

## Regular Board Meeting

Tuesday, October 15, 2024 6:30 PM

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

7. **Consent Agenda**

7.A. Approval of Minutes

7.B. Approval of Bills & Disbursements

8. **Reports**

8.A. Director & Staff Reports

8.B. Statistics

8.C. Building Project Report

8.D. Friends of the Library Report

9. **New Business**

9.A. ACTION ITEM: Building renovation authorization  
to issue bids

9.B. ACTION ITEM: 2024 Tax Levy

9.C. ACTION ITEM: Guest Services policy changes

9.D. ACTION ITEM: Large Meeting Room Window Shade  
Replacement

9.E. ACTION ITEM: Library closure dates for 2025

9.F. ACTION ITEM: Surplus Equipment

9.G. DISCUSSION ITEM: Serving Our Public 4.0\_Review  
Chapters 10-13

10. **Correspondence & Announcements**

10.A. Patron Communication

10.B. Other Correspondence

10.C. Library News

11. **Additional Discussion**

12. **Closed Session - 5 ILCS 120/2(c)(11)**

13. **Adjournment**



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  - A. Approval of Minutes
  - B. Approval of Bills & Disbursements
8. **Reports**
  - A. Director & Staff Reports
  - B. Statistics
  - C. Building Project Report
  - D. Friends of the Library Report
9. **New Business**
  - A. ACTION ITEM: Building renovation authorization to issue bids
  - B. ACTION ITEM: 2024 Tax Levy
  - C. ACTION ITEM: Guest Services policy changes
  - D. ACTION ITEM: Large Meeting Room Window Shade Replacement
  - E. ACTION ITEM: Library closure dates for 2025
  - F. ACTION ITEM: Surplus Equipment
  - G. DISCUSSION ITEM: Serving Our Public 4.0\_Review Chapters 10-13
10. **Closed Session - 5 ILCS 120/2(c)(11)**
11. **Correspondence & Announcements**
  - A. Patron Communication
  - B. Other Correspondence
  - C. Library News
12. **Additional Discussion**
13. **Adjournment**

## Addison Public Library Balance Sheet as of September 30, 2024

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <b>General Fund</b> <hr/>			
<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	166,911.01	5,721.34	172,632.35
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	4,997.91	(4,988.51)	9.40
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	7,271.40	(332.60)	6,938.80
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	141,672.52	(41,816.30)	99,856.22
10-11-1085 - Cash in Bank - Ehlers	15,391,783.59	75,165.05	15,466,948.64
10-11-1095 - Cash in Bank - Harris Bank MM	6,093,747.14	2,167,142.69	8,260,889.83
10-11-2000 - Allocated Cash	(16,553,734.61)	107,000.00	(16,446,734.61)
10-12-0100 - Property Taxes Receivable	5,979,656.92	0.00	5,979,656.92
10-12-0101 - Due from State	53,215.63	0.00	53,215.63
10-13-0100 - Prepaid Items	50,359.73	0.00	50,359.73
	<u>11,338,430.73</u>	<u>2,307,891.67</u>	<u>13,646,322.40</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	100,872.64	128,370.59	229,243.23
10-22-0230 - Employee I.M.R.F. Payable	8,874.64	91.93	8,966.57
10-22-0255 - Other Insurance Withholding Payable	(2,461.54)	2,461.54	0.00
10-22-0260 - Def Annuity Withholding Payable	(125.00)	0.00	(125.00)
10-22-0390 - Accrued Payroll	79,692.59	0.00	79,692.59
10-24-0300 - Deferred Property Taxes	5,979,656.92	0.00	5,979,656.92
10-24-0301 - Deferred Revenue - Per Capita Grant	53,017.47	0.00	53,017.47
	<u>6,219,527.72</u>	<u>130,924.06</u>	<u>6,350,451.78</u>
<b><u>Fund Balance</u></b>			
10-30-2920 - Reserved - F.I.C.A.	(408,850.99)	0.00	(408,850.99)
10-30-2930 - Reserved - I.M.R.F.	144,313.11	0.00	144,313.11
10-30-2940 - Reserved - Unemployment Comp.	14,873.10	0.00	14,873.10
10-30-2950 - Reserved - Liability Insurance	11,717.53	0.00	11,717.53
10-30-2960 - Reserved - Audit	8,956.00	0.00	8,956.00
10-30-2965 - Reserved - Workers Comp	20,608.18	0.00	20,608.18
10-30-2970 - Reserved - Per Capita Grant	188,607.47	0.00	188,607.47
10-30-2990 - Unreserved Fund Balance	3,196,042.78	0.00	3,196,042.78
	<u>3,176,267.18</u>	<u>0.00</u>	<u>3,176,267.18</u>
 <b>Total Liabilities and Fund Balance</b>	<u>9,395,794.90</u>	<u>130,924.06</u>	<u>9,526,718.96</u>
 <b>Excess Revenues Over Expenses</b>	<u>1,942,635.83</u>	<u>2,176,967.61</u>	<u>4,119,603.44</u>

