

Regular Board Meeting

Tuesday, September 17, 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. New Business

7.A. ACTION ITEM: Naming Rights Agreement

7.B. ACTION ITEM: Bereavement Leave Policy

7.C. DISCUSSION ITEM: Juvenile Library Cards

7.D. DISCUSSION ITEM: Options for building entrance
doors

7.E. DISCUSSION ITEM: Serving Our Public 4.0_Review
Chapters 7-9

8. Unfinished Business

8.A. ACTION ITEM: Strategic Plan

9. Reports

9.A. Director & Staff Reports

9.B. Statistics

9.C. Building Project Report

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, September 17, 2024

Finance Committee Meeting, 6:00 PM

Addison Public Library - Large Meeting Room 1st floor

4 Friendship Plaza, Addison, IL 60101

1. **Call to Order**
2. **Comments from the Public**
3. **Discussion Item: Tax Levy**
4. **Additional Discussion**
5. **Adjournment**



Tuesday, September 17, 2024

Regular Board Meeting, 6:30 PM

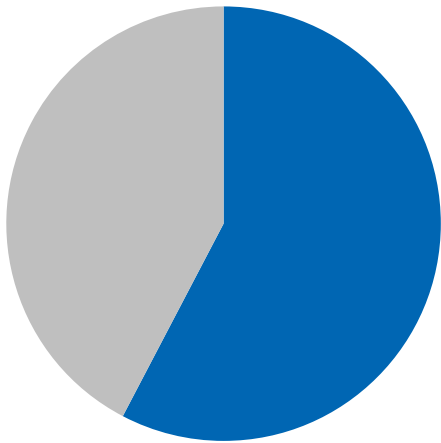
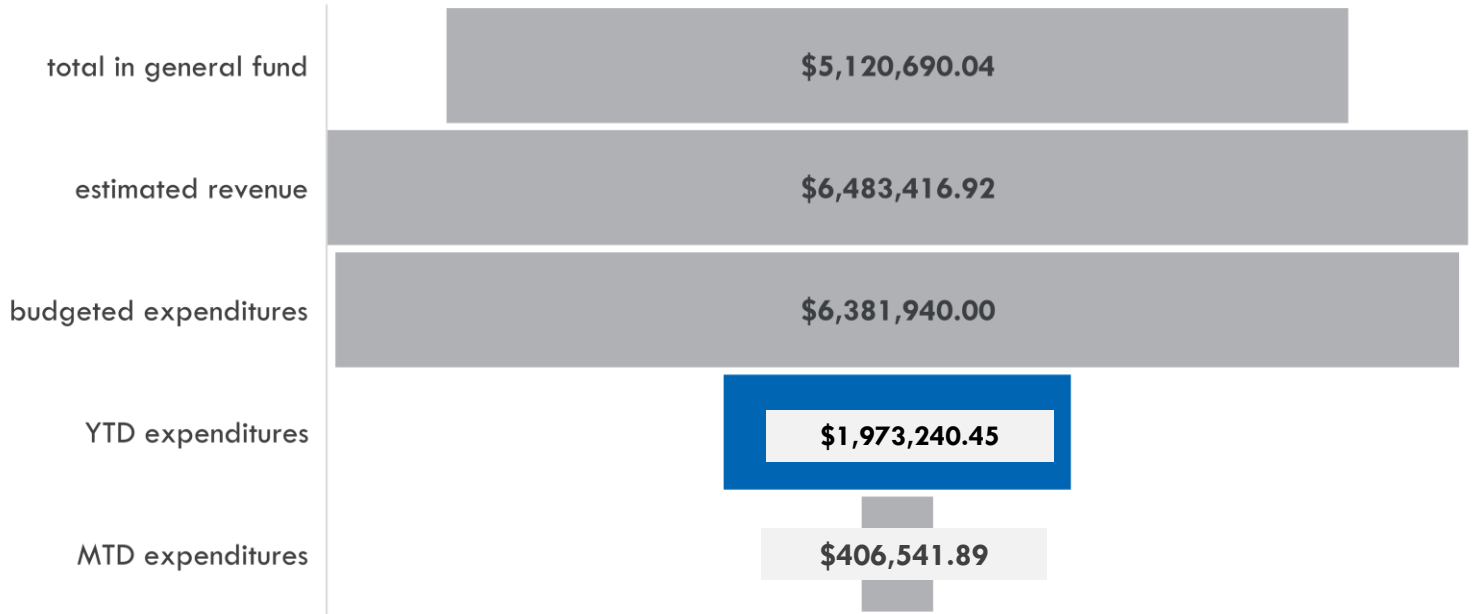
Addison Public Library - Large Meeting Room 1st floor

4 Friendship Plaza, Addison, IL 60101

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of the Agenda**
4. **Public Comment**
5. **Treasurer's Report**
6. **Consent Agenda**
 - A. Approval of Minutes
 - B. Approval of Bills & Disbursements
7. **New Business**
 - A. ACTION ITEM: Naming Rights Agreement
 - B. ACTION ITEM: Bereavement Leave Policy
 - C. DISCUSSION ITEM: Juvenile Library Cards
 - D. DISCUSSION ITEM: Options for building entrance doors
 - E. DISCUSSION ITEM: Serving Our Public 4.0_Review Chapters 7-9
8. **Unfinished Business**
 - A. ACTION ITEM: Strategic Plan
9. **Reports**
 - A. Director & Staff Reports
 - B. Statistics
 - C. Building Project Report
10. **Closed Session (if needed)**
11. **Correspondence & Announcements**
 - A. Patron Communication
 - B. Other Correspondence
 - C. Library News
12. **Additional Discussion**
13. **Adjournment**

August 2024 Financial Highlights

General Fund



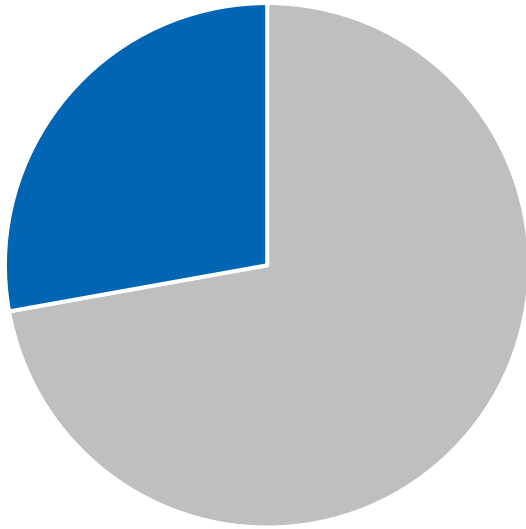
We have received 58% of our estimated revenue for the fiscal year including \$173,667.52 this month.

At this point last year, we had received 63% of our estimated revenue for FY24.



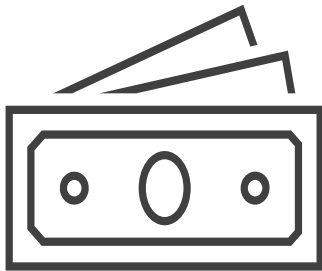
The general fund decreased from \$5.35 million to \$5.12 million from 8/1/2024 to 8/31/2024.

This is a result of \$174k revenue coming in and \$407k (general fund + asset replacement) expended.



39% has been spent out of the general fund. We are 33% through the fiscal year.

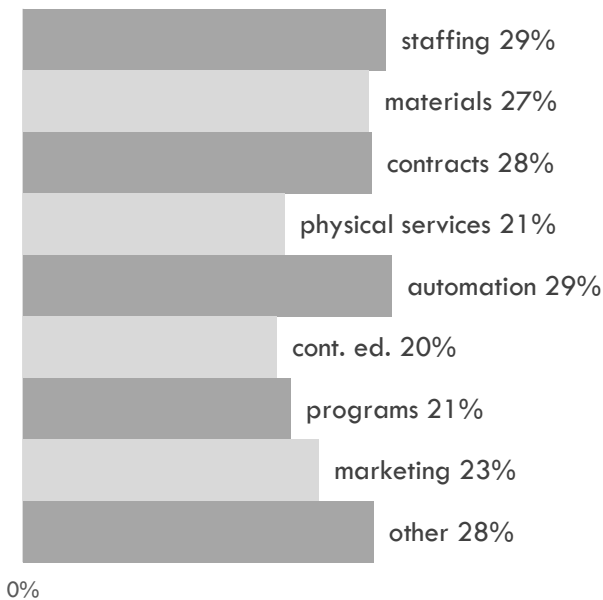
We have budgeted to spend 125% of what is currently in the general fund.



We have spent 31% of our estimated budget.

At this point last year, we had spent 31% 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 August 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 | 166,152.80 | 758.21 | 166,911.01 |
| 10-11-1055 - Cash in Bank - Illinois National Bank E-Pay | 4,997.24 | 0.67 | 4,997.91 |
| 10-11-1060 - Cash on Hand - Cash Registers | 344.14 | 0.00 | 344.14 |
| 10-11-1065 - Cash in Bank - Harris Bank Friends | 7,109.96 | 161.44 | 7,271.40 |
| 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 | 145,746.52 | (4,074.00) | 141,672.52 |
| 10-11-1085 - Cash in Bank - Ehlers | 15,312,352.92 | 79,430.67 | 15,391,783.59 |
| 10-11-1095 - Cash in Bank - Harris Bank MM | 6,513,802.63 | (420,055.49) | 6,093,747.14 |
| 10-11-2000 - Allocated Cash | (16,620,734.61) | 67,000.00 | (16,553,734.61) |
| 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>11,615,209.23</u> | <u>(276,778.50)</u> | <u>11,338,430.73</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| 10-21-2750 - Accounts Payable | 138,853.43 | (37,980.79) | 100,872.64 |
| 10-22-0230 - Employee I.M.R.F. Payable | 13,287.57 | (4,412.93) | 8,874.64 |
| 10-22-0255 - Other Insurance Withholding Payable | (951.13) | (1,510.41) | (2,461.54) |
| 10-22-0260 - Def Annuity Withholding Payable | (125.00) | 0.00 | (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>6,263,431.85</u> | <u>(43,904.13)</u> | <u>6,219,527.72</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>9,452,209.68</u> | <u>(43,904.13)</u> | <u>9,408,305.55</u> |
| Excess Revenues Over Expenses | <u>2,162,999.55</u> | <u>(232,874.37)</u> | <u>1,930,125.18</u> |

Addison Public Library Balance Sheet as of August 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 | 641,164.15 | 3,866.62 | 645,030.77 |
| 80-11-2000 - Allocated Cash | 16,618,947.58 | (67,000.00) | 16,551,947.58 |
| | 17,260,111.73 | (63,133.38) | 17,196,978.35 |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| 80-21-2750 - Accounts Payable | 67,000.00 | (67,000.00) | 0.00 |
| | 67,000.00 | (67,000.00) | 0.00 |
| <u>Fund Balance</u> | | | |
| 80-30-2999 - Reserved for Capital Projects | 17,346,830.84 | 0.00 | 17,346,830.84 |
| | 17,346,830.84 | 0.00 | 17,346,830.84 |
| Total Liabilities and Fund Balance | 17,413,830.84 | (67,000.00) | 17,346,830.84 |
| Excess Revenues Over Expenses | (153,719.11) | 3,866.62 | (149,852.49) |

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

Addison Public Library

Balance Sheet as of August 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 | 166,152.80 | 758.21 | 166,911.01 |
| Cash in Bank - Illinois National Bank | 4,997.24 | 0.67 | 4,997.91 |
| Cash on Hand - Cash Registers | 344.14 | 0.00 | 344.14 |
| Cash in Bank - Harris Bank Friends | 7,109.96 | 161.44 | 7,271.40 |
| Cash in Bank - Harris Bank Librarian | 2,000.00 | 0.00 | 2,000.00 |
| Cash in Bank - Harris Bank Comingled | 145,746.52 | (4,074.00) | 141,672.52 |
| Cash in Bank - Ehlers | 15,312,352.92 | 79,430.67 | 15,391,783.59 |
| Cash in Bank - Harris Bank MM | 6,513,802.63 | (420,055.49) | 6,093,747.14 |
| Cash in Bank - Ill Metropolitan | 641,164.15 | 3,866.62 | 645,030.77 |
| 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>28,877,107.99</u> | <u>(339,911.88)</u> | <u>28,537,196.11</u> |
| Liabilities and Fund Balance | | | |
| <u>Liabilities</u> | | | |
| Accounts Payable | 205,853.43 | (104,980.79) | 100,872.64 |
| Employee I.M.R.F. Payable | 13,287.57 | (4,412.93) | 8,874.64 |
| Other Insurance Withholding Payable | (951.13) | (1,510.41) | (2,461.54) |
| Def Annuity Withholding Payable | (125.00) | 0.00 | (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>6,330,431.85</u> | <u>(110,904.13)</u> | <u>6,219,527.72</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>26,867,827.55</u> | <u>(110,904.13)</u> | <u>26,756,923.42</u> |
| Excess Revenues Over Expenditures | <u>2,009,280.44</u> | <u>(229,007.75)</u> | <u>1,780,272.69</u> |

Addison Public Library Balance Sheet as of August 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 4 Months Ended August 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 | 59,067.10 | 2,898,194.63 | 5,292,463.18 | 2,394,268.55 | 54.76 |
| 10-41-3202 - Property Current - F.I.C.A. | 3,194.20 | 156,727.12 | 286,203.19 | 129,476.07 | 54.76 |
| 10-41-3203 - Property Current - I.M.R.F. | 3,365.02 | 165,108.27 | 301,508.17 | 136,399.90 | 54.76 |
| 10-41-3205 - Property Current - Liability Insurance | 683.25 | 33,524.51 | 61,219.93 | 27,695.42 | 54.76 |
| 10-41-3206 - Property Current - Audit | 85.40 | 4,190.56 | 7,652.49 | 3,461.93 | 54.76 |
| 10-41-3207 - Property Current - Unemployment | 51.24 | 2,514.33 | 4,591.49 | 2,077.16 | 54.76 |
| 10-41-3208 - Property Current - Workers Compensation | 51.24 | 2,514.33 | 4,591.49 | 2,077.16 | 54.76 |
| 10-41-3301 - Replacement Taxes | 17,628.10 | 45,478.79 | 100,000.00 | 54,521.21 | 45.48 |
| 10-41-3400 - Aggregate Refunds | <u>239.14</u> | <u>11,733.58</u> | <u>21,426.98</u> | <u>9,693.40</u> | <u>54.76</u> |
| | <u>84,364.69</u> | <u>3,319,986.12</u> | <u>6,079,656.92</u> | <u>2,759,670.80</u> | <u>54.61</u> |
| <u>Fines & Fees</u> | | | | | |
| 10-42-3010 - Fines | 348.84 | 2,494.74 | 5,000.00 | 2,505.26 | 49.89 |
| 10-42-3011 - Reciprocal Borrowing Reimbursements | 737.17 | 748.15 | 1,000.00 | 251.85 | 74.82 |
| 10-42-3012 - Nonresident Fees | 0.00 | 769.96 | 3,500.00 | 2,730.04 | 22.00 |
| 10-42-3016 - Scanner Fees | 1,129.06 | 3,447.02 | 6,500.00 | 3,052.98 | 53.03 |
| 10-42-3023 - Activity Fees | 0.00 | 825.30 | 0.00 | (825.30) | 0.00 |
| 10-42-3099 - Printing and Other Fees | <u>850.35</u> | <u>2,173.55</u> | <u>5,000.00</u> | <u>2,826.45</u> | <u>43.47</u> |
| | <u>3,065.42</u> | <u>10,458.72</u> | <u>21,000.00</u> | <u>10,541.28</u> | <u>49.80</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>0.00</u> | <u>2,000.00</u> | <u>0.00</u> | <u>(2,000.00)</u> | <u>0.00</u> |
| | <u>0.00</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 | 6,101.84 | 22,809.13 | 20,000.00 | (2,809.13) | 114.05 |
| 10-46-3029 - Interest on TD Ameritrade | <u>79,430.67</u> | <u>328,982.23</u> | <u>300,000.00</u> | <u>(28,982.23)</u> | <u>109.66</u> |
| | <u>85,532.51</u> | <u>351,791.36</u> | <u>320,000.00</u> | <u>(31,791.36)</u> | <u>109.93</u> |
| <u>Miscellaneous</u> | | | | | |
| 10-47-3014 - Donations | 484.96 | (1,618.05) | 100.00 | 1,718.05 | (1,618.05) |
| 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>219.94</u> | <u>1,581.34</u> | <u>7,500.00</u> | <u>5,918.66</u> | <u>21.08</u> |
| | <u>704.90</u> | <u>1,811.96</u> | <u>10,100.00</u> | <u>8,288.04</u> | <u>17.94</u> |
| Total Non-Tax Revenues | <u>89,302.83</u> | <u>419,379.51</u> | <u>403,760.00</u> | <u>(15,619.51)</u> | <u>103.87</u> |
| Total General Fund Revenues | <u>173,667.52</u> | <u>3,739,365.63</u> | <u>6,483,416.92</u> | <u>2,744,051.29</u> | <u>57.68</u> |

Addison Public Library Revenue Report For the 4 Months Ended August 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 | 3,866.62 | 14,147.51 | 20,000.00 | 5,852.49 | 70.74 |
| 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>3,866.62</u> | <u>14,147.51</u> | <u>120,000.00</u> | <u>105,852.49</u> | <u>11.79</u> |
| <u>Transfers</u> | | | | | |
| Total Capital Improvement Fund Revenues | <u>3,866.62</u> | <u>14,147.51</u> | <u>120,000.00</u> | <u>105,852.49</u> | <u>11.79</u> |
| <u>Rebillables Fund</u> | | | | | |
| <u>Miscellaneous</u> | | | | | |
| Total All Funds | <u>177,534.14</u> | <u>3,753,513.14</u> | <u>6,603,416.92</u> | <u>2,849,903.78</u> | <u>56.84</u> |

Addison Public Library Expense Report For the 4 Months Ended August 31, 2024

| | <u>M.T.D.</u> <u>Expended</u> | <u>Y.T.D.</u> <u>Expended</u> | <u>Budgeted</u> <u>Amount</u> | <u>Budgeted</u> <u>Remain.</u> | <u>Prct.</u> <u>Expend.</u> | <u>Prct.</u> <u>Remain.</u> |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|--------------------------------|--------------------------------|
| <u>General Fund</u> | | | | | | |
| <u>Staffing</u> | | | | | | |
| 10-50-1100 - Staff Salaries and Wages | 223,212.80 | 1,002,909.12 | 3,440,882.00 | 2,437,972.88 | 29.15 | 70.85 |
| 10-50-2200 - Employer F.I.C.A. Expense | 16,800.49 | 75,658.74 | 263,228.00 | 187,569.26 | 28.74 | 71.26 |
| 10-50-2300 - Employer I.M.R.F. Expense | 19,052.55 | 57,469.95 | 180,710.00 | 123,240.05 | 31.80 | 68.20 |
| 10-50-2400 - Health Insurance | 30,138.72 | 120,540.46 | 513,175.00 | 392,634.54 | 23.49 | 76.51 |
| 10-50-2450 - Employee Assistance Program | 0.00 | 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>289,204.56</u> | <u>1,259,990.77</u> | <u>4,402,415.00</u> | <u>3,142,424.23</u> | <u>28.62</u> | <u>71.38</u> |
| <u>Library Materials</u> | | | | | | |
| <u>Children Services</u> | | | | | | |
| 10-52-3100 - Children Books | 5,093.42 | 19,564.51 | 71,000.00 | 51,435.49 | 27.56 | 72.44 |
| 10-52-3900 - Children Other Expenditures | <u>2,502.76</u> | <u>8,373.40</u> | <u>28,000.00</u> | <u>19,626.60</u> | <u>29.91</u> | <u>70.09</u> |
| | <u>7,596.18</u> | <u>27,937.91</u> | <u>99,000.00</u> | <u>71,062.09</u> | <u>28.22</u> | <u>71.78</u> |
| <u>Adult Services</u> | | | | | | |
| 10-54-3110 - Adult Books | 13,905.73 | 47,642.78 | 167,000.00 | 119,357.22 | 28.53 | 71.47 |
| 10-54-3900 - Adult Other Expenditures | <u>6,222.06</u> | <u>19,059.48</u> | <u>88,000.00</u> | <u>68,940.52</u> | <u>21.66</u> | <u>78.34</u> |
| | <u>20,127.79</u> | <u>66,702.26</u> | <u>255,000.00</u> | <u>188,297.74</u> | <u>26.16</u> | <u>73.84</u> |
| <u>Other Library Materials</u> | | | | | | |
| 10-55-3400 - Magazines/News | 0.00 | 7,955.14 | 10,500.00 | 2,544.86 | 75.76 | 24.24 |
| 10-55-3500 - Online Databases | 12,891.00 | 73,954.54 | 223,000.00 | 149,045.46 | 33.16 | 66.84 |
| 10-55-3860 - E-Books | 7,641.47 | 16,956.62 | 75,000.00 | 58,043.38 | 22.61 | 77.39 |
| 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>20,532.47</u> | <u>98,866.30</u> | <u>354,500.00</u> | <u>255,633.70</u> | <u>27.89</u> | <u>72.11</u> |
| Total Library Materials | <u>48,256.44</u> | <u>193,506.47</u> | <u>708,500.00</u> | <u>514,993.53</u> | <u>27.31</u> | <u>72.69</u> |
| <u>General Contractual Services</u> | | | | | | |
| 10-56-4100 - Legal Fees | 817.50 | 1,745.96 | 12,000.00 | 10,254.04 | 14.55 | 85.45 |
| 10-56-4410 - Collection Agency Fees | 757.25 | 1,316.45 | 3,500.00 | 2,183.55 | 37.61 | 62.39 |
| 10-56-4420 - Equipment Rental & Leasing | 0.00 | 2,561.73 | 4,000.00 | 1,438.27 | 64.04 | 35.96 |
| 10-56-4450 - Accounting Service Fees | 1,800.00 | 8,950.00 | 23,830.00 | 14,880.00 | 37.56 | 62.44 |
| 10-56-4500 - Payroll Service Fees | 4,655.30 | 13,434.38 | 56,210.00 | 42,775.62 | 23.90 | 76.10 |
| 10-56-4600 - Audit Service Fees | 2,800.00 | 4,100.00 | 4,150.00 | 50.00 | 98.80 | 1.20 |
| 10-56-4900 - Other Contracts | <u>253.67</u> | <u>12,908.05</u> | <u>60,000.00</u> | <u>47,091.95</u> | <u>21.51</u> | <u>78.49</u> |
| | <u>11,083.72</u> | <u>45,016.57</u> | <u>163,690.00</u> | <u>118,673.43</u> | <u>27.50</u> | <u>72.50</u> |

