘Let’s go ahead and be proactive about this.’”

The same day H.B. 900 was temporarily blocked, Harris County Commissioners Court (HCCC) passed [a resolution](#) declaring HCPL a book sanctuary. The resolution stated the county’s support for the library, with the aim of combating censorship, defending intellectual freedom, and protecting the freedom to read.

“HCPL staff are dedicated to the principle of free and equitable access to information and knowledge and deserve to pursue their calling free from harassment and intimidation,” the resolution reads. “Harris County is committed to their protection.”

Though the resolution—written by the library and revised by HCCC policy writers—does not offer legal protection, the unanimous support of commissioners helped ease staffers’ worries, Melton says.

“If any staff doubted that the library and the county would support them, we wanted the resolution to allay those concerns,” he says. “With us being a book sanctuary, it relieves me—and I would speak for my staff—of that concern about retaliation or retribution or legislation that prevents us from doing what we do.”

In response to book banning attempts across the nation, libraries across the US and Canada are joining a larger social campaign to declare themselves *book sanctuaries*, or spaces that collect endangered books and protect the freedom to read. More than 3,300 book sanctuaries have been established so far, with most declarations made by individuals. As of early May, 12 library systems—in both red states and blue states—have joined the movement, including Broward County (Fla.) Library, Dayton (Ohio) Metro Library, Hoboken (N.J.) Public Library, and Northbrook (Ill.) Public Library.

The three public libraries that *American Libraries* spoke with for this article issued their declarations with backing from, or in partnership with, their local governments. While these statements don't guarantee formal protections, libraries say their sanctuary status and support from civic partners provide a sense of comfort when threats to intellectual freedom turn potentially dangerous.

What is a book sanctuary?

Libraries have seen a precipitous rise in book banning efforts and attempts to censor programs, displays, and nonbook materials over the past few years. In 2023, ALA tallied 1,249 of these attempts in the US, with a total of 4,241 unique titles challenged. (By comparison, ALA tracked 156 challenges to books and nonbook materials in 2020.)

The book sanctuary movement began in September 2022, when Chicago Public Library (CPL) and the city of Chicago partnered in response to increasing attempts to ban and censor books. CPL declared its 81 branches book sanctuaries.

Book sanctuaries are dedicated to making challenged books broadly accessible, hosting book talks and other events that feature diverse voices from communities that are often restricted (such as authors who are LGBTQ+, Black, Indigenous, and people of color), and educating others on the history of book bans. They can be created by anyone and can exist anywhere, physically or digitally.

When a person or entity establishes a book sanctuary, they are declaring a commitment to protecting intellectual freedom, according to a CPL announcement. The [main website](#) for the movement offers a free, downloadable toolkit with tips on hosting

discussions about banned books, donating banned books, and calling on local government to protect intellectual freedom.

“Libraries view this work as central to who we are, to our mission, and I hope that more libraries stake a claim to that critical work we do,” says Chris Brown, CPL commissioner.

Making the decision

In Stamford, Connecticut, the Ferguson Library (FL) Board of Trustees, alongside Mayor Caroline Simmons, declared the library and city book sanctuaries in January 2023. FL CEO Alice Knapp says the library has an unusually close relationship with its city, including a stipulation in the library’s charter that the mayor appoints half the board and serves as an ex-officio member. The library director and the mayor also meet once a month.

Knapp recalls notifying Simmons of CPL’s decision to become a book sanctuary, and that FL was thinking of following its lead: “[Simmons’s positive] response was immediate, and she said, ‘Let me know as soon as the library board of trustees takes action.’”

With us being a book sanctuary, it relieves me of that concern about retaliation or retribution or legislation that prevents us from doing what we do.

—Edward Melton, Harris County (Tex.) Public Library executive director

Knapp says that while people may think of Connecticut as progressive, libraries in the state faced more than 100 censorship attempts in the first eight months of 2023. FL had not faced any as of March. “Our move was preemptive,” she says. “As we were watching the attempts at banning books in our surrounding communities in the suburbs, we felt, as an urban library and the second-largest city in Connecticut, that we could take a stand.”

Local government and law enforcement know to send any book challenges they receive to the library, Knapp says. When a community member went straight to a trustee with a complaint about a display, that trustee forwarded the complaint to her, along with the message: “Now, you do what you do.”

“If someone objects to a title and follows our procedures, they do so knowing that the governing body has already come out in strong defense against censorship and for titles to remain on the shelf,” Knapp says. “It won’t stop negative social media, but it sends a clear message.”

Acknowledging safety concerns

The book sanctuary distinction makes Knapp and FL staffers feel safer, she says, even if the resolution does not provide legal protection.

To date, the majority of complaints and threats at FL have been about drag storytime programs, which are held at the library only a couple times each year, Knapp says. Some of those complaints come from Stamford residents, but many are from those who live out of town. At a drag storytime held September 2022, protesters were outside the library, and some tried to come in to take photos of performers and attendees.

