

## **Regular Board Meeting**

Tuesday, October 17, 2023 6:30 PM

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **PRESENTATION: SCARCE Earth Flag Recertification**

7. **PRESENTATION: Fiscal Year 2023 Annual Financial Report**

8. **Treasurer's Report**

9. **Consent Agenda**

9.A. Approval of Minutes

9.B. Approval of Bills & Disbursements

10. **Reports**

10.A. Director & Staff Reports

10.B. Statistics

10.C. Friends of the Library Report

11. **New Business**

11.A. ACTION ITEM: FY23 Annual Financial Report

11.B. ACTION ITEM: 2023 Tax Levy

11.C. ACTION ITEM: Employee Health Savings  
Account Contributions for 2024

11.D. ACTION ITEM: Library Building Project

11.E. ACTION ITEM: 2024 Library Closure Dates

11.F. Discussion Item: Serving our Public 4.0 -  
Chapters 10-13 review

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

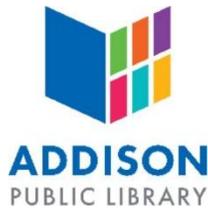
13. **Correspondence & Announcements**

13.A. Library News

13.B. Patron Comment Cards

14. **Additional Discussion**

15. **Adjournment**



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  - A. Approval of Minutes
  - B. Approval of Bills & Disbursements
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  - A. Director & Staff Reports
  - B. Statistics
  - C. Friends of the Library Report
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  - A. ACTION ITEM: FY23 Annual Financial Report
  - B. ACTION ITEM: 2023 Tax Levy
  - C. ACTION ITEM: Employee Health Savings Account Contributions for 2024
  - D. ACTION ITEM: Library Building Project
  - E. ACTION ITEM: 2024 Library Closure Dates
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13. **Correspondence & Announcements**
  - A. Library News
  - B. Patron Comment Cards
14. **Additional Discussion**
15. **Adjournment**



**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

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ANNUAL FINANCIAL REPORT

For the Year Ended April 30, 2023



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**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
**TABLE OF CONTENTS**

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	<u>Page(s)</u>
INDEPENDENT AUDITOR’S REPORT .....	1-4
<b>GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS</b>	
Management’s Discussion and Analysis.....	MD&A 1-5
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position.....	5
Statement of Activities .....	6
Fund Financial Statements	
Governmental Funds	
Balance Sheet .....	7
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position .....	8
Statement of Revenues, Expenditures, and Changes in Fund Balances....	9
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	10
Notes to Financial Statements .....	11-26
Required Supplementary Information	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual General Fund .....	27
Illinois Municipal Retirement Fund Schedule of Employer Contributions .....	28
Schedule of the Library’s Proportionate Share of the Net Pension Liability .....	29
Notes to Required Supplementary Information .....	30

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
TABLE OF CONTENTS (Continued)

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	<u>Page(s)</u>
<b>SUPPLEMENTAL DATA</b>	
General Fund	
Schedule of Expenditures - Budget and Actual .....	31-32
Capital Projects Fund	
Schedule of Revenues, Expenditures, and Changes in	
Fund Balance - Budget and Actual .....	33
Schedule of Restrictions of Fund Balance for Special Levies .....	34
<b>SUPPLEMENTARY INFORMATION</b>	
Property Tax Assessed Valuations, Rates, Extensions, and Collections	
Last Ten Levy Years .....	35-36

## **INDEPENDENT AUDITOR'S REPORT**

1415 West Diehl Road, Suite 400  
Naperville, IL 60563  
630.566.8400

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## **INDEPENDENT AUDITOR'S REPORT**

Members of the Public Library Board  
Addison Public Library  
Addison, Illinois

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Addison Public Library (the Library) as of and for the year ended April 30, 2023, and the related notes to financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements, present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Addison Public Library, as of April 30, 2023, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under these standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The supplemental data is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplemental data is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, financial statements of the governmental activities and each major fund of the Library as of and for the year ended April 30, 2022, and we expressed unmodified opinions on those basic financial statements. The audit was conducted for purposes of forming an opinion on the basic financial statements as a whole. The schedules of revenues, expenditures, and changes in fund balance - budget and actual for each fund and the schedules of expenditures - budget and actual with comparative actual is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2022 basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements from which it has been derived.

*Other Information*

Management is responsible for the other information included in the annual report. The other information comprises the supplementary information but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*Sikich LLP*

Naperville, Illinois  
September 21, 2023

**GENERAL PURPOSE EXTERNAL  
FINANCIAL STATEMENTS**

## ADDISON PUBLIC LIBRARY

### MANAGEMENT DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED APRIL 30, 2023

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#### Introduction

This discussion and analysis of the Addison Public Library's financial performance provides a narrative overview of the Library's financial activities for the fiscal year ending April 30, 2023. Readers are encouraged to consider the information presented in conjunction with the financial statements as a whole.

#### Financial Highlights

- The assets and deferred outflows of resources of the Library exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$22,072,268. Of this amount, \$18,705,724 in unrestricted funds may be used to meet the Library's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the Library's governmental funds reported an ending fund balance of \$19,273,714. Of this amount, \$15,796,094 is committed for capital projects, \$39,788 is nonspendable for pre-paid items in FY2022 and \$3,300,713 in unrestricted funds is available for spending at the Library's discretion. \$137,119 is restricted for special levies.

#### Overview of the Financial Statements

The Library's basic financial statements include three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This dual focus on both the Library as a whole (government-wide) and the major individual funds allows the reader to broaden the basis for comparison (year-to-year or government to government) and enhances the Library's accountability.

**Government wide financial statements** are designed to provide readers with a broad overview of the Library's finances, in a manner similar to a private-sector business. There are two government-wide financial statements: **The Statement of Net Position** and **The Statement of Activities**.

The **Statement of Net Position** presents information on all of the Library's assets, deferred outflows and liabilities and deferred inflows, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The **Statement of Activities** presents information showing how the Library's net position changed during the most recent fiscal year.

(See independent auditor's report)

**Fund financial statements** tell how services were paid for as well as what remains for future spending. Fund financial statements also report the Library's operations in more detail than the government-wide financial statements.

**Notes to the financial statements** provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

### Financial Analysis

As noted above, net position may serve, over time, as a useful indicator of a government's financial position. The following table indicates that in the case of the Addison Public Library, assets exceed liabilities by \$22,072,268. A large portion of the Library's net position reflects its investment in capital assets (e.g. building, books, furniture and fixtures, equipment, and improvements). The Library uses these capital assets to provide services to our patrons and consequently these assets are not available to liquidate liabilities or for future spending.

For the year ended April 30, 2023, the Library's net position increased by \$976,824. A complete comparative analysis is presented below.

**Table 1**  
**Statement of Net Position**  
**April 30, 2022 and 2023**

		<b>2022</b>	<b>2023</b>
Current and Other Assets	\$	24,932,251	25,411,163
Capital Assets, net of accumulated depreciation	\$	3,175,120	3,063,494
Capital Assets, not being depreciated	\$	-	267,744
Deferred Outflows	\$	231,272	891,558
<b>Total Assets and Deferred Outflows</b>	<b>\$</b>	<b>28,338,643</b>	<b>29,663,959</b>
Current Liabilities	\$	141,687	255,815
Noncurrent Liabilities	\$	163,239	1,409,275
Deferred Inflows	\$	6,938,273	5,896,601
<b>Total Liabilities and Deferred Inflows</b>	<b>\$</b>	<b>7,243,199</b>	<b>7,561,691</b>
<b>Net Position:</b>			
Net investment in capital assets	\$	3,175,120	3,229,425
Restricted for special levies	\$	241,160	137,119
Unrestricted	\$	17,679,164	18,705,724
<b>Total Net Position</b>	<b>\$</b>	<b>21,095,444</b>	<b>22,072,268</b>

(See independent auditor's report)

## **Governmental Activities**

The governmental activities of the Library reflect the Library's basic services, including materials collections, reference and reader's services, programming, interlibrary loan and outreach services. The following table summarizes the revenues and expenses of the Library's governmental activities for fiscal years ended 2022 and 2023.

**Table 2**  
**Changes in Net Position**  
**Year ended April 30, 2022 and 2023**

	<b>2022</b>	<b>2023</b>
<b>Revenues</b>		
Program Revenues		
Fines and Fees	\$ 26,379	28,265
Intergovernmental	\$ 62,901	52,858
General Revenues		
Property Taxes	\$ 5,655,824	5,783,332
Investment Income	\$ (436,644)	229,951
Miscellaneous	\$ 21,910	20,374
<b>Total Revenues</b>	<b>\$ 5,330,370</b>	<b>6,114,780</b>
<b>Expenses</b>		
Culture and Recreation	\$ 4,724,036	5,137,956
<b>Total Expenses</b>	<b>\$ 4,724,036</b>	<b>5,137,956</b>
Change in Net Position	\$ 606,334	976,824
Total Net Position, May 1	\$ 20,489,110	21,095,444
<b>Total Net Position, April 30</b>	<b>\$ 21,095,444</b>	<b>22,072,268</b>

## **Governmental Funds Analysis**

At the end of the current fiscal year, the Library had an overall excess of revenue over expenditures.

(See independent auditor's report)

**Table 3**  
**Statement of General Fund Revenues and Expenditures**  
**Year ended April 30, 2022 and 2023**

	<b>2022</b>	<b>2023</b>
<b>Revenues</b>		
Taxes	\$ 5,655,824	5,783,332
Fines and Fees	\$ 26,379	28,265
Intergovernmental	\$ 62,901	52,858
Investment Income	\$ (429,752)	194,841
Miscellaneous	\$ 21,910	20,374
<b>Total</b>	<b>\$ 5,337,262</b>	<b>6,079,670</b>
<b>Expenditures</b>		
Salaries and Benefits	\$ 3,200,361	3,278,612
Library Materials	\$ 642,622	634,830
All Other Operating Expenditures*	\$ 933,743	962,711
<b>Total</b>	<b>\$ 4,776,726</b>	<b>4,876,153</b>

\*Building insurance, general office and facility supplies, processing costs, audit, utilities, professional fees, contractual services, program expenses, automation/technology, etc.

**Capital Assets**

The Library's investment in capital assets for governmental activities on April 30, 2022, net of \$2,229,048 of accumulated depreciation, was \$3,175,120.

The Library's investment in capital assets for governmental activities on April 30, 2023, net of \$2,399,612 of accumulated depreciation, was \$3,331,238

**Table 4**  
**Capital Assets**  
**Year ended April 30, 2022 and 2023**

	<b>2022</b>	<b>2023</b>
<b>Assets</b>		
Construction in Progress	\$ -	267,744
Buildings and Improvements	\$ 1,049,126	1,060,653
Operating Equipment	\$ 3,179,144	3,232,802
Office Equipment	\$ 1,175,898	1,169,651
Less – Accumulated Depreciation	\$ (2,229,048)	(2,399,612)
<b>TOTAL (net of depreciation)</b>	<b>\$ 3,175,120</b>	<b>3,331,238</b>

See Note 4 in the notes to the financial statements for additional capital asset information.

(See independent auditor's report)

**Table 5**  
**General Fund Balances**  
**Year ended April 30, 2022 and 2023**

	<b>2023 Original Budget</b>	<b>2023 Final Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Revenues</b>				
Taxes	\$ 5,684,880	5,684,880	5,783,332	5,655,824
Intergovernmental	\$ 45,000	45,000	52,858	62,901
Fines and Fees	\$ 27,800	27,800	28,265	26,379
Interest Income	\$ 500	500	194,841	(429,752)
Miscellaneous	\$ 4,000	4,000	20,374	21,910
<b>Total Revenues</b>	<b>\$ 5,762,180</b>	<b>5,762,180</b>	<b>6,079,670</b>	<b>5,337,262</b>
<b>Expenditures</b>				
Culture & Recreation	\$ 5,856,283	5,856,283	4,876,153	4,776,726
<b>Total Expenditures</b>	<b>\$ 5,856,283</b>	<b>5,856,283</b>	<b>4,876,153</b>	<b>4,776,726</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (94,103)</b>	<b>(94,103)</b>	<b>1,203,517</b>	<b>560,536</b>
<b>Other Financing Sources (Uses)</b>				
Transfers (Out)	\$ -	-	(3,500,000)	(500,000)
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>-</b>	<b>(3,500,000)</b>	<b>(500,000)</b>
<b>Fund Balance (beginning, as reported)</b>			<b>\$5,774,103</b>	
<b>Fund Balance (ending)</b>			<b>\$3,477,620</b>	

**Requests for Information**

This financial report is designed to provide a general overview of the Addison Public Library's finances. Questions and comments concerning any information provided in this report should be addressed to Mary Medjo Me Zengue, Director, Addison Public Library, 4 Friendship Plaza, Addison, Illinois, 60101.

## **BASIC FINANCIAL STATEMENTS**

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

STATEMENT OF NET POSITION

April 30, 2023

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	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and investments	\$ 19,489,542
Receivables (net of allowance where applicable)	
Property taxes	5,828,974
Prepaid expenses	39,788
Due from other governments	52,859
Capital assets not being depreciated	267,744
Capital assets being depreciated (net of accumulated depreciation)	<u>3,063,494</u>
 Total assets	 <u>28,742,401</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related items - IMRF	<u>891,558</u>
 Total deferred outflows of resources	 <u>891,558</u>
 Total assets and deferred outflows of resources	 <u>29,633,959</u>
<b>LIABILITIES</b>	
Accounts payable	195,727
Accrued payroll	60,088
Noncurrent liabilities	
Due in less than one year	24,324
Due in more than one year	<u>1,384,951</u>
 Total liabilities	 <u>1,665,090</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred revenue - property taxes	5,828,974
Pension related items - IMRF	<u>67,627</u>
 Total deferred inflows of resources	 <u>5,896,601</u>
<b>NET POSITION</b>	
Invested in capital assets	3,229,425
Restricted for special levies	137,119
Unrestricted	<u>18,705,724</u>
 <b>TOTAL NET POSITION</b>	 <u><u>\$ 22,072,268</u></u>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

STATEMENT OF ACTIVITIES

For the Year Ended April 30, 2023

FUNCTIONS/PROGRAMS	Program Revenues				Net (Expense) Revenue and Change in Net Position
PRIMARY GOVERNMENT	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
Culture and recreation	\$ 5,137,956	\$ 28,265	\$ 52,858	\$ -	\$ (5,056,833)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 5,137,956</b>	<b>\$ 28,265</b>	<b>\$ 52,858</b>	<b>\$ -</b>	<b>(5,056,833)</b>
			General Revenues		
			Taxes		
			Property and replacement		5,783,332
			Investment income		229,951
			Miscellaneous		20,374
			Total		6,033,657
			CHANGE IN NET POSITION		976,824
			NET POSITION, MAY 1		21,095,444
			<b>NET POSITION, APRIL 30</b>		<b>\$ 22,072,268</b>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

BALANCE SHEET  
GOVERNMENTAL FUNDS

April 30, 2023

	General	Capital Projects	Total
<b>ASSETS</b>			
Cash and investments	\$ 3,591,635	\$ 15,897,907	\$ 19,489,542
Property taxes receivable	5,828,974	-	5,828,974
Prepaid items	39,788	-	39,788
Due from other governments	52,859	-	52,859
<b>TOTAL ASSETS</b>	<b>\$ 9,513,256</b>	<b>\$ 15,897,907</b>	<b>\$ 25,411,163</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>			
<b>LIABILITIES</b>			
Accounts payable	\$ 93,914	\$ 101,813	\$ 195,727
Accrued payroll	60,088	-	60,088
Total liabilities	154,002	101,813	255,815
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue - property taxes	5,828,974	-	5,828,974
Unavailable revenue - grants	52,660	-	52,660
Total deferred inflows of resources	5,881,634	-	5,881,634
<b>FUND BALANCES</b>			
Nonspendable in form - prepaid items	39,788	-	39,788
Restricted for special levies	137,119	-	137,119
Committed for capital projects	-	15,796,094	15,796,094
Unrestricted, unassigned			
General Fund	3,300,713	-	3,300,713
Total fund balances	3,477,620	15,796,094	19,273,714
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 9,513,256</b>	<b>\$ 15,897,907</b>	<b>\$ 25,411,163</b>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

April 30, 2023

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<b>FUND BALANCES OF GOVERNMENTAL FUNDS</b>	\$ 19,273,714
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	3,331,238
Grant revenue appropriated by the state, but not yet issued to the local government are reported as deferred revenues at the fund level, but on the government-wide level they are reported as revenues	52,660
Deferred outflows of resources related to the Library's participation in IMRF are not financial resources and, therefore, are not reported in the governmental funds	891,558
Deferred inflows of resources related to the Library's participation in IMRF are not financial resources and, therefore, are not reported in the governmental funds	(67,627)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Net pension liability - IMRF	(1,247,115)
Compensated absences are not a current liability and, therefore, is not reported in the governmental funds	<u>(162,160)</u>
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b><u><u>\$ 22,072,268</u></u></b>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

For the Year Ended April 30, 2023

	<b>General</b>	<b>Capital Projects</b>	<b>Total</b>
<b>REVENUES</b>			
Taxes	\$ 5,783,332	\$ -	\$ 5,783,332
Intergovernmental	52,858	-	52,858
Fines and fees	28,265	-	28,265
Investment income	194,841	35,110	229,951
Miscellaneous	20,374	-	20,374
<b>Total revenues</b>	<b>6,079,670</b>	<b>35,110</b>	<b>6,114,780</b>
<b>EXPENDITURES</b>			
Culture and recreation	4,876,153	286,244	5,162,397
<b>Total expenditures</b>	<b>4,876,153</b>	<b>286,244</b>	<b>5,162,397</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>1,203,517</b>	<b>(251,134)</b>	<b>952,383</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	-	3,500,000	-
Transfers (out)	(3,500,000)	-	-
<b>Total other financing sources (uses)</b>	<b>(3,500,000)</b>	<b>3,500,000</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>(2,296,483)</b>	<b>3,248,866</b>	<b>952,383</b>
<b>FUND BALANCES, MAY 1</b>	<b>5,774,103</b>	<b>12,547,228</b>	<b>18,321,331</b>
<b>FUND BALANCES, APRIL 30</b>	<b>\$ 3,477,620</b>	<b>\$ 15,796,094</b>	<b>\$ 19,273,714</b>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL  
FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Year Ended April 30, 2023

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<b>NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 952,383</b>
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	914,102
Depreciation in the statement of activities does not require the use of current financial resources and, therefore, is not reported as expenditures in governmental funds	(757,984)
The change in deferred outflows for the Illinois Municipal Retirement Fund is reported as an expense on the statement of activities	660,286
The change in deferred inflows for the Illinois Municipal Retirement Fund is reported as an expense on the statement of activities	1,235,765
The change in the net pension liability is reported as an expense on the statement of activities	(2,028,807)
The change in compensated absences is shown as a functional expense on the statement of activities	<u>1,079</u>
<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b><u><u>\$ 976,824</u></u></b>

See accompanying notes to financial statements.

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

NOTES TO FINANCIAL STATEMENTS

April 30, 2023

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Addison Public Library (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

a. Reporting Entity

The Library is a municipal corporation governed by an elected president and six-member board of trustees. As required by GAAP, these financial statements present the Library and any existing component units. Currently, the Library does not have any component units and based on criteria of GASB Statement No. 61, *The Financial Reporting Entity: Omnibus - an Amendment of GASB Statements No. 14 and No. 34*, the Library has been determined not to be a component unit of the Village of Addison, Illinois (the Village).

The Library has determined that the Friends of the Addison Public Library (the Friends) meets the requirements of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units, an Amendment of GASB Statement 14*, and GASB Statement No. 61, *The Financial Reporting Entity - Omnibus*. However, the Friends is not significant to the Library and, therefore, is not included in this report.

b. Fund Accounting

The accounts of the Library are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

Funds are classified as governmental funds.

Governmental funds are used to account for all or most of a government's general activities, including the acquisition or construction of capital assets (capital projects funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Library. The effect of material interfund activity has been eliminated from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment, or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for major governmental funds.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those accounted for in another fund.

The Capital Projects Fund is used to account for capital asset acquisitions.

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, usually 60 days. The Library recognizes property taxes when they become both measurable and available or earned in the year intended to finance. Expenditures are recorded when the related fund liability is incurred.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation  
(Continued)

Those revenues susceptible to accrual are property taxes and interest revenue. Fine revenue is not susceptible to accrual because generally it is not measurable until received in cash. The Library reports unavailable/deferred revenue and unearned revenue on its financial statements. Unavailable/deferred revenues arise when a potential revenue does not meet the measurable and available or earned criteria for recognition in the current period. Unearned revenues arise when resources are received by the Library before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Library has a legal claim to the resources, the deferred inflow for unavailable/deferred revenue or the liability for unearned revenue is removed from the financial statements and revenue is recognized.

e. Investments

Investments are stated at fair value.