Addison Public Library Expense Report For the 4 Months Ended August 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 | 724.81 | 4,065.63 | 28,000.00 | 23,934.37 | 14.52 | 85.48 |
| 10-58-5120 - Water Service | 591.00 | 1,164.18 | 4,000.00 | 2,835.82 | 29.10 | 70.90 |
| 10-58-5310 - Refuse Disposal Service | 0.00 | 1,099.19 | 4,265.00 | 3,165.81 | 25.77 | 74.23 |
| 10-58-5320 - Cleaning Service | <u>5,400.00</u> | <u>21,600.00</u> | <u>77,000.00</u> | <u>55,400.00</u> | <u>28.05</u> | <u>71.95</u> |
| | <u>6,715.81</u> | <u>27,929.00</u> | <u>113,265.00</u> | <u>85,336.00</u> | <u>24.66</u> | <u>75.34</u> |
| <u>Telecommunications</u> | | | | | | |
| 10-58-5510 - Telephone | 68.86 | 2,312.48 | 11,500.00 | 9,187.52 | 20.11 | 79.89 |
| 10-58-5570 - Leased Internet Access Line | <u>490.42</u> | <u>1,541.28</u> | <u>7,500.00</u> | <u>5,958.72</u> | <u>20.55</u> | <u>79.45</u> |
| | <u>559.28</u> | <u>3,853.76</u> | <u>19,000.00</u> | <u>15,146.24</u> | <u>20.28</u> | <u>79.72</u> |
| <u>Maintenance and Repair</u> | | | | | | |
| 10-58-5610 - Building Supplies | 4,014.01 | 14,552.95 | 40,000.00 | 25,447.05 | 36.38 | 63.62 |
| 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 | 0.00 | 3,631.03 | 15,000.00 | 11,368.97 | 24.21 | 75.79 |
| 10-58-5710 - Equipment Maintenance & Repair | <u>495.34</u> | <u>10,644.03</u> | <u>85,000.00</u> | <u>74,355.97</u> | <u>12.52</u> | <u>87.48</u> |
| | <u>4,509.35</u> | <u>31,532.95</u> | <u>175,000.00</u> | <u>143,467.05</u> | <u>18.02</u> | <u>81.98</u> |
| Total Physical Services | <u>11,784.44</u> | <u>63,315.71</u> | <u>307,265.00</u> | <u>243,949.29</u> | <u>20.61</u> | <u>79.39</u> |
| <u>Automation</u> | | | | | | |
| 10-61-4800 - System Development | 6,500.00 | 9,500.00 | 49,000.00 | 39,500.00 | 19.39 | 80.61 |
| 10-61-6100 - ILS Services | 0.00 | 15,147.25 | 67,000.00 | 51,852.75 | 22.61 | 77.39 |
| 10-61-6200 - Software/Licenses | <u>1,919.87</u> | <u>38,112.55</u> | <u>100,000.00</u> | <u>61,887.45</u> | <u>38.11</u> | <u>61.89</u> |
| | <u>8,419.87</u> | <u>62,759.80</u> | <u>216,000.00</u> | <u>153,240.20</u> | <u>29.06</u> | <u>70.94</u> |
| <u>Continuing Education</u> | | | | | | |
| 10-62-7410 - Administration | 280.00 | 280.00 | 3,500.00 | 3,220.00 | 8.00 | 92.00 |
| 10-62-7420 - Information Technology | 0.00 | 14.74 | 1,600.00 | 1,585.26 | 0.92 | 99.08 |
| 10-62-7430 - Guest Services | 0.00 | 325.00 | 1,500.00 | 1,175.00 | 21.67 | 78.33 |
| 10-62-7440 - Adult Services | 287.00 | 653.68 | 2,500.00 | 1,846.32 | 26.15 | 73.85 |
| 10-62-7450 - Children Services | 0.00 | 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 | 0.00 | 710.00 | 2,700.00 | 1,990.00 | 26.30 | 73.70 |
| 10-62-7470 - Staff In-Service | 1,622.65 | 1,965.41 | 7,500.00 | 5,534.59 | 26.21 | 73.79 |
| 10-62-7480 - Board | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 100.00 |
| 10-62-7500 - Community Engagement | 0.00 | 261.21 | 2,115.00 | 1,853.79 | 12.35 | 87.65 |
| 10-62-7510 - Memberships (Staff & Board) | 150.00 | 3,343.00 | 11,000.00 | 7,657.00 | 30.39 | 69.61 |
| 10-62-7550 - In-State Travel | 102.47 | 719.30 | 13,800.00 | 13,080.70 | 5.21 | 94.79 |
| 10-62-7560 - Out-of-State Travel | 0.00 | 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>2,442.12</u> | <u>12,845.33</u> | <u>64,115.00</u> | <u>51,269.67</u> | <u>20.03</u> | <u>79.97</u> |

Addison Public Library Expense Report For the 4 Months Ended August 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 | 1,575.00 | 5,059.07 | 28,000.00 | 22,940.93 | 18.07 | 81.93 |
| 10-64-8120 - Children Services Programs - General | 590.06 | 3,093.86 | 17,000.00 | 13,906.14 | 18.20 | 81.80 |
| 10-64-8160 - Teen Program | 1,129.43 | 4,118.48 | 19,000.00 | 14,881.52 | 21.68 | 78.32 |
| 10-64-8165 - Community Engagement Program | 371.00 | 828.33 | 5,075.00 | 4,246.67 | 16.32 | 83.68 |
| 10-64-8170 - IT Programs | <u>1,179.82</u> | <u>2,848.26</u> | <u>6,500.00</u> | <u>3,651.74</u> | <u>43.82</u> | <u>56.18</u> |
| | <u>4,845.31</u> | <u>15,948.00</u> | <u>75,575.00</u> | <u>59,627.00</u> | <u>21.10</u> | <u>78.90</u> |
| <u>PR/Marketing</u> | | | | | | |
| 10-64-8210 - Newsletter | 6,722.53 | 16,530.38 | 52,350.00 | 35,819.62 | 31.58 | 68.42 |
| 10-64-8220 - Flyers/Brochures | 115.00 | 5,714.95 | 15,150.00 | 9,435.05 | 37.72 | 62.28 |
| 10-64-8910 - Other Promotions | <u>2,410.93</u> | <u>7,973.46</u> | <u>62,000.00</u> | <u>54,026.54</u> | <u>12.86</u> | <u>87.14</u> |
| | <u>9,248.46</u> | <u>30,218.79</u> | <u>129,500.00</u> | <u>99,281.21</u> | <u>23.33</u> | <u>76.67</u> |
| <u>Other Operating Expenses</u> | | | | | | |
| <u>Supplies</u> | | | | | | |
| 10-66-9210 - Office Supplies | 331.47 | 886.09 | 7,500.00 | 6,613.91 | 11.81 | 88.19 |
| 10-66-9220 - Guest Services Supplies | 34.92 | 917.83 | 5,500.00 | 4,582.17 | 16.69 | 83.31 |
| 10-66-9230 - Adult Services Supplies | 35.36 | 175.40 | 1,000.00 | 824.60 | 17.54 | 82.46 |
| 10-66-9240 - Children Services Supplies | 127.53 | 593.13 | 3,000.00 | 2,406.87 | 19.77 | 80.23 |
| 10-66-9245 - Teen Services Supplies | 0.00 | 108.39 | 1,000.00 | 891.61 | 10.84 | 89.16 |
| 10-66-9250 - Materials Management Supplies | 816.03 | 6,928.82 | 35,000.00 | 28,071.18 | 19.80 | 80.20 |
| 10-66-9270 - Information Technology Supplies | 6,009.57 | 14,300.61 | 27,000.00 | 12,699.39 | 52.97 | 47.03 |
| 10-66-9290 - Postage | 0.00 | 2,013.24 | 10,000.00 | 7,986.76 | 20.13 | 79.87 |
| 10-66-9300 - Library Wide Supplies | 449.80 | 2,781.77 | 11,000.00 | 8,218.23 | 25.29 | 74.71 |
| 10-66-9330 - Community Engagement Supplies | <u>153.81</u> | <u>1,582.64</u> | <u>4,320.00</u> | <u>2,737.36</u> | <u>36.64</u> | <u>63.36</u> |
| | <u>7,958.49</u> | <u>30,287.92</u> | <u>105,320.00</u> | <u>75,032.08</u> | <u>28.76</u> | <u>71.24</u> |
| <u>Insurance</u> | | | | | | |
| 10-66-9510 - Unemployment Compensation Insurance | 0.00 | 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>4,661.00</u> | <u>51,546.00</u> | <u>55,500.00</u> | <u>3,954.00</u> | <u>92.88</u> | <u>7.12</u> |
| | <u>4,661.00</u> | <u>61,383.04</u> | <u>70,000.00</u> | <u>8,616.96</u> | <u>87.69</u> | <u>12.31</u> |
| <u>Grant Expenses</u> | | | | | | |
| 10-66-9840 - Per Capita Grant - Current Year | (15,470.14) | (13,120.14) | 52,660.00 | 65,780.14 | (24.91) | 124.91 |
| 10-66-9850 - Per Capita Grant - Prior Year | <u>15,720.14</u> | <u>23,060.40</u> | <u>0.00</u> | <u>(23,060.40)</u> | <u>0.00</u> | <u>100.00</u> |
| | <u>250.00</u> | <u>9,940.26</u> | <u>52,660.00</u> | <u>42,719.74</u> | <u>18.88</u> | <u>81.12</u> |

Addison Public Library Expense Report For the 4 Months Ended August 31, 2024

| | <u>M.T.D. Expended</u> | <u>Y.T.D. Expended</u> | <u>Budgeted Amount</u> | <u>Budgeted Remain.</u> | <u>Prct. Expend.</u> | <u>Prct. Remain.</u> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------|--------------------------|--------------------------|
| <u>Other Expenses</u> | | | | | | |
| 10-66-9910 - Hardware | 6,998.37 | 18,381.37 | 50,000.00 | 31,618.63 | 36.76 | 63.24 |
| 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 | 0.00 | 15.00 | 1,000.00 | 985.00 | 1.50 | 98.50 |
| 10-66-9940 - Cable Broadcast | 400.00 | 2,000.00 | 4,800.00 | 2,800.00 | 41.67 | 58.33 |
| 10-66-9960 - Friends of the Library | 0.00 | 808.63 | 7,500.00 | 6,691.37 | 10.78 | 89.22 |
| 10-66-9970 - FUNshine Committee | 175.89 | 716.46 | 4,500.00 | 3,783.54 | 15.92 | 84.08 |
| 10-66-9980 - Staff Recognition | 813.22 | 1,203.48 | 9,100.00 | 7,896.52 | 13.23 | 86.77 |
| | <u>8,387.48</u> | <u>24,027.79</u> | <u>86,900.00</u> | <u>62,872.21</u> | <u>27.65</u> | <u>72.35</u> |
| <u>Transfers</u> | | | | | | |
| Total Other Operating Expenses | <u>21,256.97</u> | <u>125,639.01</u> | <u>314,880.00</u> | <u>189,240.99</u> | <u>39.90</u> | <u>60.10</u> |
| Total General Fund Expenditures | <u>406,541.89</u> | <u>1,809,240.45</u> | <u>6,381,940.00</u> | <u>4,572,699.55</u> | <u>28.35</u> | <u>71.65</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>0.00</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>0.00</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>0.00</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>406,541.89</u> | <u>1,973,240.45</u> | <u>16,681,940.00</u> | <u>14,708,699.55</u> | <u>11.83</u> | <u>88.17</u> |

Addison Public Library Check List

All Bank Accounts

August 1, 2024 - September 17, 2024

| Check Number | Check Date | Payee | Amount |
|----------------------|------------|--|-----------|
| Vendor Checks | | | |
| 21466 | 08/13/24 | ADP, LLC #110146 | 4,655.30 |
| 21467 | 08/13/24 | Amazon Capital Services 112300 | 271.15 |
| 21468 | 08/13/24 | Cook and Kocher Insurance Group 123571 | 4,661.00 |
| 21469 | 08/13/24 | Mission Square 231901 | 2,525.95 |
| 21470 | 08/13/24 | Nicor Gas 241916 | 724.81 |
| 21471 | 08/13/24 | Unique Patron Services Solutions 312431 | 797.25 |
| 21472 | 08/13/24 | Village of Addison - HSA | 2,347.28 |
| 21473 | 08/22/24 | B&H Photo-Video 121800 | 162.00 |
| 21474 | 08/22/24 | Balloons by Laura 120311 | 510.00 |
| 21475 | 08/22/24 | CDS Office Technologies 131476 | 3,578.28 |
| 21476 | 08/22/24 | IL Library Association 192210 | 250.00 |
| 21477 | 08/22/24 | IL Library Association 192210 | 150.00 |
| 21478 | 08/22/24 | InfoUSA Marketing, Inc. | 2,495.00 |
| 21479 | 08/22/24 | Verizon | 112.12 |
| 21480 | 08/22/24 | Village of Addison:Health Ins 500011 | 28,473.75 |
| 21481 | 08/22/24 | Village of Addison:Health Ins 500011 | 2,024.82 |
| 21482 | 08/22/24 | Village of Addison:Health Ins 500011 | 279.69 |
| 21483 | 08/22/24 | Mergent, Inc 231578 | 8,000.00 |
| 21484 | 08/27/24 | Mission Square 231901 | 2,525.95 |
| 21485 | 08/27/24 | Team One Repair, Inc. 301514 | 585.00 |
| 21486 | 08/27/24 | Village of Addison - HSA | 2,347.28 |
| 21487 | 08/29/24 | Village of Addison: Misc Exp 500010 | 110.00 |
| 21488 | 08/29/24 | Village of Addison: Misc Exp 500010 | 103.60 |
| 21489 | 08/29/24 | Village of Addison: Misc Exp 500010 | 637.87 |
| 21490 | 08/29/24 | Village of Addison: Misc Exp 500010 | 768.94 |
| 38568 | 09/05/24 | Addison Park District 111440 | 390.00 |
| 38569 | 09/05/24 | Amazon Capital Services 112300 | 1,004.71 |
| 38570 | 09/05/24 | Andertoons 231182 | 350.00 |
| 38571 | 09/05/24 | Any Promo | 1,671.09 |
| 38572 | 09/05/24 | BMO Harris Bank N.A. 22301 | 4,208.23 |
| 38573 | 09/05/24 | CDS Office Technologies 131476 | 2,230.91 |
| 38574 | 09/05/24 | CDW Government 131480 | 3,469.17 |
| 38575 | 09/05/24 | Comcast 132548 | 68.86 |
| 38576 | 09/05/24 | Crimson Multimedia Dist. 132835 | 155.36 |
| 38577 | 09/05/24 | Current Technologies 133170 | 4,017.95 |
| 38578 | 09/05/24 | D&Z House of Books Inc 143662 | 29.96 |
| 38579 | 09/05/24 | DuPage Security Solutions Inc 143105 | 15.75 |
| 38580 | 09/05/24 | Erika Ochoa 281526 | 150.00 |
| 38581 | 09/05/24 | Fiero Learning | 2,396.00 |
| 38582 | 09/05/24 | GALE/CENGAGE Learning 171152 | 554.80 |
| 38583 | 09/05/24 | HW Wilson c/o Grey House Publishing 172830 | 295.70 |
| 38584 | 09/05/24 | Illinois State Police 192254 | 200.00 |
| 38585 | 09/05/24 | Information Today Inc 171154 | 333.03 |
| 38586 | 09/05/24 | Jon-Don 202562 | 3,350.00 |
| 38587 | 09/05/24 | Libreria 31861 | 3,109.76 |
| 38588 | 09/05/24 | Marti LaHood - 281914 | 80.00 |
| 38589 | 09/05/24 | Matthew Bender Co Inc 231189 | 269.10 |
| 38590 | 09/05/24 | NobleTec LLC | 6,500.00 |
| 38591 | 09/05/24 | OCLC Inc 251352 | 2,751.96 |
| 38592 | 09/05/24 | OTC Brands, Inc 252842 | 79.96 |
| 38593 | 09/05/24 | Patricia Trampas 261181 | 80.00 |
| 38594 | 09/05/24 | Playaway 262219 | 644.37 |
| 38595 | 09/05/24 | Quill 273145 | 320.06 |
| 38596 | 09/05/24 | Rails 281145 | 3,500.00 |
| 38597 | 09/05/24 | Rex's Antiques, Inc. | 400.00 |
| 38598 | 09/05/24 | Speedy Tamales Mexican Cuisine | 223.00 |
| 38599 | 09/05/24 | Unique Patron Services Solutions 312431 | 40.00 |

Addison Public Library

Check List

All Bank Accounts

August 1, 2024 - September 17, 2024

| Check Number | Check Date | Payee | Amount |
|---------------------------|------------|---|-------------------|
| 38600 | 09/05/24 | Village of Addison: Water Ser 500013 | 591.00 |
| 38601 | 09/17/24 | Addison Public Library 500004 | 0.60 |
| 38601 | 09/17/24 | Addison Public Library 500004 | (0.60) |
| 38602 | 09/17/24 | Amazon Capital Services 112300 | 2,053.63 |
| 38603 | 09/17/24 | Amazon Capital Services 112300 | 156.88 |
| 38604 | 09/17/24 | Angela Mehrman | 250.00 |
| 38605 | 09/17/24 | Angelica Bibbs | 250.00 |
| 38606 | 09/17/24 | Angelo Sorce Productions 112417 | 400.00 |
| 38607 | 09/17/24 | Asiya Sabir | 150.00 |
| 38608 | 09/17/24 | Baker & Taylor 120230 | 95.78 |
| 38609 | 09/17/24 | Baker & Taylor 120280 | 1,024.85 |
| 38610 | 09/17/24 | Baker & Taylor 120290 | 2,000.86 |
| 38611 | 09/17/24 | Baker & Taylor 120300 | 1,400.72 |
| 38612 | 09/17/24 | Baker & Taylor 120310 | 11,959.79 |
| 38613 | 09/17/24 | Baker & Taylor 120330 | 848.31 |
| 38614 | 09/17/24 | Brigit Goudie 892136 | 150.00 |
| 38615 | 09/17/24 | Bruce A. Bennett | 150.00 |
| 38616 | 09/17/24 | Chicago Filter Supply 131842 | 455.60 |
| 38617 | 09/17/24 | Claire Bartlett | 5.03 |
| 38618 | 09/17/24 | College of DuPage 132535 | 250.00 |
| 38619 | 09/17/24 | Complete Cleaning 132523 | 5,400.00 |
| 38620 | 09/17/24 | Crimson Multimedia Dist. 132835 | 548.20 |
| 38621 | 09/17/24 | Elizabeth Freebairn | 12.59 |
| 38622 | 09/17/24 | Gabriela Tafolla 162821 | 16.11 |
| 38623 | 09/17/24 | GALE/CENGAGE Learning 171152 | 177.68 |
| 38624 | 09/17/24 | Heyl Royster 181565 | 471.00 |
| 38625 | 09/17/24 | Lauterbach&Amen LLP 172582 | 1,800.00 |
| 38626 | 09/17/24 | Len's Ace Hardware, Inc. 221567 | 261.38 |
| 38627 | 09/17/24 | Libreria 31861 | 22.45 |
| 38628 | 09/17/24 | Manufacturers News Inc 231168 | 228.90 |
| 38629 | 09/17/24 | Marti LaHood - 281914 | 160.00 |
| 38630 | 09/17/24 | Matthew Williams 892182 | 27.33 |
| 38631 | 09/17/24 | Midwest Tape 231925 | 4,935.34 |
| 38632 | 09/17/24 | Mindy McGinnis | 400.00 |
| 38633 | 09/17/24 | Nelly Mancilla 301828 | 465.00 |
| 38634 | 09/17/24 | Patti Gebala 892144 | 6.97 |
| 38635 | 09/17/24 | Phalen Consulting, Inc | 125.00 |
| 38636 | 09/17/24 | Quill 273145 | 434.31 |
| 38637 | 09/17/24 | Robbins Schwartz 282514 | 130.50 |
| 38638 | 09/17/24 | Samantha Parkison 892193 | 35.92 |
| 38639 | 09/17/24 | Sherie C Shapiro 291967 | 75.00 |
| 38640 | 09/17/24 | Sikich LLP 291934 | 2,800.00 |
| 38641 | 09/17/24 | Sir Speedy Printing 291970 | 235.00 |
| 38642 | 09/17/24 | Technology Management Revolving Fund 132558 | 378.30 |
| 38643 | 09/17/24 | VisoGraphic 322200 | 6,722.53 |
| 38644 | 09/17/24 | Welcome Wagon 331191 | 144.12 |
| 38645 | 09/17/24 | Yesenia Benavidez 892185 | 4.28 |
| Vendor Check Total | | | <u>160,197.13</u> |
| Check List Total | | | <u>160,197.13</u> |