## Addison Public Library Balance Sheet as of September 30, 2024

	<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	645,030.77	3,381.71	648,412.48
80-11-2000 - Allocated Cash	<u>16,551,947.58</u>	<u>(107,000.00)</u>	<u>16,444,947.58</u>
	<u>17,196,978.35</u>	<u>(103,618.29)</u>	<u>17,093,360.06</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	<u>17,346,830.84</u>	<u>0.00</u>	<u>17,346,830.84</u>
	<u>17,346,830.84</u>	<u>0.00</u>	<u>17,346,830.84</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>17,346,830.84</u></u>	<u><u>0.00</u></u>	<u><u>17,346,830.84</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>(149,852.49)</u></u>	<u><u>(103,618.29)</u></u>	<u><u>(253,470.78)</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, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Total All Funds</b> <hr/>			
<b><u>Assets</u></b>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	166,911.01	5,721.34	172,632.35
Cash in Bank - Illinois National Bank	4,997.91	(4,988.51)	9.40
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	7,271.40	(332.60)	6,938.80
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	141,672.52	(41,816.30)	99,856.22
Cash in Bank - Ehlers	15,391,783.59	75,165.05	15,466,948.64
Cash in Bank - Harris Bank MM	6,093,747.14	2,167,142.69	8,260,889.83
Cash in Bank - Ill Metropolitan	645,030.77	3,381.71	648,412.48
Property Taxes Receivable	5,979,656.92	0.00	5,979,656.92
Due from State	53,215.63	0.00	53,215.63
Prepaid Items	50,359.73	0.00	50,359.73
	<hr/> <u>28,537,196.11</u>	<hr/> <u>2,204,273.38</u>	<hr/> <u>30,741,469.49</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	100,872.64	128,370.59	229,243.23
Employee I.M.R.F. Payable	8,874.64	91.93	8,966.57
Other Insurance Withholding Payable	(2,461.54)	2,461.54	0.00
Def Annuity Withholding Payable	(125.00)	0.00	(125.00)
Accrued Payroll	79,692.59	0.00	79,692.59
Deferred Property Taxes	5,979,656.92	0.00	5,979,656.92
Deferred Revenue - Per Capita Grant	53,017.47	0.00	53,017.47
	<hr/> <u>6,219,527.72</u>	<hr/> <u>130,924.06</u>	<hr/> <u>6,350,451.78</u>
 <b>Fund Balance</b>			
Reserved - F.I.C.A.	(408,850.99)	0.00	(408,850.99)
Reserved - I.M.R.F.	144,313.11	0.00	144,313.11
Reserved - Unemployment Comp.	14,873.10	0.00	14,873.10
Reserved - Liability Insurance	11,717.53	0.00	11,717.53
Reserved - Audit	8,956.00	0.00	8,956.00
Reserved - Workers Comp	20,608.18	0.00	20,608.18
Reserved - Per Capita Grant	188,607.47	0.00	188,607.47
Unreserved Fund Balance	3,197,829.81	0.00	3,197,829.81
Reserved for Capital Projects	17,346,830.84	0.00	17,346,830.84
	<hr/> <u>20,524,885.05</u>	<hr/> <u>0.00</u>	<hr/> <u>20,524,885.05</u>
 <b>Total Liabilities &amp; Fund Balance</b>	 <hr/> <u>26,744,412.77</u>	 <hr/> <u>130,924.06</u>	 <hr/> <u>26,875,336.83</u>
 <b>Excess Revenues Over Expenditures</b>	 <hr/> <u>1,792,783.34</u>	 <hr/> <u>2,073,349.32</u>	 <hr/> <u>3,866,132.66</u>

## Addison Public Library Balance Sheet as of September 30, 2024

	<b>Beginning <u>Balance</u></b>	<b>M.T.D. <u>Changes</u></b>	<b>Ending <u>Balance</u></b>
<b>_____ General Capital Assets Fund _____</b>			
<b><u>Assets</u></b>			
95-14-0400 - Building Improvements	1,060,653.18	0.00	1,060,653.18
95-14-0410 - Construction in Progress	544,034.00	0.00	544,034.00
95-14-0450 - Books and Materials	3,316,608.82	0.00	3,316,608.82
95-14-0480 - Office Equipment	<u>1,169,651.00</u>	<u>0.00</u>	<u>1,169,651.00</u>
	<u>6,090,947.00</u>	<u>0.00</u>	<u>6,090,947.00</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
95-20-1000 - Accumulated Depreciation	<u>2,560,408.00</u>	<u>0.00</u>	<u>2,560,408.00</u>
	<u>2,560,408.00</u>	<u>0.00</u>	<u>2,560,408.00</u>
<b><u>Net Capital Assets</u></b>			
95-30-0600 - Net Capital Assets	<u>3,530,539.00</u>	<u>0.00</u>	<u>3,530,539.00</u>
	<u>3,530,539.00</u>	<u>0.00</u>	<u>3,530,539.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>6,090,947.00</u></u>	<u><u>0.00</u></u>	<u><u>6,090,947.00</u></u>

# Addison Public Library Revenue Report For the 5 Months Ended September 30, 2024

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b><u>Taxes</u></b>					
10-41-3201 - Property Current - General	2,213,530.91	5,111,725.54	5,292,463.18	180,737.64	96.58
10-41-3202 - Property Current - F.I.C.A.	119,702.23	276,429.35	286,203.19	9,773.84	96.58
10-41-3203 - Property Current - I.M.R.F.	126,103.42	291,211.69	301,508.17	10,296.48	96.59
10-41-3205 - Property Current - Liability Insurance	25,604.76	59,129.27	61,219.93	2,090.66	96.59
10-41-3206 - Property Current - Audit	3,200.59	7,391.15	7,652.49	261.34	96.58
10-41-3207 - Property Current - Unemployment	1,920.36	4,434.69	4,591.49	156.80	96.58
10-41-3208 - Property Current - Workers Compensation	1,920.36	4,434.69	4,591.49	156.80	96.58
10-41-3301 - Replacement Taxes	0.00	45,478.79	100,000.00	54,521.21	45.48
10-41-3400 - Aggregate Refunds	<u>8,961.67</u>	<u>20,695.25</u>	<u>21,426.98</u>	<u>731.73</u>	<u>96.59</u>
	<u>2,500,944.30</u>	<u>5,820,930.42</u>	<u>6,079,656.92</u>	<u>258,726.50</u>	<u>95.74</u>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	474.65	2,969.39	5,000.00	2,030.61	59.39
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	748.15	1,000.00	251.85	74.82
10-42-3012 - Nonresident Fees	455.39	1,225.35	3,500.00	2,274.65	35.01
10-42-3016 - Scanner Fees	711.86	4,158.88	6,500.00	2,341.12	63.98
10-42-3023 - Activity Fees	0.00	825.30	0.00	(825.30)	0.00
10-42-3099 - Printing and Other Fees	<u>510.05</u>	<u>2,683.60</u>	<u>5,000.00</u>	<u>2,316.40</u>	<u>53.67</u>
	<u>2,151.95</u>	<u>12,610.67</u>	<u>21,000.00</u>	<u>8,389.33</u>	<u>60.05</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	0.00	53,017.47	52,660.00	(357.47)	100.68
10-43-3009 - Other Grants	0.00	300.00	0.00	(300.00)	0.00
10-43-3016 - Pathways to Success Grant	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>(2,000.00)</u>	<u>0.00</u>
	<u>0.00</u>	<u>55,317.47</u>	<u>52,660.00</u>	<u>(2,657.47)</u>	<u>105.05</u>
<b><u>Interest</u></b>					
10-46-3028 - Other Interest Income	6,933.12	29,742.25	20,000.00	(9,742.25)	148.71
10-46-3029 - Interest on TD Ameritrade	<u>75,165.05</u>	<u>404,147.28</u>	<u>300,000.00</u>	<u>(104,147.28)</u>	<u>134.72</u>
	<u>82,098.17</u>	<u>433,889.53</u>	<u>320,000.00</u>	<u>(113,889.53)</u>	<u>135.59</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	13.07	(1,604.98)	100.00	1,704.98	(1,604.98)
10-47-3024 - Other Income	60.00	1,908.67	2,500.00	591.33	76.35
10-47-3030 - Friends of Addison Public Library	164.20	1,745.54	7,500.00	5,754.46	23.27
10-47-3031 - Friends Hispanic Program	<u>450.00</u>	<u>450.00</u>	<u>450.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>687.27</u>	<u>2,499.23</u>	<u>10,550.00</u>	<u>8,050.77</u>	<u>23.69</u>
Total Non-Tax Revenues	<u>84,937.39</u>	<u>504,316.90</u>	<u>404,210.00</u>	<u>(100,106.90)</u>	<u>124.77</u>
Total General Fund Revenues	<u>2,585,881.69</u>	<u>6,325,247.32</u>	<u>6,483,866.92</u>	<u>158,619.60</u>	<u>97.55</u>