Investments with a maturity of less than one year when purchased, non-negotiable certificates of deposit and other nonparticipating investments are stated at cost or amortized cost. Investments with a maturity greater than one year when purchased and all investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

f. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value or service capacity of the asset or materially extend asset lives are not capitalized.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

f. Capital Assets (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment is depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Building improvements	5-40
Operating equipment	3-5
Office equipment	5-30

g. Prepaid Items/Expenses

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items/expenses, if any.

h. Compensated Absences

Vested or accumulated vacation leave, including related Social Security and Medicare, that is owed to retirees or terminated employees, is reported as expenditure and a fund liability of the governmental fund that will pay it in the fund financial statements. Vested or accumulated vacation leave of governmental activities at the government-wide level is recorded as an expense and liability as the benefits accrue to active employees.

i. Interfund Transactions

Interfund services transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except interfund services transactions and reimbursements, are reported as transfers.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

j. Fund Balances/Net Position

In the fund financial statements, governmental funds can report nonspendable fund balance for amounts that are either not spendable in form or legally for contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. None of the restricted fund balance result from enabling legislation adopted by the Library. Committed fund balance is constrained by formal actions of the Library's Board of Trustees, which is considered the Library's highest level of decision-making authority. Formal actions include resolutions and ordinances approved by the Library's Board of Trustees. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the Library Director by the Library Board of Trustees. Any residual fund balance in the General Fund or deficit fund balance in other funds is reported as unassigned.

The Library's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the Library considered committed funds to be expended first following by assigned and then unassigned funds.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. None of the net position is restricted as a result of enabling legislation adopted by the Library. Net investment in capital assets, represents the book value of capital assets less any long-term debt principal outstanding issued to construct capital assets.

k. Accounting Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

1. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

**2. DEPOSITS AND INVESTMENTS**

The Library categorizes the fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The Library maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as "cash and investments."

Deposits and Investments

The Library's investment policy authorizes the Library to invest in all investments allowed by Illinois Compiled Statutes. These include deposits/investments in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States Government or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services, and the Illinois Metropolitan Investment Fund (IMET), a not-for-profit investment trust formed pursuant to the Illinois Municipal Code and managed by a Board of Trustees elected from the participating members. IMET is not registered with the SEC as an investment company. Investments in IMET are valued at IMET's share price, the price for which the investment could be sold. The Library's investment policy does limit its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance. Investments in IMET are valued at IMET's share price, the price for which the investment could be sold.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

**2. DEPOSITS AND INVESTMENTS (Continued)**

Deposits and Investments (Continued)

The Illinois Public Treasurers' Investment Pool, known as The Illinois Funds, operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and thus, reports all investments at amortized cost rather than fair value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, legality, safety of principal, liquidity, and rate of return.

Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions is the risk that in the event of bank failure, the Library's deposits may not be returned to it. The Library's investment policy requires pledging of collateral for all bank balances in excess of federal depository insurance, at an amount not less than 110% of the fair market value of the funds secured, with the collateral held by the Library or an independent third party and evidenced by a safekeeping agreement.

Investments

The following table presents the investments and maturities of the Library's debt securities as of April 30, 2023:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less than 1	1-5	6-10	Greater than 10
IMET	\$ 166,739	\$ -	\$ 166,739	\$ -	\$ -
U.S. agency obligations	6,997,739	2,047,425	4,950,314	-	-
U.S. Treasury notes	3,711,173	2,896,070	815,103	-	-
Negotiable CDs	3,506,324	3,033,466	472,858	-	-
<b>TOTAL</b>	<b>\$ 14,381,975</b>	<b>\$ 7,976,961</b>	<b>\$ 6,405,014</b>	<b>\$ -</b>	<b>\$ -</b>

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**2. DEPOSITS AND INVESTMENTS (Continued)**

Investments (Continued)

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the Library limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for short and long-term cash flow needs while providing a reasonable rate of return based on the current market.

The Library has the following recurring fair value measurements as of April 30, 2023. The U.S. Treasury notes are valued using quoted prices in active markets for identical assets (Level 1 inputs). U.S. agency obligations and negotiable certificates for deposit are valued using quoted matrix pricing models (Level 2 inputs).

Credit risk is the risk that the issuer of a debt security will not pay its par value upon maturity. The Library limits its exposure to credit risk by primarily investing in external investment pools and U.S. agency obligations. The Illinois Funds and IMET are rated AAA. The U.S. agency obligations are rated AA+, and negotiable CD's are not rated.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Library will not be able to recover the value of its investments that are in possession of an outside party. The Library's investment policy does not address this risk. The Illinois Funds and IMET are not subject to custodial credit risk.

Concentration of credit risk is the risk that the Library has a high percentage of its investments invested in one type of investment. The Library's investment policy requires diversification of investments to avoid unreasonable risk. No financial institution shall hold investments greater than 50% of its capital stock and surplus.

**3. RECEIVABLES - TAXES**

Property taxes for 2022 attach as an enforceable lien on January 1, 2022 on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1, 2023 and are payable in two installments, on or about June 1, 2023 and September 1, 2023. The County collects such taxes and remits them periodically. As the 2022 tax levy is collected to fund the expenditures for the 2023-2024 fiscal year, these taxes are deferred as of April 30, 2023.

The 2023 tax levy, which attached as an enforceable lien on property as of January 1, 2023, has not been recorded as a receivable as of April 30, 2023, as the tax has not yet been levied by the Library and will not be levied until December 2023 and, therefore, the levy is not yet measurable at April 30, 2023.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

**4. CAPITAL ASSETS**

Capital asset activity for the year ended April 30, 2023 was as follows:

	Balances May 1	Increases	Decreases	Balances April 30
<b>GOVERNMENTAL ACTIVITIES</b>				
Capital assets not being depreciated				
Construction in progress	\$ -	\$ 267,744	\$ -	\$ 267,744
Total capital assets not being depreciated	<u>-</u>	<u>267,744</u>	<u>-</u>	<u>267,744</u>
Capital assets being depreciated				
Building improvements	1,049,126	11,527	-	1,060,653
Operating equipment	3,179,144	634,831	581,173	3,232,802
Office equipment	1,175,898	-	6,247	1,169,651
Total capital assets being depreciated	<u>5,404,168</u>	<u>646,358</u>	<u>587,420</u>	<u>5,463,106</u>
Less accumulated depreciation for				
Building improvements	326,769	50,106	-	376,875
Operating equipment	1,233,553	635,826	581,173	1,288,206
Office equipment	668,726	72,052	6,247	734,531
Total accumulated depreciation	<u>2,229,048</u>	<u>757,984</u>	<u>587,420</u>	<u>2,399,612</u>
Total capital assets being depreciated, net	<u>3,175,120</u>	<u>(111,626)</u>	<u>-</u>	<u>3,063,494</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>CAPITAL ASSETS, NET</b>	<u>\$ 3,175,120</u>	<u>\$ 156,118</u>	<u>\$ -</u>	<u>\$ 3,331,238</u>

Depreciation expense was charged to functions/programs of the governmental activities as follows:

<b>GOVERNMENTAL ACTIVITIES</b>	
Culture and recreation	<u>\$ 757,984</u>

**5. RISK MANAGEMENT**

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**6. INDIVIDUAL FUND DISCLOSURES**

Interfund transfers during the year were as follows:

Fund	Transfers In	Transfers Out
Capital Projects	\$ 3,500,000	\$ -
General	-	3,500,000
<b>TOTAL</b>	<b>\$ 3,500,000</b>	<b>\$ 3,500,000</b>

The General Fund transferred \$3,500,000 to the Capital Projects Fund for future capital improvements. This transfer will not be repaid.

**7. OTHER POSTEMPLOYMENT BENEFITS**

a. Plan Description

In addition to providing the pension benefits described, the Library provides postemployment health care benefits (OPEB) for retired employees through a single-employer defined benefit plan. The benefits, benefit levels, employee contributions and any employer contributions are governed by the Library and can be amended by the Library through its personnel manual. The plan does not issue a separate report. The activity of the plan is reported in the Library's governmental activities. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

b. Benefits Provided

The Library provides postemployment health care benefits to its retirees. To be eligible for benefits, an employee must qualify for retirement under the Library's retirement plan or meet COBRA requirements.

All health care benefits are provided through the Library's health insurance plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous and substance abuse care; vision care; dental care; and prescriptions. Eligibility in library sponsored health care plans is discontinued upon eligibility for federally sponsored health care benefits. Retirees pay the full premium to continue in the plan, however the premium is a blended premium, not an age adjusted premium, which creates an implicit benefit as defined by GASB Statement No. 75.

**7. OTHER POSTEMPLOYMENT BENEFITS (Continued)**

c. Total OPEB Liability

Based on the size of the Library, the number of active plan members, the lack of any retirees participating in the plan and comparison of actuarial valuations for similar entities with similar benefits, the Library's total OPEB liability as of April 30, 2023 is immaterial and, therefore, not recorded by the Library and no further disclosure is deemed necessary.

**8. DEFINED BENEFIT PENSION PLAN**

The Library contributes, through the Village, to the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. However, the Library's participation in IMRF is equivalent to a cost sharing multiple-employer pension plan since only one actuarial valuation is performed for both the Village and the Library combined. All disclosures for an agent plan can be found in the Village's annual comprehensive financial report.

a. Plan Description

Illinois Municipal Retirement Fund

*Plan Administration*

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members.

The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable. Investments are reported at fair value.

*Benefits Provided*

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service.

**8. DEFINED BENEFIT PENSION PLAN (Continued)**

a. Plan Description (Continued)

Illinois Municipal Retirement Fund (Continued)

*Benefits Provided* (Continued)

Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute.

*Contributions*

Participating members are required to contribute 4.50% of their annual salary to IMRF. The Village and the Library are required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution rate for the fiscal year ending April 30, 2023 was 9.73% of covered payroll.

*Net Pension Liability*

At April 30, 2023, the Library reported a liability of \$1,247,115 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. At April 30, 2023, the Library's proportion was 8.88% of the total contribution.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**8. DEFINED BENEFIT PENSION PLAN (Continued)**

a. Plan Description (Continued)

Illinois Municipal Retirement Fund (Continued)

*Actuarial Assumptions*

The Library's net pension liability was measured as of December 31, 2022 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

Actuarial valuation date	December 31, 2022
Actuarial cost method	Entry-age normal
Assumptions	
Inflation	2.25%
Salary increases	2.85% to 13.75%
Interest rate	7.25%
Cost of living adjustments	3.00%
Asset valuation method	Fair value

For non-disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Description (Continued)

Illinois Municipal Retirement Fund (Continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that the Library contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was used to determine the total pension liability.

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources*

For the year ended April 30, 2023, the Library recognized pension expense of \$320,419. At April 30, 2023, the Library reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 64,792	\$ 41,443
Changes in assumption	-	26,184
Net difference between projected and actual earnings on pension plan investments	772,735	-
Contributions subsequent to measurement date	54,031	-
<b>TOTAL</b>	<b>\$ 891,558</b>	<b>\$ 67,627</b>

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**8. DEFINED BENEFIT PENSION PLANS (Continued)**

a. Plan Description (Continued)

Illinois Municipal Retirement Fund (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)*

\$54,031 reported as deferred outflows of resources related to pensions resulting from library contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the reporting year ending April 30, 2024. Other amounts reported as deferred outflows of resources related to IMRF will be recognized in pension expense as follows:

<u>Year Ending</u> <u>April 30,</u>		
2024	\$	(18,271)
2025		120,947
2026		238,164
2027		429,060
2028		-
Thereafter		-
<b>TOTAL</b>	<b>\$</b>	<b>769,900</b>

*Discount Rate Sensitivity*

The following is a sensitive analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the Library calculated using the discount rate of 7.25% as well as what the Library's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability	\$ 2,500,577	\$ 1,247,115	\$ 243,914

**ADDISON PUBLIC LIBRARY**  
**ADDISON, ILLINOIS**  
NOTES TO FINANCIAL STATEMENTS (Continued)

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**9. LONG-TERM DEBT**

The following is a summary of changes in long-term liabilities for the year ended April 30, 2023:

	Balances May 1	Issuances/ Increases	Reductions	Balances April 30	Due Within One Year
Compensated absences	\$ 163,239	\$ 23,407	\$ 24,486	\$ 162,160	\$ 24,324
Net pension liability	-	1,247,115	-	1,247,115	-
<b>TOTAL</b>	<u>\$ 163,239</u>	<u>\$ 1,270,522</u>	<u>\$ 24,486</u>	<u>\$ 1,409,275</u>	<u>\$ 24,324</u>

Compensated absences and the net pension liability are retired by the Library's General Fund.

**REQUIRED SUPPLEMENTARY INFORMATION**

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
GENERAL FUND

For the Year Ended April 30, 2023

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>
<b>REVENUES</b>			
Taxes			
Property taxes	\$ 5,634,880	\$ 5,634,880	\$ 5,599,387
Replacement taxes	50,000	50,000	183,945
Intergovernmental			
Per capita grant	45,000	45,000	52,660
Getting Addison back to work (again)	-	-	198
Fines	6,500	6,500	6,116
Fees	21,300	21,300	22,149
Investment income (loss)	500	500	194,841
Miscellaneous			
Other	4,000	4,000	20,374
	<u>5,762,180</u>	<u>5,762,180</u>	<u>6,079,670</u>
<b>EXPENDITURES</b>			
Culture and recreation			
Personnel	3,991,950	3,991,950	3,278,612
Library books and materials	692,500	692,500	634,830
General contractual services	148,700	148,700	132,209
Physical services	265,000	265,000	237,283
Automation	211,000	211,000	183,317
Professional services	57,200	57,200	28,187
Programs and communications	138,400	138,400	104,653
Other operating expenditures	204,575	204,575	145,772
Grants	73,958	73,958	73,958
Insurance	73,000	73,000	57,332
	<u>5,856,283</u>	<u>5,856,283</u>	<u>4,876,153</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(94,103)</u>	<u>(94,103)</u>	<u>1,203,517</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers (out)	-	-	(3,500,000)
	<u>-</u>	<u>-</u>	<u>(3,500,000)</u>
NET CHANGE IN FUND BALANCE	<u>\$ (94,103)</u>	<u>\$ (94,103)</u>	<u>(2,296,483)</u>
FUND BALANCE, MAY 1			<u>5,774,103</u>
<b>FUND BALANCE, APRIL 30</b>			<u><u>\$ 3,477,620</u></u>

(See independent auditor's report.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS  
ILLINOIS MUNICIPAL RETIREMENT FUND**

Last Eight Fiscal Years

<b>FISCAL YEAR ENDED APRIL 30,</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Contractually required contribution	\$ 176,277	\$ 181,921	\$ 194,765	\$ 186,972	\$ 192,981	\$ 211,501	\$ 215,494	\$ 187,663
Contributions in relation to the contractually required contribution	176,277	181,921	194,765	186,972	192,981	211,501	215,494	187,663
<b>CONTRIBUTION DEFICIENCY (Excess)</b>	<b>\$ -</b>							
Covered payroll	\$ 1,364,411	\$ 1,380,687	\$ 1,523,741	\$ 1,552,447	\$ 1,757,511	\$ 1,763,926	\$ 1,867,190	\$ 1,928,025
Contributions as a percentage of covered payroll	12.92%	13.18%	12.78%	12.04%	10.98%	11.99%	11.54%	9.73%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of December 31 each year, which is 12 months prior to the beginning of the fiscal year in which contributions are reported. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed, and the amortization period was 21 years; the asset valuation method was at smoothed market value, projected salary increases assumption of 2.85% to 13.75% compounded annually, and postretirement benefit increases of 3.00% compounded annually.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

SCHEDULE OF THE LIBRARY'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
ILLINOIS MUNICIPAL RETIREMENT FUND

Last Eight Fiscal Years

<b>MEASUREMENT DATE DECEMBER 31,</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Employer's proportion of net pension liability	9.58%	9.58%	8.87%	8.88%	8.88%	8.88%	8.88%	8.88%
Employer's proportionate share of net pension liability (asset)	\$ 1,373,841	\$ 1,418,335	\$ 537,466	\$ 1,585,038	\$ 891,636	\$ 281,624	\$ (781,692)	\$ 1,247,115
Employer's covered payroll	1,335,315	1,417,040	1,468,199	1,571,347	1,623,359	1,698,277	1,714,754	1,805,567
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	102.89%	100.09%	36.61%	100.87%	54.93%	16.58%	(45.59%)	69.07%
Plan fiduciary net position as a percentage of the total pension liability	82.87%	83.42%	93.41%	82.15%	90.53%	97.17%	107.57%	88.38%

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

April 30, 2023

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**BUDGETS**

The Library Board of Trustees has the authority to approve the budget for the General (Public Library) and Capital Projects Funds; the Village Board of Trustees passes the tax levy for the General Fund.

Budgets are adopted on a basis consistent with GAAP. The budget is prepared for the General Fund and the Capital Projects Fund by function and activity, and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the Library Board of Trustees for review. This governing body holds public meetings and may add to, subtract from, or change appropriations. The budget may be amended by the governing body. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year.

Expenditures may not legally exceed budgeted appropriations at the fund level. During the year, no supplementary appropriations were necessary.

## **SUPPLEMENTAL DATA**

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
GENERAL FUND

For the Year Ended April 30, 2023  
(with prior year actual)

	2023			2022
	Original Budget	Final Budget	Actual	Actual
<b>PERSONNEL</b>				
Administrator and staff salaries	\$ 3,017,200	\$ 3,017,200	\$ 2,508,877	\$ 2,381,765
Employee benefits	455,500	455,500	374,303	394,613
Health insurance	515,000	515,000	391,683	423,983
Employee assistance program	3,250	3,250	3,250	-
Recruiting	1,000	1,000	499	-
<b>Total personnel</b>	<b>3,991,950</b>	<b>3,991,950</b>	<b>3,278,612</b>	<b>3,200,361</b>
<b>LIBRARY BOOKS AND MATERIALS</b>				
Books - children	72,000	72,000	70,912	73,890
Books - adult	161,000	161,000	158,328	157,140
Periodicals	11,500	11,500	9,686	10,789
Online databases	213,000	213,000	178,776	182,441
E-Books	70,000	70,000	69,101	58,263
Other expenditures	165,000	165,000	148,027	160,099
<b>Total library books and materials</b>	<b>692,500</b>	<b>692,500</b>	<b>634,830</b>	<b>642,622</b>
<b>GENERAL CONTRACTUAL SERVICES</b>				
Legal fees	12,000	12,000	4,441	11,938
Collection agency fees	3,500	3,500	3,542	3,020
Equipment rental and fees	4,000	4,000	3,278	1,148
Accounting service fees	22,700	22,700	21,055	20,100
Payroll service fees	48,500	48,500	53,027	42,864
Audit service fees	8,000	8,000	7,685	7,745
Contractual service fees	50,000	50,000	39,181	41,616
<b>Total general contractual services</b>	<b>148,700</b>	<b>148,700</b>	<b>132,209</b>	<b>128,431</b>
<b>PHYSICAL SERVICES</b>				
Utilities and maintenance	100,500	100,500	97,862	99,808
Telecommunications	17,500	17,500	11,895	13,409
Maintenance and repair	147,000	147,000	127,526	119,669
<b>Total physical services</b>	<b>265,000</b>	<b>265,000</b>	<b>237,283</b>	<b>232,886</b>
<b>AUTOMATION</b>				
System development	40,000	40,000	33,110	34,625
Innovative millennium maintenance	80,000	80,000	79,041	72,252
OCLS	16,000	16,000	15,588	14,989
Software/licenses	75,000	75,000	55,578	51,468
<b>Total automation</b>	<b>211,000</b>	<b>211,000</b>	<b>183,317</b>	<b>173,334</b>

(This schedule is continued on the following page.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL (Continued)  
GENERAL FUND

For the Year Ended April 30, 2023  
(with prior year actual)

	2023			2022 Actual
	Original Budget	Final Budget	Actual	
<b>PROFESSIONAL DEVELOPMENT</b>				
Organization memberships	\$ 10,000	\$ 10,000	\$ 7,575	\$ 9,503
Programs and meetings	25,700	25,700	13,567	17,410
Tuition reimbursement	6,500	6,500	1,773	-
Travel	15,000	15,000	5,272	8,055
Total professional development	57,200	57,200	28,187	34,968
<b>PROGRAMS AND COMMUNICATIONS</b>				
Programming	70,500	70,500	44,292	58,082
PR/marketing	67,900	67,900	60,361	54,433
Total programs and communications	138,400	138,400	104,653	112,515
<b>OTHER OPERATING EXPENDITURES</b>				
Supplies	102,175	102,175	80,860	78,235
Hardware	50,000	50,000	40,426	44,163
Furniture/equipment	15,000	15,000	-	10,000
Reciprocal borrowing	1,000	1,000	624	915
Recording for cable broadcast	4,800	4,800	4,000	3,200
Friends of the library	20,000	20,000	13,048	3,319
FUNshine committee	4,000	4,000	4,040	2,751
Contingency	100	100	3	-
PLA digital literacy workshop incentive	7,000	7,000	2,421	-
Gifts	500	500	350	400
Total other operating expenditures	204,575	204,575	145,772	142,983
<b>GRANTS</b>				
Per capita grant	73,958	73,958	73,958	33,523
Libraries lead with digital skills grant	-	-	-	102
Getting Addison back to work (again)	-	-	-	8,406
Total grants	73,958	73,958	73,958	42,031
<b>INSURANCE</b>				
Liability insurance	5,000	5,000	(883)	6,920
Unemployment compensation	13,000	13,000	7,899	10,454
Workers' compensation insurance	55,000	55,000	50,316	49,221
Total insurance	73,000	73,000	57,332	66,595
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,856,283</b>	<b>\$ 5,856,283</b>	<b>\$ 4,876,153</b>	<b>\$ 4,776,726</b>

(See independent auditor's report.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

**SCHEDULE OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL  
CAPITAL PROJECTS FUND**

For the Year Ended April 30, 2023  
(with prior year actual)

	<b>2023</b>			<b>2022 Actual</b>
	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	
<b>REVENUES</b>				
Investment income (loss)	\$ -	\$ -	\$ 35,110	\$ (6,892)
Total revenues	-	-	35,110	(6,892)
<b>EXPENDITURES</b>				
Culture and recreation				
Contractual services	5,018,500	5,018,500	286,244	217,103
Capital outlay	250,000	250,000	-	76,289
Total expenditures	5,268,500	5,268,500	286,244	293,392
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(5,268,500)	(5,268,500)	(251,134)	(300,284)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	3,500,000	500,000
Total other financing sources (uses)	-	-	3,500,000	500,000
NET CHANGE IN FUND BALANCE	<u>\$ (5,268,500)</u>	<u>\$ (5,268,500)</u>	3,248,866	199,716
FUND BALANCE, MAY 1			12,547,228	12,347,512
<b>FUND BALANCE, APRIL 30</b>			<u>\$ 15,796,094</u>	<u>\$ 12,547,228</u>

(See independent auditor's report.)