Check count = 104

**Addison Public Library
Check Register**

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|--------------------------------------|--|----------|--------------|------------|-----------------|
| Vendor Checks | | | | | | |
| ADP, LLC #110146 | | | | 21466 | 08/13/24 | <u>4,655.30</u> |
| 10-56-4500 | Payroll Service Fees | Inv #667903617 | 4,263.30 | | | |
| 10-56-4500 | Payroll Service Fees | Inv #667901706 | 392.00 | | | |
| Amazon Capital Services 112300 | | | | 21467 | 08/13/24 | <u>271.15</u> |
| 10-66-9300 | Library Wide Supplies | INV #1T7K-NDJW-NQ11 | 12.19 | | | |
| 10-64-8120 | Children Services Programs - General | INV #1VY4-X13K-P4HG | 32.96 | | | |
| 10-66-9220 | Guest Services Supplies | INV #1T7K-NDJW-NQ11 | 34.92 | | | |
| 10-66-9240 | Children Services Supplies | INV #1VY4-X13K-P4HG | 53.35 | | | |
| 10-66-9250 | Materials Management Supplies | INV #1WGX-P7GC-Y6T9 | 53.97 | | | |
| 10-66-9980 | Staff Recognition | INV #1TNG-L3YG-TRV9 | 83.76 | | | |
| Cook and Kocher Insurance Group 123571 | | | | 21468 | 08/13/24 | <u>4,661.00</u> |
| 10-66-9530 | Liability Insurance | Cyber Policy #ATB6694628-03 | 4,661.00 | | | |
| Mission Square 231901 | | | | 21469 | 08/13/24 | <u>2,525.95</u> |
| 10-22-0260 | Def Annuity Withholding Payable | Mission Square Plan #306740 | 2,525.95 | | | |
| Nicor Gas 241916 | | | | 21470 | 08/13/24 | <u>724.81</u> |
| 10-58-5100 | Natural Gas Service | Acct #66-89-55-1902 4 | 724.81 | | | |
| Unique Patron Services Solutions 312431 | | | | 21471 | 08/13/24 | <u>797.25</u> |
| 10-61-6200 | Software/Licenses | Inv #6129549 | 40.00 | | | |
| 10-56-4410 | Collection Agency Fees | Inv #6124441 | 349.50 | | | |
| 10-56-4410 | Collection Agency Fees | Inv #6128923 | 407.75 | | | |
| Village of Addison - HSA | | | | 21472 | 08/13/24 | <u>2,347.28</u> |
| 10-50-2400 | Health Insurance | ER & EE HSA Contribution for 8/14/24 Payroll | 2,347.28 | | | |
| B&H Photo-Video 121800 | | | | 21473 | 08/22/24 | <u>162.00</u> |
| 10-66-9270 | Information Technology Supplies | Inv #225250236 | 162.00 | | | |
| Balloons by Laura 120311 | | | | 21474 | 08/22/24 | <u>510.00</u> |
| 10-64-8910 | Other Promotions | Inv #248 - Parade | 510.00 | | | |
| CDS Office Technologies 131476 | | | | 21475 | 08/22/24 | <u>3,578.28</u> |
| 10-66-9270 | Information Technology Supplies | Inv #1625473 | 3,578.28 | | | |
| IL Library Association 192210 | | | | 21476 | 08/22/24 | <u>250.00</u> |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------------------|-------------------------------------|--|-----------|--------------|------------|------------------|
| 10-66-9840 | Per Capita Grant - Current Year | Inv #294594 Elizabeth Freebairn ILA Conference | 250.00 | | | |
| IL Library Association 192210 | | | | 21477 | 08/22/24 | <u>150.00</u> |
| 10-62-7510 | Memberships (Staff & Board) | Inv #288782 - Karen Dini Membership | 150.00 | | | |
| InfoUSA Marketing, Inc. | | | | 21478 | 08/22/24 | <u>2,495.00</u> |
| 10-55-3500 | Online Databases | Inv #10004236465 | 2,495.00 | | | |
| Verizon | | | | 21479 | 08/22/24 | <u>112.12</u> |
| 10-58-5570 | Leased Internet Access Line | Inv #9970848675 | 112.12 | | | |
| Village of Addison:Health Ins 500011 | | | | 21480 | 08/22/24 | <u>28,473.75</u> |
| 10-50-2400 | Health Insurance | BCBS September 2024 | 28,473.75 | | | |
| Village of Addison:Health Ins 500011 | | | | 21481 | 08/22/24 | <u>2,024.82</u> |
| 10-50-2400 | Health Insurance | Delta Dental - September 2024 | 2,024.82 | | | |
| Village of Addison:Health Ins 500011 | | | | 21482 | 08/22/24 | <u>279.69</u> |
| 10-50-2400 | Health Insurance | VSP - September 2024 | 279.69 | | | |
| Mergent, Inc 231578 | | | | 21483 | 08/22/24 | <u>8,000.00</u> |
| 10-55-3500 | Online Databases | Inv #1673027530 | 8,000.00 | | | |
| Mission Square 231901 | | | | 21484 | 08/27/24 | <u>2,525.95</u> |
| 10-22-0260 | Def Annuity Withholding Payable | Mission Square Plan #306740 for 8/28/24 Payroll | 2,525.95 | | | |
| Team One Repair, Inc. 301514 | | | | 21485 | 08/27/24 | <u>585.00</u> |
| 10-66-9220 | Guest Services Supplies | Inv #1547083 - Reissue from check #38390 | 585.00 | | | |
| Village of Addison - HSA | | | | 21486 | 08/27/24 | <u>2,347.28</u> |
| 10-50-2400 | Health Insurance | EE & ER HSA Contribution for 8/28/24 Payroll | 2,347.28 | | | |
| Village of Addison: Misc Exp 500010 | | | | 21487 | 08/29/24 | <u>110.00</u> |
| 10-22-0255 | Other Insurance Withholding Payable | MetLife Hyatt Legal - September 2024 | 110.00 | | | |
| Village of Addison: Misc Exp 500010 | | | | 21488 | 08/29/24 | <u>103.60</u> |
| 10-22-0255 | Other Insurance Withholding Payable | AllState ID Theft - September 2024 | 103.60 | | | |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|-------------------------------------|--|--------|--------------|------------|-----------------|
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | Standard Misc - September 2024 | 637.87 | 21489 | 08/29/24 | <u>637.87</u> |
| Village of Addison: Misc Exp 500010 10-22-0255 | Other Insurance Withholding Payable | Standard Self - September 2024 | 768.94 | 21490 | 08/29/24 | <u>768.94</u> |
| Addison Park District 111440 10-66-9980 | Staff Recognition | INV 81324 | 390.00 | 38568 | 09/05/24 | <u>390.00</u> |
| Amazon Capital Services 112300 10-52-3900 | Children Other Expenditures | INV 1YWD-VHVH-R4MW | 29.38 | 38569 | 09/05/24 | <u>1,004.71</u> |
| 10-52-3900 | Children Other Expenditures | INV 1VY4-X13K-PP6G | 51.41 | | | |
| 10-54-3110 | Adult Books | INV 1YKQ-L1PV-Q1P6 | 53.07 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 1GRG-CF1P-Q4D4 | 37.98 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 19X3-CVVH-NCDD | 28.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV !MHX-FNPK-NLLL | 68.23 | | | |
| 10-66-9230 | Adult Services Supplies | INV 19X3-CVVH-NKPC | 35.36 | | | |
| 10-66-9250 | Materials Management Supplies | INV 1JJ4-DJCX-RVWX | 146.46 | | | |
| 10-64-8170 | IT Programs | INV 1FN7-D3FC-Q416 | 272.67 | | | |
| 10-64-8170 | IT Programs | INV 1DPV-FKNY-TCXF | 282.15 | | | |
| Andertoons 231182 10-64-8160 | Teen Program | Cartooning - Program Date 9/12/2024 | 350.00 | 38570 | 09/05/24 | <u>350.00</u> |
| Any Promo 10-64-8910 | Other Promotions | INV CV4088905 | 573.71 | 38571 | 09/05/24 | <u>1,671.09</u> |
| 10-64-8910 | Other Promotions | INV CV4078181 | 523.83 | | | |
| 10-64-8910 | Other Promotions | INV CV40811803 | 573.55 | | | |
| BMO Harris Bank N.A. 22301 10-66-9210 | Office Supplies | Sam's Club | 110.00 | 38572 | 09/05/24 | <u>4,208.23</u> |
| 10-61-6200 | Software/Licenses | Zoom | 15.99 | | | |
| 10-61-6200 | Software/Licenses | Zoho Corp | 155.00 | | | |
| 10-61-6200 | Software/Licenses | Lightspeed | 94.50 | | | |
| 10-61-6200 | Software/Licenses | Zoho Corp | 123.50 | | | |
| 10-61-6200 | Software/Licenses | Zoom | 15.99 | | | |
| 10-61-6200 | Software/Licenses | ScreenConnect | 36.00 | | | |
| 10-61-6200 | Software/Licenses | ScreenConnect | 39.00 | | | |
| 10-61-6200 | Software/Licenses | Adobe | 320.04 | | | |
| 10-61-6200 | Software/Licenses | SMTP2Go | 15.00 | | | |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--------------------------------------|---------------------------------|--------------------------------------|----------|--------------|------------|-----------------|
| 10-66-9970 | FUNshine Committee | Get Well Basket for Greg Baca | 82.80 | | | |
| 10-66-9970 | FUNshine Committee | Get Well Flowers | 75.09 | | | |
| 10-64-8160 | Teen Program | Traitors of Time & Masquerade Murder | 66.27 | | | |
| 10-64-8160 | Teen Program | Sam's Club | 513.16 | | | |
| 10-58-5610 | Building Supplies | McCann | 188.37 | | | |
| 10-56-4100 | Legal Fees | ILSOS | 16.00 | | | |
| 10-62-7410 | Administration | HR Source | 280.00 | | | |
| 10-62-7440 | Adult Services | American Assoc. of Notaries | 58.00 | | | |
| 10-62-7440 | Adult Services | Social Work Foundation | 229.00 | | | |
| 10-62-7470 | Staff In-Service | Middleteranean | 1,241.16 | | | |
| 10-62-7470 | Staff In-Service | Panera | 381.49 | | | |
| 10-64-8165 | Community Engagement Program | Airtable | 96.00 | | | |
| 10-66-9330 | Community Engagement Supplies | Barnes & Noble | 55.87 | | | |
| CDS Office Technologies 131476 | | | | 38573 | 09/05/24 | <u>2,230.91</u> |
| 10-58-5710 | Equipment Maintenance & Repair | INV INV1634252 | 495.34 | | | |
| 10-66-9270 | Information Technology Supplies | INV INV1632882 | 997.57 | | | |
| 10-66-9270 | Information Technology Supplies | INV INV1632153 | 738.00 | | | |
| CDW Government 131480 | | | | 38574 | 09/05/24 | <u>3,469.17</u> |
| 10-66-9270 | Information Technology Supplies | INV SQ70439 | 465.40 | | | |
| 10-66-9270 | Information Technology Supplies | INV SQ87546 | 23.35 | | | |
| 10-66-9910 | Hardware | INV AA13J1U | 1,490.21 | | | |
| 10-66-9910 | Hardware | INV SQ70095 | 1,490.21 | | | |
| Comcast 132548 | | | | 38575 | 09/05/24 | <u>68.86</u> |
| 10-58-5510 | Telephone | Acct #8771 20 183 0148973 | 68.86 | | | |
| Crimson Multimedia Dist. 132835 | | | | 38576 | 09/05/24 | <u>155.36</u> |
| 10-54-3900 | Adult Other Expenditures | INV 015792 | 155.36 | | | |
| Current Technologies 133170 | | | | 38577 | 09/05/24 | <u>4,017.95</u> |
| 10-66-9910 | Hardware | INV 15077 | 4,017.95 | | | |
| D&Z House of Books Inc 143662 | | | | 38578 | 09/05/24 | <u>29.96</u> |
| 10-54-3110 | Adult Books | INV 2024/I166391 | 29.96 | | | |
| DuPage Security Solutions Inc 143105 | | | | 38579 | 09/05/24 | <u>15.75</u> |
| 10-66-9210 | Office Supplies | INV 69173 | 15.75 | | | |
| Erika Ochoa 281526 | | | | 38580 | 09/05/24 | <u>150.00</u> |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|-------------------------|--|----------|--------------|------------|-----------------|
| 10-64-8100 | Adult Services Programs | Zumba - 9/9/2024 @ 7pm | 150.00 | | | |
| Fiero Learning 10-55-3500 | Online Databases | INV-000435 | 2,396.00 | 38581 | 09/05/24 | <u>2,396.00</u> |
| GALE/CENGAGE Learning 171152 10-54-3110 | Adult Books | INV 84810686 | 330.64 | 38582 | 09/05/24 | <u>554.80</u> |
| 10-54-3110 | Adult Books | INV 84720303 | 224.16 | | | |
| HW Wilson c/o Grey House Publishing 172830 10-54-3110 | Adult Books | INV 370476 | 295.70 | 38583 | 09/05/24 | <u>295.70</u> |
| Illinois State Police 192254 10-56-4100 | Legal Fees | Requesting ORI #MS09644 - Cost Center #05309 | 200.00 | 38584 | 09/05/24 | <u>200.00</u> |
| Information Today Inc 171154 10-54-3110 | Adult Books | INV 1776804-B1 | 333.03 | 38585 | 09/05/24 | <u>333.03</u> |
| Jon-Don 202562 10-58-5610 | Building Supplies | INV 20601455 | 3,350.00 | 38586 | 09/05/24 | <u>3,350.00</u> |
| Libraria 31861 10-52-3100 | Children Books | INV 249882 | 31.48 | 38587 | 09/05/24 | <u>3,109.76</u> |
| 10-52-3100 | Children Books | INV 249665 | 1,475.53 | | | |
| 10-52-3100 | Children Books | INV 249923 | 425.10 | | | |
| 10-52-3100 | Children Books | INV 249608 | 30.74 | | | |
| 10-52-3100 | Children Books | INV 249658 | 1,146.91 | | | |
| Marti LaHood - 281914 10-64-8100 | Adult Services Programs | Chair Yoga - 8/8/24 | 80.00 | 38588 | 09/05/24 | <u>80.00</u> |
| Matthew Bender Co Inc 231189 10-54-3110 | Adult Books | INV 42209641 | 269.10 | 38589 | 09/05/24 | <u>269.10</u> |
| NobleTec LLC 10-61-4800 | System Development | INV C13569 | 6,500.00 | 38590 | 09/05/24 | <u>6,500.00</u> |
| OCLC Inc 251352 10-55-3860 | E-Books | INV 1000396734 | 2,751.96 | 38591 | 09/05/24 | <u>2,751.96</u> |
| OTC Brands, Inc 252842 | | | | 38592 | 09/05/24 | <u>79.96</u> |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--|--|---|--------------|------------|-----------------|
| 10-64-8910 | Other Promotions | INV 73226513801 | 79.96 | | | |
| Patricia Trampas 261181 10-64-8100 | Adult Services Programs | Essentrics - 9/11 @ 1pm | 80.00 | 38593 | 09/05/24 | <u>80.00</u> |
| Playaway 262219 10-52-3900 | Children Other Expenditures | INV 471424 | 644.37 | 38594 | 09/05/24 | <u>644.37</u> |
| Quill 273145 10-66-9210 10-66-9300 | Office Supplies Library Wide Supplies | INV 39796278 INV 39761555 | 316.76 3.30 | 38595 | 09/05/24 | <u>320.06</u> |
| Rails 281145 10-55-3860 | E-Books | INV 12889 | 3,500.00 | 38596 | 09/05/24 | <u>3,500.00</u> |
| Rex's Antiques, Inc. 10-64-8100 | Adult Services Programs | Antiques Appraisal - 9/29/2024 @ 1:30pm | 400.00 | 38597 | 09/05/24 | <u>400.00</u> |
| Speedy Tamales Mexican Cuisine 10-66-9980 | Staff Recognition | Balance for Staff Outing 9/13/2024 | 223.00 | 38598 | 09/05/24 | <u>223.00</u> |
| Unique Patron Services Solutions 312431 10-61-6200 | Software/Licenses | INV 6130647 | 40.00 | 38599 | 09/05/24 | <u>40.00</u> |
| Village of Addison: Water Ser 500013 10-58-5120 | Water Service | Acct #5433070004-001 | 591.00 | 38600 | 09/05/24 | <u>591.00</u> |
| Addison Public Library 500004 10-11-1070 | Cash in Bank - Harris Bank Librarian | Reimbursement for coin fee | 0.60 | 38601 | 09/17/24 | <u>0.60</u> |
| Addison Public Library 500004 10-11-1070 | Cash in Bank - Harris Bank Librarian | To void Check #38601 - Reimbursement for coin fee | -0.60 | 38601 | 09/17/24 | <u>(0.60)</u> |
| Amazon Capital Services 112300 10-64-8120 10-64-8120 10-52-3100 10-52-3900 10-54-3110 10-54-3900 | Children Services Programs - General Children Services Programs - General Children Books Children Other Expenditures Adult Books Adult Other Expenditures | INV 1N4W-63K3-T7DM INV 1XNL-64TW-34QT INV 1R9H-JQCR-4RC6 INV 1W6N-HRLX-6FQM INV 1FCL-W661-67RK INV 1NXP-6XWJ-63GG | 73.95 63.15 38.73 37.81 51.03 512.84 | 38602 | 09/17/24 | <u>2,053.63</u> |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---------------------------------|--------------------------------------|----------------------------------|----------|--------------|------------|-----------------|
| 10-54-3900 | Adult Other Expenditures | INV 1R9H-JQCR-69LY | 766.98 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 1JWX-6KH7-6MNY | 208.98 | | | |
| 10-66-9240 | Children Services Supplies | INV 1PWL-7T4W-QPNH | 74.18 | | | |
| 10-66-9270 | Information Technology Supplies | INV 1PPM-JGYM-6L9F | 44.97 | | | |
| 10-66-9330 | Community Engagement Supplies | INV 1H39-LXX9-44G7 | 72.95 | | | |
| 10-66-9980 | Staff Recognition | INV 1PPM-JGYM-6L9F | 108.06 | | | |
| Amazon Capital Services 112300 | | | | 38603 | 09/17/24 | <u>156.88</u> |
| 10-54-3900 | Adult Other Expenditures | INV 194W-YPQK-3M94 | 123.49 | | | |
| 10-66-9330 | Community Engagement Supplies | INV 1WJ4-DNRV-VYJY | 24.99 | | | |
| 10-66-9980 | Staff Recognition | INV 1CFU-P4HJ-TYQF | 8.40 | | | |
| Angela Mehrman | | | | 38604 | 09/17/24 | <u>250.00</u> |
| 10-64-8170 | IT Programs | Jewelry Making Class - 10/2/24 | 250.00 | | | |
| Angelica Bibbs | | | | 38605 | 09/17/24 | <u>250.00</u> |
| 10-64-8170 | IT Programs | Paint Along in Spanish - 9/30/24 | 250.00 | | | |
| Angelo Sorce Productions 112417 | | | | 38606 | 09/17/24 | <u>400.00</u> |
| 10-66-9940 | Cable Broadcast | Angelo Sorce Productions 112417 | 400.00 | | | |
| Asiya Sabir | | | | 38607 | 09/17/24 | <u>150.00</u> |
| 10-64-8120 | Children Services Programs - General | Author Visit - 10/5/24 | 150.00 | | | |
| Baker & Taylor 120230 | | | | 38608 | 09/17/24 | <u>95.78</u> |
| 10-54-3110 | Adult Books | INV 2038480852 | 95.78 | | | |
| Baker & Taylor 120280 | | | | 38609 | 09/17/24 | <u>1,024.85</u> |
| 10-61-6200 | Software/Licenses | INV NS24080108 | 1,024.85 | | | |
| Baker & Taylor 120290 | | | | 38610 | 09/17/24 | <u>2,000.86</u> |
| 10-52-3100 | Children Books | INV 2038476395 | 1,547.42 | | | |
| 10-52-3100 | Children Books | INV 2038491582 | 397.51 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038476396 | 55.93 | | | |
| Baker & Taylor 120300 | | | | 38611 | 09/17/24 | <u>1,400.72</u> |
| 10-54-3900 | Adult Other Expenditures | INV 2038433220 | 189.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 2038461673 | 436.85 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 2038448017 | 503.55 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038448018 | 142.80 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038461674 | 128.52 | | | |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|------------------------------|--------------------------------------|--|----------|--------------|------------|------------------|
| Baker & Taylor 120310 | | | | 38612 | 09/17/24 | <u>11,959.79</u> |
| 10-54-3110 | Adult Books | INV 2038505208 | 562.54 | | | |
| 10-54-3110 | Adult Books | INV 2038492006 | 744.12 | | | |
| 10-54-3110 | Adult Books | Credit #0003301304 | -2.00 | | | |
| 10-54-3110 | Adult Books | INV 2038473961 | 526.69 | | | |
| 10-54-3110 | Adult Books | INV 2038484865 | 2,571.41 | | | |
| 10-54-3110 | Adult Books | INV 2038499790 | 1,199.44 | | | |
| 10-54-3110 | Adult Books | INV 2038499791 | 63.07 | | | |
| 10-54-3110 | Adult Books | INV 2038452420 | 20.23 | | | |
| 10-54-3110 | Adult Books | INV 2038441391 | 685.47 | | | |
| 10-54-3110 | Adult Books | INV 2038466822 | 1,578.36 | | | |
| 10-54-3110 | Adult Books | INV 2038469038 | 1,999.38 | | | |
| 10-54-3110 | Adult Books | INV 2038452419 | 1,127.77 | | | |
| 10-54-3110 | Adult Books | INV 2038431895 | 706.00 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038484866 | 55.93 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038469039 | 96.39 | | | |
| 10-66-9250 | Materials Management Supplies | INV 2038473962 | 24.99 | | | |
| Baker & Taylor 120330 | | | | 38613 | 09/17/24 | <u>848.31</u> |
| 10-52-3900 | Children Other Expenditures | INV 2038452068 | 814.11 | | | |
| 10-54-3110 | Adult Books | INV 2038499123 | 34.20 | | | |
| Brigit Goudie 892136 | | | | 38614 | 09/17/24 | <u>150.00</u> |
| 10-64-8120 | Children Services Programs - General | Magnetic Moonscape Painting - 9/19/24 | 150.00 | | | |
| Bruce A. Bennett | | | | 38615 | 09/17/24 | <u>150.00</u> |
| 10-64-8165 | Community Engagement Program | Job Search Over 50 - 9/25/24 | 150.00 | | | |
| Chicago Filter Supply 131842 | | | | 38616 | 09/17/24 | <u>455.60</u> |
| 10-58-5610 | Building Supplies | INV 85711 | 455.60 | | | |
| Claire Bartlett | | | | 38617 | 09/17/24 | <u>5.03</u> |
| 10-62-7550 | In-State Travel | Outreach - 7.5 miles | 5.03 | | | |
| College of DuPage 132535 | | | | 38618 | 09/17/24 | <u>250.00</u> |
| 10-64-8170 | IT Programs | INV MAC2025001 | 125.00 | | | |
| 10-64-8165 | Community Engagement Program | INV MAC2025001 | 125.00 | | | |
| Complete Cleaning 132523 | | | | 38619 | 09/17/24 | <u>5,400.00</u> |
| 10-58-5320 | Cleaning Service | INV C28058 | 5,400.00 | | | |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---------------------------------|-----------------------------|----------------------------------|----------|--------------|------------|-----------------|
| Crimson Multimedia Dist. 132835 | | | | 38620 | 09/17/24 | <u>548.20</u> |
| 10-52-3900 | Children Other Expenditures | INV 015916 | 122.09 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 015917 | 210.00 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 015915 | 216.11 | | | |
| Elizabeth Freebairn | | | | 38621 | 09/17/24 | <u>12.59</u> |
| 10-62-7550 | In-State Travel | Swan Expo - 9.4 x 2 = 18.8 x .67 | 12.59 | | | |
| Gabriela Tafolla 162821 | | | | 38622 | 09/17/24 | <u>16.11</u> |
| 10-62-7550 | In-State Travel | Outreach - 24.6 miles | 16.11 | | | |
| GALE/CENGAGE Learning 171152 | | | | 38623 | 09/17/24 | <u>177.68</u> |
| 10-54-3110 | Adult Books | INV 84859015 | 177.68 | | | |
| Heyl Royster 181565 | | | | 38624 | 09/17/24 | <u>471.00</u> |
| 10-56-4100 | Legal Fees | INV INTERIM 1701815 | 11.00 | | | |
| 10-56-4100 | Legal Fees | INV INTERIN 1701814 | 460.00 | | | |
| Lauterbach&Amen LLP 172582 | | | | 38625 | 09/17/24 | <u>1,800.00</u> |
| 10-56-4450 | Accounting Service Fees | Lauterbach&Amen LLP 172582 | 1,800.00 | | | |
| Len's Ace Hardware, Inc. 221567 | | | | 38626 | 09/17/24 | <u>261.38</u> |
| 10-66-9970 | FUNshine Committee | INV 522923/1 | 18.00 | | | |
| 10-58-5610 | Building Supplies | INV 522780/1 | 67.24 | | | |
| 10-58-5610 | Building Supplies | INV 523096/1 | 60.91 | | | |
| 10-58-5610 | Building Supplies | INV 523347/1 | 92.63 | | | |
| 10-58-5610 | Building Supplies | INV 524038/1 | 22.60 | | | |
| Libraria 31861 | | | | 38627 | 09/17/24 | <u>22.45</u> |
| 10-52-3900 | Children Other Expenditures | INV 250192 | 22.45 | | | |
| Manufacturers News Inc 231168 | | | | 38628 | 09/17/24 | <u>228.90</u> |
| 10-54-3110 | Adult Books | INV A11446-02 | 228.90 | | | |
| Marti LaHood - 281914 | | | | 38629 | 09/17/24 | <u>160.00</u> |
| 10-64-8100 | Adult Services Programs | Chair Yoga - 9/12 & 9/26 @ 10am | 160.00 | | | |
| Matthew Williams 892182 | | | | 38630 | 09/17/24 | <u>27.33</u> |
| 10-64-8910 | Other Promotions | Parade Supplies | 5.76 | | | |
| 10-62-7550 | In-State Travel | Mileage - 32.2 miles | 21.57 | | | |
| Midwest Tape 231925 | | | | 38631 | 09/17/24 | <u>4,935.34</u> |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------|-----------------------------|---------------|--------|--------------|------------|--------------|
| 10-52-3900 | Children Other Expenditures | INV 505904112 | 22.49 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505868180 | 214.42 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505867712 | 65.21 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505839000 | 143.17 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505937183 | 157.44 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505937186 | 14.99 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505937189 | 28.48 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505937192 | 89.97 | | | |
| 10-52-3900 | Children Other Expenditures | INV 505937194 | 44.97 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904111 | 100.45 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505830957 | 13.49 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505830959 | 768.31 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904118 | 18.74 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867713 | 75.57 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904113 | 89.78 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904115 | 46.48 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904116 | 38.98 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505904117 | 32.99 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867717 | 21.59 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505868182 | 101.35 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867716 | 73.75 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867714 | 130.45 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867715 | 106.46 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505868183 | 18.74 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839002 | 107.96 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505819271 | 95.99 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505819273 | 11.24 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505868181 | 101.22 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505867718 | 17.99 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505868184 | 116.19 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937191 | 35.24 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839003 | 39.73 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839006 | 29.99 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839005 | 11.24 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839001 | 22.49 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505839004 | 14.99 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937190 | 231.67 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937182 | 26.24 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937195 | 13.49 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937185 | 44.23 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937187 | 122.21 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937184 | 11.24 | | | |