**Addison Public Library  
Revenue Report  
For the 5 Months Ended September 30, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<b><u>Other</u></b>					
80-46-3029 - Interest on IMET	3,381.71	17,529.22	20,000.00	2,470.78	87.65
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>3,381.71</u>	<u>17,529.22</u>	<u>120,000.00</u>	<u>102,470.78</u>	<u>14.61</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>3,381.71</u>	<u>17,529.22</u>	<u>120,000.00</u>	<u>102,470.78</u>	<u>14.61</u>
<u>Rebillables Fund</u>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>2,589,263.40</u>	<u>6,342,776.54</u>	<u>6,603,866.92</u>	<u>261,090.38</u>	<u>96.05</u>

# Addison Public Library Expense Report For the 5 Months Ended September 30, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>General Fund</u></b>						
<b><u>Staffing</u></b>						
10-50-1100 - Staff Salaries and Wages	219,746.27	1,222,655.39	3,440,882.00	2,218,226.61	35.53	64.47
10-50-2200 - Employer F.I.C.A. Expense	16,532.62	92,191.36	263,228.00	171,036.64	35.02	64.98
10-50-2300 - Employer I.M.R.F. Expense	12,728.99	57,688.29	180,710.00	123,021.71	31.92	68.08
10-50-2400 - Health Insurance	35,987.91	156,528.37	513,175.00	356,646.63	30.50	69.50
10-50-2450 - Employee Assistance Program	0.00	3,412.50	3,420.00	7.50	99.78	0.22
10-50-2500 - Recruiting	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>284,995.79</u>	<u>1,532,475.91</u>	<u>4,402,415.00</u>	<u>2,869,939.09</u>	<u>34.81</u>	<u>65.19</u>
<b><u>Library Materials</u></b>						
<b><u>Children Services</u></b>						
10-52-3100 - Children Books	2,777.72	22,342.23	71,000.00	48,657.77	31.47	68.53
10-52-3900 - Children Other Expenditures	<u>1,909.80</u>	<u>10,283.20</u>	<u>28,000.00</u>	<u>17,716.80</u>	<u>36.73</u>	<u>63.27</u>
	<u>4,687.52</u>	<u>32,625.43</u>	<u>99,000.00</u>	<u>66,374.57</u>	<u>32.95</u>	<u>67.05</u>
<b><u>Adult Services</u></b>						
10-54-3110 - Adult Books	12,200.79	59,843.57	167,000.00	107,156.43	35.83	64.17
10-54-3900 - Adult Other Expenditures	<u>4,390.44</u>	<u>23,449.92</u>	<u>88,000.00</u>	<u>64,550.08</u>	<u>26.65</u>	<u>73.35</u>
	<u>16,591.23</u>	<u>83,293.49</u>	<u>255,000.00</u>	<u>171,706.51</u>	<u>32.66</u>	<u>67.34</u>
<b><u>Other Library Materials</u></b>						
10-55-3400 - Magazines/News	45.00	8,000.14	10,500.00	2,499.86	76.19	23.81
10-55-3500 - Online Databases	33,599.99	107,554.53	223,000.00	115,445.47	48.23	51.77
10-55-3860 - E-Books	2,279.29	19,235.91	75,000.00	55,764.09	25.65	74.35
10-55-3900 - Other Digital Media	<u>2,500.00</u>	<u>2,500.00</u>	<u>46,000.00</u>	<u>43,500.00</u>	<u>5.43</u>	<u>94.57</u>
	<u>38,424.28</u>	<u>137,290.58</u>	<u>354,500.00</u>	<u>217,209.42</u>	<u>38.73</u>	<u>61.27</u>
Total Library Materials	<u>59,703.03</u>	<u>253,209.50</u>	<u>708,500.00</u>	<u>455,290.50</u>	<u>35.74</u>	<u>64.26</u>
<b><u>General Contractual Services</u></b>						
10-56-4100 - Legal Fees	1,111.00	2,856.96	12,000.00	9,143.04	23.81	76.19
10-56-4410 - Collection Agency Fees	0.00	1,316.45	3,500.00	2,183.55	37.61	62.39
10-56-4420 - Equipment Rental & Leasing	149.85	2,711.58	4,000.00	1,288.42	67.79	32.21
10-56-4450 - Accounting Service Fees	1,800.00	10,750.00	23,830.00	13,080.00	45.11	54.89
10-56-4500 - Payroll Service Fees	4,655.30	18,089.68	56,210.00	38,120.32	32.18	67.82
10-56-4600 - Audit Service Fees	3,050.00	7,150.00	4,150.00	(3,000.00)	172.29	(72.29)
10-56-4900 - Other Contracts	<u>3,160.36</u>	<u>16,068.41</u>	<u>60,000.00</u>	<u>43,931.59</u>	<u>26.78</u>	<u>73.22</u>
	<u>13,926.51</u>	<u>58,943.08</u>	<u>163,690.00</u>	<u>104,746.92</u>	<u>36.01</u>	<u>63.99</u>