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

SCHEDULE OF RESTRICTIONS OF FUND BALANCE FOR SPECIAL LEVIES

April 30, 2023

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<b>Fund</b>	<b>Beginning Balances</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balances</b>
FICA	\$ (10,384)	\$ 219,478	\$ 186,640	\$ 22,454
IMRF	198,382	60,966	187,663	71,685
Unemployment compensation	8,302	3,592	-	11,894
Liability insurance	(5,574)	55,547	50,316	(343)
Audit	5,293	9,484	7,685	7,092
Workers' compensation	29,183	2,710	7,899	23,994
<b>TOTAL ALL FUNDS</b>	<b>\$ 225,202</b>	<b>\$ 351,777</b>	<b>\$ 440,203</b>	<b>\$ 136,776</b>

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(See independent auditor's report.)

**SUPPLEMENTARY INFORMATION**

**ADDISON PUBLIC LIBRARY  
ADDISON, ILLINOIS**

PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS

Last Ten Levy Years

<b>Tax Levy Year</b>	<b>2022</b>		<b>2021</b>		<b>2020</b>		<b>2019</b>	
<b>ASSESSED VALUATION</b>	\$	1,433,589,209	\$	1,363,387,488	\$	1,308,308,708	\$	1,267,426,126
	<b>Rate*</b>	<b>Amount</b>	<b>Rate*</b>	<b>Amount</b>	<b>Rate*</b>	<b>Amount</b>	<b>Rate*</b>	<b>Amount</b>
<b>TAX EXTENSIONS</b>								
General library	0.3798	\$ 5,444,772	0.3863	\$ 5,281,763	0.4102	\$ 5,239,776	0.4102	\$ 5,192,057
IMRF	0.0161	230,808	0.0045	61,532	0.0080	23,550	0.0080	101,259
Social Security tax	0.0053	75,980	0.0162	220,869	0.0100	202,788	0.0100	126,574
Audit	0.0004	5,734	0.0007	9,544	0.0008	9,158	0.0008	10,126
Unemployment insurance	0.0004	5,734	0.0002	2,727	0.0002	2,617	0.0002	2,531
Workers' compensation insurance	0.0004	5,734	0.0002	2,727	0.0004	2,617	0.0004	5,063
Liability insurance	0.0042	60,211	0.0041	55,899	0.0032	56,257	0.0032	40,504
<b>TOTAL TAX EXTENSIONS</b>	<b>0.4066</b>	<b>\$ 5,828,973</b>	<b>0.4122</b>	<b>\$ 5,635,061</b>	<b>0.4328</b>	<b>\$ 5,536,763</b>	<b>0.4328</b>	<b>\$ 5,478,114</b>
<b>TOTAL COLLECTIONS</b>		<b>\$ -</b>		<b>\$ 5,599,387</b>		<b>\$ 5,520,543</b>		<b>\$ 5,458,939</b>
<b>PERCENT COLLECTED</b>		<b>0.00%</b>		<b>99.37%</b>		<b>99.71%</b>		<b>99.65%</b>

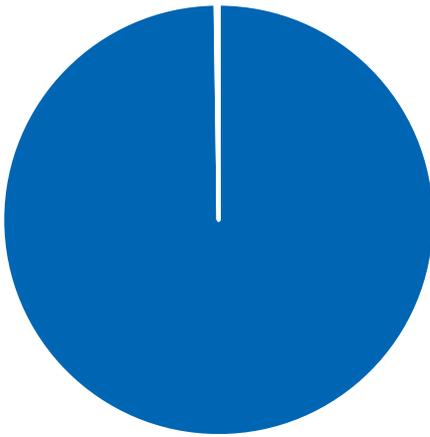
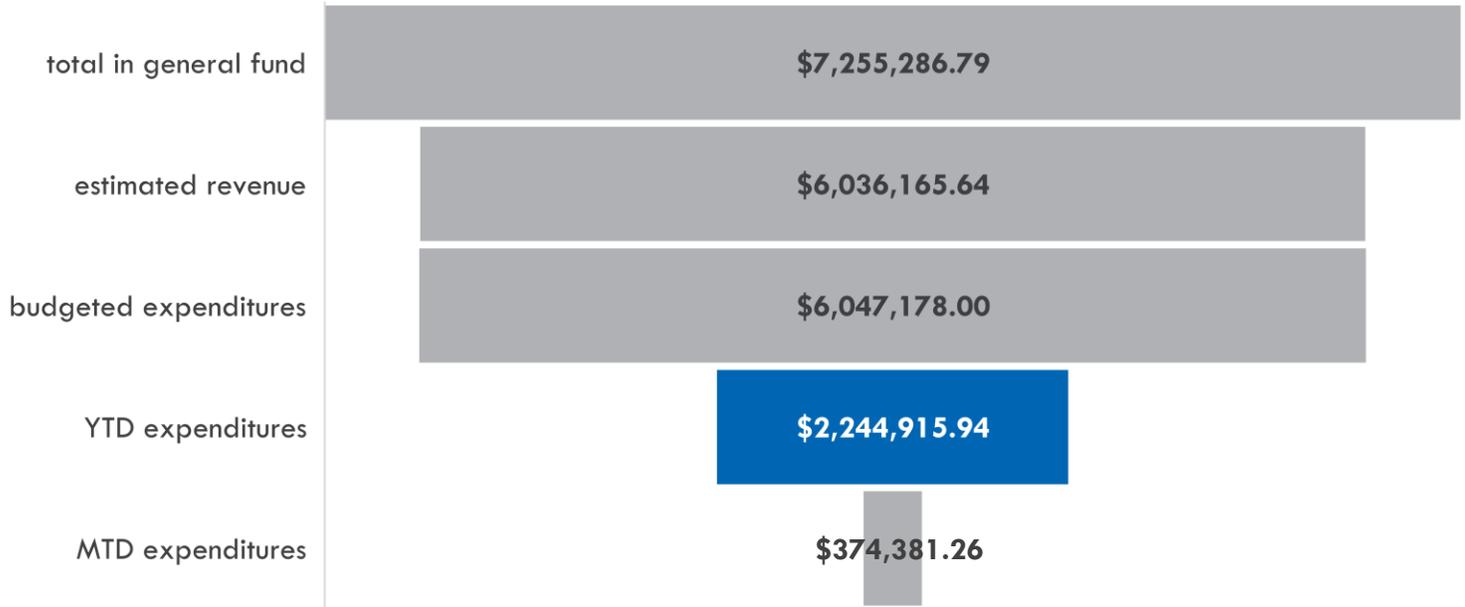
\* Property tax rates are per \$100 of assessed valuation.

2018		2017		2016		2015		2014		2013	
\$	1,194,498,063	\$	1,141,152,957	\$	1,061,279,248	\$	984,832,704	\$	955,289,150	\$	972,414,422
Rate*	Amount										
0.4054	\$ 4,838,530	0.4199	\$ 4,789,575	0.4509	\$ 4,759,948	0.4684	\$ 4,591,846	0.4514	\$ 4,300,419	0.4312	\$ 4,141,377
0.0222	264,961	0.0229	261,208	0.0244	257,580	0.0261	255,865	0.0260	247,698	0.0258	247,791
0.0087	103,836	0.0090	102,658	0.0096	101,343	0.0078	76,465	0.0160	152,430	0.0158	151,748
0.0007	8,355	0.0007	7,985	0.0005	5,278	0.0003	980	0.0003	2,858	0.0003	2,881
0.0002	2,387	0.0002	2,281	0.0004	4,223	0.0004	3,921	0.0005	4,763	0.0005	4,802
0.0017	20,290	0.0025	28,516	0.0023	24,280	0.0021	20,587	0.0014	13,338	0.0013	12,486
0.0021	25,064	0.0014	15,969	0.0001	1,056	0.0002	1,961	0.0032	30,486	0.0028	26,892
0.441	\$ 5,263,423	0.4566	\$ 5,208,192	0.4882	\$ 5,153,708	0.5053	\$ 4,951,625	0.4988	\$ 4,751,992	0.4777	\$ 4,587,977
	<u>\$ 5,242,664</u>		<u>\$ 5,200,323</u>		<u>\$ 5,143,872</u>		<u>\$ 4,937,082</u>		<u>\$ 4,713,494</u>		<u>\$ 4,567,919</u>
	<u>99.61%</u>		<u>99.85%</u>		<u>99.81%</u>		<u>99.71%</u>		<u>99.19%</u>		<u>99.56%</u>

(See independent auditor's report.)

# September 2023 Financial Highlights

# General Fund



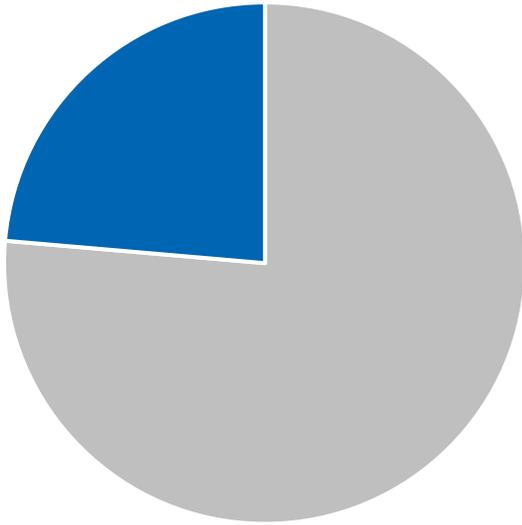
We have received 100% of our estimated revenue for the fiscal year including \$2,235,743.97 this month.

At this point last year, we had received 94% of our estimated revenue for FY23.



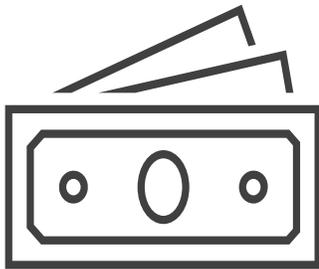
The general fund increased from \$5.39 million to \$7.26 million from 9/1/2023 to 9/30/2023.

This is a result of \$2.24m revenue coming in and \$374k (general fund + asset replacement) expended.



31% has been spent out of the general fund. We are 42% through the fiscal year.

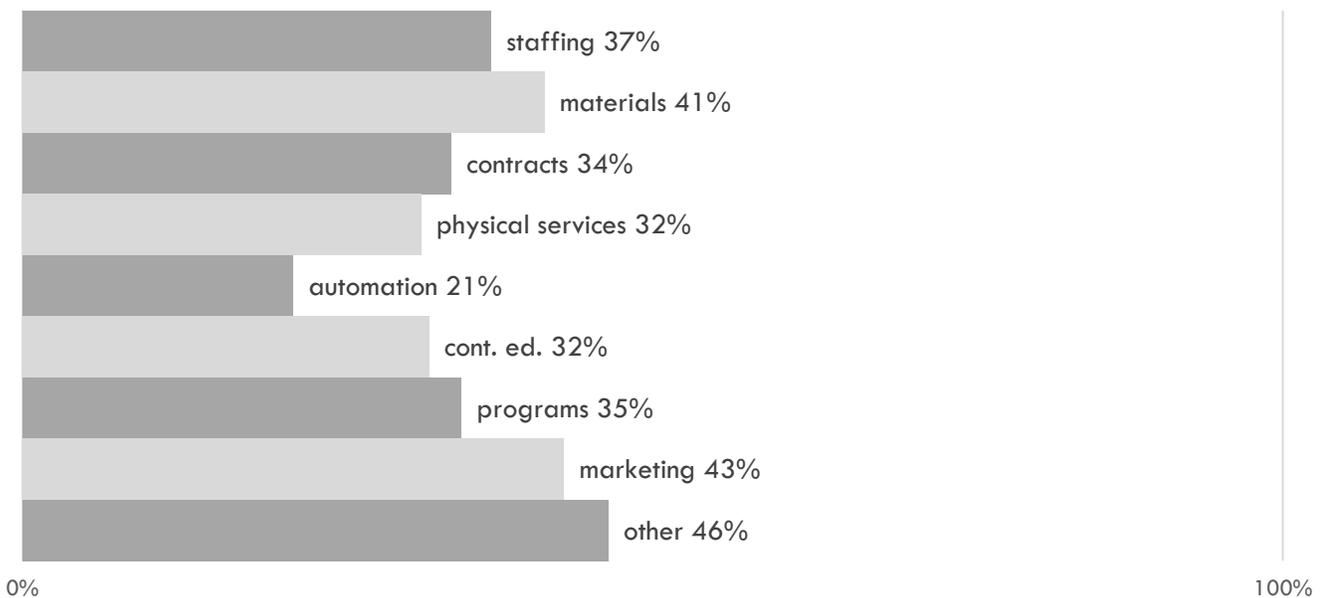
We have budgeted to spend 83% of what is currently in the general fund.



We have spent 37% of our estimated budget.

At this point last year, we had spent 37% of our estimated budget for FY23, so we're ahead of the previous year's spending.

### Year-to-date spending by budget group



## Addison Public Library Balance Sheet as of September 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b>General Fund</b>			
<b><u>Assets</u></b>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	157,136.12	712.36	157,848.48
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	0.00	5,000.00
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,245.18	(0.29)	9,244.89
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	203,004.44	10,953.07	213,957.51
10-11-1085 - Cash in Bank - Ehlers	14,515,341.82	36,743.25	14,552,085.07
10-11-1095 - Cash in Bank - Harris Bank MM	5,647,653.01	1,756,619.39	7,404,272.40
10-11-2000 - Allocated Cash	(14,987,797.49)	50,062.88	(14,937,734.61)
10-12-0100 - Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
10-12-0101 - Due from State	198.16	0.00	198.16
	<u>11,381,304.47</u>	<u>1,855,090.66</u>	<u>13,236,395.13</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	100,105.31	(6,272.05)	93,833.26
10-22-0390 - Accrued Payroll	60,088.37	0.00	60,088.37
10-24-0300 - Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>5,989,167.42</u>	<u>(6,272.05)</u>	<u>5,982,895.37</u>
<b><u>Fund Balance</u></b>			
10-30-2920 - Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
10-30-2930 - Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
10-30-2940 - Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
10-30-2950 - Reserved - Liability Insurance	(343.96)	0.00	(343.96)
10-30-2960 - Reserved - Audit	7,092.22	0.00	7,092.22
10-30-2965 - Reserved - Workers Comp	23,994.40	0.00	23,994.40
10-30-2970 - Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
10-30-2990 - Unreserved Fund Balance	5,482,902.05	0.00	5,482,902.05
	<u>3,475,833.46</u>	<u>0.00</u>	<u>3,475,833.46</u>
<b>Total Liabilities and Fund Balance</b>	<u>9,465,000.88</u>	<u>(6,272.05)</u>	<u>9,458,728.83</u>
<b>Excess Revenues Over Expenses</b>	<u>1,916,303.59</u>	<u>1,861,362.71</u>	<u>3,777,666.30</u>

See Accountants' Compilation Report

## Addison Public Library Balance Sheet as of September 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Capital Improvement Fund</b> <hr/>			
<b><u>Assets</u></b>			
80-11-1110 - Cash in Bank - Ill Metropolitan	610,925.60	844.51	611,770.11
80-11-2000 - Allocated Cash	<u>14,986,010.46</u>	<u>(50,062.88)</u>	<u>14,935,947.58</u>
	<u>15,596,936.06</u>	<u>(49,218.37)</u>	<u>15,547,717.69</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
80-21-2750 - Accounts Payable	<u>50,062.88</u>	<u>(50,062.88)</u>	<u>0.00</u>
	<u>50,062.88</u>	<u>(50,062.88)</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>15,846,156.96</u></u>	<u><u>(50,062.88)</u></u>	<u><u>15,796,094.08</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>(249,220.90)</u></u>	<u><u>844.51</u></u>	<u><u>(248,376.39)</u></u>
<hr/> <b>Rebillables Fund</b> <hr/>			
<b><u>Assets</u></b>			
90-11-2000 - Allocated Cash	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
<b><u>Fund Balance</u></b>			
90-30-2990 - Fund Balance	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>1,787.03</u></u>	<u><u>0.00</u></u>	<u><u>1,787.03</u></u>

## Addison Public Library Balance Sheet as of September 30, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<b><u>Total All Funds</u></b>			
<b><u>Assets</u></b>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	157,136.12	712.36	157,848.48
Cash in Bank - Illinois National Bank	5,000.00	0.00	5,000.00
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,245.18	(0.29)	9,244.89
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	203,004.44	10,953.07	213,957.51
Cash in Bank - Ehlers	14,515,341.82	36,743.25	14,552,085.07
Cash in Bank - Harris Bank MM	5,647,653.01	1,756,619.39	7,404,272.40
Cash in Bank - Ill Metropolitan	610,925.60	844.51	611,770.11
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>26,980,027.56</u>	<u>1,805,872.29</u>	<u>28,785,899.85</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	150,168.19	(56,334.93)	93,833.26
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>6,039,230.30</u>	<u>(56,334.93)</u>	<u>5,982,895.37</u>
<b><u>Fund Balance</u></b>			
Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
Reserved - Liability Insurance	(343.96)	0.00	(343.96)
Reserved - Audit	7,092.22	0.00	7,092.22
Reserved - Workers Comp	23,994.40	0.00	23,994.40
Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
Unreserved Fund Balance	5,484,689.08	0.00	5,484,689.08
Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	<u>19,273,714.57</u>	<u>0.00</u>	<u>19,273,714.57</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>25,312,944.87</u>	<u>(56,334.93)</u>	<u>25,256,609.94</u>
<b>Excess Revenues Over Expenditures</b>	<u>1,667,082.69</u>	<u>1,862,207.22</u>	<u>3,529,289.91</u>