“It would be silly for me to say I don’t worry about [safety],” Knapp says. “When we had [threats] happen, I felt a wall of support by our police department, by our city, by the board, by the staff. In this day and age, you always have to be worried about it.”

Illinois is considered a leader in the anti–book ban movement. In June 2023, Gov. J. B. Pritzker signed a bill that would withhold state funds from public libraries that remove books for partisan reasons or refuse to adopt ALA’s Library Bill of Rights or similar language. (The state bill, the first of its kind, went into effect January 1.) But CPL’s Brown notes that having top-down support in his state hasn’t stopped regular challenges to inclusive storytimes and programming supportive of LGBTQ+ youth, even at a large urban system like the one in Chicago.

In late 2023, CPL and other Chicago-area libraries experienced a rash of bomb threats. Libraries in other states—such as Yolo County (Calif.) Library and Iowa City Public Library—have also faced them, along with the intimidation and threats of violence that have commonly accompanied this wave of unprecedented censorship attempts these past few years.

Brown says CPL is certainly aware of safety concerns: “It’s something we’re thinking deeply about, how we create safe and supportive spaces for our staff and our public.”

First and foremost, Brown hopes the book sanctuary declaration expresses CPL’s values and vision of every person having access to learning and reading at a time of nationwide challenges and bans. It’s too early to tell if the book sanctuary declaration will put a stop to pushback or threats, he says, but that was not the outcome they had in mind when starting the campaign.

“It was more about expressing where we stand,” he says, “and our commitment to a multiplicity of voices.”

Appealing to the community



Altar for the Unbanned, a public art piece by artist Theaster Gates highlighting banned books, is located at Chicago Public Library’s Harold Washington Library Center. Photo: Patrick L. Pyszka/City of Chicago

To further engage the public on the topic of book bans, CPL has worked with the city’s department of cultural affairs and local visual artist Theaster Gates to install a permanent art display at its downtown Harold Washington Library Center. Titled *Altar for the Unbanned*, the display showcases more than 500 frequently banned books and

amplifies marginalized voices. CPL has also increased the number of book clubs it hosts around frequently challenged books.

“It’s incredible to not just have the library championing the freedom to read,” Brown says, “but also our city partners and all of these folks joining us in the book sanctuary movement.”

As part of being a book sanctuary, HCPL hosted a concert and panel themed around banned books in October 2023 that featured local classical music quartet Apollo Chamber Players. The event’s goal was to raise community awareness about the issue through discussion.

It won’t stop negative social media, but it sends a clear message.

—Alice Knapp, CEO of Ferguson Library in Stamford, Connecticut

HCPL also hosts read-aloud events during Banned Books Week, during which anyone can present an excerpt from their favorite frequently challenged book to a live audience. These events began in 2021 and have been continued after the book sanctuary declaration was made.

Back in Connecticut, FL has held its Teen Banned Book Discussions since becoming a book sanctuary. At one of its meetings in January, students in grades 6–12 discussed *Ana on the Edge* by A. J. Sass. The book, which features a 12-year-old figure skater who navigates gender identity in youth competitive sports, has been broadly challenged at schools and libraries across the US.

“We are providing a space, a home, a place of belonging for those who are marginalized,” Knapp says of the discussions.

Reframing the conversation

For libraries looking to partner with their local governments on a book sanctuary declaration, Melton suggests finding common values and taking time to build relationships.

“I wouldn’t recommend just cold calling and thinking that you’re going to be able to have a conversation with a politician and they’re going to just jump on the bandwagon,” Melton says. Instead, he advises meeting in person and educating potential stakeholders on what libraries do.

For Knapp, keeping local leaders in the loop of what’s going on at the library is key. Take opportunities to initiate conversations when you see them, she says, “so that when you hit into a crisis, it’s not the first time they’re hearing it from you.”

HCPL’s declaration was positively received by those inside and outside the community, Melton says. The library uploaded an announcement on Instagram featuring its popular Curbside Larry character, which has received nearly 77,000 likes and 1,900 comments. Shortly after, the video was reposted by actor and author Jamie Lee Curtis, receiving more than 90,000 likes.

“Patrons walking through our doors may not notice much of a difference—we’ve operated with this mission for many years,” Melton says. “But many have been met with a library for all banner as a friendly reminder that our library embraces diversity.”

While Knapp does not believe that her library in one corner of Connecticut is going to change the national conversation on its own, becoming part of the larger campaign with Chicago, Harris County, and other places is where the power lies, she says.

“There have been brave leaders who have suffered through social media attacks, who have lost their jobs,” Knapp says. “Anything we can do to support them, to counteract these challenges, is what, as library folks, we should be doing.”

ED FINKEL is a freelance writer in the Chicago area who covers education, public policy, and other topics.