# Addison Public Library Expense Report For the 5 Months Ended September 30, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Physical Services</u></b>						
<b><u>Utilities and Services</u></b>						
10-58-5100 - Natural Gas Service	691.44	4,757.07	28,000.00	23,242.93	16.99	83.01
10-58-5120 - Water Service	0.00	1,164.18	4,000.00	2,835.82	29.10	70.90
10-58-5310 - Refuse Disposal Service	349.73	1,448.92	4,265.00	2,816.08	33.97	66.03
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>27,000.00</u>	<u>77,000.00</u>	<u>50,000.00</u>	<u>35.06</u>	<u>64.94</u>
	<u>6,441.17</u>	<u>34,370.17</u>	<u>113,265.00</u>	<u>78,894.83</u>	<u>30.34</u>	<u>69.66</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	68.86	2,381.34	11,500.00	9,118.66	20.71	79.29
10-58-5570 - Leased Internet Access Line	<u>970.30</u>	<u>2,511.58</u>	<u>7,500.00</u>	<u>4,988.42</u>	<u>33.49</u>	<u>66.51</u>
	<u>1,039.16</u>	<u>4,892.92</u>	<u>19,000.00</u>	<u>14,107.08</u>	<u>25.75</u>	<u>74.25</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	2,538.27	17,091.22	40,000.00	22,908.78	42.73	57.27
10-58-5620 - HVAC	2,850.44	5,555.38	35,000.00	29,444.62	15.87	84.13
10-58-5690 - Other Building Materials & Repair	1,469.00	5,100.03	15,000.00	9,899.97	34.00	66.00
10-58-5710 - Equipment Maintenance & Repair	<u>5,868.82</u>	<u>16,512.85</u>	<u>85,000.00</u>	<u>68,487.15</u>	<u>19.43</u>	<u>80.57</u>
	<u>12,726.53</u>	<u>44,259.48</u>	<u>175,000.00</u>	<u>130,740.52</u>	<u>25.29</u>	<u>74.71</u>
Total Physical Services	<u>20,206.86</u>	<u>83,522.57</u>	<u>307,265.00</u>	<u>223,742.43</u>	<u>27.18</u>	<u>72.82</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	0.00	9,500.00	49,000.00	39,500.00	19.39	80.61
10-61-6100 - ILS Services	0.00	15,147.25	67,000.00	51,852.75	22.61	77.39
10-61-6200 - Software/Licenses	<u>4,639.42</u>	<u>42,751.97</u>	<u>100,000.00</u>	<u>57,248.03</u>	<u>42.75</u>	<u>57.25</u>
	<u>4,639.42</u>	<u>67,399.22</u>	<u>216,000.00</u>	<u>148,600.78</u>	<u>31.20</u>	<u>68.80</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	0.00	280.00	3,500.00	3,220.00	8.00	92.00
10-62-7420 - Information Technology	0.00	14.74	1,600.00	1,585.26	0.92	99.08
10-62-7430 - Guest Services	105.00	430.00	1,500.00	1,070.00	28.67	71.33
10-62-7440 - Adult Services	50.84	704.52	2,500.00	1,795.48	28.18	71.82
10-62-7450 - Children Services	0.00	475.00	1,200.00	725.00	39.58	60.42
10-62-7455 - Teen Services	0.00	0.00	1,200.00	1,200.00	0.00	100.00
10-62-7460 - Materials Management	190.00	900.00	2,700.00	1,800.00	33.33	66.67
10-62-7470 - Staff In-Service	14.19	1,979.60	7,500.00	5,520.40	26.39	73.61
10-62-7480 - Board	410.00	410.00	2,500.00	2,090.00	16.40	83.60
10-62-7500 - Community Engagement	576.21	837.42	2,115.00	1,277.58	39.59	60.41
10-62-7510 - Memberships (Staff & Board)	400.00	3,743.00	11,000.00	7,257.00	34.03	65.97
10-62-7550 - In-State Travel	105.79	825.09	13,800.00	12,974.91	5.98	94.02
10-62-7560 - Out-of-State Travel	344.08	1,402.07	6,500.00	5,097.93	21.57	78.43
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>3,040.00</u>	<u>6,500.00</u>	<u>3,460.00</u>	<u>46.77</u>	<u>53.23</u>
	<u>2,196.11</u>	<u>15,041.44</u>	<u>64,115.00</u>	<u>49,073.56</u>	<u>23.46</u>	<u>76.54</u>

# Addison Public Library Expense Report For the 5 Months Ended September 30, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Programs</u></b>						
10-64-8100 - Adult Services Programs	2,567.13	7,626.20	28,000.00	20,373.80	27.24	72.76
10-64-8120 - Children Services Programs - General	1,008.25	4,102.11	17,000.00	12,897.89	24.13	75.87
10-64-8160 - Teen Program	1,087.58	5,206.06	19,000.00	13,793.94	27.40	72.60
10-64-8165 - Community Engagement Program	371.00	1,199.33	5,075.00	3,875.67	23.63	76.37
10-64-8170 - IT Programs	<u>575.60</u>	<u>3,423.86</u>	<u>6,500.00</u>	<u>3,076.14</u>	<u>52.67</u>	<u>47.33</u>
	<u>5,609.56</u>	<u>21,557.56</u>	<u>75,575.00</u>	<u>54,017.44</u>	<u>28.52</u>	<u>71.48</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	2,000.00	18,530.38	52,350.00	33,819.62	35.40	64.60
10-64-8220 - Flyers/Brochures	0.00	5,714.95	15,150.00	9,435.05	37.72	62.28
10-64-8910 - Other Promotions	<u>1,075.22</u>	<u>9,048.68</u>	<u>62,000.00</u>	<u>52,951.32</u>	<u>14.59</u>	<u>85.41</u>
	<u>3,075.22</u>	<u>33,294.01</u>	<u>129,500.00</u>	<u>96,205.99</u>	<u>25.71</u>	<u>74.29</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	199.97	1,086.06	7,500.00	6,413.94	14.48	85.52
10-66-9220 - Guest Services Supplies	95.53	1,013.36	5,500.00	4,486.64	18.42	81.58
10-66-9230 - Adult Services Supplies	384.79	560.19	1,000.00	439.81	56.02	43.98
10-66-9240 - Children Services Supplies	174.03	767.16	3,000.00	2,232.84	25.57	74.43
10-66-9245 - Teen Services Supplies	29.30	137.69	1,000.00	862.31	13.77	86.23
10-66-9250 - Materials Management Supplies	2,502.74	9,431.56	35,000.00	25,568.44	26.95	73.05
10-66-9270 - Information Technology Supplies	1,224.85	15,525.46	27,000.00	11,474.54	57.50	42.50
10-66-9290 - Postage	9.68	2,022.92	10,000.00	7,977.08	20.23	79.77
10-66-9300 - Library Wide Supplies	81.94	2,863.71	11,000.00	8,136.29	26.03	73.97
10-66-9330 - Community Engagement Supplies	<u>427.53</u>	<u>2,010.17</u>	<u>4,320.00</u>	<u>2,309.83</u>	<u>46.53</u>	<u>53.47</u>
	<u>5,130.36</u>	<u>35,418.28</u>	<u>105,320.00</u>	<u>69,901.72</u>	<u>33.63</u>	<u>66.37</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	0.00	502.04	5,000.00	4,497.96	10.04	89.96
10-66-9520 - Workers' Compensation Insurance	1,532.00	10,867.00	9,500.00	(1,367.00)	114.39	(14.39)
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>51,546.00</u>	<u>55,500.00</u>	<u>3,954.00</u>	<u>92.88</u>	<u>7.12</u>
	<u>1,532.00</u>	<u>62,915.04</u>	<u>70,000.00</u>	<u>7,084.96</u>	<u>89.88</u>	<u>10.12</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	0.00	(13,120.14)	52,660.00	65,780.14	(24.91)	124.91
10-66-9850 - Per Capita Grant - Prior Year	<u>1,815.00</u>	<u>24,875.40</u>	<u>0.00</u>	<u>(24,875.40)</u>	<u>0.00</u>	<u>100.00</u>
	<u>1,815.00</u>	<u>11,755.26</u>	<u>52,660.00</u>	<u>40,904.74</u>	<u>22.32</u>	<u>77.68</u>