See Accountants' Compilation Report

## Addison Public Library Balance Sheet as of September 30, 2023

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

# Addison Public Library Revenue Report For the 5 Months Ended September 30, 2023

<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>
<b><u>Taxes</u></b>					
10-41-3201 - Property Current - General	2,032,324.52	5,256,850.11	5,408,932.09	152,081.98	97.19
10-41-3202 - Property Current - F.I.C.A.	28,548.42	73,843.90	75,980.23	2,136.33	97.19
10-41-3203 - Property Current - I.M.R.F.	86,722.57	224,318.27	230,807.86	6,489.59	97.19
10-41-3205 - Property Current - Liability Insurance	22,623.28	58,517.83	60,210.75	1,692.92	97.19
10-41-3206 - Property Current - Audit	2,154.60	5,573.14	5,734.36	161.22	97.19
10-41-3207 - Property Current - Unemployment	2,154.60	5,573.14	5,734.36	161.22	97.19
10-41-3208 - Property Current - Workers Compensation	2,154.60	5,573.14	5,734.26	161.12	97.19
10-41-3301 - Replacement Taxes	0.00	81,692.93	135,000.00	53,307.07	60.51
10-41-3400 - Aggregate Refunds	<u>13,466.24</u>	<u>34,832.03</u>	<u>35,839.73</u>	<u>1,007.70</u>	<u>97.19</u>
	<u>2,190,148.83</u>	<u>5,746,774.49</u>	<u>5,963,973.64</u>	<u>217,199.15</u>	<u>96.36</u>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	464.83	2,373.28	5,000.00	2,626.72	47.47
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	40.00	0.00	(40.00)	0.00
10-42-3012 - Nonresident Fees	480.93	2,039.88	2,000.00	(39.88)	101.99
10-42-3016 - Scanner Fees	908.20	4,451.47	7,500.00	3,048.53	59.35
10-42-3023 - Activity Fees	0.00	4.80	0.00	(4.80)	0.00
10-42-3099 - Printing and Other Fees	<u>564.20</u>	<u>3,231.54</u>	<u>5,000.00</u>	<u>1,768.46</u>	<u>64.63</u>
	<u>2,418.16</u>	<u>12,140.97</u>	<u>19,500.00</u>	<u>7,359.03</u>	<u>62.26</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
<b><u>Interest</u></b>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	6,262.93	13,914.60	0.00	(13,914.60)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>36,743.25</u>	<u>145,034.18</u>	<u>0.00</u>	<u>(145,034.18)</u>	<u>0.00</u>
	<u>43,006.18</u>	<u>159,011.40</u>	<u>0.00</u>	<u>(159,011.40)</u>	<u>0.00</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	50.00	50.60	0.00	(50.60)	0.00
10-47-3015 - RAILS Catalog Membership Grant Agreement	0.00	33,174.00	0.00	(33,174.00)	0.00
10-47-3016 - Back to School Fair Donations	0.00	9,600.00	0.00	(9,600.00)	0.00
10-47-3024 - Other Income	0.00	2,000.00	0.00	(2,000.00)	0.00
10-47-3030 - Friends of Addison Public Library	<u>120.80</u>	<u>7,170.33</u>	<u>0.00</u>	<u>(7,170.33)</u>	<u>0.00</u>
	<u>170.80</u>	<u>51,994.93</u>	<u>0.00</u>	<u>(51,994.93)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>45,595.14</u>	<u>275,807.75</u>	<u>72,192.00</u>	<u>(203,615.75)</u>	<u>382.05</u>
Total General Fund Revenues	<u>2,235,743.97</u>	<u>6,022,582.24</u>	<u>6,036,165.64</u>	<u>13,583.40</u>	<u>99.77</u>

See Accountants' Compilation Report

**Addison Public Library  
Revenue Report  
For the 5 Months Ended September 30, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b>_____Capital Improvement Fund_____</b>					
<b><u>Other</u></b>					
80-46-3029 - Interest on IMET	844.51	7,913.62	0.00	(7,913.62)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>844.51</u>	<u>7,913.62</u>	<u>100,000.00</u>	<u>92,086.38</u>	<u>7.91</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>844.51</u>	<u>7,913.62</u>	<u>100,000.00</u>	<u>92,086.38</u>	<u>7.91</u>
<b>_____Rebillables Fund_____</b>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>2,236,588.48</u>	<u>6,030,495.86</u>	<u>6,136,165.64</u>	<u>105,669.78</u>	<u>98.28</u>

**Addison Public Library  
Expense Report  
For the 5 Months Ended September 30, 2023**

<u>General Fund</u>	<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>
<b>Staffing</b>						
10-50-1100 - Staff Salaries and Wages	210,059.87	1,171,515.01	3,150,000.00	1,978,484.99	37.19	62.81
10-50-2200 - Employer F.I.C.A. Expense	15,808.71	88,213.74	251,070.00	162,856.26	35.14	64.86
10-50-2300 - Employer I.M.R.F. Expense	13,336.25	74,426.90	206,211.00	131,784.10	36.09	63.91
10-50-2400 - Health Insurance	31,637.44	195,498.94	515,000.00	319,501.06	37.96	62.04
10-50-2450 - Employee Assistance Program	0.00	3,250.00	3,250.00	0.00	100.00	0.00
10-50-2500 - Recruiting	0.00	0.00	1,000.00	1,000.00	0.00	100.00
	<u>270,842.27</u>	<u>1,532,904.59</u>	<u>4,126,531.00</u>	<u>2,593,626.41</u>	<u>37.15</u>	<u>62.85</u>
<b>Library Materials</b>						
<b>Children Services</b>						
10-52-3100 - Children Books	5,575.75	24,596.57	72,000.00	47,403.43	34.16	65.84
10-52-3900 - Children Other Expenditures	<u>2,302.23</u>	<u>11,412.19</u>	<u>31,000.00</u>	<u>19,587.81</u>	<u>36.81</u>	<u>63.19</u>
	<u>7,877.98</u>	<u>36,008.76</u>	<u>103,000.00</u>	<u>66,991.24</u>	<u>34.96</u>	<u>65.04</u>
<b>Adult Services</b>						
10-54-3110 - Adult Books	14,375.06	67,061.41	166,000.00	98,938.59	40.40	59.60
10-54-3900 - Adult Other Expenditures	<u>6,198.31</u>	<u>31,107.39</u>	<u>88,000.00</u>	<u>56,892.61</u>	<u>35.35</u>	<u>64.65</u>
	<u>20,573.37</u>	<u>98,168.80</u>	<u>254,000.00</u>	<u>155,831.20</u>	<u>38.65</u>	<u>61.35</u>
<b>Other Library Materials</b>						
10-55-3400 - Magazines/News	1,063.28	7,824.50	11,000.00	3,175.50	71.13	28.87
10-55-3500 - Online Databases	12,618.00	120,477.01	221,000.00	100,522.99	54.51	45.49
10-55-3860 - E-Books	1,863.85	28,045.81	75,000.00	46,954.19	37.39	62.61
10-55-3900 - Other Digital Media	<u>2,500.00</u>	<u>3,250.00</u>	<u>46,000.00</u>	<u>42,750.00</u>	<u>7.07</u>	<u>92.93</u>
	<u>18,045.13</u>	<u>159,597.32</u>	<u>353,000.00</u>	<u>193,402.68</u>	<u>45.21</u>	<u>54.79</u>
Total Library Materials	<u>46,496.48</u>	<u>293,774.88</u>	<u>710,000.00</u>	<u>416,225.12</u>	<u>41.38</u>	<u>58.62</u>
<b>General Contractual Services</b>						
10-56-4100 - Legal Fees	635.93	1,910.53	12,000.00	10,089.47	15.92	84.08
10-56-4410 - Collection Agency Fees	174.75	1,176.65	3,500.00	2,323.35	33.62	66.38
10-56-4420 - Equipment Rental & Leasing	149.85	482.13	4,000.00	3,517.87	12.05	87.95
10-56-4450 - Accounting Service Fees	0.00	8,700.00	23,000.00	14,300.00	37.83	62.17
10-56-4500 - Payroll Service Fees	4,445.66	20,123.05	53,000.00	32,876.95	37.97	62.03
10-56-4600 - Audit Service Fees	1,250.00	2,500.00	8,400.00	5,900.00	29.76	70.24
10-56-4900 - Other Contracts	<u>285.56</u>	<u>17,451.66</u>	<u>50,000.00</u>	<u>32,548.34</u>	<u>34.90</u>	<u>65.10</u>
	<u>6,941.75</u>	<u>52,344.02</u>	<u>153,900.00</u>	<u>101,555.98</u>	<u>34.01</u>	<u>65.99</u>

# Addison Public Library Expense Report For the 5 Months Ended September 30, 2023

	<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>
<b><u>Physical Services</u></b>						
<b><u>Utilities and Services</u></b>						
10-58-5100 - Natural Gas Service	804.77	6,355.63	25,000.00	18,644.37	25.42	74.58
10-58-5120 - Water Service	0.00	1,228.95	3,500.00	2,271.05	35.11	64.89
10-58-5310 - Refuse Disposal Service	0.00	1,432.85	5,000.00	3,567.15	28.66	71.34
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>32,400.00</u>	<u>65,000.00</u>	<u>32,600.00</u>	<u>49.85</u>	<u>50.15</u>
	<u>6,204.77</u>	<u>41,417.43</u>	<u>98,500.00</u>	<u>57,082.57</u>	<u>42.05</u>	<u>57.95</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	459.62	2,592.12	11,500.00	8,907.88	22.54	77.46
10-58-5570 - Leased Internet Access Line	<u>1,243.60</u>	<u>2,770.06</u>	<u>6,000.00</u>	<u>3,229.94</u>	<u>46.17</u>	<u>53.83</u>
	<u>1,703.22</u>	<u>5,362.18</u>	<u>17,500.00</u>	<u>12,137.82</u>	<u>30.64</u>	<u>69.36</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	4,327.08	14,806.27	30,000.00	15,193.73	49.35	50.65
10-58-5620 - HVAC	2,210.00	10,960.00	20,000.00	9,040.00	54.80	45.20
10-58-5690 - Other Building Materials & Repair	0.00	241.86	22,000.00	21,758.14	1.10	98.90
10-58-5710 - Equipment Maintenance & Repair	<u>871.47</u>	<u>10,282.77</u>	<u>75,000.00</u>	<u>64,717.23</u>	<u>13.71</u>	<u>86.29</u>
	<u>7,408.55</u>	<u>36,290.90</u>	<u>147,000.00</u>	<u>110,709.10</u>	<u>24.69</u>	<u>75.31</u>
Total Physical Services	<u>15,316.54</u>	<u>83,070.51</u>	<u>263,000.00</u>	<u>179,929.49</u>	<u>31.59</u>	<u>68.41</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	0.00	9,950.00	49,000.00	39,050.00	20.31	79.69
10-61-6100 - ILS Services	(13,000.00)	1,666.68	132,525.00	130,858.32	1.26	98.74
10-61-6110 - OCLC	0.00	0.00	7,655.00	7,655.00	0.00	100.00
10-61-6200 - Software/Licenses	<u>2,192.58</u>	<u>45,029.71</u>	<u>75,000.00</u>	<u>29,970.29</u>	<u>60.04</u>	<u>39.96</u>
	<u>(10,807.42)</u>	<u>56,646.39</u>	<u>264,180.00</u>	<u>207,533.61</u>	<u>21.44</u>	<u>78.56</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	300.00	1,127.70	2,000.00	872.30	56.39	43.61
10-62-7420 - Information Technology	405.56	725.56	1,600.00	874.44	45.35	54.65
10-62-7430 - Guest Services	304.00	784.00	1,500.00	716.00	52.27	47.73
10-62-7440 - Adult Services	289.00	1,187.88	1,680.00	492.12	70.71	29.29
10-62-7450 - Children Services	170.10	285.60	1,830.00	1,544.40	15.61	84.39
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	215.00	1,114.48	2,700.00	1,585.52	41.28	58.72
10-62-7470 - Staff In-Service	0.00	2,262.64	7,500.00	5,237.36	30.17	69.83
10-62-7480 - Board	355.00	355.00	500.00	145.00	71.00	29.00
10-62-7490 - PR	199.00	199.00	0.00	(199.00)	0.00	100.00
10-62-7500 - Community Engagement	46.35	1,999.92	3,500.00	1,500.08	57.14	42.86
10-62-7510 - Memberships (Staff & Board)	1,269.00	4,925.00	11,000.00	6,075.00	44.77	55.23
10-62-7550 - In-State Travel	69.49	1,064.51	7,500.00	6,435.49	14.19	85.81
10-62-7560 - Out-of-State Travel	0.00	1,810.12	15,765.00	13,954.88	11.48	88.52
10-62-7600 - Tuition Reimbursement	<u>2,550.00</u>	<u>2,736.67</u>	<u>6,500.00</u>	<u>3,763.33</u>	<u>42.10</u>	<u>57.90</u>
	<u>6,172.50</u>	<u>20,813.96</u>	<u>64,575.00</u>	<u>43,761.04</u>	<u>32.23</u>	<u>67.77</u>

See Accountants' Compilation Report

# Addison Public Library Expense Report For the 5 Months Ended September 30, 2023

	<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>
<b><u>Programs</u></b>						
10-64-8100 - Adult Services Programs	3,304.06	10,154.74	23,000.00	12,845.26	44.15	55.85
10-64-8120 - Children Services Programs - General	1,001.28	5,946.94	15,000.00	9,053.06	39.65	60.35
10-64-8160 - Teen Program	892.73	5,904.94	19,000.00	13,095.06	31.08	68.92
10-64-8165 - Community Engagement Program	283.89	1,040.23	5,000.00	3,959.77	20.80	79.20
10-64-8170 - IT Programs	<u>326.32</u>	<u>1,320.74</u>	<u>8,000.00</u>	<u>6,679.26</u>	<u>16.51</u>	<u>83.49</u>
	<u>5,808.28</u>	<u>24,367.59</u>	<u>70,000.00</u>	<u>45,632.41</u>	<u>34.81</u>	<u>65.19</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	0.00	16,724.78	48,000.00	31,275.22	34.84	65.16
10-64-8220 - Flyers/Brochures	0.00	2,751.21	6,500.00	3,748.79	42.33	57.67
10-64-8910 - Other Promotions	<u>1,416.46</u>	<u>11,277.75</u>	<u>17,100.00</u>	<u>5,822.25</u>	<u>65.95</u>	<u>34.05</u>
	<u>1,416.46</u>	<u>30,753.74</u>	<u>71,600.00</u>	<u>40,846.26</u>	<u>42.95</u>	<u>57.05</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	2,007.67	3,358.45	5,000.00	1,641.55	67.17	32.83
10-66-9220 - Guest Services Supplies	0.00	442.48	4,000.00	3,557.52	11.06	88.94
10-66-9230 - Adult Services Supplies	65.40	164.00	1,000.00	836.00	16.40	83.60
10-66-9240 - Children Services Supplies	60.68	1,078.07	3,500.00	2,421.93	30.80	69.20
10-66-9245 - Teen Services Supplies	397.69	497.46	1,000.00	502.54	49.75	50.25
10-66-9250 - Materials Management Supplies	2,638.57	8,180.27	35,000.00	26,819.73	23.37	76.63
10-66-9270 - Information Technology Supplies	999.72	8,659.90	20,000.00	11,340.10	43.30	56.70
10-66-9290 - Postage	898.00	4,726.43	10,000.00	5,273.57	47.26	52.74
10-66-9300 - Library Wide Supplies	846.50	3,507.84	10,000.00	6,492.16	35.08	64.92
10-66-9330 - Community Engagement Supplies	<u>962.32</u>	<u>2,666.83</u>	<u>5,000.00</u>	<u>2,333.17</u>	<u>53.34</u>	<u>46.66</u>
	<u>8,876.55</u>	<u>33,281.73</u>	<u>94,500.00</u>	<u>61,218.27</u>	<u>35.22</u>	<u>64.78</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	425.03	1,030.33	5,000.00	3,969.67	20.61	79.39
10-66-9520 - Workers' Compensation Insurance	545.00	9,100.00	12,000.00	2,900.00	75.83	24.17
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>47,933.00</u>	<u>65,000.00</u>	<u>17,067.00</u>	<u>73.74</u>	<u>26.26</u>
	<u>970.03</u>	<u>58,063.33</u>	<u>82,000.00</u>	<u>23,936.67</u>	<u>70.81</u>	<u>29.19</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	1,579.42	5,854.42	52,692.00	46,837.58	11.11	88.89
10-66-9885 - RAILS Catalog Membership Grant Agreement Expense	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00</u>	<u>(13,000.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>14,579.42</u>	<u>18,854.42</u>	<u>52,692.00</u>	<u>33,837.58</u>	<u>35.78</u>	<u>64.22</u>

See Accountants' Compilation Report

**Addison Public Library  
Expense Report  
For the 5 Months Ended September 30, 2023**

	<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>
<b><u>Other Expenses</u></b>						
10-66-9910 - Hardware	6,691.81	14,630.70	50,000.00	35,369.30	29.26	70.74
10-66-9920 - Furniture and Equipment	0.00	0.00	10,000.00	10,000.00	0.00	100.00
10-66-9930 - Reciprocal Borrowing Expense	26.99	26.99	1,000.00	973.01	2.70	97.30
10-66-9940 - Cable Broadcast	0.00	800.00	4,800.00	4,000.00	16.67	83.33
10-66-9945 - Back to School Fair Expenses	0.00	9,449.22	0.00	(9,449.22)	0.00	100.00
10-66-9950 - Donations	0.00	0.00	500.00	500.00	0.00	100.00
10-66-9955 - PLA Digital Literacy Workshop Incentive	20.99	2,105.04	0.00	(2,105.04)	0.00	100.00
10-66-9960 - Friends of the Library	0.00	10,760.00	15,000.00	4,240.00	71.73	28.27
10-66-9970 - FUNshine Committee	66.92	1,000.80	3,800.00	2,799.20	26.34	73.66
10-66-9980 - Staff Recognition	961.69	1,268.03	9,000.00	7,731.97	14.09	85.91
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>7,768.40</u>	<u>40,040.78</u>	<u>94,200.00</u>	<u>54,159.22</u>	<u>42.51</u>	<u>57.49</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>32,194.40</u>	<u>150,240.26</u>	<u>323,392.00</u>	<u>173,151.74</u>	<u>46.46</u>	<u>53.54</u>
Total General Fund Expenditures	<u>374,381.26</u>	<u>2,244,915.94</u>	<u>6,047,178.00</u>	<u>3,802,262.06</u>	<u>37.12</u>	<u>62.88</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	250,000.00	250,000.00	0.00	100.00
80-55-1905 - FY 24 Renovation Project	0.00	256,290.01	10,000,000.00	9,743,709.99	2.56	97.44
	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>RFID Project</u></b>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<b><u>Rebillables Fund</u></b>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>374,381.26</u>	<u>2,501,205.95</u>	<u>16,297,178.00</u>	<u>13,795,972.05</u>	<u>15.35</u>	<u>84.65</u>

See Accountants' Compilation Report

**Addison Public Library  
Check List**

All Bank Accounts  
September 1, 2023 - October 17, 2023

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
21187	09/13/23	ADP, LLC #110146	4,445.66
21188	09/13/23	Albertsons - Safeway 112213	267.03
21189	09/13/23	CDS Office Technologies 131476	513.00
21190	09/13/23	Global Community Associates 172264	540.00
21191	09/13/23	Mission Square 231901	2,390.00
21192	09/13/23	Nicor Gas 241916	804.77
21193	09/13/23	SLUI 292200	20.00
21194	09/13/23	Unique Patron Services Solutions 312431	40.00
21195	09/13/23	Village of Addison - HSA	1,412.53
21196	09/22/23	Baker & Taylor 120210	43.34
21197	09/22/23	Baker & Taylor 120280	995.00
21198	09/22/23	CMRS-FP 132402	1,000.00
21199	09/22/23	Comcast 132554	392.86
21200	09/22/23	ELM USA, Inc. 152250	606.99
21201	09/22/23	Global Equipment Company, Inc 172263	108.25
21202	09/22/23	Travelers CL Remittance Center	545.00
21203	09/22/23	Verizon	94.14
21204	09/22/23	Village of Addison: Misc Exp 500010	158.15
21205	09/22/23	Village of Addison: Misc Exp 500010	88.00
21206	09/22/23	Village of Addison: Misc Exp 500010	326.26
21207	09/22/23	Village of Addison: Misc Exp 500010	732.49
21208	09/22/23	Village of Addison:Health Ins 500011	30,000.93
21209	09/22/23	Village of Addison:Health Ins 500011	272.69
21210	09/22/23	Village of Addison:Health Ins 500011	2,042.54
21211	09/26/23	Amazon Capital Services 112300	372.24
21212	09/26/23	Mission Square 231901	2,390.00
21213	09/26/23	Village of Addison - HSA	1,412.53
33742	10/05/23	3DUniverse 312300	263.92
33743	10/05/23	Amazon Capital Services 112300	748.18
33744	10/05/23	Amazon Capital Services 112300	1,603.16
33745	10/05/23	Amazon Capital Services 112300	3,818.31
33746	10/05/23	Blackstone Publishing, Inc 122220	383.68
33747	10/05/23	BMO Harris Bank N.A. - Payments 122301	4,502.50
33748	10/05/23	C & V, Inc 161651	611.00
33749	10/05/23	CDS Office Technologies 131476	1,878.24
33750	10/05/23	CDW Government 131480	774.55
33751	10/05/23	Center Point Publishing 131571	309.21
33752	10/05/23	Chicago Tribune 131860	471.18
33753	10/05/23	Children's Plus, Inc. 131861	2,274.76
33754	10/05/23	Comcast 132548	63.27
33755	10/05/23	Comcast 132554	396.35
33756	10/05/23	Consumer Reports on Health 132571	26.00
33757	10/05/23	Crimson Multimedia Dist. 132835	865.14
33758	10/05/23	Cummins 133159	407.16
33759	10/05/23	Custom Ink LLC 133181	1,039.42
33760	10/05/23	DuPage Security Solutions Inc 143105	241.25
33761	10/05/23	Estrellita Inc. 153224	1,092.79
33762	10/05/23	Francotyp-Postalia, Inc 162817	149.85
33763	10/05/23	GALE/CENGAGE Learning 171152	320.69
33764	10/05/23	Global Equipment Company, Inc 172263	108.26
33765	10/05/23	Info USA Marketing Inc 112309	880.00
33766	10/05/23	Kranz, Inc. 212800	2,242.10
33767	10/05/23	ODP Business Solutions 251353	20.99
33768	10/05/23	Peace and Education Coalition of Back of the Yards	400.00
33769	10/05/23	Playaway 262219	101.23
33770	10/05/23	Polonia Bookstore Inc 262556	566.10
33771	10/05/23	Proshred Security 262920	175.00