Addison Public Library Check Register

All Bank Accounts
August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|----------------------------|--------------------------------------|---|----------|--------------|------------|-----------------|
| 10-54-3900 | Adult Other Expenditures | INV 505937188 | 44.22 | | | |
| 10-54-3900 | Adult Other Expenditures | INV 505937193 | 29.99 | | | |
| 10-55-3860 | E-Books | INV 505937489 | 887.83 | | | |
| 10-55-3860 | E-Books | INV 505722987 | 501.68 | | | |
| Mindy McGinnis | | | | 38632 | 09/17/24 | <u>400.00</u> |
| 10-64-8160 | Teen Program | Author Visit - 9/15/24 | 200.00 | | | |
| 10-64-8100 | Adult Services Programs | Author Visit - 9/15/24 | 200.00 | | | |
| Nelly Mancilla 301828 | | | | 38633 | 09/17/24 | <u>465.00</u> |
| 10-64-8100 | Adult Services Programs | The Language Labs - 9/30/24 | 465.00 | | | |
| Patti Gebala 892144 | | | | 38634 | 09/17/24 | <u>6.97</u> |
| 10-62-7550 | In-State Travel | Outreach - 10.4 miles | 6.97 | | | |
| Phalen Consulting, Inc | | | | 38635 | 09/17/24 | <u>125.00</u> |
| 10-64-8100 | Adult Services Programs | INV AD2024.1 | 125.00 | | | |
| Quill 273145 | | | | 38636 | 09/17/24 | <u>434.31</u> |
| 10-66-9300 | Library Wide Supplies | INV 40149155 | 279.93 | | | |
| 10-66-9300 | Library Wide Supplies | INV 40123949 | 154.38 | | | |
| Robbins Schwartz 282514 | | | | 38637 | 09/17/24 | <u>130.50</u> |
| 10-56-4100 | Legal Fees | Client #008872 - July 2024 Services | 130.50 | | | |
| Samantha Parkison 892193 | | | | 38638 | 09/17/24 | <u>35.92</u> |
| 10-62-7550 | In-State Travel | Swan Expo + Offsite Program - 49.8 miles | 33.37 | | | |
| 10-62-7550 | In-State Travel | Tolls | 2.55 | | | |
| Sherie C Shapiro 291967 | | | | 38639 | 09/17/24 | <u>75.00</u> |
| 10-64-8100 | Adult Services Programs | Timeless Fitness for the Body & Brain Program - 9/18/24 | 75.00 | | | |
| Sikich LLP 291934 | | | | 38640 | 09/17/24 | <u>2,800.00</u> |
| 10-56-4600 | Audit Service Fees | INV 65865 | 2,800.00 | | | |
| Sir Speedy Printing 291970 | | | | 38641 | 09/17/24 | <u>235.00</u> |
| 10-64-8120 | Children Services Programs - General | INV 89130 | 120.00 | | | |
| 10-64-8220 | Flyers/Brochures | INV 89130 | 115.00 | | | |

Addison Public Library

Check Register

All Bank Accounts

August 2024

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|-----------------------------|-----------------------------------|---------------|---------------------|-------------------|--------------------------|
| Technology Management Revolving Fund 132558 10-58-5570 | Leased Internet Access Line | INV T2426417 | 378.30 | 38642 | 09/17/24 | <u>378.30</u> |
| VisoGraphic 322200 10-64-8210 | Newletter | INV 242491 | 6,722.53 | 38643 | 09/17/24 | <u>6,722.53</u> |
| Welcome Wagon 331191 10-64-8910 | Other Promotions | INV INV135131-09 | 144.12 | 38644 | 09/17/24 | <u>144.12</u> |
| Yesenia Benavidez 892185 10-62-7550 | In-State Travel | Food Pantry - 3.2 x 2 = 6.4 x .67 | 4.28 | 38645 | 09/17/24 | <u>4.28</u> |
| Check List Total | | | | | | <u><u>160,197.13</u></u> |
| Plus August payroll for 2024: | | | | | | \$259,165.85 |
| Grand Total: | | | | | | \$419,362.98 |

Addison Public Library
Payroll Distribution Summary

Board Meeting **9/17/2024**

| <u>Description</u> | <u>Amount</u> |
|--------------------|---------------|
| Payroll | \$259,165.85 |

Approved by Board of Trustees

President

Date

Secretary

Date

NAMING RIGHTS AGREEMENT

This Naming Rights Agreement ("Agreement"), effective as of September 17, 2024 ("Effective Date"), is made and entered into by and between Seetha Gunda, whose address is 415 E. Stone Ave, Addison, Illinois, and Indira Saladi, whose address is 580 Orchard Lane, Glencoe, Illinois, and the Addison Public Library, 4 Friendship Plaza, Addison, Illinois (each a "Party" and collectively, the "Parties").

RECITALS

WHEREAS, the Library owns certain amenities, namely a makerspace, located at 4 Friendship Plaza, Addison, Illinois (the "room") and leases from the Village of Addison the property and building in which the room is located; and

WHEREAS, the Parties desire to enter into a naming rights agreement pursuant to which the Library will grant Seetha Gunda and Indira Saladi exclusive naming rights for the Library's makerspace in return for certain fees set forth below.

NOW THEREFORE, in consideration of the following mutual promises, and all other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

AGREEMENT

1. **Term.** The Initial term of this Agreement shall be for one hundred (100) years, commencing no later than January 1, 2026 and ending on December 31, 2125 unless otherwise terminated earlier in accordance with the terms and conditions contained herein. The Parties by mutual written agreement may extend the term of this Agreement.
2. **Naming Rights Fee.** In consideration of the naming rights and ancillary benefits granted by the Library hereunder, Seetha Gunda and Indira Saladi agrees to pay a naming rights fee in the amount of one hundred thousand ("\$100,000") dollars, no later than December 1, 2025.
3. **Use of Payments.** The payments shall be used exclusively for the Addison Public Library capital development projects or operating and marketing expenses related to the Library's makerspace. For the first five years, the Library shall provide an annual accounting of the use of the funding to Seetha Gunda and Indira Saladi.
4. **Acknowledgment.** In consideration for the payment of the fees under section 2, the Library agrees to acknowledge Seetha Gunda and Indira Saladi's naming rights during the term of this Agreement by naming the Library's makerspace as: "Sam's Lab" as the mutually agreed upon name displayed at the entry to the room, as well as a logoed plaque inside of the room. Subject to the terms of this Agreement, Seetha Gunda and Indira Saladi's naming rights will continue for the one-hundred-year term of this Agreement. Any additional benefits or rights granted to Seetha Gunda and Indira Saladi beyond those specified in this section must be mutually agreed to by the Parties and may be subject to the payment of additional fees in an amount agreed to by the Parties.
5. **Modification of Naming.** If during the term of this Agreement and following receipt of full payment from Seetha Gunda and Indira Saladi, the useful life of the makerspace expires prior to the expiration of this Agreement, the room is destroyed or severely damaged, then the naming rights under this Agreement may be modified. In such an event, the Library shall provide an equivalent naming right opportunity based on comparable square footage, visibility, and intended use of the space.

6. **Promotion.** During the term of this Agreement, the Library, in consideration of the naming rights and benefits conferred hereunder, shall have the right, without charge, to photograph, use the names, likenesses, and images of Sam's Lab in photographic, audiovisual, digital or any other form of media (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner, and in whole or in part, in Library brochures, website postings, informational and marketing materials, and reports and publications.
7. **Ownership.** Seetha Gunda and Indira Saladi acknowledge that at all times the ownership of the room, signage and plaque remain with the Library.
8. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either Party without the prior written consent of the other Party, which consent shall be in the sole and absolute discretion of the non-assigning Party.
9. **Notices.** Any notice required or permitted to be given hereunder shall be deemed to be delivered, whether or not actually received, when deposited in the United States Postal Service, postage prepaid, registered or certified mail, return receipt requested, addressed to a Party, and the addresses set forth below:

| | | |
|---|--|---|
| Seetha Gunda 415 E. Stone Ave Addison, IL 60101 | Indira Saladi 580 Orchard Lane Glencoe, IL 60022 | Addison Public Library 4 Friendship Plaza Addison, Illinois 60101 |
|---|--|---|

10. **Termination of Naming.** In addition to any rights and remedies available at law, the Library may terminate this Agreement and all rights and benefits of Seetha Gunda and Indira Saladi hereunder, including termination of naming rights and affixation of the logoed plaques or signs if, in the Library's reasonable opinion, at any time during the term of this Agreement, Seetha Gunda, Indira Saladi, or the chosen name of the room have developed or acquired a negative connotation for any reason such that the reputation of the Library is or might be at risk.

The Library will engage in dialogue with the donors to explore options to a) provide for an alternative recognition, b) repair the negative connotation and c) amend the Agreement accordingly before making a final decision .

If termination is due to a change in circumstances such that the Library determines Seetha Gunda, Indira Saladi, or Sam's Lab have developed or acquired a negative connotation that may or does put the reputation of the Library at risk, Ms. Gunda and Ms. Saladi shall not be entitled to a refund of any portion of the fee payment made.

Should Seetha Gunda and Indira Saladi decide to end affiliation with the Addison Public Library during the timeframe outlined in this agreement, Ms. Gunda and Ms. Saladi will be responsible for the payment to remove the name of the room.

11. **Counterparts.** This Agreement may be executed in two or more counterparts, which together shall constitute one and the same agreement among the parties.
12. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties with regard to the matters referenced herein, and supersedes all prior oral and written agreements, if any, of the Parties in respect hereto. This Agreement may not be modified or amended except by written

agreement executed by both Parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.

13. **Governing Law and venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois, without regard to any conflict of law. Any legal proceeding brought in connection with disputes relating to or arising out of this Agreement shall be filed and heard in the courts of DuPage County, Illinois.

IN WITNESS WHEREOF, this Agreement is executed by the Parties as of the day and year indicated above.

ADDISON PUBLIC LIBRARY

DONORS

Board of Trustees

Date _____
President

Date _____
Seetha Gunda

Attest:

Attest:

By _____
Date _____
Secretary

By _____
Date _____

Date _____
Indira Saladi

Attest:

By _____
Date _____

FAMILY BEREAVEMENT LEAVE – Current Policy

Employees will be granted up to ten days of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, stepparent, mother-in-law, father-in-law, spouse, domestic partner, child, stepchild, sibling, grandparent, or grandchild.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during that period. (Up to ten days will be paid pursuant to this policy). Employees may use any accrued, unused paid time off to cover time beyond ten days. Employees must complete time off under this policy within 60 days of learning of the need for leave.

Employees may use this time to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This policy also allows absence from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the organization, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the organization may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

Bereavement leave will be paid at the employee's base rate, for hours the employee is normally scheduled to work at the time the leave is taken. Bereavement leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

Additional unpaid time or unpaid leave for persons not covered in the definition of “immediate member” may be allowed in some circumstances at the discretion of the Library. Proof of need for the leave may be required.

FAMILY BEREAVEMENT LEAVE – Proposed Revision

The Library recognizes the profound impact of the death of a family member on its staff members and provides them with time off and support to grieve, make necessary arrangements, and attend services. This policy is designed to be inclusive and respectful of diverse family structures and personal relationships. This policy demonstrates our commitment to supporting our staff members during difficult times and fostering a compassionate and understanding workplace.

Employees will be granted up to ten days of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, stepparent, mother-in-law, father-in-law, spouse, domestic partner, child, stepchild, sibling, grandparent, or grandchild.

The library may allow bereavement leave for the death of persons not covered in the definition of “covered family members” in some circumstances at its discretion, or the staff member may be permitted to use other available paid or unpaid time off. Such requests should be submitted to the Library Director.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during that period. (Up to ten days will be paid pursuant to this policy). Employees may use any accrued, unused paid time off to cover time beyond ten days. Employees must complete time off under this policy within 60 days of learning of the need for leave.

Employees may use this time to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This policy also allows absence from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the organization, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the organization may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

Bereavement leave will be paid at the employee's base rate, for hours the employee is normally scheduled to work at the time the leave is taken. Bereavement leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.



PROPOSAL FOR ALL STUDENTS TO HAVE LIBRARY CARDS

SEPTEMBER 2024

We want every child to easily get a library card! Access to a library is proven to increase literacy rates, standardized test scores, and socioeconomic levels. This proposal offers different options for increasing the number of children with library cards.

Teachers in Addison schools are encouraging students to get library cards. This is wonderful! We want to make the process as easy as possible.

Illinois law changed in 2020 with the Cards for Kids Act (Public Act 101-632). This act requires public libraries that offer nonresident cards to waive fees for K-12 students living in unincorporated areas who are eligible to receive free or reduced-price lunches under the National School Lunch Program.

Illinois law was updated again in 2022 to expand the Cards for Kids Act by allowing public library boards to adopt regulations waiving nonresident fees for everyone under the age of 18, regardless of their financial ability to pay for a nonresident card.

The proposal below ties in directly with 3 of our 4 strategic priorities: access + equity, literacy, and patron experience.

We are asking the Board for direction on which (if any) option you support. Each of these options requires significant staff time for drafting policies, communicating with schools, drafting intergovernmental agreements, and getting procedures in place. Before we invest Library resources, we're asking for your input.

We are hoping this could be implemented with the 2025-2026 school year, but that may not be a realistic timeline since registration is in the spring. We have not discussed any of this with the schools yet.

Option 1

- Enter into an IGA with District 4 (elementary and junior high schools) to get all **incorporated Addison students** library cards during school registration.

Option 2

- Enter into an IGA with District 4 (elementary and junior high schools) to get all **incorporated Addison students** library cards during school registration.
- Enter into an IGA with District 88 (Addison Trail High School) to get all **incorporated Addison students** under age 18 a library card during school registration.

Option 3

- Enter into an IGA with District 4 (elementary and junior high schools) to get all **incorporated Addison students** library cards during school registration.
- **Waive unincorporated charges** for students so all Addison students in Addison District 4 can get a library card during school registration.