**Addison Public Library  
Expense Report  
For the 5 Months Ended September 30, 2024**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<b><u>Other Expenses</u></b>						
10-66-9910 - Hardware	4,527.92	22,909.29	50,000.00	27,090.71	45.82	54.18
10-66-9920 - Furniture and Equipment	0.00	902.85	10,000.00	9,097.15	9.03	90.97
10-66-9930 - Reciprocal Borrowing Expense	0.00	15.00	1,000.00	985.00	1.50	98.50
10-66-9940 - Cable Broadcast	400.00	2,400.00	4,800.00	2,400.00	50.00	50.00
10-66-9951 - Friends Hispanic Program	250.00	250.00	450.00	200.00	55.56	44.44
10-66-9960 - Friends of the Library	450.00	1,258.63	7,500.00	6,241.37	16.78	83.22
10-66-9970 - FUNshine Committee	177.30	893.76	4,500.00	3,606.24	19.86	80.14
10-66-9980 - Staff Recognition	279.00	1,482.48	9,100.00	7,617.52	16.29	83.71
	<u>6,084.22</u>	<u>30,112.01</u>	<u>87,350.00</u>	<u>57,237.99</u>	<u>34.47</u>	<u>65.53</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>14,561.58</u>	<u>140,200.59</u>	<u>315,330.00</u>	<u>175,129.41</u>	<u>44.46</u>	<u>55.54</u>
Total General Fund Expenditures	<u>408,914.08</u>	<u>2,205,643.88</u>	<u>6,382,390.00</u>	<u>4,176,746.12</u>	<u>34.56</u>	<u>65.44</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	300,000.00	300,000.00	0.00	100.00
80-55-1905 - Renovation Project	<u>107,000.00</u>	<u>271,000.00</u>	<u>10,000,000.00</u>	<u>9,729,000.00</u>	<u>2.71</u>	<u>97.29</u>
	<u>107,000.00</u>	<u>271,000.00</u>	<u>10,300,000.00</u>	<u>10,029,000.00</u>	<u>2.63</u>	<u>97.37</u>
<b><u>RFID Project</u></b>						
80-65-1940 - RFID Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total Capital Improvement Fund Expenditures	<u>107,000.00</u>	<u>271,000.00</u>	<u>10,300,000.00</u>	<u>10,029,000.00</u>	<u>2.63</u>	<u>97.37</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.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total All Funds	<u>515,914.08</u>	<u>2,476,643.88</u>	<u>16,682,390.00</u>	<u>14,205,746.12</u>	<u>14.85</u>	<u>85.15</u>

## Addison Public Library Check Register

All Bank Accounts  
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Addison Public Library 500004 10-66-9960	Friends of the Library	Addison Public Library 500004	450.00	1295	09/30/24	<u>450.00</u>
Amazon Capital Services 112300 10-66-9230	Adult Services Supplies	Inv #1K6H-LPFT-QCPK	31.18	21491	09/12/24	<u>31.18</u>
Andrea Naranjo 112421 10-64-8100	Adult Services Programs	Read & Write Spanish Program 9/26/2024	325.00	21492	09/12/24	<u>325.00</u>
Comcast 132554 10-58-5570	Leased Internet Access Line	Inv #216958762	396.98	21493	09/12/24	<u>396.98</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,607.55	21494	09/12/24	<u>2,607.55</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	691.44	21495	09/12/24	<u>691.44</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	349.73	21496	09/12/24	<u>349.73</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contribution for 9/11/24 Payroll	2,528.81	21497	09/12/24	<u>2,528.81</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica List Bill - July 2024	222.68	21498	09/12/24	<u>222.68</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	Inv #670614216 Inv #670613774	392.00 4,263.30	21499	09/23/24	<u>4,655.30</u>
Albertsons - Safeway 112213 10-66-9210 10-66-9210 10-66-9970 10-66-9970 10-64-8160 10-64-8100 10-64-8170	Office Supplies Office Supplies FUNshine Committee FUNshine Committee Teen Program Adult Services Programs IT Programs	8/13/24 Sandwich Bags 8/25/24 Water/Ice for Parade 8/28/24 Ice Cream 8/13/24 Treats 8/26/24 Snacks 8/23/24 8/19/24 Cookies, Tablecloth, Cups	6.99 10.98 54.43 36.99 149.91 5.99 32.10	21500	09/23/24	<u>297.39</u>

## Addison Public Library Check Register

All Bank Accounts  
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Angelica Bibbs 10-64-8170	IT Programs	Paint Along in English-September 16 Prog.	250.00	21501	09/23/24	<u>250.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,607.55	21502	09/23/24	<u>2,607.55</u>
NobleTec LLC 10-61-6200	Software/Licenses	Inv #C13688	3,015.00	21503	09/23/24	<u>3,015.00</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9973248630	97.12	21504	09/23/24	<u>97.12</u>
Village of Addison - HSA 10-50-2400	Health Insurance	ER & EE HSA FOR 9/25/24 PAYROLL	2,528.81	21505	09/23/24	<u>2,528.81</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Misc - October 2024	637.87	21506	09/26/24	<u>637.87</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - October 2024	768.94	21507	09/26/24	<u>768.94</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - October 2024	110.00	21508	09/26/24	<u>110.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	AllState ID Theft - October 2024	103.60	21509	09/26/24	<u>103.60</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS - October 2024	29,682.95	21510	09/26/24	<u>29,682.95</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - October 2024	2,128.84	21511	09/26/24	<u>2,128.84</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP - October 2024	295.47	21512	09/26/24	<u>295.47</u>
Travelers CL Remittance Center 10-66-9520	Workers' Compensation Insurance	Acct #2648A8211	1,532.00	21513	09/27/24	<u>1,532.00</u>