**Addison Public Library  
Check List**

All Bank Accounts  
September 1, 2023 - October 17, 2023

Check Number	Check Date	Payee	Amount
33772	10/05/23	Quill 273145	1,017.15
33773	10/05/23	Ra'am Integration Solutions	2,210.00
33774	10/05/23	Rails 281145	1,800.00
33775	10/05/23	Sen Source	350.00
33776	10/05/23	Uline 312246	1,703.43
33777	10/05/23	Unique Patron Services Solutions 312431	174.75
33778	10/17/23	4imprint, Inc. 162600	1,996.78
33779	10/17/23	Addison Trail Theatre Boosters 111427	250.00
33780	10/17/23	Amazon Capital Services 112300	1,386.14
33781	10/17/23	Amazon Capital Services 112300	565.97
33782	10/17/23	American Library Association	844.00
33783	10/17/23	Ana Beltran 892191	19.90
33784	10/17/23	Andertoons 231182	350.00
33785	10/17/23	Baker & Taylor 120290	3,358.75
33786	10/17/23	Baker & Taylor 120300	798.96
33787	10/17/23	Baker & Taylor 120310	12,708.88
33788	10/17/23	Brigit Goudie 892136	150.00
33789	10/17/23	Children's Plus, Inc. 131861	14.21
33790	10/17/23	Complete Cleaning 132523	5,400.00
33791	10/17/23	Crimson Multimedia Dist. 132835	1,022.35
33792	10/17/23	Current Technologies 133170	1,040.86
33793	10/17/23	Deborah Sanchez 829116	19.90
33794	10/17/23	Demco Inc 141551	384.28
33795	10/17/23	Donna Quick 273141	35.90
33796	10/17/23	Erika Ochoa 281526	150.00
33797	10/17/23	Fat Brain Toys 161180	111.70
33798	10/17/23	GALE/CENGAGE Learning 171152	236.71
33799	10/17/23	Heyl Royster 181565	560.00
33800	10/17/23	Innovation Arts Connection, LLC	200.00
33801	10/17/23	Jackson-Hirsh, Inc. 201115	115.36
33802	10/17/23	Kiwanis Club of Addison 211991	350.00
33803	10/17/23	Krystyna Jaroc 201175	500.00
33804	10/17/23	Laura Frances Keyes 221172	295.00
33805	10/17/23	Lemont Public Library District 221550	26.99
33806	10/17/23	Len's Ace Hardware, Inc. 221567	153.91
33807	10/17/23	Lesley Cyrier 892152	18.93
33808	10/17/23	Limricc Unemployment Comp 290227	425.03
33809	10/17/23	Maria Gonzalez 892190	2,550.00
33810	10/17/23	Marti LaHood - 281914	160.00
33811	10/17/23	Matthew Williams 892182	69.14
33812	10/17/23	Midwest Tape 231925	5,494.31
33813	10/17/23	Nardi's Pizza 241172	338.00
33814	10/17/23	OverDrive Inc 253227	2,500.00
33815	10/17/23	Patricia Trampas 261181	80.00
33816	10/17/23	Patti Gebala 892144	9.24
33817	10/17/23	Paul Sebedyn 121575	325.00
33818	10/17/23	Playaway 262219	585.79
33819	10/17/23	Rachel Kaiser 892154	29.34
33820	10/17/23	Robbins Schwartz 282514	75.93
33821	10/17/23	Robert J Renzetti 331601	150.00
33822	10/17/23	Roberto Perez 981166	500.00
33823	10/17/23	Scholastic Library Publishing 172866	2,268.00
33824	10/17/23	Sikich LLP 291934	1,250.00
33825	10/17/23	St. Charles Public Library 293013	21.74
33826	10/17/23	Technology Management Revolving Fund 132558	756.60
33827	10/17/23	Unique Patron Services Solutions 312431	40.00
33828	10/17/23	Value Line Publishing, LLC 321159	8,550.00
33829	10/17/23	Villa Park Electrical Supply 321940	391.92

**Addison Public Library**

**Check List**

All Bank Accounts

September 1, 2023 - October 17, 2023

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
33830	10/17/23	World Relief Chicagoland 332701	200.00
33831	10/17/23	Yesenia Benavidez 892185	8.12
37668	09/30/23	Kranz, Inc. 212800	(1,133.00)
37721	09/30/23	Mi Dulce Michoacana #5 231976	(375.00)
<b>Vendor Check Total</b>			<u>144,339.66</u>
<b>Check List Total</b>			<u><u>144,339.66</u></u>

Check count = 119

## Addison Public Library

### Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ADP, LLC #110146				21187	09/13/23	<u>4,445.66</u>
10-56-4500	Payroll Service Fees	Inv #641892524	4,071.66			
10-56-4500	Payroll Service Fees	Inv #641892406	374.00			
Albertsons - Safeway 112213				21188	09/13/23	<u>267.03</u>
10-66-9970	FUNshine Committee	8/16/23 - Ice Cream	66.92			
10-64-8160	Teen Program	8/23/23 - Candy/Ice Cream	84.93			
10-64-8100	Adult Services Programs	8/16/23 - Veggie Tray/Water	36.97			
10-64-8100	Adult Services Programs	8/18/23 - Baked Goods/Fruit	36.28			
10-64-8165	Community Engagement Program	8/11/23 - Name Tag Stickers	41.93			
CDS Office Technologies 131476				21189	09/13/23	<u>513.00</u>
10-66-9270	Information Technology Supplies	Inv #1557094	513.00			
Global Community Associates 172264				21190	09/13/23	<u>540.00</u>
10-66-9840	Per Capita Grant - Current Year	Inv #0090 Payment 3 of 3	540.00			
Mission Square 231901				21191	09/13/23	<u>2,390.00</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,390.00			
Nicor Gas 241916				21192	09/13/23	<u>804.77</u>
10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	804.77			
SLUI 292200				21193	09/13/23	<u>20.00</u>
10-62-7460	Materials Management	SLUI Annual Meeting & Program	20.00			
Unique Patron Services Solutions 312431				21194	09/13/23	<u>40.00</u>
10-61-6200	Software/Licenses	Inv #6117193	40.00			
Village of Addison - HSA				21195	09/13/23	<u>1,412.53</u>
10-50-2400	Health Insurance	EE & ER HSA Contribution for 9/13/23 Payroll	1,412.53			
Baker & Taylor 120210				21196	09/22/23	<u>43.34</u>
10-64-8100	Adult Services Programs	Acct #555854 Inv #2037716230	43.34			
Baker & Taylor 120280				21197	09/22/23	<u>995.00</u>
10-61-6200	Software/Licenses	Acct #L4213422 Inv #NS23080121	995.00			
CMRS-FP 132402				21198	09/22/23	<u>1,000.00</u>

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8910	Other Promotions	Postage for new Addison residents postcards	102.00			
10-66-9290	Postage	Postage for postage meter	898.00			
Comcast 132554				21199	09/22/23	<u>392.86</u>
10-58-5570	Leased Internet Access Line	Inv #181568609	392.86			
ELM USA, Inc. 152250				21200	09/22/23	<u>606.99</u>
10-66-9250	Materials Management Supplies	Inv #59608	606.99			
Global Equipment Company, Inc 172263				21201	09/22/23	<u>108.25</u>
10-58-5610	Building Supplies	Inv #120943220	108.25			
Travelers CL Remittance Center				21202	09/22/23	<u>545.00</u>
10-66-9520	Workers' Compensation Insurance	Acct #2648A8211 Workers Comp	545.00			
Verizon				21203	09/22/23	<u>94.14</u>
10-58-5570	Leased Internet Access Line	Inv #9943787212	94.14			
Village of Addison: Misc Exp 500010				21204	09/22/23	<u>158.15</u>
10-22-0255	Other Insurance Withholding Payable	TransAmerica August 2023	158.15			
Village of Addison: Misc Exp 500010				21205	09/22/23	<u>88.00</u>
10-22-0255	Other Insurance Withholding Payable	MetLife Lega - October 2023	88.00			
Village of Addison: Misc Exp 500010				21206	09/22/23	<u>326.26</u>
10-22-0255	Other Insurance Withholding Payable	Standard Misc - October 2023	326.26			
Village of Addison: Misc Exp 500010				21207	09/22/23	<u>732.49</u>
10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - October 2023	732.49			
Village of Addison:Health Ins 500011				21208	09/22/23	<u>30,000.93</u>
10-50-2400	Health Insurance	BCBS - October 2023	30,000.93			
Village of Addison:Health Ins 500011				21209	09/22/23	<u>272.69</u>
10-50-2400	Health Insurance	VSP - October 2023	272.69			
Village of Addison:Health Ins 500011				21210	09/22/23	<u>2,042.54</u>
10-50-2400	Health Insurance	Delta Dental - October 2023	2,042.54			
Amazon Capital Services 112300				21211	09/26/23	<u>372.24</u>
10-64-8160	Teen Program	Inv #16JH-7Y9P-RPNP	20.23			

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	Inv #16JH-7Y9P-RPNP	20.23			
10-64-8120	Children Services Programs - General	Inv #16JH-7Y9P-RPNP	20.23			
10-66-9245	Teen Services Supplies	Inv #143D-K94G-79FL	135.55			
10-66-9245	Teen Services Supplies	Inv #1WND-GRL4-6HTL	155.78			
10-64-8165	Community Engagement Program	Inv #16JH-7Y9P-RPNP	20.22			
Mission Square 231901				21212	09/26/23	<u>2,390.00</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,390.00			
Village of Addison - HSA				21213	09/26/23	<u>1,412.53</u>
10-50-2400	Health Insurance	EE & ER HSA Payroll Contribution of 9/27/23	1,412.53			
3DUniverse 312300				33742	10/05/23	<u>263.92</u>
10-64-8170	IT Programs	Inv# 3DU-38828	263.92			
Amazon Capital Services 112300				33743	10/05/23	<u>748.18</u>
10-64-8160	Teen Program	Inv# 169C-RDL7-6PY9	115.73			
10-64-8120	Children Services Programs - General	Inv# 1VCG-R4WY-6HPW	292.16			
10-52-3100	Children Books	Inv# 19Y9-TPWQ-3TRH	10.98			
10-52-3900	Children Other Expenditures	Inv# 1J4J-RGXY-617M	14.94			
10-66-9245	Teen Services Supplies	Inv# 11TH-LTRF -4VCP	25.17			
10-54-3110	Adult Books	Inv# 169C-RDL7-6L39	10.29			
10-54-3110	Adult Books	Inv# 146Y-64HL-4GDW	77.85			
10-54-3900	Adult Other Expenditures	Inv# 19Y9-TPWQ-3TRH	69.99			
10-66-9270	Information Technology Supplies	Inv# 19W7-V9TR-PQFT	33.49			
10-66-9270	Information Technology Supplies	Inv# 1L6F- JRW7-Q13Q	28.03			
10-66-9270	Information Technology Supplies	Inv# 1QGT-MV93-3XJF	44.97			
10-66-9250	Materials Management Supplies	Inv# 1FXG-LTQ1-644L	24.58			
Amazon Capital Services 112300				33744	10/05/23	<u>1,603.16</u>
10-64-8100	Adult Services Programs	Inv# 1VRG-FNRG-NVCJ	124.60			
10-64-8120	Children Services Programs - General	Inv# 1Y3Q-XVXX-N1XM	13.89			
10-52-3900	Children Other Expenditures	Inv# 1NH3-LCJ7-NNHD	9.61			
10-52-3900	Children Other Expenditures	Inv# 13QX-M1YL-PJLX	10.48			
10-66-9245	Teen Services Supplies	Inv# 1TM1-JQ3R-P4VG	-33.99			
10-66-9245	Teen Services Supplies	Inv# 1344-FL3WP1XD	-34.80			
10-54-3900	Adult Other Expenditures	Inv# 16N7-WVR7-NMYC	22.99			
10-54-3900	Adult Other Expenditures	Inv# 1HMP-N17F-PGTG	202.92			
10-66-9270	Information Technology Supplies	Inv# 19QD-D7PC-NWKJ	25.38			
10-66-9910	Hardware	Inv# 1KJW-P7RH-PRWD	1,139.00			
10-64-8170	IT Programs	Inv# 1YJ6-3NYY-P4N	62.40			

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9240	Children Services Supplies	Inv# 11MV-F4QR-NF3D	60.68			
Amazon Capital Services 112300				33745	10/05/23	<u>3,818.31</u>
10-52-3100	Children Books	Inv# 11WW-4PFT-PRNK	23.00			
10-52-3900	Children Other Expenditures	Inv# 1PRY-X169-6W66	14.98			
10-52-3900	Children Other Expenditures	Inv# 11WW-4PFT-PRNK	22.98			
10-54-3900	Adult Other Expenditures	Inv# 1PRY-X169-6W66	19.95			
10-66-9910	Hardware	Inv# 1L6X-V4T4-DHQF	3,737.40			
Blackstone Publishing, Inc 122220				33746	10/05/23	<u>383.68</u>
10-54-3900	Adult Other Expenditures	Inv# 2118013	383.68			
BMO Harris Bank N.A. - Payments 122301				33747	10/05/23	<u>4,502.50</u>
10-66-9210	Office Supplies	Katherine Henc	12.70			
10-64-8910	Other Promotions	Meta	30.00			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
10-61-6200	Software/Licenses	Lightspeed	94.50			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	SMTGO	15.00			
10-61-6200	Software/Licenses	ZOHO	115.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	ZOHO	123.50			
10-61-6200	Software/Licenses	Adobe	312.60			
10-61-6200	Software/Licenses	Zoom	15.99			
10-64-8160	Teen Program	Crunchyroll	79.99			
10-62-7450	Children Services	ALA e-Learning	170.10			
10-62-7480	Board	ILA Conference	-245.00			
10-62-7480	Board	Conference Registration	300.00			
10-62-7480	Board	ILA Conference	300.00			
10-64-8100	Adult Services Programs	Michaels	54.93			
10-58-5610	Building Supplies	RSS Mini Mart	22.45			
10-58-5610	Building Supplies	The Home Depot	189.45			
10-58-5610	Building Supplies	Sherwin Williams	296.11			
10-62-7510	Memberships (Staff & Board)	ILA Membership	75.00			
10-66-9245	Teen Services Supplies	Atari	141.99			
10-66-9980	Staff Recognition	Community Park	250.00			
10-54-3900	Adult Other Expenditures	Lego	89.99			
10-66-9270	Information Technology Supplies	Tera Digital	8.99			
10-66-9270	Information Technology Supplies	Epson Enhanceh Inkjet Paper	158.05			
10-62-7410	Administration	ILA Conference	300.00			
10-62-7420	Information Technology	Internet Librarian Connect	405.56			
10-62-7430	Guest Services	SkilPath	199.00			

## Addison Public Library Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7440	Adult Services	American Library Association	289.00			
10-62-7460	Materials Management	ILA Conference	300.00			
10-62-7490	PR	SkillPath	199.00			
10-66-9230	Adult Services Supplies	TracFone	65.40			
10-66-9250	Materials Management Supplies	FedEx	31.31			
10-66-9250	Materials Management Supplies	UPS	10.90			
C & V, Inc 161651				33748	10/05/23	<u>611.00</u>
10-66-9980	Staff Recognition	Dated: 9.22.23	611.00			
CDS Office Technologies 131476				33749	10/05/23	<u>1,878.24</u>
10-66-9210	Office Supplies	Inv# INV1556917	1,413.93			
10-58-5710	Equipment Maintenance & Repair	Inv# INV1559865	464.31			
CDW Government 131480				33750	10/05/23	<u>774.55</u>
10-66-9910	Hardware	Inv# LL38956	774.55			
Center Point Publishing 131571				33751	10/05/23	<u>309.21</u>
10-54-3110	Adult Books	Inv# 2046922	309.21			
Chicago Tribune 131860				33752	10/05/23	<u>471.18</u>
10-55-3400	Magazines/News	Acct# 60047801 - Billed Date: 9.14.23	471.18			
Children's Plus, Inc. 131861				33753	10/05/23	<u>2,274.76</u>
10-52-3100	Children Books	Inv# 234353	49.90			
10-52-3100	Children Books	Inv# 234444	875.34			
10-52-3100	Children Books	Inv# 234371	1,324.57			
10-52-3900	Children Other Expenditures	Inv# 234968	24.95			
Comcast 132548				33754	10/05/23	<u>63.27</u>
10-58-5510	Telephone	Acct# 8771201830148973 - 9.29- 10.28.23	63.27			
Comcast 132554				33755	10/05/23	<u>396.35</u>
10-58-5510	Telephone	Acct# 902012302- Inv# 183958327	396.35			
Consumer Reports on Health 132571				33756	10/05/23	<u>26.00</u>
10-55-3400	Magazines/News	Consumer Reports Renewal - 10.5.23	26.00			
Crimson Multimedia Dist. 132835				33757	10/05/23	<u>865.14</u>

## Addison Public Library Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3900	Children Other Expenditures	Inv# 011479	126.22			
10-52-3900	Children Other Expenditures	Inv# 011481	222.77			
10-54-3900	Adult Other Expenditures	Inv# 011482	323.14			
10-54-3900	Adult Other Expenditures	Inv# 011480	193.01			
Cummins 133159				33758	10/05/23	<u>407.16</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 1450286	407.16			
Custom Ink LLC 133181				33759	10/05/23	<u>1,039.42</u>
10-66-9840	Per Capita Grant - Current Year	Inv# 67275721	1,039.42			
DuPage Security Solutions Inc 143105				33760	10/05/23	<u>241.25</u>
10-66-9300	Library Wide Supplies	Inv# 60223	241.25			
Estrellita Inc. 153224				33761	10/05/23	<u>1,092.79</u>
10-64-8100	Adult Services Programs	Order # R28585	1,092.79			
Francotyp-Postalia, Inc 162817				33762	10/05/23	<u>149.85</u>
10-56-4420	Equipment Rental & Leasing	Inv# RI105913937	149.85			
GALE/CENGAGE Learning 171152				33763	10/05/23	<u>320.69</u>
10-54-3110	Adult Books	Inv# 82587994	320.69			
Global Equipment Company, Inc 172263				33764	10/05/23	<u>108.26</u>
10-58-5610	Building Supplies	Inv# 120947957	108.26			
Info USA Marketing Inc 112309				33765	10/05/23	<u>880.00</u>
10-54-3110	Adult Books	Inv# 100004141817	880.00			
Kranz, Inc. 212800				33766	10/05/23	<u>2,242.10</u>
10-58-5610	Building Supplies	Order# 1789247-00	2,242.10			
ODP Business Solutions 251353				33767	10/05/23	<u>20.99</u>
10-66-9955	PLA Digital Literacy Workshop Incentive	Inv# 281503995001	20.99			
Peace and Education Coalition of Back of the Yards				33768	10/05/23	<u>400.00</u>
10-64-8120	Children Services Programs - General	Inv# 2023-2	200.00			
10-64-8165	Community Engagement Program	Inv# 2023-2	200.00			
Playaway 262219				33769	10/05/23	<u>101.23</u>
10-54-3900	Adult Other Expenditures	Inv 441206	101.23			

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Polonia Bookstore Inc 262556 10-55-3400	Magazines/News	Inv# 74404	566.10	33770	10/05/23	<u>566.10</u>
Proshred Security 262920 10-66-9210	Office Supplies	Inv# 1241368	175.00	33771	10/05/23	<u>175.00</u>
Quill 273145 10-66-9210	Office Supplies	Inv# 34680432	11.26	33772	10/05/23	<u>1,017.15</u>
10-66-9300	Library Wide Supplies	Inv# 34680432	324.67			
10-66-9300	Library Wide Supplies	Inv# 34463914	165.22			
10-66-9250	Materials Management Supplies	Inv# 34463914	516.00			
Ra'am Integration Solutions 10-58-5620	HVAC	Inv# 1409	2,210.00	33773	10/05/23	<u>2,210.00</u>
Rails 281145 10-55-3500	Online Databases	Inv# 11437	1,800.00	33774	10/05/23	<u>1,800.00</u>
Sen Source 10-61-6200	Software/Licenses	Inv#57478	350.00	33775	10/05/23	<u>350.00</u>
Uline 312246 10-58-5610	Building Supplies	Inv# 168561412	1,703.43	33776	10/05/23	<u>1,703.43</u>
Unique Patron Services Solutions 312431 10-56-4410	Collection Agency Fees	Inv# 6116582	174.75	33777	10/05/23	<u>174.75</u>
4imprint, Inc. 162600 10-64-8910	Other Promotions	Inv# 11568393	1,034.46	33778	10/17/23	<u>1,996.78</u>
10-66-9330	Community Engagement Supplies	Inv# 11568393	962.32			
Addison Trail Theatre Boosters 111427 10-64-8910	Other Promotions	ATHS Theater: Grand Benefactor Sponsorship Level	250.00	33779	10/17/23	<u>250.00</u>
Amazon Capital Services 112300 10-64-8160	Teen Program	Inv# 1PKV-X4JL1WRN	66.85	33780	10/17/23	<u>1,386.14</u>
10-64-8100	Adult Services Programs	Inv# 1FVN-4KP9-19YX	15.99			
10-52-3900	Children Other Expenditures	Inv# 143W-61CK-34Q4	78.98			
10-66-9980	Staff Recognition	Inv# 1CNT-7VVT-3CQ9	100.69			
10-54-3110	Adult Books	Inv# 1WT1-P4VY-1TP9	183.60			
10-54-3110	Adult Books	Inv# 1PLNTLCX-17JX	44.90			