Option 4

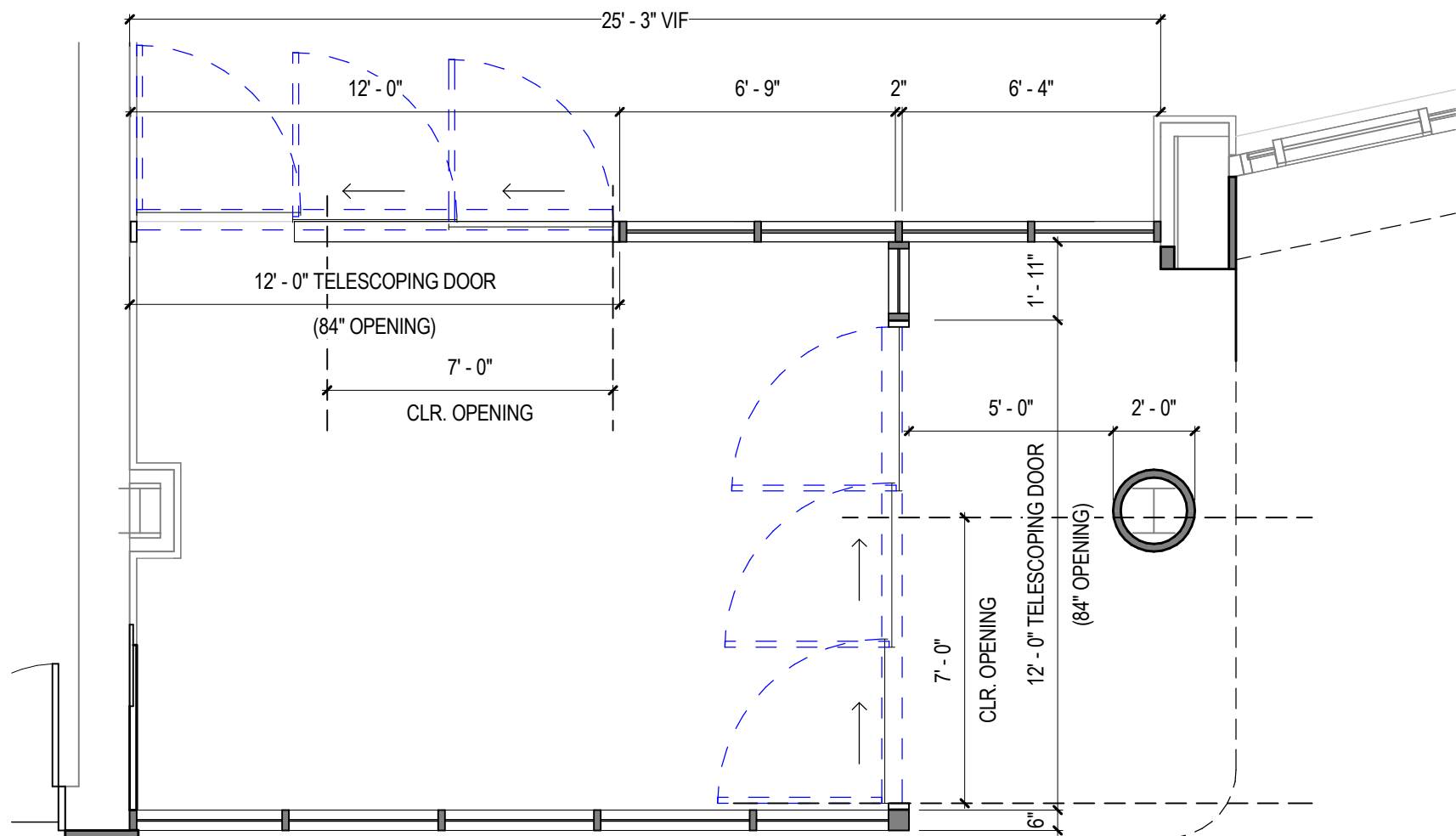
- Enter into an IGA with District 4 (elementary and junior high schools) to get all **incorporated Addison students** library cards during school registration.
- Enter into an IGA with District 88 (Addison Trail High School) to get all **incorporated Addison students** under age 18 a library card during school registration.
- **Waive unincorporated charge for students so all Addison students** under 18 in District 4 and at Addison Trail High School can get a library card during school registration.

Other considerations:

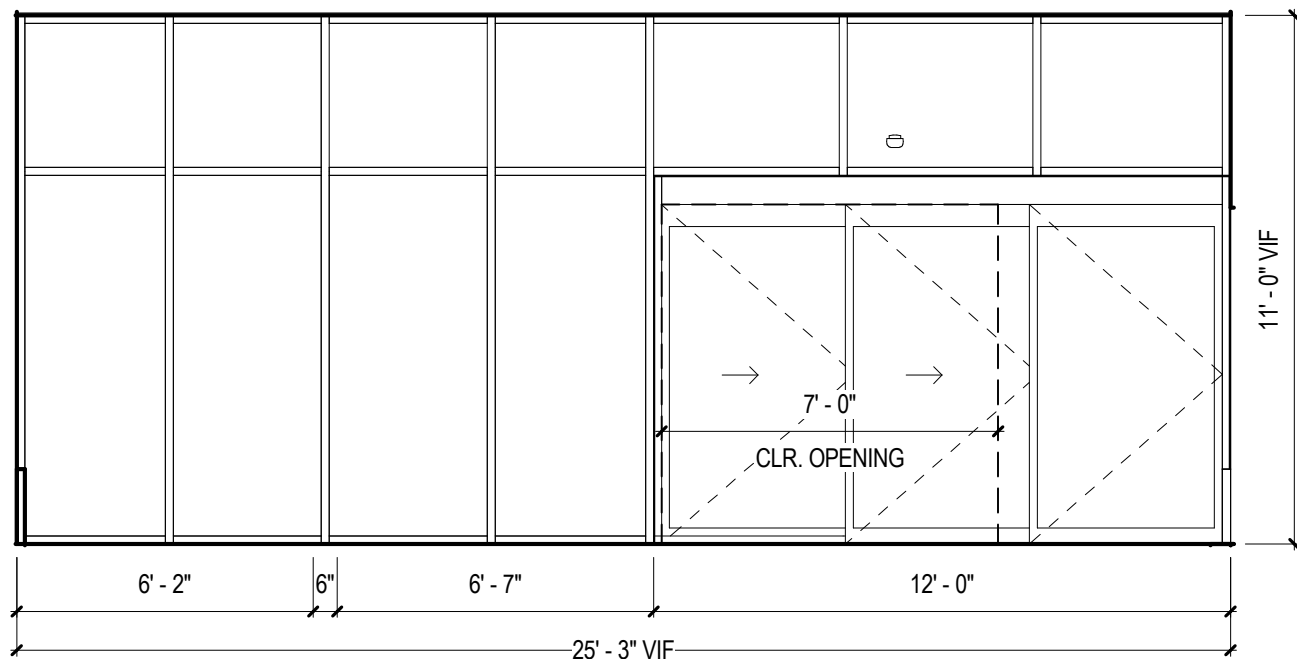
Logistics of getting cards to District 4 students who live in surrounding towns such as Itasca, Bensenville, Wood Dale, Lombard, and Villa Park.

Logistics getting cards to Addison Trail High School students who do not live in Addison and researching what surrounding towns also feed into Addison Trail High School.

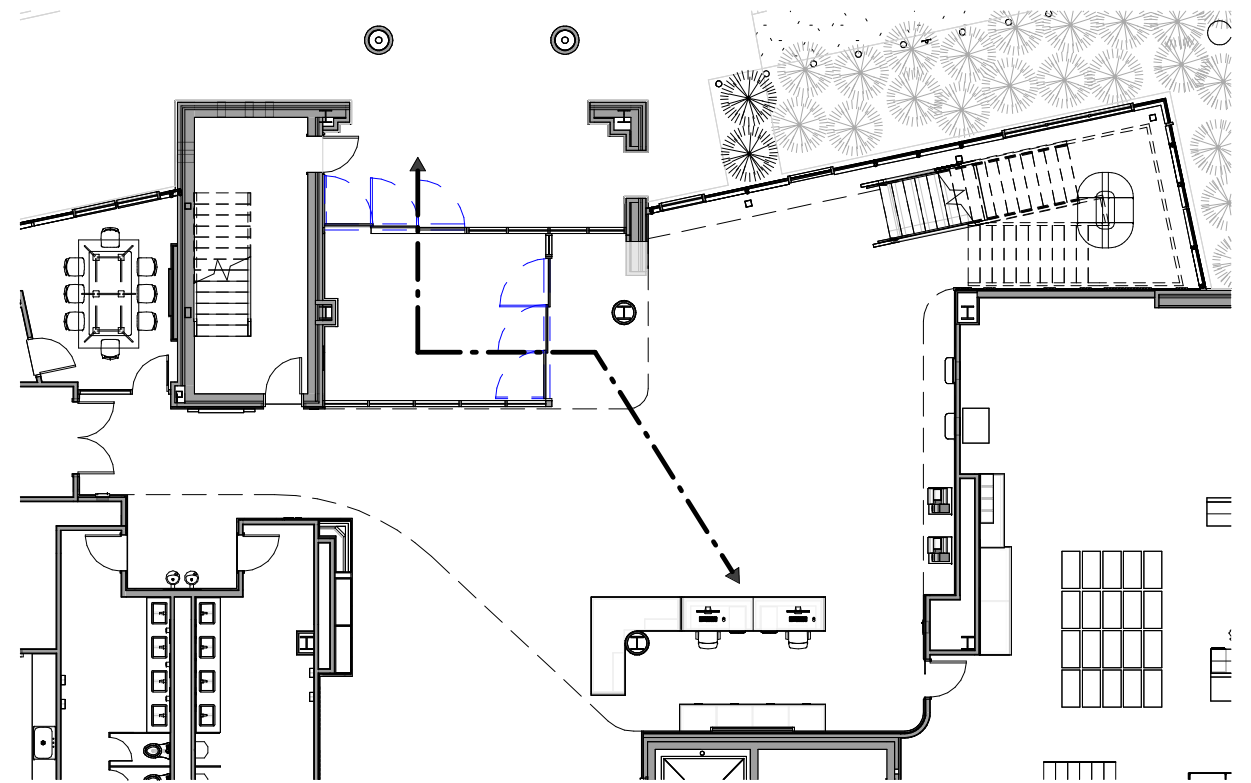
Potential postage cost to mail out library cards with welcome/instruction letter or how to distribute library cards to the schools instead of mailing them.



VESTIBULE PLAN



FRONT ENTRANCE ELEVATION



LOBBY PLAN



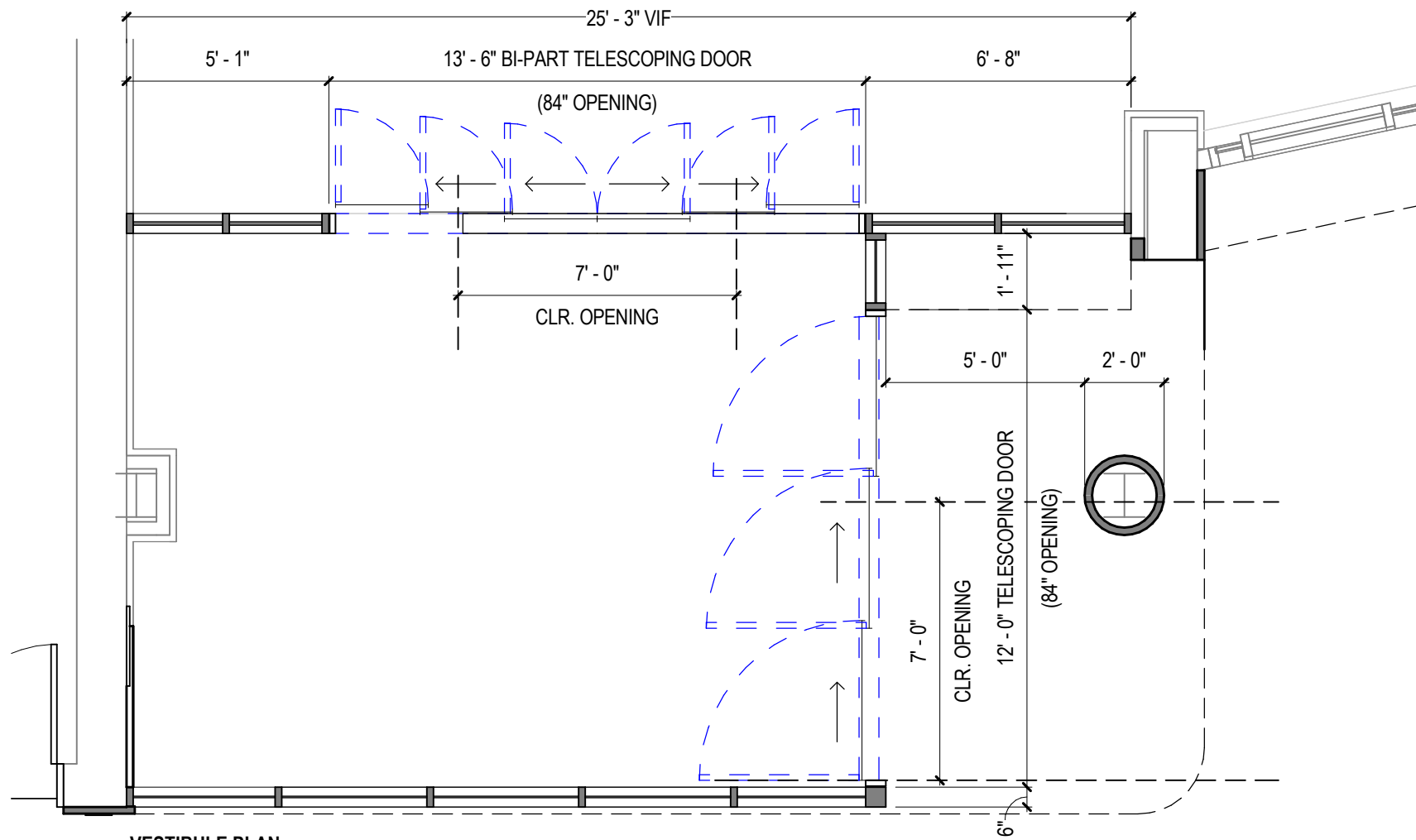
FRONT ENTRANCE

ADDISON PUBLIC LIBRARY

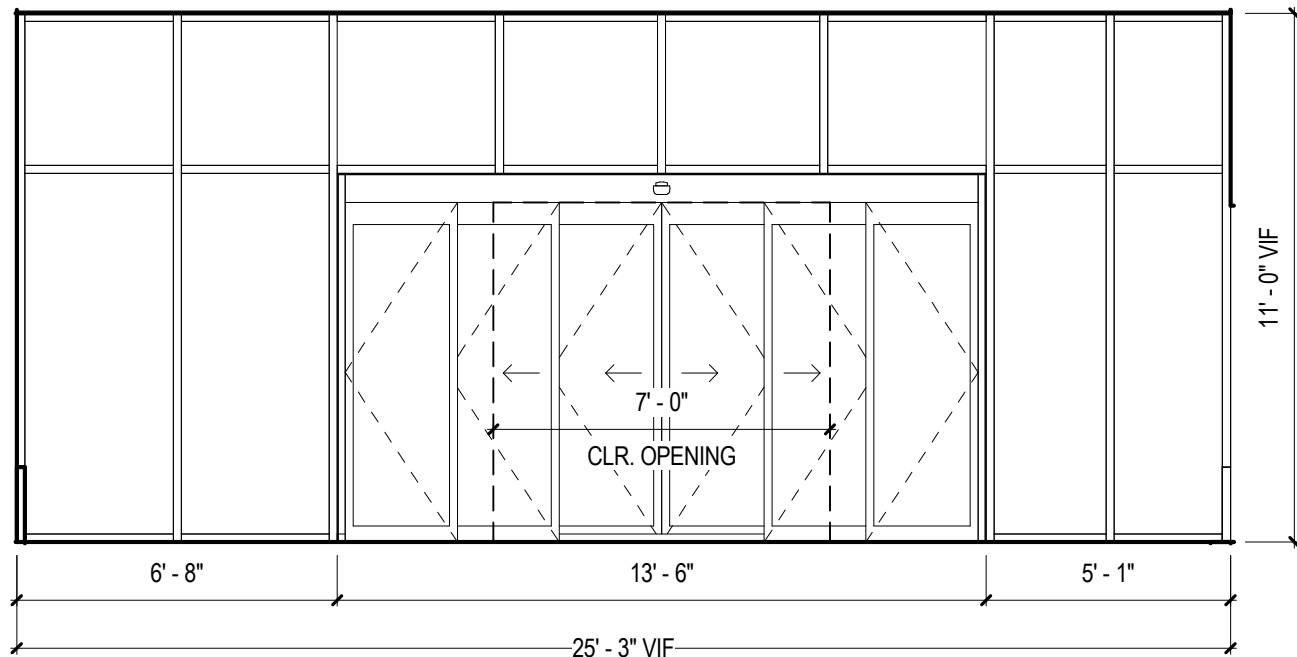
product architecture + design

08/29/2024

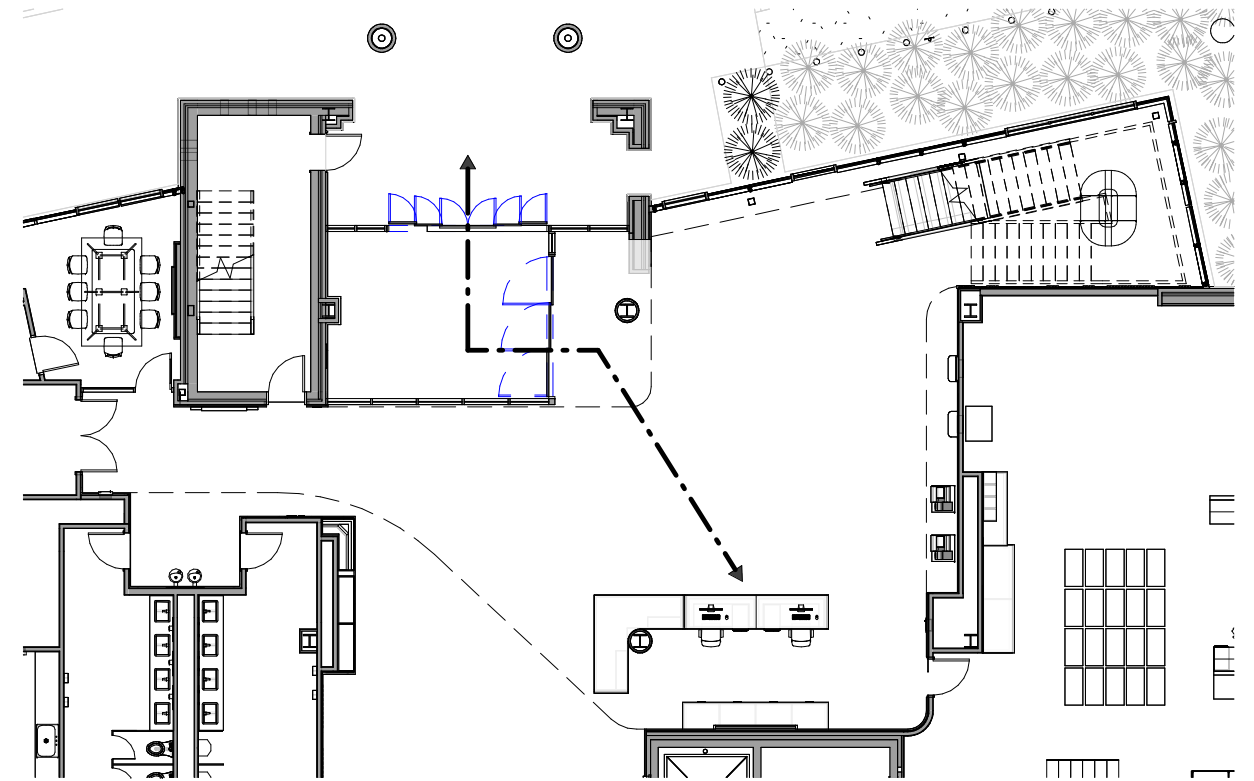
NEW VESTIBULE - OPT A



VESTIBULE PLAN



FRONT ENTRANCE ELEVATION



LOBBY PLAN



FRONT ENTRANCE

ADDISON PUBLIC LIBRARY

product architecture + design

08/29/2024

NEW VESTIBULE - OPT B

CHAPTER 7 – COLLECTION MANAGEMENT

- 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. Our materials budget is **11.1%** of this year's total operating budget (FY 2024/2025).
- 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. [We maintain a popular materials collection and therefore, every item on our shelves must earn its place. We routinely evaluate our collections, looking at what has been checked out as well as what condition items are in. Items that are not circulating will be weeded. Items that are in poor condition will also be withdrawn, although if they have circulated well, we may consider purchasing a replacement copy of that item. Rather than a once-a-year project, inventory and weeding is a routine, constant and ongoing process for our staff.](#)
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another. [We do not have a formal agreement with any library. However, in groups like the RAILS World Languages Networking Group, there's a list of which libraries collect in which languages. We're rather well known for our Polish collection and patrons from other communities borrow heavily from this collection. Joining SWAN has also helped us to expand access to materials for our patrons.](#)
- 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

- 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. (*Our Regional Library System is the Reaching Across Illinois Library System or RAILS.*)
- 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. *We currently have staff who are serving as members of ILA and RAILS committees. I and other staff have served in the past on committees of the Illinois State Library, ALA, ILA, LACONI, and other professional groups, and we've had past board members who served as members (and in one case the president) of the former DuPage Library System (now merged with other systems to form RAILS) and ILA Committees.*
- The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident. *Brooke is currently serving as a member of the RAILS Universal Service Committee. This committee's charge is:*

Recognizing the importance of extending service to the more than 1 million unserved residents in Illinois, nearly 500,000 of which are in RAILS, RAILS has established a task force to explore solutions to the unserved. RAILS adopted a plan in October of 2016 which should be reviewed and changed as decided by the committee. The committee will:

- Review the current RAILS plan to serve the unserved and document progress.*
 - Prioritize goals and objectives in the plan and develop appropriate action steps.*
 - Be a voice for the unserved by bringing the issue to the attention of local libraries and boards of trustees.*
 - Develop a thorough understanding of the reasons why there are unserved residents and the implications both for the individuals affected, libraries and Illinois as a whole.*
 - As appropriate, share information and work collaboratively with the RAILS Board Resource Sharing Committee, RAILS Advocacy Committee, ILA Public Policy Committee and ILA Advocacy Committee.*
- 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

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. [This is available through the Village website. We no longer maintain a print copy of the Village Code. Our staff will help patrons locate the Code online and find the relevant section\(s\) they are looking for.](#)
- 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. [Because this is also available online, we no longer maintain print copies of these for all local agencies, but we do offer internet access and assistance in finding them for any patron who needs this information.](#)
- The library provides voter information, including precinct boundaries and location of polling places. [We also have several staff trained and certified to register people to vote. This month's board meeting falls on National Voter Registration Day and we will have a table in the lobby staffed by our registrars \(including me\) who will register people to vote, offer information about available options and locations for voting, and just to make things more fun, we will offer small prizes for folks who can correctly answer some voter trivia questions.](#)
- 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. [We have a policy that requires all staff to participate in continuing education each year in order to be eligible for a pay rate increase. We offer many opportunities for staff to participate in professional development here at the library and by attending training events offered off site.](#)
- The library evaluates its reference service on an annual basis.