## Addison Public Library Check Register

All Bank Accounts  
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
4imprint, Inc. 162600				38646	10/03/24	<u>936.25</u>
10-64-8910	Other Promotions	INV 12994194	446.10			
10-64-8120	Children Services Programs - General	INV 12903749	490.15			
Addison Trail Theatre Boosters 111427				38647	10/03/24	<u>250.00</u>
10-64-8910	Other Promotions	Grand Benefactor Sponsorship Level	250.00			
Amazon Capital Services 112300				38648	10/03/24	<u>739.03</u>
10-66-9970	FUNshine Committee	INV 1PNQ-3CN9-NT67	15.88			
10-52-3900	Children Other Expenditures	INV 1ND9-PX66-WGT6	69.03			
10-54-3110	Adult Books	INV 1MCR-XMK1-YCLF	59.83			
10-54-3110	Adult Books	INV 1VTT-V1CM-V9FG	44.76			
10-54-3900	Adult Other Expenditures	INV 1WM3-NVGJ-W9NC	141.87			
10-54-3900	Adult Other Expenditures	Credit Memo - 1H3V-Q3XL-WFPC	-28.00			
10-66-9230	Adult Services Supplies	INV 1XPH-DQHL-1GJF	33.94			
10-66-9240	Children Services Supplies	INV 1979-1KL9-1PYT	71.53			
10-66-9240	Children Services Supplies	INV 139Q-TLVK-LT1L	102.50			
10-64-8170	IT Programs	INV 14HL-J3CT-NJNC	109.44			
10-64-8170	IT Programs	INV 14X1-RDV4-VCLF	23.25			
10-66-9980	Staff Recognition	INV 1NQC-L14P-6K6Q	95.00			
Amazon Capital Services 112300				38649	10/03/24	<u>636.27</u>
10-64-8160	Teen Program	INV 1HHJ-LKLN-19W3	112.28			
10-58-5610	Building Supplies	INV 1HHJ-LKLN-19W3	38.94			
10-64-8120	Children Services Programs - General	INV 1HHJ-LKLN-19W3	67.43			
10-64-8120	Children Services Programs - General	INV 1R71-17GH-VG77	100.67			
10-52-3100	Children Books	INV 1LRD-QHQX-X4FR	12.33			
10-52-3100	Children Books	INV 1W1P-MC6G-41VK	35.41			
10-54-3900	Adult Other Expenditures	INV 1T64-6VNR-4Y3L	74.97			
10-54-3900	Adult Other Expenditures	INV 16TW-WWCP-11C3	14.98			
10-54-3900	Adult Other Expenditures	INV 1749-CT91-VPRJ	14.99			
10-66-9250	Materials Management Supplies	INV 1MGY-KVHG-W33Q	49.45			
10-66-9330	Community Engagement Supplies	INV 1X3N-F444-W4Q3	66.84			
10-66-9330	Community Engagement Supplies	INV 16DC-CWDW-X4CR	47.98			
Amazon Capital Services 112300				38650	10/03/24	<u>301.11</u>
10-54-3900	Adult Other Expenditures	INV 1PX9-76HC-VJQ4	140.30			
10-64-8170	IT Programs	INV 1NX9-XV96-6WDF	160.81			
Andertoons 231182				38651	10/03/24	<u>350.00</u>
10-64-8160	Teen Program	Cartooning - 10/10/2024	350.00			

## Addison Public Library Check Register

All Bank Accounts  
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
BMO Harris Bank N.A. 22301				38652	10/03/24	<u>5,166.87</u>
10-66-9210	Office Supplies	Jewel	7.00			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
10-61-6200	Software/Licenses	Network Solutions	73.15			
10-61-6200	Software/Licenses	Network Solutions	649.00			
10-61-6200	Software/Licenses	Zoho Corp	155.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoho Corp	123.50			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	LightSpeed	141.75			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	SMT02GO	15.00			
10-64-8160	Teen Program	Sam's Club	145.84			
10-64-8100	Adult Services Programs	Party City	85.24			
10-64-8100	Adult Services Programs	Sam's Club	124.06			
10-64-8100	Adult Services Programs	Walmart	63.60			
10-64-8100	Adult Services Programs	Party City	91.51			
10-64-8100	Adult Services Programs	Jimmy Johns	89.93			
10-64-8100	Adult Services Programs	Sticker Giant	126.19			
10-54-3900	Adult Other Expenditures	Mobile Beacon	240.00			
10-62-7460	Materials Management	OLAC	50.00			
10-62-7470	Staff In-Service	Birko Cafe	14.19			
10-62-7560	Out-of-State Travel	United Airlines	344.08			
10-66-9230	Adult Services Supplies	Tracfone	161.85			
10-66-9250	Materials Management Supplies	Really Useful Boxes	537.76			
10-66-9290	Postage	USPS	9.68			
10-66-9910	Hardware	Monoprice	155.66			
10-66-9850	Per Capita Grant - Prior Year	HR Source	400.00			
10-64-8165	Community Engagement Program	AirTable	96.00			
10-62-7500	Community Engagement	Library Marketing Conference	499.00			
10-62-7500	Community Engagement	American Assoc. of Notaries	29.00			
10-66-9330	Community Engagement Supplies	Sam's Club	127.86			
10-66-9980	Staff Recognition	Addison PD - Mini Golf	184.00			
CDS Office Technologies 131476				38653	10/03/24	<u>916.43</u>
10-66-9270	Information Technology Supplies	INV1633812	916.43			
CDW Government 131480				38654	10/03/24	<u>2,907.26</u>
10-66-9910	Hardware	INV AA6AP3C	2,907.26			