## Addison Public Library

### Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 1PLN-TLCX-17JX	411.72			
10-54-3900	Adult Other Expenditures	Inv# 1GW1-97RY-16LK	58.97			
10-54-3900	Adult Other Expenditures	Inv# 1WT1-P4VY-1XMC	14.99			
10-66-9270	Information Technology Supplies	Inv# 1PLN-TLCX-1R61	93.05			
10-66-9270	Information Technology Supplies	Inv# 1XHV-7XRY-1N6T	94.76			
10-66-9250	Materials Management Supplies	Inv# 1KJF-C3FQ-1HDF	221.64			
Amazon Capital Services 112300				33781	10/17/23	<u>565.97</u>
10-52-3100	Children Books	Inv# 1TFC-KF4K--CN9Q	16.19			
10-52-3100	Children Books	Inv# 1JNF-6XPH-9P9J	25.38			
10-66-9245	Teen Services Supplies	Inv# 1W1K-PHF3-CXLM	7.99			
10-54-3110	Adult Books	Inv# 13TC-W7PK-CTY1	18.95			
10-54-3110	Adult Books	Inv# 1L6X-V4T4-D7J6	15.99			
10-54-3110	Adult Books	Inv# 1TFC-KF4K--CN9Q	16.99			
10-54-3900	Adult Other Expenditures	Inv# 1TFC-KF4K--CN9Q	14.99			
10-54-3900	Adult Other Expenditures	Inv# 1TFC-KF4K-C1JV	25.20			
10-54-3900	Adult Other Expenditures	Inv# 1JNF-6XPH-9P9J	69.00			
10-54-3900	Adult Other Expenditures	Inv# 1D6W-JDGN-9RDC	303.45			
10-54-3900	Adult Other Expenditures	Inv# 1NXY-46TW-C1XG	51.84			
American Library Association				33782	10/17/23	<u>844.00</u>
10-62-7510	Memberships (Staff & Board)	ALA Member# 2203340	162.00			
10-62-7510	Memberships (Staff & Board)	ALA Member# 2312663	247.00			
10-62-7510	Memberships (Staff & Board)	ALA Member# 2313014	58.00			
10-62-7510	Memberships (Staff & Board)	ALA Member# 2040226	162.00			
10-62-7510	Memberships (Staff & Board)	ALA Member# 1245889	215.00			
Ana Beltran 892191				33783	10/17/23	<u>19.90</u>
10-21-2750	Accounts Payable	Refund Allstate ID Theft for July & August	19.90			
Andertoons 231182				33784	10/17/23	<u>350.00</u>
10-64-8160	Teen Program	Drawing Instructor - 11.2.2023	350.00			
Baker & Taylor 120290				33785	10/17/23	<u>3,358.75</u>
10-52-3100	Children Books	Inv. 2037814665	349.92			
10-52-3100	Children Books	Inv. 2037799051	786.79			
10-52-3100	Children Books	Inv. 2037781421	492.52			
10-52-3100	Children Books	Inv. 2037812388	813.73			
10-52-3100	Children Books	Inv. 2037808145	793.22			
10-66-9250	Materials Management Supplies	Inv. 2037781422	16.66			
10-66-9250	Materials Management Supplies	Inv. 2037812389	24.99			

## Addison Public Library Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv. 2037814666	13.09			
10-66-9250	Materials Management Supplies	Inv. 2037808146	16.66			
10-66-9250	Materials Management Supplies	Inv. 2037799052	51.17			
<b>Baker &amp; Taylor 120300</b>				<b>33786</b>	<b>10/17/23</b>	<b><u>798.96</u></b>
10-54-3900	Adult Other Expenditures	Inv. 2037806994	282.98			
10-54-3900	Adult Other Expenditures	Inv. 2037776714	330.34			
10-66-9250	Materials Management Supplies	Inv. 2037776715	107.10			
10-66-9250	Materials Management Supplies	Inv. 2037806995	78.54			
<b>Baker &amp; Taylor 120310</b>				<b>33787</b>	<b>10/17/23</b>	<b><u>12,708.88</u></b>
10-54-3110	Adult Books	Inv. 2037795708	479.55			
10-54-3110	Adult Books	Inv. 2037799179	468.38			
10-54-3110	Adult Books	Inv. 2037779417	1,270.03			
10-54-3110	Adult Books	Inv. 2037776871	2,141.31			
10-54-3110	Adult Books	Inv. 2037781596	463.13			
10-54-3110	Adult Books	Inv. 2037781866	494.65			
10-54-3110	Adult Books	Inv. 2037814844	498.85			
10-54-3110	Adult Books	Inv. 2037832929	548.59			
10-54-3110	Adult Books	Inv. 2037829638	1,879.59			
10-54-3110	Adult Books	Inv. 2037814304	2,234.07			
10-54-3110	Adult Books	Inv. 2037789803	559.47			
10-54-3110	Adult Books	Inv. 2037789681	1,222.26			
10-66-9250	Materials Management Supplies	Inv. 2037814305	91.82			
10-66-9250	Materials Management Supplies	Inv. 2037814845	23.80			
10-66-9250	Materials Management Supplies	Inv. 2037799180	13.09			
10-66-9250	Materials Management Supplies	Inv. 2037779418	24.99			
10-66-9250	Materials Management Supplies	Inv. 2037781867	31.93			
10-66-9250	Materials Management Supplies	Inv. 2037781597	14.08			
10-66-9250	Materials Management Supplies	Inv. 2037789804	22.61			
10-66-9250	Materials Management Supplies	Inv. 2037789682	44.22			
10-66-9250	Materials Management Supplies	Inv. 2037795709	21.42			
10-66-9250	Materials Management Supplies	Inv. 2037832930	17.85			
10-66-9250	Materials Management Supplies	Inv. 2037829639	81.91			
10-66-9250	Materials Management Supplies	Inv. 2037776872	61.28			
<b>Brigit Goudie 892136</b>				<b>33788</b>	<b>10/17/23</b>	<b><u>150.00</u></b>
10-64-8120	Children Services Programs - General	Shoebox Puppet Theatre - 11.9.2023	150.00			
<b>Children's Plus, Inc. 131861</b>				<b>33789</b>	<b>10/17/23</b>	<b><u>14.21</u></b>
10-52-3100	Children Books	Inv# 235083	14.21			

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv# C25247	5,400.00	33790	10/17/23	<u>5,400.00</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	Inv# 011646	60.00	33791	10/17/23	<u>1,022.35</u>
10-54-3900	Adult Other Expenditures	Inv# 011645	737.11			
10-54-3900	Adult Other Expenditures	Inv# 011648	121.21			
10-54-3900	Adult Other Expenditures	Inv# 011647	104.03			
Current Technologies 133170 10-66-9910	Hardware	Inv# 14024	727.11	33792	10/17/23	<u>1,040.86</u>
10-66-9910	Hardware	Inv# 13992	313.75			
Deborah Sanchez 829116 10-21-2750	Accounts Payable	Refund Allstate ID Theft for July & August	19.90	33793	10/17/23	<u>19.90</u>
Demco Inc 141551 10-58-5610	Building Supplies	Inv# 7370498	260.39	33794	10/17/23	<u>384.28</u>
10-66-9250	Materials Management Supplies	Inv# 7372423	123.89			
Donna Quick 273141 10-21-2750	Accounts Payable	Refund Allstate ID Theft for July & August	35.90	33795	10/17/23	<u>35.90</u>
Erika Ochoa 281526 10-64-8100	Adult Services Programs	AS Program - Erika Ochoa Zumba - 11.6.23	150.00	33796	10/17/23	<u>150.00</u>
Fat Brain Toys 161180 10-52-3900	Children Other Expenditures	Order # 232680400671	111.70	33797	10/17/23	<u>111.70</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	Inv# 82651280	52.78	33798	10/17/23	<u>236.71</u>
10-54-3110	Adult Books	Inv# 82638147	27.99			
10-54-3110	Adult Books	Inv# 82638454	155.94			
Heyl Royster 181565 10-56-4100	Legal Fees	Inv# 1610313	560.00	33799	10/17/23	<u>560.00</u>
Innovation Arts Connection, LLC				33800	10/17/23	<u>200.00</u>

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
10-64-8120	Children Services Programs - General	Halloween Hip Hop Dance 10.27.23	200.00			
Jackson-Hirsh, Inc. 201115 10-66-9300	Library Wide Supplies	Inv# 1078420	115.36	33801	10/17/23	<u>115.36</u>
Kiwanis Club of Addison 211991 10-62-7510	Memberships (Staff & Board)	FY 2023-2024 Membership	350.00	33802	10/17/23	<u>350.00</u>
Krystyna Jaroc 201175 10-64-8120	Children Services Programs - General	Fall Craft w/ Krystyna - 11.4.2023	500.00	33803	10/17/23	<u>500.00</u>
Laura Frances Keyes 221172 10-64-8100	Adult Services Programs	Historic Voices - 10.9.23	295.00	33804	10/17/23	<u>295.00</u>
Lemont Public Library District 221550 10-66-9930	Reciprocal Borrowing Expense	Refund for Lost Book - 21338000757160	26.99	33805	10/17/23	<u>26.99</u>
Len's Ace Hardware, Inc. 221567 10-66-9210	Office Supplies	Inv# 505475/1	16.19	33806	10/17/23	<u>153.91</u>
10-58-5610	Building Supplies	Inv# 505870/1	35.98			
10-58-5610	Building Supplies	Inv# 505475/1	24.29			
10-58-5610	Building Supplies	Inv# 504965/1	44.07			
10-58-5610	Building Supplies	Inv# 505323/1	33.38			
Lesley Cyrier 892152 10-64-8100	Adult Services Programs	Supples from Marianos & Walmart	18.93	33807	10/17/23	<u>18.93</u>
LimriCC Unemployment Comp 290227 10-66-9510	Unemployment Compensation Insurance	LIMRiCC Umeployment Compansation- 3rd Quarter 2023	425.03	33808	10/17/23	<u>425.03</u>
Maria Gonzalez 892190 10-62-7600	Tuition Reimbursement	Maria Gonzalez - Domincan Univeristy Course 777-01	2,550.00	33809	10/17/23	<u>2,550.00</u>
Marti LaHood - 281914 10-64-8100	Adult Services Programs	Chair Yoga - 10.14.23 & 10.26.23	160.00	33810	10/17/23	<u>160.00</u>
Matthew Williams 892182 10-62-7500	Community Engagement	Meal	46.35	33811	10/17/23	<u>69.14</u>

## Addison Public Library Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7550	In-State Travel	Kiwanis Meeting / Veteran's Resource Fair	22.79			
Midwest Tape 231925				33812	10/17/23	<u>5,494.31</u>
10-52-3900	Children Other Expenditures	Inv# 504317322	96.71			
10-52-3900	Children Other Expenditures	Inv# 504380453	55.46			
10-52-3900	Children Other Expenditures	Inv# 504380458	209.91			
10-52-3900	Children Other Expenditures	Inv# 504383404	202.42			
10-52-3900	Children Other Expenditures	Inv# 504405568	146.20			
10-52-3900	Children Other Expenditures	Inv# 504346709	224.91			
10-52-3900	Children Other Expenditures	Inv# 504346704	83.22			
10-55-3860	E-Books	Inv# 504332179	368.24			
10-55-3860	E-Books	Inv# 504411736	503.72			
10-55-3860	E-Books	Inv# 504346090	991.89			
10-54-3900	Adult Other Expenditures	Inv# 504410529	52.48			
10-54-3900	Adult Other Expenditures	Inv# 504410525	113.90			
10-54-3900	Adult Other Expenditures	Inv# 50411222	29.99			
10-54-3900	Adult Other Expenditures	Inv# 504411221	59.22			
10-54-3900	Adult Other Expenditures	Inv# 504411220	172.39			
10-54-3900	Adult Other Expenditures	Inv# 50441189	14.99			
10-54-3900	Adult Other Expenditures	Inv# 504410527	23.24			
10-54-3900	Adult Other Expenditures	Inv# 504410528	67.47			
10-54-3900	Adult Other Expenditures	Inv# 504383400	81.72			
10-54-3900	Adult Other Expenditures	Inv# 504383403	22.49			
10-54-3900	Adult Other Expenditures	Inv# 504383402	14.99			
10-54-3900	Adult Other Expenditures	Inv# 504383401	82.47			
10-54-3900	Adult Other Expenditures	Inv# 504383405	26.24			
10-54-3900	Adult Other Expenditures	Inv# 504383405	-26.24			
10-54-3900	Adult Other Expenditures	Inv# 504317079	14.39			
10-54-3900	Adult Other Expenditures	Inv# 504317331	89.22			
10-54-3900	Adult Other Expenditures	Inv# 504380454	50.22			
10-54-3900	Adult Other Expenditures	Inv# 504380455	47.06			
10-54-3900	Adult Other Expenditures	Inv# 504380457	93.52			
10-54-3900	Adult Other Expenditures	Inv# 504380459	91.45			
10-54-3900	Adult Other Expenditures	Inv# 504346707	22.49			
10-54-3900	Adult Other Expenditures	Inv# 504346708	35.24			
10-54-3900	Adult Other Expenditures	Inv# 504350590	25.18			
10-54-3900	Adult Other Expenditures	Inv# 504350592	29.99			
10-54-3900	Adult Other Expenditures	Inv# 504350593	29.98			
10-54-3900	Adult Other Expenditures	Inv# 504350594	14.99			
10-54-3900	Adult Other Expenditures	Inv# 504317337	74.97			
10-54-3900	Adult Other Expenditures	Inv# 504317338	88.44			

**Addison Public Library  
Check Register**

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 504317334	119.95			
10-54-3900	Adult Other Expenditures	Inv# 504317333	356.06			
10-54-3900	Adult Other Expenditures	Inv# 504346705	253.38			
10-54-3900	Adult Other Expenditures	Inv# 504346706	11.24			
10-54-3900	Adult Other Expenditures	Inv# 504317335	44.98			
10-54-3900	Adult Other Expenditures	Inv# 504317336	37.48			
10-66-9250	Materials Management Supplies	Inv# 504431804	346.05			
Nardi's Pizza 241172				33813	10/17/23	<u>338.00</u>
10-66-9210	Office Supplies	9.14.2023	163.00			
10-64-8160	Teen Program	9.7.2023	75.00			
10-64-8160	Teen Program	9.21.23	100.00			
OverDrive Inc 253227				33814	10/17/23	<u>2,500.00</u>
10-55-3900	Other Digital Media	Inv# CD0110723324874	2,500.00			
Patricia Trampas 261181				33815	10/17/23	<u>80.00</u>
10-64-8100	Adult Services Programs	Essentrics - 10.18.23	80.00			
Patti Gebala 892144				33816	10/17/23	<u>9.24</u>
10-62-7550	In-State Travel	Outreach 8.29, 8.31, 9.11.9.26	9.24			
Paul Sebedyn 121575				33817	10/17/23	<u>325.00</u>
10-64-8100	Adult Services Programs	Elmhurst Student Intern - Spanish Program - October 2023	325.00			
Playaway 262219				33818	10/17/23	<u>585.79</u>
10-52-3900	Children Other Expenditures	Inv# 441840	585.79			
Rachel Kaiser 892154				33819	10/17/23	<u>29.34</u>
10-62-7550	In-State Travel	708 Boards Discussion & Foodn Pantry	29.34			
Robbins Schwartz 282514				33820	10/17/23	<u>75.93</u>
10-56-4100	Legal Fees	Inv# 959040, 959047, 959054	75.93			
Robert J Renzetti 331601				33821	10/17/23	<u>150.00</u>
10-64-8100	Adult Services Programs	The World of Rob Renzetti - 11.8.23	150.00			
Roberto Perez 981166				33822	10/17/23	<u>500.00</u>
10-64-8100	Adult Services Programs	Black & Latino Culinary History - 10.19.2023	500.00			

## Addison Public Library Check Register

All Bank Accounts  
September 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Scholastic Library Publishing 172866 10-55-3500	Online Databases	Inv# 51808603	2,268.00	33823	10/17/23	<u>2,268.00</u>
Sikich LLP 291934 10-56-4600	Audit Service Fees	Inv# 29540	1,250.00	33824	10/17/23	<u>1,250.00</u>
St. Charles Public Library 293013 10-64-8165	Community Engagement Program	Inv# 09272023	21.74	33825	10/17/23	<u>21.74</u>
Technology Management Revolving Fund 132558 10-58-5570 10-58-5570	Leased Internet Access Line Leased Internet Access Line	Inv# T2400188 Inv# T2402870	378.30 378.30	33826	10/17/23	<u>756.60</u>
Unique Patron Services Solutions 312431 10-61-6200	Software/Licenses	Inv# 6118242	40.00	33827	10/17/23	<u>40.00</u>
Value Line Publishing, LLC 321159 10-55-3500	Online Databases	Inv# KF-648405-2310	8,550.00	33828	10/17/23	<u>8,550.00</u>
Villa Park Electrical Supply 321940 10-58-5610 10-58-5610	Building Supplies Building Supplies	Inv# 249551-00 Inv# 251536-00	175.98 215.94	33829	10/17/23	<u>391.92</u>
World Relief Chicagoland 332701 10-64-8100	Adult Services Programs	World Relief 101 - 11.8.2023	200.00	33830	10/17/23	<u>200.00</u>
Yesenia Benavidez 892185 10-62-7550	In-State Travel	B'Long Conference - Elgin Library	8.12	33831	10/17/23	<u>8.12</u>
Kranz, Inc. 212800 10-58-5610	Building Supplies	TO VOID CHECK #37668	-1,133.00	37668	09/30/23	<u>(1,133.00)</u>
Mi Dulce Michoacana #5 231976 10-64-8120	Children Services Programs - General	TO VOID CHECK #37721	-375.00	37721	09/30/23	<u>(375.00)</u>

**Check List Total** 144,339.66

Plus September payroll for 2023: \$239,204.83  
Grand Total: \$383,544.49

**Addison Public Library**  
**Payroll Distribution Summary**

**Board Meeting      10/17/2023**

<u>Description</u>	<u>Amount</u>
Payroll	\$239,204.83

**Approved by Board of Trustees**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

# ADULT SERVICES – SEPTEMBER 2023

## SNAPSHOT

September 2023 was the month of the intern in Adult Services!

On September 5, Narze joined APL as a Social Services Intern. Narze is a bilingual dual MLIS/MSW student at Dominican University and will be with us for 500 hours over the school year. She will spend her time primarily in Adult and Teen services. In the short month she has been here, Narze has been a great addition to the team and we are excited to see all she will accomplish and the impact she will have on our community this year!

Our second intern is Paul. Paul comes to us from Elmhurst University. AS Specialist Sara developed this partnership with Elmhurst University. Paul is leading our new Read & Write in Spanish course that began September 12. This course is designed to help students improve their basic reading and writing in Spanish, with the ultimate goal of being prepared to participate in COD's GED in Spanish course. Paul is a Junior at Elmhurst and is a Spanish and World Language Education Major, so he is a perfect fit for this program!

Last but certainly not least, the week of September 18<sup>th</sup>, the LTA intern Sabeen joined AS for the week. She assisted with designing the word search for our solar eclipse kits, created a display, joined in on our English Reading Circle program and assisted Jodi with the Illinois Inventors program that was co-sponsored by the Addison Historical Society. Sabeen also got to make her ACTV debut, as they filmed the Illinois Inventors program!



*ESL Conversation Group playing loteria!*



*Paul leading Read & Write in Spanish.*



*A happy patron during our Envelope Journaling program!*

### Success Stories

One of our volunteers has been tutoring/mentoring the same four English learners for almost a year now and decided to try something new. The volunteer planned to get them all together and talk about some of their similar interests. Unfortunately, on the day of this get together the volunteer got sick and asked Ana to stop by to help get the conversation going. Ana did so, and quickly realized that they did not need her help. The English learners took the initiative and got the conversation going right away! At the end of it all, the English learners were planning casual outings, like going for long walks at nearby forest preserves and a possible bowling night. Our ELL programs have definitely helped people connect with other people and build friendships outside of the library as well as inside the library.