READER'S ADVISORY CHECKLIST

- All basic services are available when the library is open.
- The library has competently trained staff that have 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. *While we do have staff who participate in some local organizations, clubs, and councils, this is not something that is true for all of our staff responsible for offering RA services and not something I view as necessary for our organization. (Examples of our representation include the Addison Kiwanis Club, West Suburban Jobs Council, Addison Early Childhood Collaborative (AECC), Addison Resources Connect (ARC), and DuPage (Region 19) Birth to Five Illinois Action 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.
- 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.

Strategic Plan 2024-2026

Our purpose

- Provide opportunities to explore, create, and connect
- Foster lifelong learning and literacy

Our values

- Cultural inclusiveness, respect, and diversity of thought
- Intellectual freedom
- Ethical and effective stewardship of resources
- Engagement with community members
- Protection of user privacy and confidentiality

Core services

- Connect readers to books
- Circulate materials that reflect the needs and priorities of residents, community organizations, and local businesses
- Provide access to technology and skills training
- Empower patrons with educational and recreational resources
- Support early childhood literacy
- Maintain safe and welcoming public spaces
- Offer dynamic and relevant programming

Strategic priorities

For the next two years, we will focus on:



**Patron
experience**



Literacy



**Access
and equity**



**Sharing
our story**



Patron Experience

We will provide excellent services and experiences for patrons and change services based on patron trends and expectations.



Literacy

We will foster reading, digital, and information literacy skills.



Access and Equity

We will identify barriers to services and collections and provide opportunities to support community and staff.



Sharing Our Story

We will promote services, collections, and resources while connecting patrons to staff, community partners, and each other.

Our strategic projects:

- 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.



By working on our strategic priorities, our ultimate goals are:



- Our diverse community feels supported by the library.
- Everyone feels that the library works for them.
- Everyone feels valued and respected at the library.
- Addison becomes a community of lifelong library users.



Director's Report – August 2024

PERSONNEL – Claire Bartlett will be moving from the Community Engagement Department to Children's Services, filling the vacant part-time Children's Specialist position.

We've also hired Selene Gonzalez-Carrillo to fill one of the part-time Children's Services Assistant positions. Selene's first day was September 10.

We hope to have the 2nd CS Assistant vacancy filled soon.

Yovana Martinez has been hired as a temporary Facilities Associate. One of our regular Facilities staff members has been on extended leave since mid-June and she will be helping to cover some of the duties of that position until he is able to return.

Claire's transition to Children's Services has now created a vacancy in the Community Engagement Department, and we are also in the process of hiring a new full-time employee for Guest Services. Funding for this position was discussed with the Board in February 2023 and approved as part of the FY2023-2024 budget, but due to delays in the building project we have not sought to fill the position until now. This additional position was created in recognition of the fact that adding a new service point in Guest Services (the drive-up window) will require additional staffing. Filling this position now will ensure that we have someone in place who is fully trained and ready to help with the transition period when we will be manually checking in materials during the renovation and will help to ensure that the Guest Services Department is fully staffed and ready to go when the new drive-up window is completed, approximately one year from now.

RENOVATION KICK-OFF – We are planning an event for Sunday November 10 at 2:00 PM to introduce our renovation plans to the community. We will offer a presentation that explains what changes we will be making, how these plans will improve library services, and how the project is being funded. We'll also have renderings available for viewing, construction-themed drop-in activities for children, and refreshments to help make things more festive. Our plan is to formally invite community leaders to attend, and I encourage as many board members as possible to join us that day as well.

ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE – In addition to the five staff who will receive awards at this year's ILA Conference, we also have several staff who will be presenting at the conference:

- Elizabeth Lynch and Lesley Cyrier will offer a program on the development of the [ARC resource guide](#) and our community partnerships that made this project possible. (This is the same guide that they won the ALA/RUSA Award for Excellence in Reference and Adult Services for earlier this year.)
- Elizabeth Lynch, who in addition to serving as APL's Head of Teen Services, is also currently serving as the Chair of ILA's Intellectual Freedom Committee, will also present a session with the Director of the Blue Island Public Library on *Hiring during a Rising Tide of*

Book Bans, focusing on how to share intellectual freedom as a core value of librarianship and prepare new staff for the current challenges libraries are facing with issues such as book banning.

- Courtney Moore will be a speaker for a program sponsored by the ILA Young Adult Services Forum, on the topic of teen behavior. Courtney will share her expertise on how to interact with teen patrons, how to deal with inappropriate behavior, and how to make teens feel welcome so that they and other patrons can use the library in harmony.

ADDISON COMMUNITY RISK REDUCTION COOPERATIVE – I attended a meeting on September 6 of a newly formed working group to address risk reduction in our community. Staff members from the Village, District 4, District 88, the Addison Police came together at the invitation of the Addison Fire Protection District. Community risk reduction is a formal, data-driven process for identifying risks within a community and coming up with a plan to address and minimize or ideally even eliminate those risks. It requires an “all hands on deck” approach from community leaders and stakeholders in order to be effective. At this initial meeting we just had an open discussion on what we saw as current risks for Addison, including issues such as untreated mental health needs and housing insecurity. We agreed to meet quarterly and due to the holidays, the next meeting will be held in January, where we will dig more deeply into the “data-driven” aspect of CRR as we begin to formulate a plan.

NATIONAL VOTER REGISTRATION DAY – I will join our other staff who are certified as voter registrars for DuPage County in manning a table in the lobby of the library on Tuesday, September 17 (board meeting day!) as we celebrate [National Voter Registration Day](#) by helping people register their vote or update their registration if they have moved or changed their name. We'll also have a prize wheel available with small giveaway prizes for anyone who can successfully answer some election-related trivia questions. We will continue to offer voter registration, as we always do, in accordance with the law. We can accept new registrations until 27 days before the election.

TEEN SERVICES – AUGUST 2024

SNAPSHOT

We began the 2024 - 2025 school year and are excited to meet a new group of Indian Trail sixth graders. We are also seeing the value of the relationships we built over the last two years with teens that are now 7th and 8th graders. Even the students that struggled a bit last year are helping us set a positive tone and maintain behavior expectations. On one of the first days of school, a regular last year came in with his cousin who just started at Indian Trail. He introduced the sixth grader to the staff, showed him where to get a snack, and took him upstairs for a full tour. He was so proud!

Several Indian Trail students are starting the year strong by completing their homework each day at the library. Some work completely independently, but others ask us for help, especially with math. Last year, an Addison Trail freshman came regularly after school to work with Courtney on individual assignments and also on strategies for focusing, studying, and breaking down assignments into manageable parts. He returned during his first week to get started on the right foot and stay ahead of his assignments. He even finished an assignment three days before it was due!

We were also happy to serve Indian Trail students when the school closed early due to the heat emergency. We brought more staff onto the floor, offered food early and provided a cool place to stay.

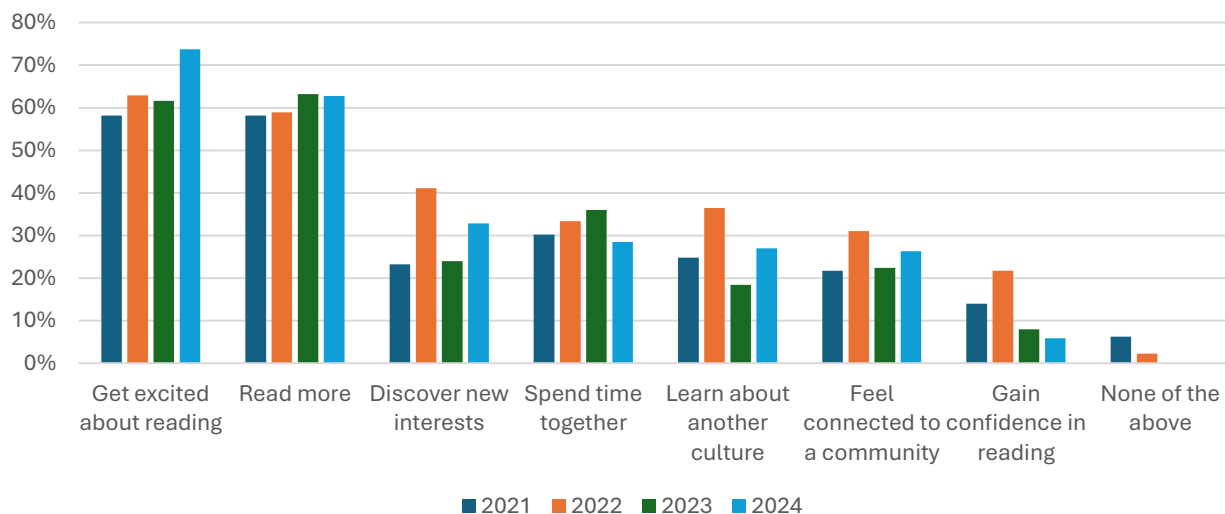
STATISTICS

We saw our highest levels of satisfaction with the new summer reading model we started in 2021. While satisfaction has been consistently high, this year, almost every respondent was happy with their experience. 90% of respondents said they "loved" the program, 9% said they "liked" it, and only 1% said they were disappointed.

We also ask participants to tell us what impact the program has on them and their family. Each year, our strongest outcomes are in motivating readers. This year 63% of participants reported they "Read more" and 74% said our program got them "excited about reading." We improved over last year in helping patrons "Discover new interests," "Learn something about another country, culture, or experience," and "Feel connected to a community."

We also gave out more books than ever, 1,115 total.

Outcomes by Year



CHILDREN'S SERVICES – AUGUST 2024

SNAPSHOT

- Summer Reading officially wrapped up on Aug. 15. 87 children completed a total of 101 logs. The Fall Reading Challenge will start on Sept. 3.
- This month, we tried out a new playtime program for babies and young toddlers entitled Baby Time. Parents and caregivers enjoyed the opportunity to socialize, and young participants were able to socialize and play together as well.
- We had beautiful weather for Storytime Outside on Aug. 16. Participants enjoyed the stories and songs, as well as the opportunity to play with sidewalk chalk at the end of the program.
- The CS department had several personnel updates this month. CS Specialist Betsi Beltran accepted the open fulltime position and stepped into her new role on Aug. 12 and is continuing to do a fantastic job. CS Assistants Alejandra Gutierrez-Magaña and Yusuli Hernandez both accepted new positions at local school districts. They will be missed, but we wish them well in their new endeavors.
- A patron wrote an e-mail to express her praise of CS Specialist Tina Lee: "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." The patron stated that Tina has developed a strong rapport with her daughter and that she believes Tina's "hard work and dedication deserve recognition." We couldn't agree more!



STATISTICS

Children's Programs: 13 programs, 227 participants

Asynchronous Programs: 4 programs; 322 participants | Appointments: 11 | Continuing Ed: 27.5 hours

Reference Questions: 196 | Scan/Fax Questions: 99 | Directional Questions: 90 | Teacher Resource Room: 9

Book Displays: Olympics (Opto), Back to the Books, Tell a Joke, If You Like ... *Keepers of the Lost Cities*.



ADULT SERVICES – AUGUST 2024

SNAPSHOT

While many may call August the lazy days of summer, that is not the case at APL. August was a big month for Adult Services as we prepared for a jam-packed fall and adjusted to the schedule changes that come with welcoming the students after school.

Yesenia has developed a relationship with a new food pantry in town, the Food for the Soul Ministry Addison location, which distributes out of the Good Samaritan United Methodist Church on Army Trail Blvd. This food pantry is open 6:30-8:30pm Thursday evenings and is run by individuals who speak numerous languages. This summer Yesenia collaborated with Food for the Soul and the library now receives the excess food they have at the end of their weekly Thursday distribution. We then place the food in the lobby for anyone to take on Fridays. This pop-up system is a similar model to the one Teen Services has used successfully with the Glen Ellyn food pantry. The response has been incredible and we love being able to make sure food is not going to waste and is available to those experiencing food insecurity in a no pressure, no questions asked environment. The food pantry was also able to help us out of a bind when Indian Trails lost their AC during the heatwave and school was dismissed at 11:20 two days in a row. Food for the Soul provided us with extra snacks to distribute to the hungry students prior to the start of our normal snack distribution program.



On August 29, we were excited to welcome Dianne Lozano to the AS team! Dianne will be joining us for 400 hours over the school year as a part of her first internship with the Dominican University School of Social Work MSW program. Dianne is bilingual in English and Spanish and has extensive experience as a crisis worker. She jumped right in on her first day helping with our pop-up food pantry and shadowing Yesenia as she met with patrons!

In mid-August, COD classes returned for the semester! We have students in the building on Mondays, Wednesdays and Saturdays for two sessions of English classes, a citizenship class and GED in Spanish. Ana and Sara were a huge help the first few days of testing, by greeting students in the lobby and directing them to the right place as well as helping teachers as they offered a new style of test.



August is also a big month for continuing education. Most of the department was able to attend Staff Development Day, where Jodi did an excellent job running the “Get to know your co-worker’s panel!” The department also had a virtual training with one of our vendors and we all learned something new about our genealogy databases – Ancestry Library, Heritage Quest, and Fold3. Elizabeth will be directly applying this training and will be leading genealogy programs for patrons in November.

Elizabeth has also taken on the task of being our talking books machine expert! We recently received a new talking book machine from the state library to use as a demonstration tool with patrons. Elizabeth will be the one to lead these demonstrations and verse herself in the application process for machines, making access to these incredible machines much easier for our patrons.

Success Stories

Did you know that AS staff create book discussion packets for outside book groups?! After sending one of these packets to a patron, Sara received the following note: “Just want to let you know that we are greatly impressed at the discussion packet you composed for my outside book group, both with the discussion questions you composed and the prompt response in light of my tardy request.”

Megan conducted an appointment to help a patron use some organizational features in their email and photo apps on their iPhone. Megan also answered numerous other questions to help the patron become more familiar with their iPhone, including customizing the lock screen and home screen, easily finding photos of the patron’s grandson, and viewing data about photos such as size and resolution. The patron left excited to use these features to view and share photos and emails with their family.



MATERIALS MANAGEMENT – AUGUST 2024

SNAPSHOT

With summer coming to an end and school back in session, Library Aides have been busy with shelving and sorting returned materials. We are seeing an average of 12-15 carts per day. Thank you for all you do and getting our materials shelved in a timely manner!

Our PressReader titles/holdings are now available in Aspen! For quick access in Aspen, you can click on eContent Collection and filter to PressReader Addison.

PROJECTS

We've added three new magazine titles to the collection: Model Aviation, Architectural Digest, and Cottage Journal.

Eden and Paul are working on a list of materials that we own but have no cataloged records, and this is due to the migration. Some of our items came over with no cataloged records.

Stef put together a proposal on displays between Adult Services and Collection Development for various displays on the second floor. This will be discussed at the next Adult Services and Collection Development meeting in October.

Marilyn and Jenny worked on cleaning up and updating our OCLC WorldShare profile.

Karen, Sue and Stef worked on updating the collection development manuals, merging adult, teen, and children into one management manual. Comments and suggestions were made, and this should be completed in September/October.

Hooriya fixed out of order carts in the workroom and moved new unstickered materials onto carts.

Sue has been helping in various ways with Karen being out of the building from running collection reports, spot checking collections, assisting with mobile hotspots, problem items, etc.

STATISTICS

MM staff completed **51** hours of CE.

MM staff added **1,612** items.

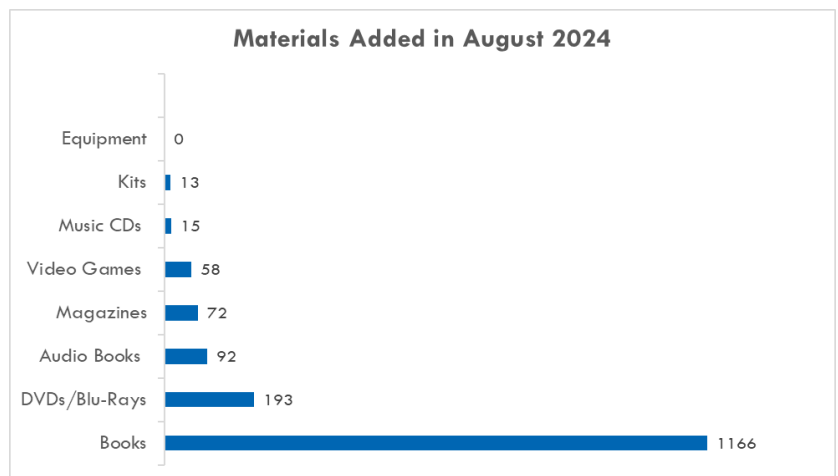
MM staff withdrew **714** items.

Library Aides shelved **299** carts.

APL patrons borrowed **25** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **5.40** days.

APL sent **253** items to other libraries through interlibrary loan.





GUEST SERVICES – AUGUST 2024

SNAPSHOT

August 9 Javier celebrated his 1-year anniversary at APL.

August was a month of Continuing Education. Kathy, Eva, Socorro, Margaret, Javier, Nicole, and Jessica attended Staff Development Day on August 2 and appreciate the Board of Trustees allowing us to close for the day. Kathy, Socorro, and Javier went to SWAN Expo on August 23.

Socorro started meeting with her second buddy in July and continued in August.

Kathy participated in the Addison-Medinah Shriners Parade.

Kathy completed 1 notarization in August.