## Addison Public Library Check Register

All Bank Accounts  
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Center Point Publishing 131571 10-54-3110	Adult Books	INV 2112383	98.88	38655	10/03/24	<u>98.88</u>
Children's Plus Inc. 10-52-3100	Children Books	INV 250650	23.99	38656	10/03/24	<u>23.99</u>
Comcast 132548 10-58-5510	Telephone	Acct #8771 20 183 0148973	68.86	38657	10/03/24	<u>68.86</u>
Convergint Technologies LLC 132568 10-58-5690	Other Building Materials & Repair	INV IN00241020	1,469.00	38658	10/03/24	<u>1,469.00</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	INV 016230	60.00	38659	10/03/24	<u>1,669.54</u>
10-52-3900	Children Other Expenditures	INV 016053	80.00			
10-52-3900	Children Other Expenditures	INV 016052	157.11			
10-52-3900	Children Other Expenditures	INV 016055	151.63			
10-54-3900	Adult Other Expenditures	INV 016229	647.32			
10-54-3900	Adult Other Expenditures	INV 016231	468.48			
10-54-3900	Adult Other Expenditures	INV 016054	105.00			
D&Z House of Books Inc 143662 10-54-3110	Adult Books	INV 2024/I167493	955.83	38660	10/03/24	<u>955.83</u>
Francotyp-Postalia, Inc 162817 10-56-4420	Equipment Rental & Leasing	INV RI106367912	149.85	38661	10/03/24	<u>149.85</u>
GALE/CENGAGE Learning 171152 10-54-3110	Adult Books	INV 85521819	437.09	38662	10/03/24	<u>437.09</u>
Grainger 333337 10-58-5610	Building Supplies	INV 9238473772	500.73	38663	10/03/24	<u>500.73</u>
Imperial Dade 192340 10-58-5610	Building Supplies	INV 35219061	209.72	38664	10/03/24	<u>812.32</u>
10-58-5610	Building Supplies	INV 35351830	602.60			
Jason Snart 10-64-8100	Adult Services Programs	AI & the World of Writing - 11/9/2024	150.00	38665	10/03/24	<u>150.00</u>
Kiwanis Club of Addison 211991				38666	10/03/24	<u>470.00</u>

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9970	FUNshine Committee	Box of Pretzels/Gummy Bears	70.00			
10-62-7510	Memberships (Staff & Board)	FY2024-25 Corp Membership	400.00			
OCLC Inc 251352				38667	10/03/24	<u>3,415.17</u>
10-55-3860	E-Books	INV 1000401778	3,415.17			
Oscar Narvaez				38668	10/03/24	<u>465.00</u>
10-64-8160	Teen Program	Vegan Scones & Biscuitsr - 10/14/24	107.50			
10-64-8100	Adult Services Programs	Vegan Scones & Biscuitsr - 10/14/24	107.50			
10-66-9951	Friends Hispanic Program	Vegan Scones & Biscuitsr - 10/14/24	250.00			
OTC Brands, Inc 252842				38669	10/03/24	<u>118.63</u>
10-66-9250	Materials Management Supplies	INV 73265399501	58.75			
10-66-9330	Community Engagement Supplies	INV 732754181-02	59.88			
Playaway 262219				38670	10/03/24	<u>676.92</u>
10-52-3900	Children Other Expenditures	INV 475062	676.92			
ProQuest LLC 121932				38671	10/03/24	<u>6,212.82</u>
10-55-3500	Online Databases	INV 70858749	6,212.82			
Proshred Security 262920				38672	10/03/24	<u>175.00</u>
10-66-9210	Office Supplies	INV 1530969	175.00			
Rock Valley Publishing, LLC 282528				38673	10/03/24	<u>45.00</u>
10-55-3400	Magazines/News	Acct #52018	45.00			
Swan 293316				38674	10/03/24	<u>315.00</u>
10-62-7430	Guest Services	INV 11368	105.00			
10-62-7440	Adult Services	INV 11368	35.00			
10-62-7460	Materials Management	INV 11368	140.00			
10-62-7500	Community Engagement	INV 11368	35.00			
The Language Labs 112890				38675	10/03/24	<u>465.00</u>
10-64-8100	Adult Services Programs	Learn Spanish on Sept 9,16,23,30	465.00			
United States Postal Service 312448				38676	10/03/24	<u>2,000.00</u>
10-64-8210	Newletter	Permit #85	2,000.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Value Line Publishing, LLC 321159 10-55-3500	Online Databases	INV KF-648405-2410	8,700.00	38677	10/03/24	<u>8,700.00</u>
World Book School & Library 332571 10-55-3500	Online Databases	INV ARI0002600	3,651.49	38678	10/03/24	<u>3,651.49</u>
WP Company LLC 10-55-3500	Online Databases	INV 3759	1,620.68	38679	10/03/24	<u>1,620.68</u>
Amazon Capital Services 112300 10-64-8160	Teen Program	INV 1XQP-TLDY-LNP6	73.05	38680	10/15/24	<u>1,166.25</u>
10-64-8100	Adult Services Programs	INV 1HLW-RYG9-WRND	83.90			
10-54-3110	Adult Books	INV 16LD-M4CR-MPFG	188.42			
10-54-3110	Adult Books	INV 1PQN-PGMK-PD9Q	63.07			
10-54-3900	Adult Other Expenditures	INV 177T-NXMX-QJTV	20.49			
10-54-3900	Adult Other Expenditures	INV 17KK-3CGH-VCXY	44.32			
10-66-9220	Guest Services Supplies	INV 1DWY-1VVT-WPFK	12.85			
10-66-9230	Adult Services Supplies	INV 1H3Q-C333-TYXP	148.46			
10-66-9250	Materials Management Supplies	INV 1DWY-1VVT-WPFK	152.78			
10-66-9270	Information Technology Supplies	INV 19KY-JHRR-WVFW	84.06			
10-66-9270	Information Technology Supplies	INV 1RTH-LMCQ-VCWL	169.88			
10-66-9330	Community Engagement Supplies	INV 1RYN-KJMD-RKXR	124.97			
Amazon Capital Services 112300 10-54-3900	Adult Other Expenditures	INV 1NTG-M33G-XHFQ	16.29	38681	10/15/24	<u>109.43</u>
10-66-9230	Adult Services Supplies	INV 1C9K-H9CH-V6LX	9.36			
10-66-9270	Information Technology Supplies	INV 1C9K-H9CH-V6LX	54.48			
10-66-9245	Teen Services Supplies	INV 139T-L3MH-VQDY	29.30			
Andrea Naranjo 112421 10-64-8100	Adult Services Programs	Read & Write in Spanish - 10/31/2024	325.00	38682	10/15/24	<u>325.00</u>
Angelo Sorce Productions 112417 10-66-9940	Cable Broadcast	INV 0882	400.00	38683	10/15/24	<u>400.00</u>
Baker & Taylor 120210 10-64-8100	Adult Services Programs	INV 2038537863	66.03	38684	10/15/24	<u>66.03</u>
Baker & Taylor 120230 10-52-3900	Children Other Expenditures	INV - 2038562653	47.89	38685	10/15/24	<u>47.89</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor 120290				38686	10/15/24	<u>2,839.37</u>
10-52-3100	Children Books	INV 2038547226	247.67			
10-52-3100	Children Books	INV 2038530366	156.08			
10-52-3100	Children Books	INV 2038508119	855.38			
10-52-3100	Children Books	INV 2038572822	696.43			
10-52-3100	Children Books	INV 2038559308	750.43			
10-66-9250	Materials Management Supplies	INV 2038508120	33.32			
10-66-9250	Materials Management Supplies	INV 2038491583	27.37			
10-66-9250	Materials Management Supplies	INV 2038559309	36.99			
10-66-9250	Materials Management Supplies	INV 2038547227	3.57			
10-66-9250	Materials Management Supplies	INV 2038572823	24.99			
10-66-9250	Materials Management Supplies	INV 2038530367	7.14			
Baker & Taylor 120300				38687	10/15/24	<u>374.59</u>
10-54-3900	Adult Other Expenditures	INV 2038507366	293.83			
10-66-9250	Materials Management Supplies	INV 2038507367	80.76			
Baker & Taylor 120310				38688	10/15/24	<u>10,861.04</u>
10-54-3110	Adult Books	INV 2038532662	1,188.20			
10-54-3110	Adult Books	INV 2038518798	939.01			
10-54-3110	Adult Books	Credit Memo - 0003302146	-23.70			
10-54-3110	Adult Books	INV 2038558247	1,885.17			
10-54-3110	Adult Books	INV 2038508630	491.16			
10-54-3110	Adult Books	INV 2038567684	1,524.04			
10-54-3110	Adult Books	INV 2038572828	583.99			
10-54-3110	Adult Books	INV 2038540074	3,765.04			
10-66-9250	Materials Management Supplies	INV 2038558248	59.50			
10-66-9250	Materials Management Supplies	INV 2038508631	26.18			
10-66-9250	Materials Management Supplies	INV 2038532663	48.79			
10-66-9250	Materials Management Supplies	INV 2038505209	17.85			
10-66-9250	Materials Management Supplies	INV 2038492007	45.22			
10-66-9250	Materials Management Supplies	INV 2038567685	70.21			
10-66-9250	Materials Management Supplies	INV 2038540075	152.32			
10-66-9250	Materials Management Supplies	INV 2038572829	8.33			
10-66-9250	Materials Management Supplies	INV 2038466823	41.65			
10-66-9250	Materials Management Supplies	INV 2038518799	38.08			
CDS Office Technologies 131476				38689	10/15/24	<u>358.82</u>
10-58-5710	Equipment Maintenance & Repair	INV1641022	358.82			
CDW Government 131480				38690	10/15/24	<u>1,465.00</u>
10-66-9910	Hardware	INV AA7TI7G	1,465.00			