A patron called looking for a two-part article from consecutive 1914 editions of *Scientific American* and Steve took on the hunt for the article. While it was not in any of our databases, Steve was able to find these articles online from Google Books!

A family of three attended the “How to Use a Chromebook” programs. The adults learned a lot about using a Chromebook. A staff member at District 4 also attended and shared some specific educational apps that their child could use at home (in addition to playing games). The district employee and the student also talked about school and Chromebooks, making for a very positive experience for everyone!

# CHILDREN'S SERVICES – SEPTEMBER 2023

## SNAPSHOT

Highlights from September:

- Lincoln School 1<sup>st</sup> grade visited the library on Sept. 6. Staff provided a tour of all three floors as well as a craft activity and read aloud.
- Julia planned and implemented the DIY Mini Furniture program on Sept. 28 for grades K-5. Participants created designs on Canva as well as a miniature chest of drawers that was placed in a shoebox house.
- COD practicum student Sabeen worked with the CS department during the week of Sept. 11. She reviewed titles for the jEASY ME ESTEEM diversity audit, created a book display, and observed two story times.



## PROJECTS

- Celebrations for Hispanic Heritage Month kicked off with the following programs:
  - Louise held a session of Bilingual Stories & Crafts on Sept. 9. We read *El Cucuy también tiene miedo* and *Yo quiero mi sombrero* and did a color-mixing craft.
  - Alejandra created a passive craft to celebrate that incorporated designs inspired by the Kuna, an Indigenous people from Panama.
  - Betsi planned and implemented the Sept. 18 session of *Manos a la obra* for Teen Services.
  - Paletas!: We passed out paletas (frozen treats originally created in Tocuambo, Michoacan [Mexico]) donated by Mi Dulce Michoacana on Sept. 30. Betsi created a fact sheet and booklist for the event, as well as coloring pages featuring paletas.



## STATISTICS

Continuing Education: 6.58 hours total

Programs: 23 live programs; 465 total participants (includes onsite & offsite programs)

Passive Programs: 5 passive programs; 292 participants | Appointments: 11

Reference Questions: 158 | Scan/Fax Questions: 70 | Directional Questions: 79 | Teacher Resource Room: 4

Book Displays: Hispanic Heritage Month (Opto), National Sewing Month, If You Like ... *New Kid*, Artists, Art & Artwork, Celebrate Grandparents (display created by COD practicum student).

# COMMUNITY ENGAGEMENT – SEPTEMBER 2023



**ADDISON**  
PUBLIC LIBRARY

## SNAPSHOT

- **ILA Photo of the Month!** We are excited to announce that we were selected as ILA's Member Photo of the Month for September! Samantha submitted a photo of a group of teens that enthusiastically visited her office during an after-school library tour and wanted to hold up our "we love our library!" signs from Library Card Sign Up Month.
- **Threats of Violence:** September flew by, largely because of our traumatic week of two bomb threats here at the library. After the bomb threats and subsequently learning more about the threats in our area and across the country, Samantha and Gaby have begun putting together a crisis/emergency communication plan to make communicating emergency situations to our community more streamlined.
- Ahead of the National Friends of the Library Week in October (10/15-10/21), Patti submitted a proclamation to recognize the efforts of the Friends of the Library. The proclamation is scheduled for the Oct. 16 Village of Addison board meeting.
- Kate stepped up to facilitate the weekly Teen Loteria program & incorporated different themes to highlight Hispanic heritage.
- COD Practicum student Sabeen created a blog post, prepared prize wheel questions & helped pack for the Club Fitness Pop-Up Library.
- **Community Events:** Gaby served as a judge in the first round of the *Addison Great Shake*, a competition where the Indian Trail students put their soft-skills to use. Matt & Courtney (Teen Services) connected with 100+ students at the ATHS Career Fair.

### Professional Development:

- Gaby and Lesley (Adult Services) worked together to lead staff training on how to use comment cards to gather feedback from the community.
- Community Engagement went to the Bookmobile and Library Outreach Networking Group (B'LONG) Mini Conference at Gail Borden Public Library, where they attended sessions and explored the bookmobiles used by nearby libraries.



## PROJECTS

### Marketing Projects

- **Promotional Opportunities** As part of the LCSUM marketing campaign, Samantha set up paid advertisements on Facebook & Spotify.
- **SWAN is Coming!** As SWAN inches closer and closer, Samantha worked on a full-page in the November/December issue of the upcoming newsletter to go over what to expect from the SWAN migration, what actions patrons need to take prior to the migration, some commonly used terminology, and highlighting area libraries that are also a part of the SWAN consortium. Samantha and Gaby also worked on putting together a SWAN "landing page" for our website that will be a hub for all relevant and important SWAN updates as we approach the "go-live" date this November.



## STATISTICS

- The CE department participated in 4 outreach events & connected with 135 community members!
- Number of New Job Toolkits distributed: 38 || 20 one-on-one appointments with Job Seekers & Business Owners || Business Library Accounts: No new business library accounts.

*From top: Photo of teens featured as ILA's Photo of the Month; Matt & Gaby comparing vehicles at the mini-conference; Staff enjoying the therapy dogs; Prize options for getting a new library card in Sept.; Matt & Courtney at the ATHS Career Fair.*



# GUEST SERVICES – SEPTEMBER 2023

## SNAPSHOT

Ana started as a part-time Guest Services Clerk.

Eva (7 years) and Socorro (1 year) celebrated APL anniversaries.

Kathy attended Level Up Your Facilitation Skills for Better Meetings training at Fountaindale Public Library District, presented by RAILS.

All but one person attended the monthly meet-up in person and the last person attended virtually.

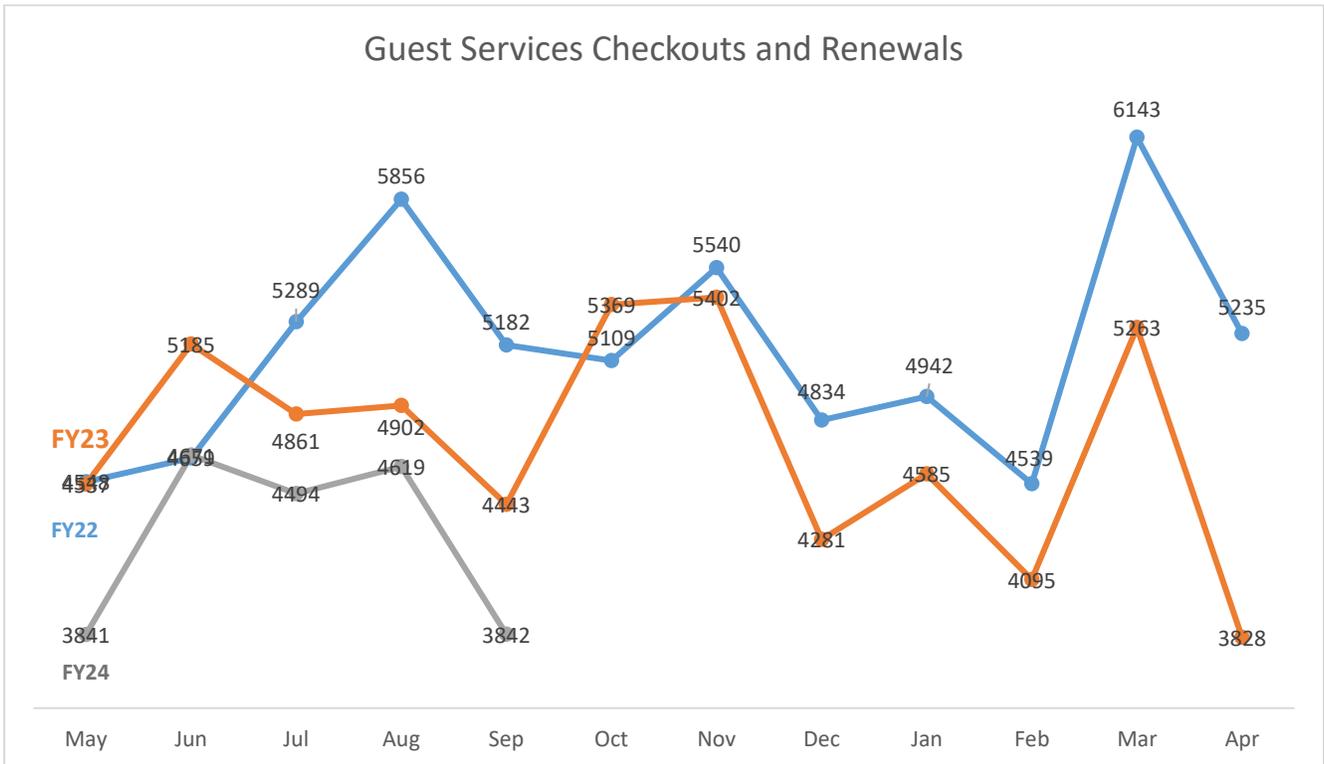
In getting ready for Indian Trail Junior High School sixth grade students to visit, Guest Services processed 87 Teen Limited Access cards from 139 applications. This is about 2/3 of the students in sixth grade.

## STATISTICS

There were 6 curbside pick-ups in September.

3 items were found from the 10-Day Overdue List that was on shelf but still checked out to the patrons.

The graph below shows checkouts and renewals done by the Guest Services staff.



# IT SERVICES – September 2023

## SNAPSHOT

September is National Sewing Month. The Creative Services Coordinator:

- Hosted a class on Sewing Basics: Produce Bag.
- Hosted 8 one-on-one appointments for the sewing machine.
- Offered a basic sewing project on a Teen Maker Monday, with 4 teens learning to gain practical crafting skills.



## PROJECTS

In addition to helping patrons meet their technological needs at the Tech Help Desk, IT Services Clerks:

- Assisted the Creative Services Coordinator in 3D-printing 6 "ballot boxes" for collecting shout-out shapes.
- Monitored and replaced toner cartridges for all printers/copiers, which was a big help to the Head of IT Services.

The Creative Services Coordinator:

- Designed a "ballot box" for collecting shout-out shapes from staff members.
- Performed training with three IT Services Clerks on Cricut/Silhouette vinyl cutters and sewing machines.
- Is finishing on a training curriculum for IT Clerks related to the Creative and Sound Studios.

The Head of IT Services:

- Prepared laptops for staff to take SWAN training.
- Installed SWAN Workflows on staff desktops and laptops.
- Learned from the Village of Addison about the cybersecurity incident that happened in June/July and how we can try preventing it from happening.
- Worked with our network consultant on strengthening network security.
- Created technology accounts for 3 new employees with the Creative Services Coordinator.
- Assessed Internet bandwidth for staff and patron networks at various times during the day.
- Continued to interview candidates for the IT System Administrator position.

## STATISTICS

The Creative Services Coordinator:

- Had a highly successful Teen Maker Monday, with 18 teens decorating water bottles and several more coming into the Creative Studio to ask questions.
- Offered 15 one-on-one appointments in September, compared to less than a dozen in June and July.
- Hosted a class on Digital Converting: Vinyl-to-MP3. Unfortunately, this was the second Digital Converting class in a row to have 0 attendance. This prompted us to pause them for the rest of the year and re-think them for 2024.

## COMMITTEE WORK & CONTINUING EDUCATION

- The Creative Services Coordinator served on the Privacy Audit and EDISJ committees.
- The Head of IT Services served on the Privacy Audit and Staff Shout-out committees.
- Several IT staff members attended Patron Experience training: T is for Thank You.



# MATERIALS MANAGEMENT – SEPTEMBER 2023

## SNAPSHOT

Welcome to Johnny who joined us last month as our new Library Aide!

A lot of weeding was done this past month. Thanks to everyone who helped with this!

Karen worked on displays for Banned Books Week, World Mental Health Day, Black Poetry Day, Fall Colors, and Scary Books.

Jenny attended the annual SirsiDynix Library Users of Illinois (SLUI) meeting at St. Charles Public Library. The meeting talked about new developments SirsiDynix is working on.

The ILS team continues to work on data testing as we get closer to the migration date to SWAN. Staff training will start in October.

## PROJECTS

Jenny and Steven attended meetings with our vendors to discuss changes that need to happen due to the migration and set up EDI ordering (how we receive our order records) once we go live. We discussed changes that will be made to our funds, location codes, and item types.

Diana met with Sue about signage in the Spanish Easy collection.

Sue created browse categories for Hispanic Heritage Month.

Marilyn is wrapping up things with Find More Illinois as we will no longer be using it.

## STATISTICS

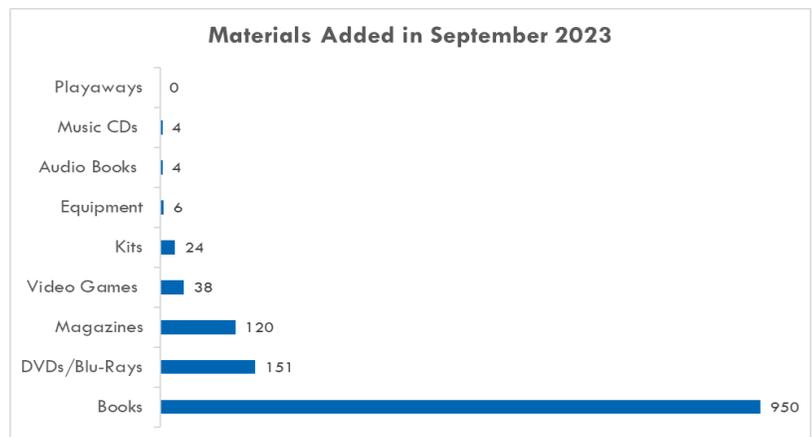
MM Staff completed 14.75 hours of CE.

MM staff withdrew 2,584 items.

APL patrons borrowed 126 items from other libraries through interlibrary loan.

- Average time patron had to wait for item to arrive through OCLC: 6.24 days.
- Average time patron had to wait for item to arrive through Find More Illinois: 7.8 days.

APL sent 65 items to other libraries through interlibrary loan.





# TEEN SERVICES – SEPTEMBER 2023

## SNAPSHOT

This month we gave out 1,031 snacks on 17 school days or an average of 60 snacks a day.

A long-time teen patron shared their poetry with Rachel. This teen is extremely shy and we were so excited they felt comfortable showing us their creative work. Rachel explained that the work reminded her of the Romantic poets, explained who they were, and gave the patron a few books from our collection. Later they brought a Norton Anthology of Literature (several thousand pages of poetry and prose) to the teen desk and told Rachel they were reading some Walt Whitman. Ever since, we have all continued asking the patron if we can read their new works and inviting them to participate in an upcoming Open Mic.



Rachel started a new program called LEGO at Nite. We wanted to expand on our summer LEGO camp, where we see kids learning focus, attention to detail, and teamwork skills. We are excited by the enthusiastic response after our first two events. A teen that only ever plays computer games at the library and cannot usually be convinced to take a break even for candy, jumped off the computer to join in. Another teen was so excited about one of the builds that they recruited friends to help and ended up checking out one of the library's LEGO kits to take home.

Although our survey responses from Summer Reading are consistently positive, we don't always get the chance to follow up with participants and see the impact. But this month, a teen came in looking for a special edition of the manga we gave out for summer reading. She told us she had already read the other 18 volumes in the series. Elizabeth mentioned that we chose it for summer reading and the teen got a big smile on her face and said, "I know! That's how I found out about it. I loved it!"

One of our Freshman patrons is having trouble adjusting to high school expectations, particularly turning in homework and projects on time. They told us that because they know it's hard for them to concentrate and stay on task, they've decided to come directly to the library after school. One day, they needed help with a big project that was due at the end of the week. It

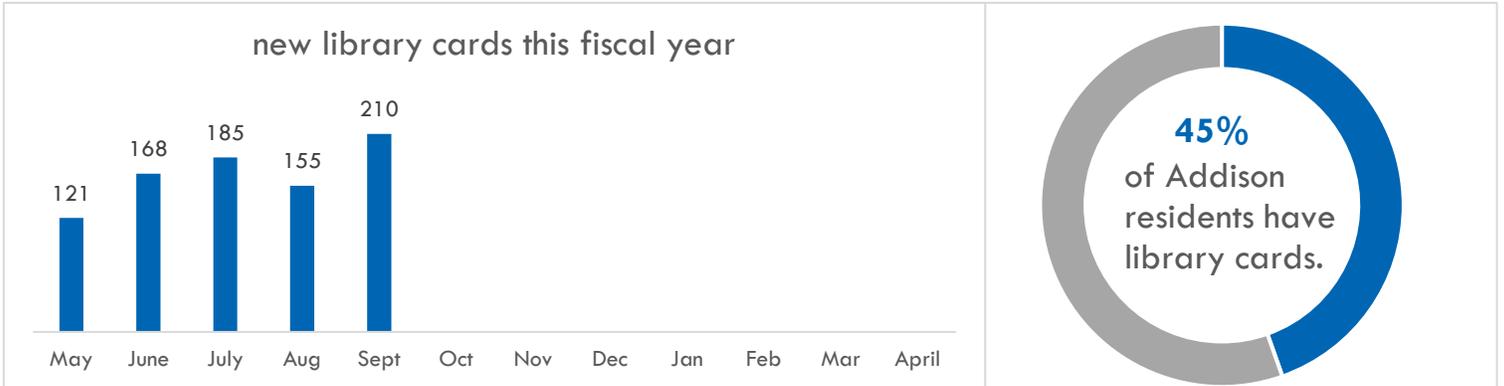
was too large for them to wrap their head around, so Courtney broke the project up into simple steps and they worked on each step throughout the night. The student completed the project by the end of the night and was so proud to not only get it in on time, but turn it in early. As they packed up, they said, "Courtney, you really helped me. You don't know how much you helped me."

# September 2023 Library Usage Report

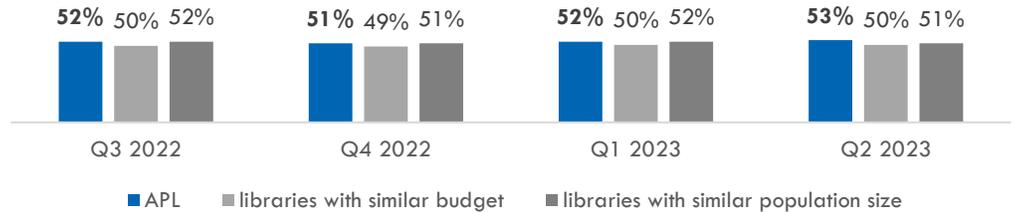


## Library Cards

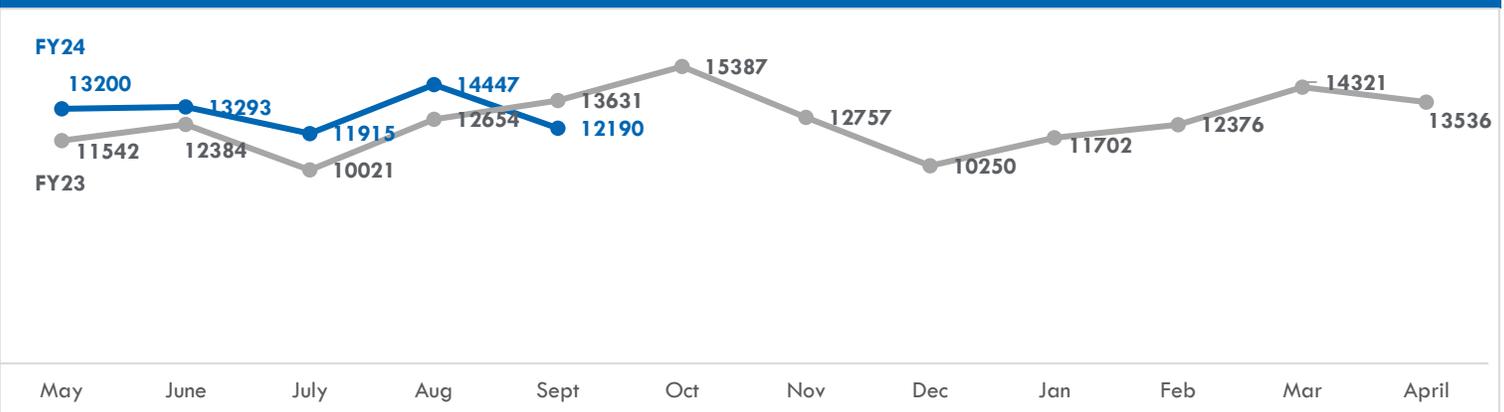
210 new library cards this month.