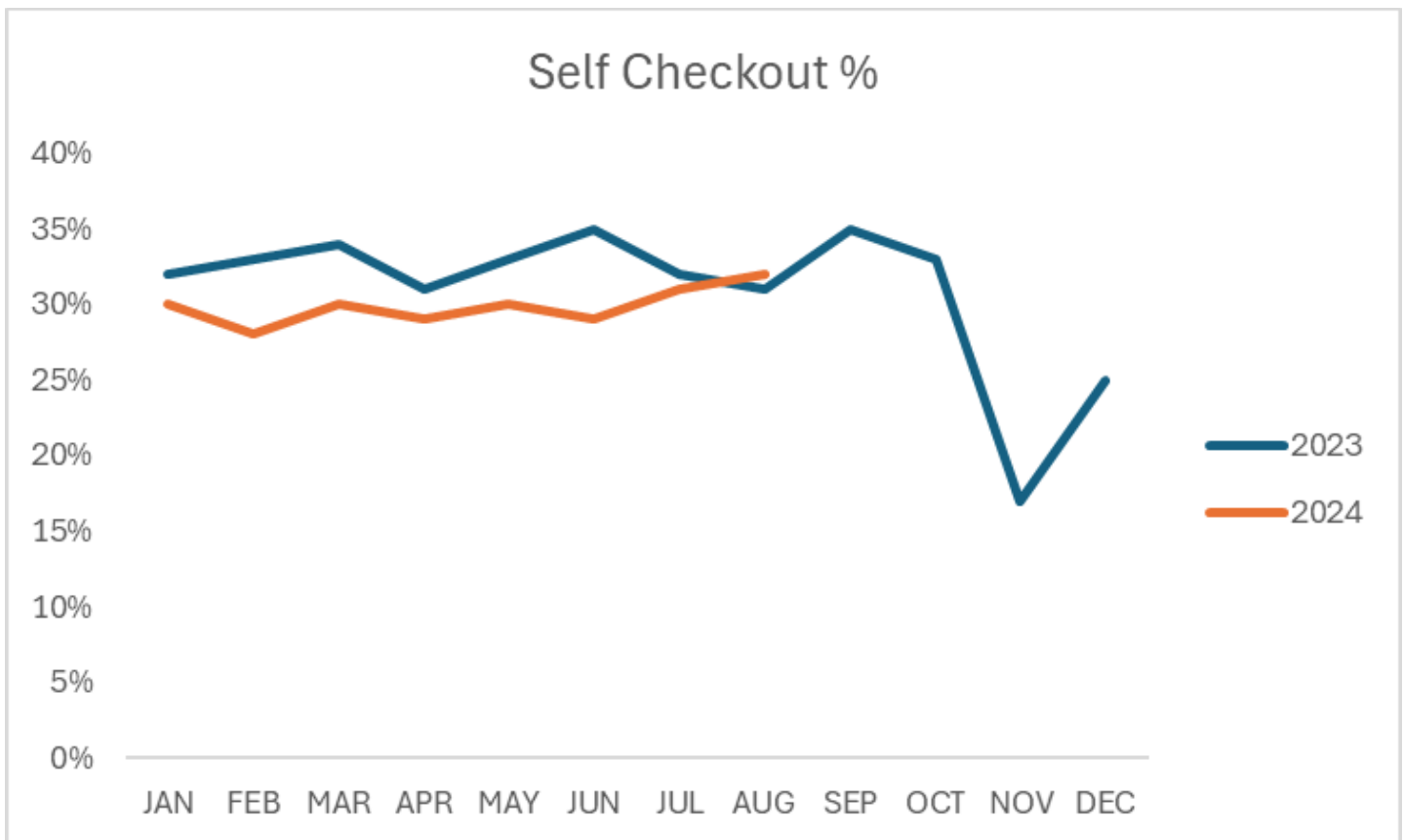
STATISTICS

In August there were 6 curbside pickups.

23 non-SWAN ILLs were checked out by patrons.

7 non-SWAN reciprocal borrowers were registered.

Guest Services staff completed 39.25 hours of Continuing Education.





IT SERVICES – August 2024

SNAPSHOT

The Creative Services Coordinator did a thorough and fabulous job in planning for their leave of absence. This resulted in a smooth transition into one-on-one makerspace appointments with IT Services Associates, with topics covering digitizing slides, Cricut, sewing machines, and 3D printing.

PROJECTS

The IT Services Associates

- Answered 640 patron questions in August, which was a 2% decrease from last month.
- Served on the FunShine and EDISJ committees.
- Participated in the community parade.
- Designed a new CE template to meet our reporting needs.

The Creative Services Coordinator

- Worked hard to get website contents to LibraryMarket. The LibraryMarket project manager had no follow-up questions because they did such a thorough job. The project manager has worked with 50+ sites, and she said that rarely happens. Great job!

The IT System Administrator

- Implemented password manager for Children's Services and Guest Services.
- Implemented laptop locking solution for Adult Services.
- Responded to and resolved 29 IT tickets, which was a 26% increase from last year.

The Head of IT Services

- Coordinated ceiling speaker & WiFi access point placement, as related to building renovation.
- Selected a network consulting firm, together with the IT System Administrator.
- Filled in for the Creative Services Coordinator during their leave of absence.

Continuing Education

- 7 IT Services staff members attended Staff Development Day activities.

Statistics

- 7 makerspace programs, with 15 attendees.
- 18 one-on-ones, which was a 42% decrease from last month.

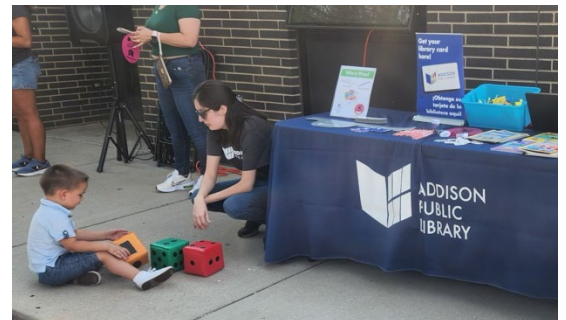
COMMUNITY ENGAGEMENT AUGUST 2024



SNAPSHOT

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

- A visit to Sunset Park (5.6 mi) and an appearance at the Park District’s Touch a Truck event at Centennial Park (7 mi) for a grand total of 20 miles traveled by the book bike this month. That’s the driving distance from the library to the Willis Tower!
- The Henry Hyde Summer BBQ, where Angela (Adult Services), Claire and Gaby gave free books and raffled 3 new book bags.
- The Community Recreation Center, where Claire hosted the author of the Trail Tales she prepared. Frequent patrons and camp participants enjoyed listening to Claudia Guadalupe Martinez read aloud and asking questions about the writing process.
- A new monthly series with Clarendale’s Memory Care group, where Patti and Gaby read aloud a brief biography about Lucille Ball.
- The Back-to-School bashes! With Betsi’s (Childrens Services) help, the Library gifted books to the students and celebrated the beginning of the school year.



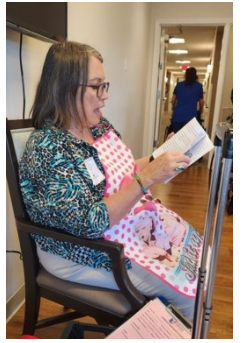
PROJECTS / COMMITTEES

- **Website project:** Sarah and Samantha are nearing the end of the website project! They did such an amazing job of wrapping up the content development portion of the website project that the project manager had no follow-up questions! She’s worked on 50+ sites and said that’s rarely the case.
- **Parade:** Despite the high temperature on the day of the parade, staff reported warm welcomes from parade attendees! This year, the float included: 1 more Friend of the Library, 1 more family member and 2 new staff members. Shout out to Patti for coming up with our slogan (Empowering Our Youth to Explore) for the 2nd parade in a row!
- **Business Interest Group (BIG):** Matt and other business librarians on the Financial Fitness Subcommittee have put together a special program series for April 2025. Now that they’ve finalized presenters and payment, they’re working diligently to accommodate the varying newsletter deadlines for each library.

STATISTICS

- The CE department connected with **1596** community members at **18** outreach events!
- Number of New Job Toolkits distributed: **13**
- **21** one-on-one appointments with Job Seekers & Business Owners.
- **1** business came in to get a library card & **1** business came in to renew their library card.

From Top to Bottom: Patti & Gaby at Rock ‘n Wheels; Library staff, board members, Friends, and family in front of the parade float; Author Claudia Guadalupe Martinez and attendees showing off the moths they created; Betsi helping a child with a math question; Patti wearing the apron from the “I Love Lucy” Memory kit during the visit to the Memory Care group.



August 2024 Library Usage Report

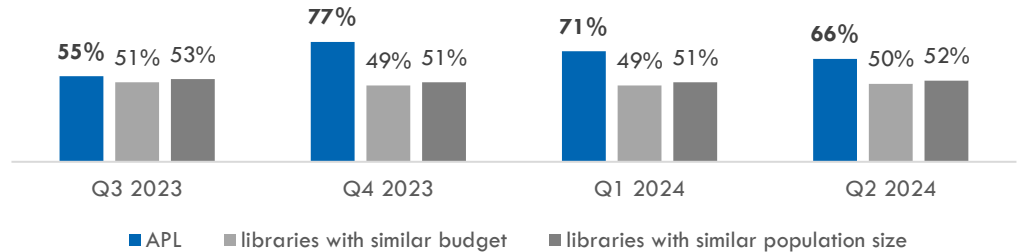


Library Cards

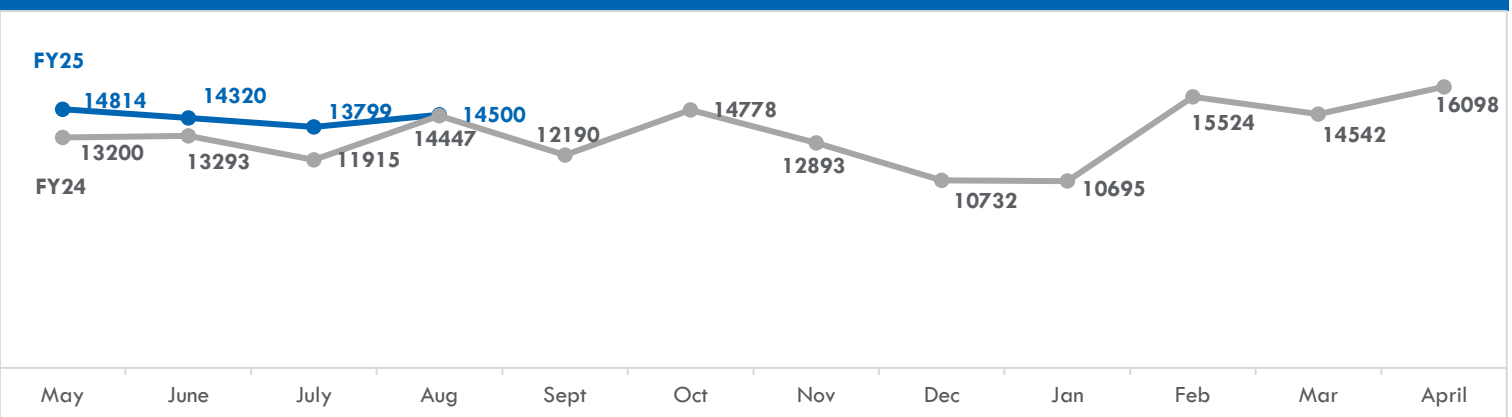
149 new library cards this month.



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

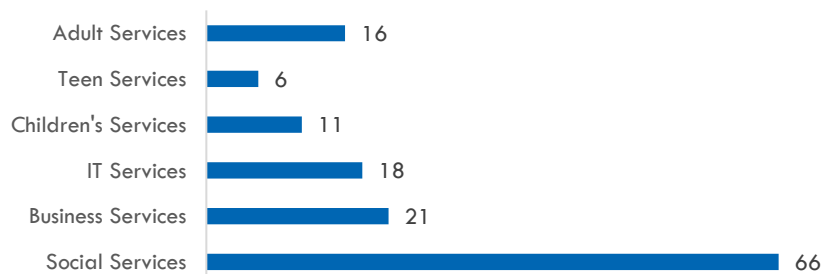


Library Visits



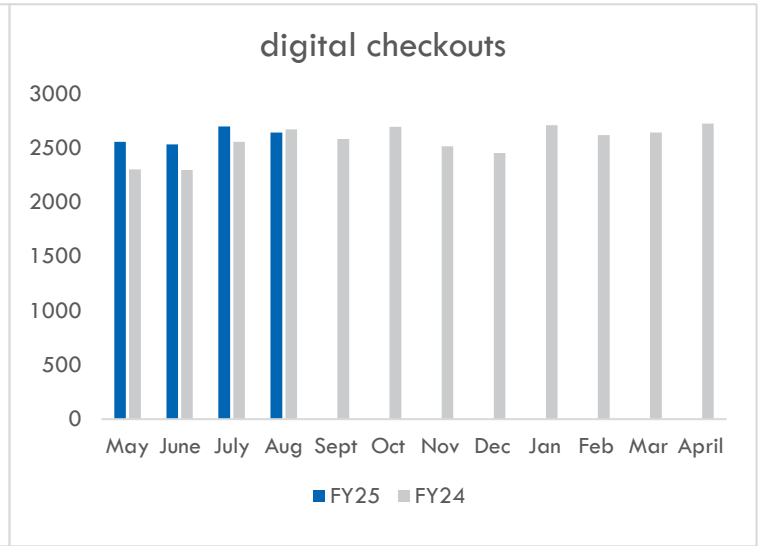
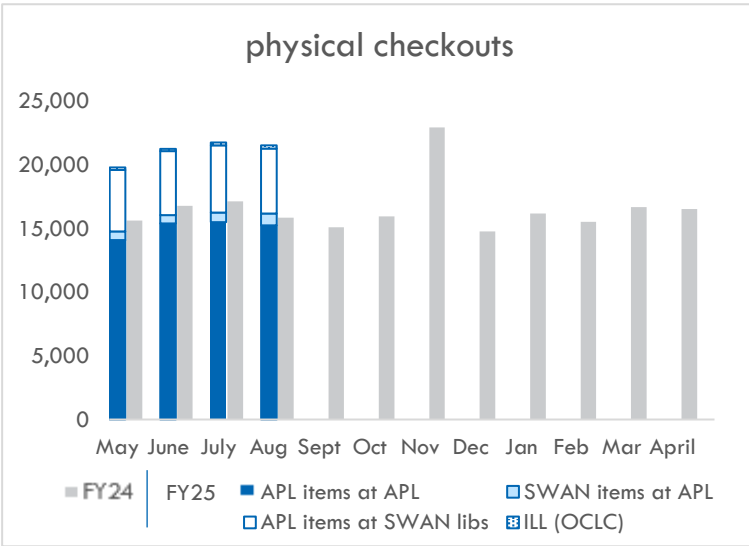
1-on-1 appointments

- 138 1-on-1 appointments
- 226 computer logins
- 969 wifi sessions
- 47 large meeting room bookings
- 596 study room bookings
- 6 Creative Studio bookings
- 50 Sound Studio bookings

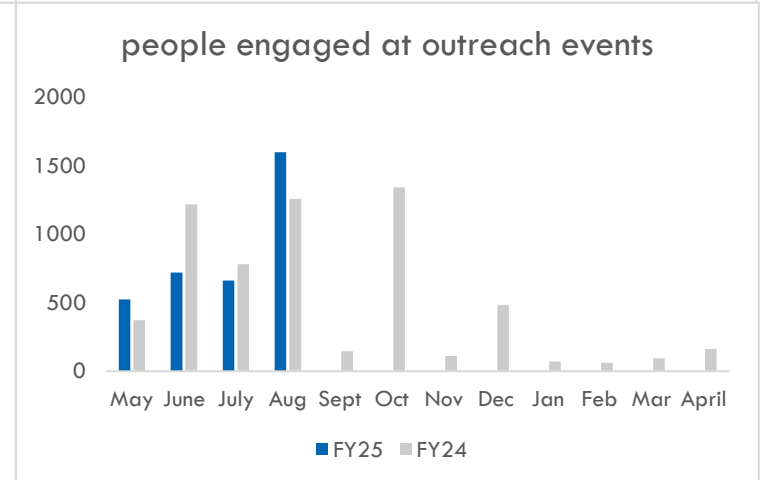
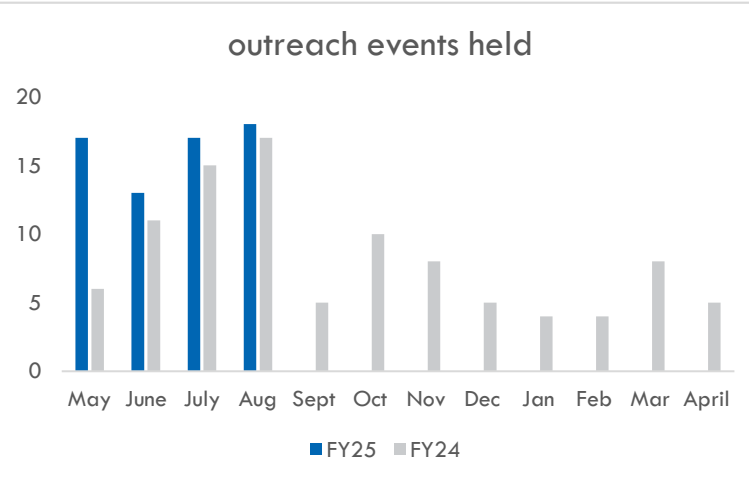
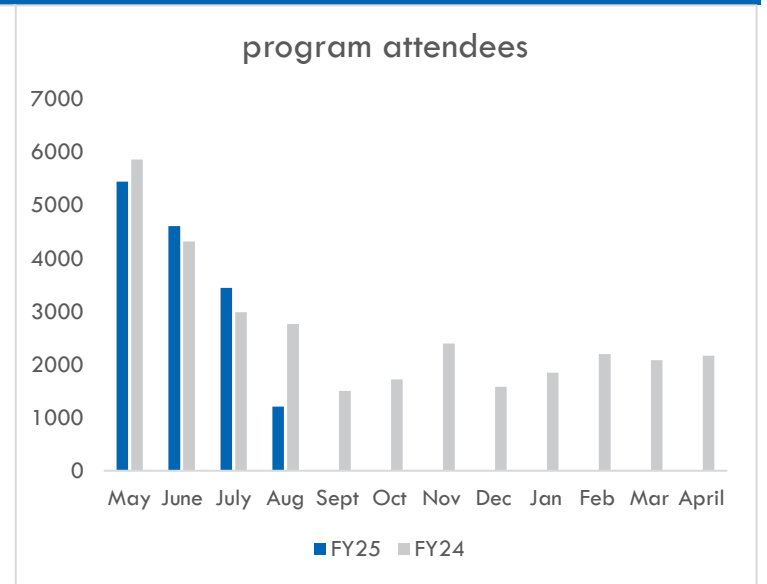
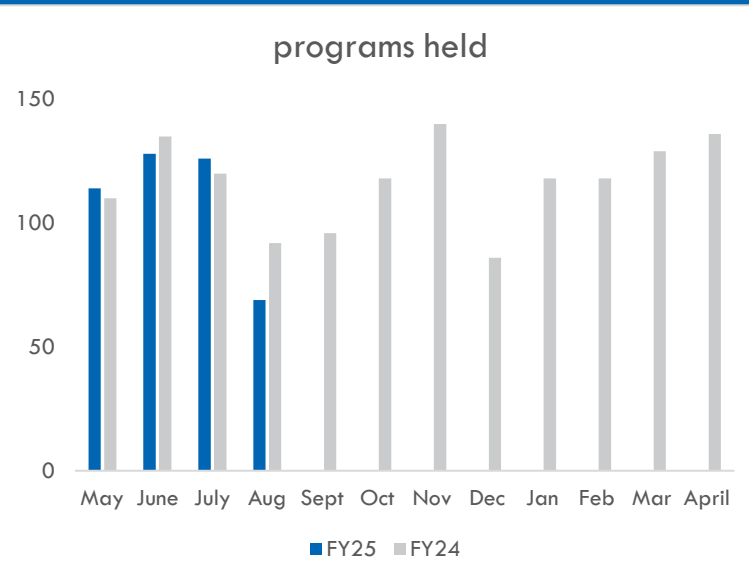


Circulation

24174 total checkouts this month



Programs & Outreach





Meetings with architects

- 9/12: staff team met PA+D to review updates on the project.

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

- Gaby and Samantha (Community Engagement) are working on training for staff to help them answer questions about the building project.
- The Library Leadership Team is planning a building project kickoff event currently scheduled for Sunday, November 10th.
- Staff have done final revisions to AMH RFP and posted the RFP online and sent it to known AMH vendors.

Overview of project timeline

- September: PA+D finalizing drawings, working with FQC. AMH Request for Proposals sent out to vendors. **Board decides front exterior door layout.**
- **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!

Building Project Kick-off Party!

Sunday, November 10th at 2pm

We hope all trustees can attend this event! Our initial plans include a presentation of the project, printed renderings of the finished project, drop-in crafts for children, and celebratory treats.

If you can attend, please let us know what kind of role you would like in the day. Potential options are attendee, presenter, stationed at a rendering, or whatever idea you may have!

Date: 8/19/24

To: Mary Medjo Me Zengue, Director

From:

Contact:

- Please follow-up with me
- Please keep my comment anonymous

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Municipal Minute

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Thu 2024-09-05 9:13 AM

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Municipal Minute

[PAC Finds Village Board Meetings Were Not Open or Convenient Under OMA](#)

The Public Access Counselor of the Illinois Attorney General's Office issued its 10th binding opinion of 2024 in [PAC Op. 24-010](#), finding a Village Board in violation of the Open Meetings Act for failing to make its meetings open and convenient to the public.

Multiple requests for review were filed against a Village relating to meetings held in June and July of 2024. Specific complaints included allegations that there was insufficient space in the meeting room for members of the public who wanted to attend and many were turned away from each of these meetings because of limited seating capacity,, and that police department measures impeded public attendance.

The PAC analyzed the various requests for review and concluded that the two Village Board meetings at question were neither "open" nor "convenient" as required by the Open Meetings Act.

First, the PAC determined that the Board had adequate notice that its meeting space would be inadequate as there had been significant public interest in the Village Board's activities and controversies. The PAC stated that the Board should have foreseen the public interest where the Board and Mayor were engaged in a number of conflicts and disputes at previous meetings of the Village Board. The PAC noted that the Board could have moved its meetings to a larger venue, offered standing room or overflow capacity in another room, or offered a remote option for members of the public to ensure members of the public could be accommodated in some fashion.

Second, the PAC rejected the Police Chief's argument that heightened security concerns justified curtailing attendance by the public, including street closures, parking barricades, and excessive police presence that physically impeded members of the public from attending the meetings.

Finally, the Board acknowledged that while public bodies are not required to ensure that every single person who wants to attend a meeting is able to do so in "full comfort," the "open and convenient"

requirement of the OMA required the Board to implement measures to better accommodate the public, which it failed to do at both the June and July meetings.

The PAC concluded by directing the Village Board to take actions to ensure that future meetings are open and convenient to the public, including holding future meetings at alternative locations, if necessary, to accommodate the public.