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

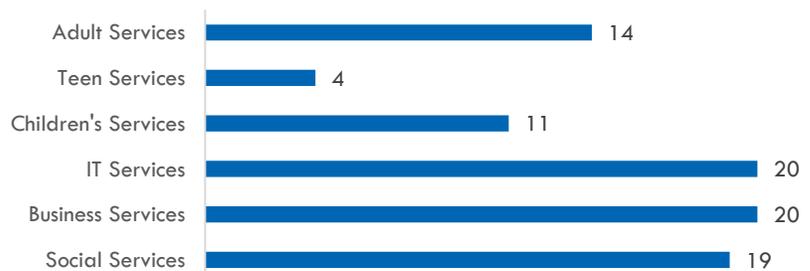


## Library Visits



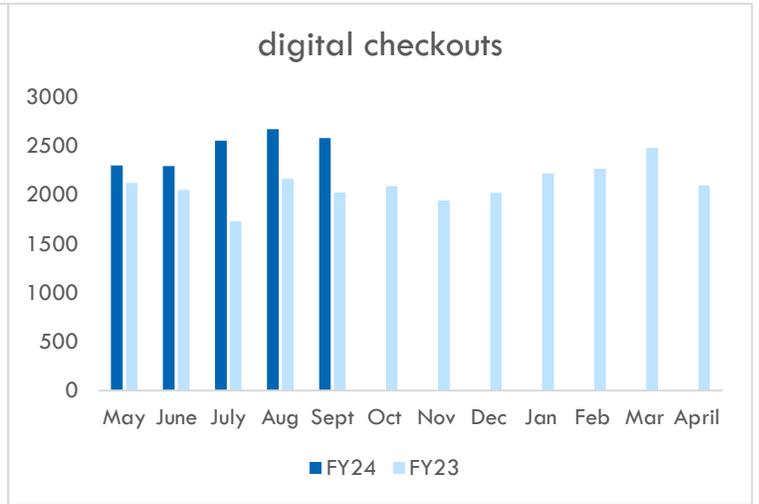
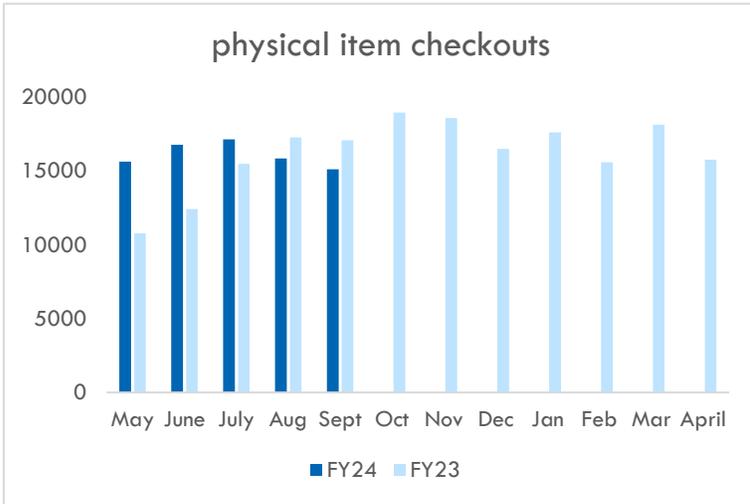
## 1-on-1 appointments

- 88 1-on-1 appointments
- 1888 computer logins
- 906 wifi sessions
- 61 large meeting room bookings
- 529 study room bookings
- 59 Creative Studio bookings
- 3 Sound Studio bookings

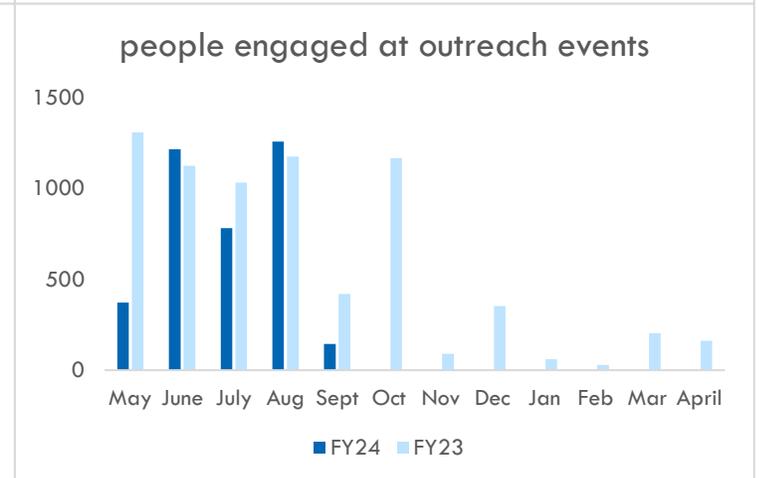
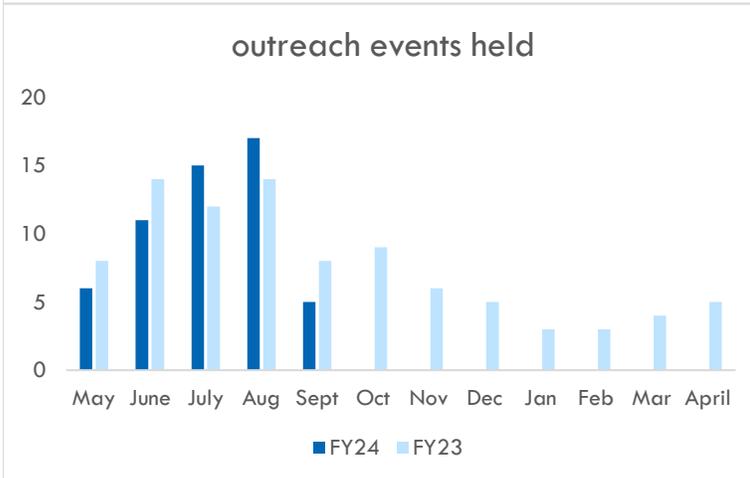
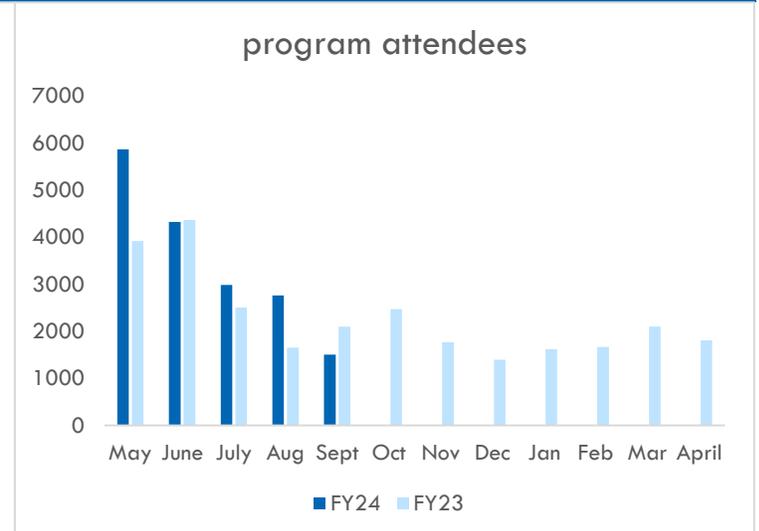
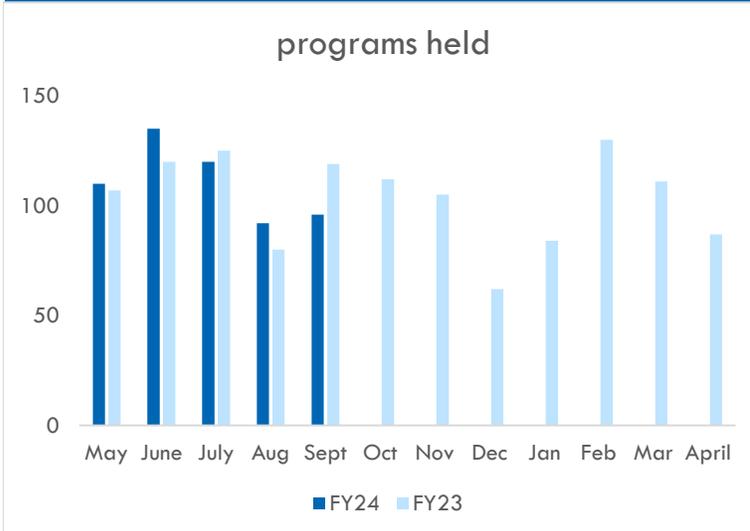


# Circulation

17696 total checkouts this month.



# Programs & Outreach



**From:** [Patti Gebala](#)  
**To:** [Mary Medjo Me Zengue](#)  
**Cc:** [Gaby Tafolla](#); [Brooke Sievers](#); [Donna Quick](#)  
**Subject:** FOL Meeting: September 20, 2023  
**Date:** Wednesday, September 20, 2023 6:40:55 PM  
**Attachments:** [image001.png](#)

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Hi Mary,

The following are notes on this afternoon's meeting held in the Adults Programming Room @ 4:15 PM:

- With five members present, quorum achieved.
- The official treasurer's report as of August, 2023 balance on hand: \$12,276.49, additional data unavailable due to a treasurer's computer issue, no funding requests were received.
- Membership Committee Report: Total members paid is 20.
- It was shared that October 15-21,2023 is National Friends of Libraries Week and APL's will be acknowledged at the Village Board Meeting with a proclamation by Mayor Veenstra, all members are invited to attend.
- The SCARCE display on the second floor was highlighted and it was suggested that The Friends try holding out books they can't sell from the donation bin for SCARCE instead for better utilization.
- The Friends would like to sponsor a free book giveaway for Halloween ("Treats no Tricks") in the lobby of the library, Thursday and Friday October 26-27th.
- The Friends were reminded to pick up their "We Love Our Library" yard signs to help celebrate National Library Card Month & to attend tomorrow's "Illinois Inventors by Terry Lynch" at the library.
- The meeting adjourned at 5:30PM, next meeting of The Friends is Wednesday, November 15, 2023 at 4PM.

**Patti Gebala | Community Engagement**



**ADDISON**  
PUBLIC LIBRARY

4 Friendship Plaza  
Addison, IL 60101  
[addisonlibrary.org](http://addisonlibrary.org)

**Proposed APL Tax Levy (to be collected in 2024)**

General Fund	FY23 Appropriation	Prior Year Extension	Proposed Levy (2.75% increase)
<b>A. Staff:</b>			\$ 3,606,171.00
1. Staff salaries and wages	\$ 3,750,000.00		
<b>2. FICA Fund</b>	\$ 285,000.00	\$ 75,980.23	\$ 285,000.00
<b>3. IMRF Fund</b>	\$ 300,000.00	\$ 230,807.86	\$ 300,000.00
4. Health Insurance	\$ 575,000.00		
5. Recruiting	\$ 2,500.00		
6. Employee Assistance Program	\$ 6,000.00		
<b>B. Materials:</b>			\$ 685,000.00
1. Books	\$ 300,000.00		
2. Magazines/Newspapers/Online Services	\$ 375,000.00		
3. A/V Materials	\$ 135,000.00		
<b>C. Contractual Services:</b>			
1. Legal Fees	\$ 25,000.00		\$ 145,000.00
2. Collection Agency	\$ 6,500.00		
3. Equipment Rental	\$ 15,000.00		
4. Accounting	\$ 30,000.00		
<b>5. Audit</b>	\$ 10,500.00	\$ 5,734.36	\$ 7,100.00
6. Payroll Services	\$ 60,000.00		
8. Contractual Service Fees	\$ 75,000.00		
<b>D. Physical Services:</b>			\$ 225,000.00
1. Utilities	\$ 40,000.00		
2. Services	\$ 120,000.00		
3. Telecommunications	\$ 30,000.00		
4. Maintenance/Repair--Building	\$ 210,000.00		
<b>E. Automation:</b>			\$ 265,000.00
1. System Development	\$ 60,000.00		
2. ILS Maintenance	\$ 165,000.00		
3. OCLC	\$ 16,000.00		
4. Software/Licenses	\$ 100,000.00		
<b>F. Professional Development:</b>			\$ 60,000.00
1. Organizational Memberships/Staff	\$ 16,000.00		
2. Programs/Meetings/Staff	\$ 45,000.00		
3. In-State Travel/Staff	\$ 10,000.00		
4. Out-of-state Travel/Staff	\$ 30,000.00		
5. Tuition Reimbursement	\$ 12,000.00		
6. Organization Memberships/Board	\$ 5,500.00		
7. Programs/Meetings/Board	\$ 2,500.00		
8.Travel/Board	\$ 2,000.00		
9.Contingency/Board Gifts	\$ 1,000.00		
<b>G. Programs/Communications:</b>			\$ 142,000.00
1. Programming	\$ 88,000.00		
2. PR/Marketing	\$ 88,000.00		
<b>H. Other Operating Expenses:</b>			\$ 200,000.00
1. Supplies	\$ 138,000.00		
2. Hardware	\$ 75,000.00		
3. Furniture/Equipment	\$ 20,000.00		
4. Reciprocal borrowing	\$ 2,000.00		
5. Recording for Cable Broadcast	\$ 6,000.00		
6. Friends of the Library	\$ 25,000.00		
7. Contingency	\$ 5,000.00		
7. Donations	\$ 20,000.00		
<b>I. Grant Expenses</b>			
1. Per Capita Grant	\$ 100,000.00		
2. Other Grants	\$ 200,000.00		
<b>J. Capital Improvement</b>			
1. Transfer to Capital Improvement	\$ 1,500,000.00		
<b>K. Insurance Expenses:</b>			
1. Liability Insurance	\$ 80,000.00	\$ 60,210.75	\$ 61,000.00
2. Unemployment Compensation	\$ 8,500.00	\$ 5,734.36	\$ 4,000.00
3. Worker's Comensation Insurance	\$ 20,000.00	\$ 5,734.36	\$ 4,000.00
<b>L. Capital Improvement</b>			
1. Asset Replacement	\$ 2,000,000.00		
2. Renovation Project	\$ 15,000,000.00		
<b>M. Aggregate Refunds</b>		\$ 35,839.73	
<b>General Fund TOTAL</b>	\$ 8,487,000.00	\$ 5,408,932.09	\$ 5,328,171.00
<b>Special Levies TOTAL</b>	\$ 704,000.00	\$ 420,041.65	\$ 661,100.00
<b>Capital Improvement TOTAL</b>	\$ 17,000,000.00		
<b>GRAND TOTAL</b>	\$ 26,191,000.00	\$ 5,828,973.74	\$ 5,989,271.00



**October 2023  
2024 LIBRARY CLOSURES**

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New Year's Day: Monday January 1

**Staff Development Day: Friday February 23**

Easter: Sunday March 31

Day before Memorial Day: Sunday May 26

Memorial Day: Monday May 27

Independence Day: Thursday July 4

**Staff Development Day: Friday August 2**

Day before Labor Day: Sunday September 1

Labor Day: Monday September 2

Day before Thanksgiving: Wednesday November 27 (5-9 PM)

Thanksgiving: Thursday November 28

Christmas Eve: Tuesday December 24

Christmas Day: Wednesday December 25

New Year's Eve: Tuesday December 31

All dates listed except the two highlighted ones are closures already reflected in library policies. The Library budgets for two staff development days per year and by tradition these have been held in February and August because these months tend to be among the least busiest of the year, therefore minimizing the impact on the public.

## Chapter 10 - Programming

- Library programs should strive to be free of charge.
- Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs. – *We strive to provide a wide variety of programs to appeal to the many different demographics of our community. We also strive to not compete with or duplicate the efforts of the Park District and other agencies.*
- The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
- Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- The library provides outreach programs to targeted populations who cannot visit the library.
- The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
- The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
- Libraries are encouraged to partner with other organizations to offer programs. – *Staff from all departments who provide programs and outreach have worked to partner with community organizations, including other area libraries, our local school districts, the YWCA, Addison Partners for Play, Learning, & Education (APPLE); College of DuPage, the Addison Park District, Addison Township, the Addison Chamber of Commerce, the DuPage Children's Museum, the DuPage County Health Department, the Addison Historical Commission, COD, etc. We value these partnerships and will continue to strive to identify more community partners we can collaborate with.*

## Chapter 11 – Youth/Young Adult Services Standards Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years.

- ☑ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☑ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☑ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☑ The library strives to eliminate barriers to provision of services & information access to youth & families, including examining content restrictions, library card signup, and Internet policies.
- ☑ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth – as well as the community – regarding these services.
- ☑ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☑ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☑ Library programs are provided free of charge or on a cost-recovery basis.
- ☑ The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
- ☑ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☑ The library strives to partner with youth-facing organizations in the community.
- ☑ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☑ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☑ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies. - The teen service desk does not have a phone; this was something that was to be addressed as part of the building project. Phones are available at the 2<sup>nd</sup> floor Adult Services and IT Service desks. The TS staff do have office/workroom phones.
- ☑ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials. - Collection management is centralized at APL and the staff responsible for youth collection management have access to these tools.

## Chapter 12 - Technology

- ☑ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
- ☑ The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);

- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
  - The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☑ The wait time for patron workstations does not exceed 15 to 30 minutes.
  - ☑ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
  - ☑ The library provides 24/7 remote access to library services and resources through:
    - a web-accessible library catalog;
    - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    - appropriate regional, state, national, and international bibliographic databases;
    - other authenticated electronic resources that are available for direct patron use; and
    - virtual reference service, and/or text messaging services, and/or a library email account.
  - ☑ The library staff must be:
    - computer literate;
    - trained to use and assist patrons in the use of electronic resources and materials; and
    - accessible via email and/or through **messaging services**. *We temporarily suspended our chat messaging service following the swatting messages/bomb threats in September.*
  - ☑ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  - ☑ The library provides web links and access to regional and/or statewide initiatives including:
    - **regional library system consortial web-based catalogs**; *(like SWAN!)*
    - the CARLI academic library catalog (I-Share)
    - Illinois State Library-sponsored databases/e-resources;
    - other electronic collections as available; and
    - virtual reference service.
  - ☑ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  - ☑ The library has a board-adopted Internet acceptable use policy.
  - ☑ The Internet acceptable use policy is reviewed annually.

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

## Chapter 13 - Marketing, Promotion, and Collaboration Checklist

- ☑ The library has a communications plan that supports the library's long-range/strategic plan.
- ☑ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ☑ The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - flyers
  - brochures
  - website
  - newsletter – [We have our own newsletter and a page in the Village's newsletter.](#)
  - posters
  - banners
  - displays

- **podcasting** We have not done much with podcasting, although we have had staff join Addison District 4's podcast as guests.
- presentations
- speeches
- **billboards** We have not utilized billboards as a promotional device.
- other
- ☑ The library maintains at least one social media account.
- ☑ **The library invites local, state, and federal officials to visit the library.** We don't do this on a regular basis, but we have hosted satellite office hours for our local State Representatives and have invited several of our elected officials to be guest story time readers at the Library.
- ☑ The library's website is updated at least monthly.
- ☑ The board, administration, and staff conduct an annual library walk-through.
- ☑ **The board, administration, and appropriate staff visit other libraries.** Staff have made a lot of library visits over the last year in order to gather ideas for the upcoming renovation and to participate in various networking groups and training opportunities. We've been visiting new and recently renovated libraries including Brookfield, Geneva, St. Charles, Indian Trails (in Wheeling), Prospect Heights, Northbrook, Schaumburg, and Skokie among others. I encourage board members to visit other libraries when they have the chance too and share anything interesting you see or learn about!
- ☑ The budget includes funds for public relations and marketing activities.
- ☑ The library's promotional methods and services are ADA compliant.
- ☑ A designated staff member coordinates the library's marketing efforts.
- ☑ The library's staff receives customer service and marketing training.
- ☑ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ☑ The library surveys patrons and the community to judge awareness of the library's programs and services.

Date:

To: Mary Medjo Me Zengue, Director

From:

Contact:

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

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

The library has helped me start a Book Club for the Women's Club of Addison. I planned to have our meetings at the library. We would have six afternoon meetings and three evening meetings. They would be on the second Tuesday of the month. Jodi Giannakopoulos helped me register a room for our first meeting on September 12th. Angela Christella sent me the discussion questions for our first book, *The Girl from Suburica*. Karen Dixie ordered four more books for our second novel. We have thirteen women in our Book Club. Thank you to all the librarians!

Date: 10-3-2023

To: Mary Medjo Me Zengue, Director

From:

Contact:

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

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

Just to let you know we all love Jodi Giannakopoulos. The programs that she has created, wow.

Meditation - wow Jodi  
Eccentrics - please more than once a month.

Tai chi + chair yoga  
Cooking classes + more - wow + more  
Wow. We all love her.

A+++

Fecha:

Para: Mary Medjo Me Zengue, Directora

De:

Número de Teléfono:

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

Translation:

Yesenia is a very kind girl, a very good person.

darle la  
mas le

I, Irma, am very grateful and pray that God protects her.

yesenia es una muchacha  
muy amable muy buena  
persona yo Irma estoy  
muy agradecido con ella  
que Dios Proteja sien Pra  
ha ella

Date:

To: Mary Medjo Me Zengue, Director

From:

Conta

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

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

Gluck helped me print  
photos 90 to be exact  
he was very professional  
and helpful his demeanor  
was happy everyone can  
learn something from this  
person  
NICE / HAPPY / HELPFUL

HES #1 Thanks

Date: 10.10.23

To: Mary Medjo Me Zengue, Director

From:

Contact

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

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

Brooke did a great job  
with Swan training.  
The information that  
she shared was relevant  
and clearly laid out. Her  
upbeat energy and random  
jokes made my day.