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



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Municipal Minute <jtappendorf@ancelglink.com>

Thu 2024-08-29 9:15 AM

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Municipal Minute

[Regulating Election and Campaign Signs](#)

Every election cycle presents unique challenges for public bodies. To stay ahead of these possible issues, one thing to add to your checklist is the review of your sign ordinance to make sure you are prepared to address any issues that arise related to the regulation of election and campaign signs.

First, you should confirm your sign ordinances does not single out political signs. Municipal officials should be aware of restrictions on their authority to regulate temporary election and campaign signs on private property. Illinois law prevents municipalities from prohibiting the display of temporary outdoor political campaign signs on private residential properties. 65 ILCS 5/11-13-1(12). Municipal sign codes also cannot impose stricter time restrictions on the display of temporary election and campaign signs than other signs (such as "for sale" signs or holiday decorations). Placing stricter time display requirements only on temporary political signs is a content-based regulation and could result in First Amendment lawsuits against a municipality. Your ordinance cannot, for example, permit real estate signs all year round, but only permit political signs for a certain time period. Your sign regulations must be content neutral.

Second, while your public body can prohibit campaign signs from being placed on government property (public rights of way, for example), it is important to know that candidates or their supporters are allowed to place temporary election and campaign signs on public property outside the designated campaign-free zone during the time period that polls are open for voting on primary and general election days. Special rules apply to political and campaign signs on public property during an election day, and an "election day" is considered any day that early voting may be occurring on your property - it is not just the official day of the election. If your governmental property is a polling place, Illinois law prohibits any electioneering activities within a polling place where voters cast ballots and within 100 feet of a polling place. 10 ILCS 5/17-29. As such, on an "election day," no election or campaign signs may be placed within this 100-foot designated campaign-free zone, but congregating and engaging in electioneering activities (such as placing election and campaign signs) are permitted on public property outside the designated campaign-free zone. There are special rules for the location of the designated

campaign-free zone depending on the unique characteristics of a polling place, which may result in you having to measure the distance from the polling place to see where the campaign-free zone ends. Depending on the measurements from your specific polling place location, you may actually have to permit electioneering within your public building outside of the 100 feet campaign-free zone.

Under section 17-29(c) of the Election Code, the regulation of electioneering on polling place property on election day, including the placement of temporary signs, is an exclusive power and function of the State, so this preempts home rule municipalities from adopting any laws inconsistent with this statute.

Post Authored by Keri-Lyn Krafthefer & Tyler Smith, Ancel Glink

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



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Major Publishers, Authors Guild Sue Over New Florida Book Banning Law

By Andrew Albanese | Aug 29, 2024

authors have teamed up with students and parents in Florida to file a federal lawsuit challenging the constitutionality of two provisions of the state's recently enacted H.B. 1069. The complaint argues that the vague and overbroad statute has led to the improper removal of hundreds of books from school and classroom libraries in the state. (Authors signed onto the suit include Julia Alvarez, Laurie Halse Anderson, John Green, Jodi Picoult, and Angie Thomas.)

Specifically, the August 29 complaint challenges two parts of section 1006.28 of the law: one that broadly prohibits books in public schools that contain any content that "describes sexual conduct," and another that bans books that contain allegedly "pornographic" content "without consideration of the book as a whole, as the Supreme Court requires." The suit was filed in the Middle District of Florida, in Orlando, with all of the Big Five Publishers (Hachette, HarperCollins, Macmillan, Penguin Random House, and Simon & Schuster) along with Sourcebooks (a majority of which is owned by PRH, but which operates independently) signing on as plaintiffs.

"House Bill 1069 violates the First Amendment rights of publishers, authors, and students by forcing teachers, media specialists, and their school districts to remove books or face penalties, including loss of licensure," the complaint states. "The Publisher Plaintiffs and the Author Plaintiffs...have the First Amendment right to disseminate and have read their constitutionally protected books, and the Student Plaintiffs...have the First Amendment right to receive and read constitutionally protected books, free from unconstitutional content-based restrictions mandated by the State of Florida. Plaintiffs bring this action to safeguard their fundamental rights and the rights of others under the First Amendment."

The lawsuit seeks two declaratory judgments from the court. The first is that H.B. 1069's prohibition on content that "describes sexual conduct," which applies to grades K-12, is "overbroad" and thus unconstitutional. The second is that the law's vague term "pornographic" in Section 1006.28 is either "synonymous" with the "harmful to minors" standard defined by Florida law, which is appropriately grounded in the Supreme Court's standard for obscenity set forth in *Miller v. California*, or, if that's not the case, a ruling that the law's undefined prohibition of "pornographic" content is unconstitutional. The suit does not challenge any other provisions of the law, nor the state's previous "harmful to minors" standard.

"Plaintiffs do not challenge the 'harmful to minors' standard and do not seek to prevent Florida school districts from ensuring that school libraries do not contain obscene books," the suit explains. "Instead, Plaintiffs take issue with the removal of books under the guise of 'pornography' that are not remotely obscene, resulting from the Florida State Board of Education's unconstitutional construction of the term 'pornographic.'"

In the suit's opening paragraph, the plaintiffs note that classic books including Maya Angelou's *I Know Why the Caged Bird Sings*; Ralph Ellison's *Invisible Man*; Ernest Hemingway's *For Whom the Bell Tolls*; Zora Neale Hurston's *Their Eyes Were Watching God*; Aldous Huxley's *Brave New World*; Toni Morrison's *The Bluest Eye*; Leo Tolstoy's *Anna Karenina*; Richard Wright's *Native Son*; Kurt Vonnegut's *Slaughter-House Five*; and Alice Walker's *The Color Purple* "are some of the many books" removed from school libraries under the law.

"These books are timeless classics, renowned for their literary value," the suit states. "They have been on the shelves of school libraries for years, and they are not remotely obscene. But Florida has required these books and others to be removed from school libraries under its broad, across-the-board, content-based mandates that forbid consideration of the books' merit or value."

Florida Governor Ron DeSantis signed H.B. 1069 into law in May 2023 as part of a suite of bills that defined his so-called "Let Kids Be Kids" agenda. But critics of the law say that its vague language has led to widespread book banning in schools statewide.

The suit comes after a group of parents and Florida public school students along with the ACLU filed suit in June alleging that the law's content review procedures discriminate against parents who oppose book bans and censorship. It is one of several by publishers now pending in federal court, including challenges in Arkansas, Iowa, Texas, and in Escambia County, Florida.

"As publishers dedicated to protecting freedom of expression and the right to read, the rise in book bans across the country continues to demand our collective action," the six attached publishers said in a joint statement. "Fighting unconstitutional legislation in Florida and across the country is an urgent priority. We are unwavering in our support for educators, librarians, students, authors, readers— everyone deserves access to books and stories that show different perspectives and viewpoints."

A version of this article appeared in the 09/02/2024 issue of *Publishers Weekly* under the headline:

In what may be turn out to be one of most consequential lawsuits yet filed in defense of the freedom to read, six major publishers, the Authors Guild, and several bestselling

“
House Bill 1069 violates the First Amendment rights of publishers, authors, and students by forcing teachers, media specialists, and their school districts to remove books or face penalties.
”



East St. Louis official used library funds on new tires, cash advances, feds allege

BY CAROLYN P. SMITH

UPDATED AUGUST 28, 2024 4:51 PM

The former director of the East St. Louis Public Library was indicted in federal court on five counts of wire fraud and embezzlement for using library funds on personal purchases and cash advances.

According to the indictment, filed Aug. 20 in the U.S. Court for the Southern District of Illinois, Kenyada Harris racked up \$16,409.85 on a credit card issued by Lindell Bank of O'Fallon, Missouri that was supposed to be used to cover "incidental expenses for official business" at the library, the indictment alleges.

"Harris, however, stole cash and used the city credit card to take unauthorized cash advances and make personal purchases that she concealed from city officials responsible for financial oversight," the criminal indictment states. "Her concealment included false statements, false pretense, and a forged receipt for a personal automotive repair."

On July 31, 2023, a charge for \$1,409.85 to Dobbs Auto & Tire in Cahokia Heights appeared on the card. Then, from Jan. 17 to April 6, Harris, 40, used the card to make four cash withdrawals totaling \$15,000 at Bank of America locations in both O'Fallon, Illinois, and Belleville, according to court records.

Because the alleged crime involved interstate wire transfers and because the East St. Louis Library receives more than \$10,000 in annual grant funding, subsidies and other assistance from the U.S. government, Harris is being charged in the federal court.

Harris resigned from her job in June. She was hired in June of 2023 with an annual salary of \$87,000.

"City officials owe a duty to act in the best interests of the public they serve," the indictment stated. "State and Municipal law and city policy prohibit city officials from using their positions for their own person gain."

Assistant U.S. Attorney Steven Weinhoeft is prosecuting the case. According to federal sentencing guidelines, Harris could face a maximum of 20 years in prison plus fines.

Roselle library will try again for a tax increase to replace building

Posted August 27, 2024 8:52 pm

[Katlyn Smith](#)



A rendering shows a proposed new Roselle Public Library.

Courtesy of Product Architecture + Design

The Roselle Public Library District will ask voters in November to approve a \$22 million borrowing plan for a new building more than a year after its original request failed at the ballot box by just 22 votes.

This time, the district is seeking to build a new library campus on the site of the former Trinity Community Center — a property currently owned by the village. The library and the village would swap their respective parcels if voters say “yes” to the project.

“I hope that people can see that we listened ... our priority was to listen and make sure we were designing something for the future that the community really, really wants and can believe in,” said Samantha Johnson, the library’s executive director. “And the village has been so supportive.”

Library leaders went back to the drawing board and held focus groups after voters in April 2023 narrowly rejected a plan to replace their existing facility with a two-story, glass-wrapped building on the same Park Street site.

The new plan would relocate the library to Maple Avenue. With voter approval, the district would issue bonds to pay for construction of a roughly 32,000-square-foot building. As a result, an owner of a home valued at \$300,000 would pay an anticipated \$179 in additional property taxes to the library district annually.

“It’s a really nice piece of property, and we’re able to have a lot more green space as well in our master plan,” Johnson said of the village-owned site, which is connected to Pine Park.

Roselle trustees approved an intergovernmental agreement earlier this week that’s contingent upon a successful library referendum effort. Library trustees are set to follow suit with a vote on the agreement Wednesday night.

Under the terms, the village would be responsible for the costs of demolition and site preparation up to \$450,000. The municipality would convey its parcel to the library after the work is complete.

The library then would turn over its building and property to the village after moving into the new facility.

“When we purchased the property at East Maple Avenue, we knew that it had a lot of potential to go back on the rolls,” Roselle Mayor David Pileski said. “However, with it being adjacent to so much residential, we knew there might be some issues and concerns in the neighborhood.

“As we started to have some conversations about development plans ... it became really clear that the residents in that immediate vicinity were hoping that it would continue to remain kind of an institutional type use,” Pileski added.

The existing library property, by contrast, is “much more conducive for dense development,” Pileski said. The municipal center is to the west.

“This is a win-win situation where we're able to help the library district use their funds and their revenue more conservatively to deliver a great asset to the community for generations to come,” the mayor said. “And we can put the village in a position to really leverage its assets to maximize private investment in things that will provide us more vitality for the future to come.”



A youth room is shown in a proposed new Roselle Public Library. *Courtesy of Product Architecture + Design*

The new library would have a drive-up window, attached parking and a larger youth services department.

“We heard a lot from people who loved what was inside, but they didn’t like the outside,” Johnson said. The exterior design now calls for more brick, warmer colors and “less glass, definitely less glass,” she said.

The property swap also would allow the library to continue operating out of its Park Street building during construction.

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August 26, 2024

Illinois to Increase Court Access Through Local Libraries

Secretary of State, Supreme Court and The Chicago Bar Foundation Partner to Help Guide Litigants Through Legal System

A new pilot program utilizing the state’s public libraries to improve court access will offer guidance for Illinoisans struggling to navigate the legal system on their own.

The goal of the pilot is to help people without lawyers—who may have limited technology capabilities or transportation challenges—more easily access legal information and assistance at their local public library.

Illinois Secretary of State Alexi Giannoulis’ office partnered with the Illinois Supreme Court’s Commission on Access to Justice and The Chicago Bar Foundation to establish Court Access Library Centers in selected public libraries that offer space and dedicated equipment for residents without lawyers to appear in court remotely, obtain legal information and resources, and e-file and access court documents online.

“Our libraries have always served as a hub for learning and finding answers. Adding legal guidance as a supplement to the knowledge already available just makes sense,” Giannoulis said. “Bringing services directly to the people has been a top priority of my administration, and we will continue to find innovative ways to work toward that goal.”

“This impactful statewide partnership will significantly enhance access to justice, enabling many individuals to meaningfully engage in their court cases,” said Lake County Judge Jorge Ortiz, Chair of the Illinois Supreme Court Commission on Access to Justice. “This is particularly vital for those who face barriers such as limited access to legal services, technology, or transportation to the courthouse. We are thrilled to collaborate with the Illinois Secretary of State and The Chicago Bar Foundation in this important initiative.”

“Libraries have long been a trusted place where people can find help right in their own community,” said Bob Glaves, Executive Director of The Chicago Bar Foundation. “We are thrilled to be part of this innovative partnership with the Secretary of State and the Supreme Court Commission on Access to Justice to expand the information and resources that libraries already offer their communities so they can better assist people facing legal problems on their own.”

Using a data-driven approach, 18 libraries across the state were selected for the pilot phase based on the volume of litigants without lawyers, geographic and/or transportation limitations to local courthouses, broadband internet access constraints and interest from public libraries in the area.

Each pilot location has been provided with court access training for the librarians who volunteer. Additionally, some librarians will be trained as certified “Court Library Navigators” to offer more customized legal information to patrons. The Court Library Navigators’ training sessions will focus on specific types of cases, including: divorce and child custody; domestic violence; wills, trusts and estates; housing; and consumer debt.

For more information about Court Access Library Center locations and resources, litigants are encouraged to call Illinois Court Help at (833) 411-1121.

Court Access Library Center Locations:

Chicago

1st Municipal District

Harold Washington Library Center

Phone: (312) 747-4300

Email: hwlc@chipublic.org

Address: 400 S. State St., Chicago, IL 60605

Website: <https://www.chipublic.org/>

Legler Regional Library

Phone: (312) 746-7730

Email: legler@chipublic.org

Address: 115 S. Pulaski Road, Chicago, IL 60624

Website: <https://www.chipublic.org/>

Sulzer Regional Library

Phone: (312) 744-7616

Email: sulzerregional@chipublic.org

Address: 4455 N. Lincoln Ave., Chicago, IL 60625

Website: <https://www.chipublic.org/>

Woodson Regional Library

Phone: (312) 747-6900

Email: woodsonregional@chipublic.org

Address: 9525 S. Halsted St., Chicago, IL 60628

Website: <https://www.chipublic.org/>

Cook County Suburbs

2nd Municipal District

Glenview Public Library

Phone: (847) 729-7500

Email: info@glenviewpl.org

Address: 1930 Glenview Road, Glenview, IL 60025

Website: <https://glenviewpl.org/>

3rd Municipal District

Indian Trails Public Library District

Phone: (847) 459-4100

Address: 355 Schoenbeck Road, Wheeling, IL 60090

Website: <https://www.indiantrailslibrary.org/>

4th Municipal District

Northlake Public Library District

Phone: (708) 562-2301

Email: askus@northlakelibrary.org

Address: 231 N. Wolf Road, Northlake, IL 60164

Website: <https://www.northlakelibrary.org/>

5th Municipal District

Prairie Trails Public Library District

Phone: (708) 430-3688

Email: pts@prairietrailslibrary.org

Address: 8449 Moody Ave., Burbank, IL 60459

Website: <https://prairietrailslibrary.org/>

6th Municipal District

Calumet City Public Library

Phone: (708) 862-6220

Email: info@calumetcitypl.org

Address: 660 Manistee Ave., Calumet City, IL 60409

Website: <https://www.calumetcitypl.org/>

Flossmoor Public Library

Phone: (708) 798-3600

Email: flosslib@flossmoorlibrary.org

Address: 1000 Sterling Ave., Flossmoor, IL 60422

Website: <https://www.flossmoorlibrary.org/>

Collar counties

16th Judicial Circuit – Kane County

Aurora Public Library – Santori Library

Phone: (630) 264-4117

Address: 101 S. River St., Aurora, IL 60506

Website: <https://www.aurorapubliclibrary.org/SantoriLibrary-13452>

18th Judicial Circuit – DuPage County

Addison Public Library

Phone: (630) 459-3426

Email: adultservices@addisonlibrary.org

Address: 4 Friendship Plaza, Addison, IL 60101

Website: <https://www.addisonlibrary.org/>

19th Judicial Circuit – Lake County

Wauconda Area Public Library District

Phone: (847) 526-6225

Email: patrons@wauclib.org

Address: 801 N. Main St., Wauconda, IL 60084

Website: <https://www.wauclib.org/>

22nd Judicial Circuit – McHenry County

McHenry Public Library District

Phone: (815) 385-0036

Email: mplref@mchenrylibrary.org

Address: 809 Front St. (RT 31) McHenry, IL 60050

Website: <https://mchenrylibrary.org/>

Central Illinois

6th Judicial Circuit – Champaign County

Rantoul Public Library

Phone: (217) 893-3955

Email: rantoullib@gmail.com

Address: 106 W. Flessner Ave., Rantoul, IL 61866

Website: <https://rantoul.lib.il.us/>

10th Judicial Circuit – Peoria County

Peoria Public Library – Main Library

Phone: (309) 497-2000

Email: pplrooms@ppl.peoria.lib.il.us

Address: 107 N.E. Monroe, Peoria, IL 61602

Website: <https://peoriapubliclibrary.org/>

Metro East

20th Judicial Circuit – St. Clair County

O'Fallon Public Library

Phone: (618) 632-3783

Email: reference@ofpl.info

Address: 120 Civic Plaza, O'Fallon, IL 62269

Website: <https://www.ofpl.info/>

Southern Illinois

1st Judicial Circuit – Jackson County

Carbondale Public Library

Phone: (618) 457-0354

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Next phase of Lake Villa District Library's Outdoor Space Plan approved



The recently completed Phase I of Lake Villa District Library's Outdoor Space Plan features author terraces, solar-powered umbrella tables and more seating. *Courtesy of the Lake Villa District Library*

**Submitted by the
Lake Villa District Library**

Activity courtyards, an outdoor reading room and a performance pavilion are among the projects in Phase II of Lake Villa District Library's Outdoor Space Plan which was simultaneously approved by the library board and the village of Lindenhurst on Monday, Aug. 12.

“Obtaining approvals from the village of Lindenhurst and the library board were key steps for the project,” library director Mick Jacobsen said. “It’s one step closer in becoming a haven the community can enjoy for years to come.”

Developing LVDL’s outdoor space became a key focus for the library board after community surveys and focus groups highlighted its importance. Hitchcock Design Group was hired in 2021 to develop a comprehensive plan of landscape projects to be implemented over a number of years. The first phase, completed in late July, includes shade structures, additional seating and beautification of the library’s main entrance.

The second phase of the outdoor space plan focuses on the library’s backyard and includes features that add both whimsy and respite: an arbor gateway to a garden and outdoor reading room; a series of playful berms; a Hobbit House; walking paths and a performance pavilion.

“We envision the Great Lawn as the central hub,” Jacobsen said. “The courtyard, pavilion and pathways branch off to encourage adventure and exploration of the space.”

According to Jacobsen, the timeline for the project is evolving.

“We anticipate celebrating the new spaces by spring of 2026.”

For more information, visit lvdl.org/outdoor-space-plan.



Northbrook Library Defends Right Of Resident To Host Film On Conflict

A planned screening of "Israelism," a documentary film about the Israeli-Palestinian conflict, has come under fire.

[Eric DeGrechie](#), Patch Staff

Posted Fri, Sep 6, 2024 at 8:44 am CT | Updated Fri, Sep 6, 2024 at 9:47 am CT

NORTHBROOK, IL — Following a number of emails and calls about the event, as well as condemnation from the Chicago Jewish Alliance, the Northbrook Public Library is defending the upcoming showing of a movie about the Israeli-Palestinian conflict.

["Israelism," a 2023 documentary](#) about the portrayal of the Israeli-Palestinian conflict in American Jewish institutions, is scheduled to show at the library on Sept. 18. [According to the library](#), a Northbrook resident and library cardholder reserved a room at the library for a ticketed film screening of the film, hosted by The Chicagoland Jewish Labor Bund and Jewish Voice for Peace. Officials said the screening of "Israelism" is not sponsored or facilitated by the library.

"We have received many emails and calls about this event," Northbrook Library Executive Director Kate Hall said in a statement. "We respect and acknowledge that there are members of our community who may disagree with the views of the organizations hosting this screening and/or the views presented in the film."

According to a flyer for the film, it will be shown at 6:30 p.m., and will be followed by a question and answer session with Jewish and Palestinian/Muslim activists.

"This is bad news. The screening of 'Israelism' at Northbrook Library, organized by the Chicagoland Jewish Labor Bund and JVP, is a troubling attempt to gaslight our community," the [Chicago Jewish Alliance said in a social media post](#). "This small fringe group of Jews and non-Jews is misrepresenting our voices and values, and it's disrespectful to all of us."