**Addison Public Library  
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<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>
Chris Pudelek 829225 10-62-7480	Board	ILA Conference Registration	410.00	38691	10/15/24	<u>410.00</u>
Complete Cleaning 132523 10-58-5320	Cleaning Service	INV C28313	5,400.00	38692	10/15/24	<u>5,400.00</u>
Demco Inc 141551 10-66-9220	Guest Services Supplies	INV 754185	82.68	38693	10/15/24	<u>82.68</u>
Ebsco Information Services 151271 10-55-3500 10-55-3500	Online Databases Online Databases	INV 9101005444 INV 91011005290	2,696.00 10,719.00	38694	10/15/24	<u>13,415.00</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	Aug 2024	2,920.88	38695	10/15/24	<u>2,920.88</u>
Ellie Presents Inc 10-64-8100	Adult Services Programs	Pride & Prejudice & Persistence - 10/17/24	187.50	38696	10/15/24	<u>187.50</u>
Erika Ochoa 281526 10-64-8100	Adult Services Programs	Zumba - 11/4/24 @ 7pm	150.00	38697	10/15/24	<u>150.00</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	Mileage (23.5 mi)	15.75	38698	10/15/24	<u>15.75</u>
Grainger 333337 10-58-5620	HVAC	INV 9259262039	315.44	38699	10/15/24	<u>315.44</u>
Heyl Royster 181565 10-56-4100 10-56-4100	Legal Fees Legal Fees	INV INTERIM 1709836 INV INTERIM 1709835	251.00 860.00	38700	10/15/24	<u>1,111.00</u>
Imperial Dade 192340 10-58-5610	Building Supplies	INV 35363611	964.16	38701	10/15/24	<u>964.16</u>
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	INV 1362	200.00	38702	10/15/24	<u>200.00</u>
Jackson-Hirsh, Inc. 201115 10-66-9300	Library Wide Supplies	INV 1091058	81.94	38703	10/15/24	<u>81.94</u>

## Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Jenny Cuevas 892155 10-62-7550	In-State Travel	Swan Expo - 45.8 mi x .67	30.69	38704	10/15/24	<u>30.69</u>
Lauterbach&Amen LLP 172582 10-56-4450 10-56-4600	Accounting Service Fees Audit Service Fees	INV 96286 INV 95724	1,800.00 1,750.00	38705	10/15/24	<u>3,550.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610	Building Supplies	INV 524953/1	222.12	38706	10/15/24	<u>222.12</u>
Lesley Cyrier 892152 10-64-8100 10-64-8100 10-62-7440 10-62-7550	Adult Services Programs Adult Services Programs Adult Services In-State Travel	Jewel - Food for COHS Grad 9/28/24 Jewel - Writing Month Bags 9/28/24 Meals Kiwanis 9/3/24 - 4.2 mi x .67	39.45 8.98 15.84 2.81	38707	10/15/24	<u>67.08</u>
Marti LaHood - 281914 10-64-8100	Adult Services Programs	Chair Yoga - 10/10 & 10/24/24	160.00	38708	10/15/24	<u>160.00</u>
Matthew Williams 892182 10-62-7550 10-62-7500	In-State Travel Community Engagement	Mileage - 39.2 mi Kiwanis - Meals	26.26 13.21	38709	10/15/24	<u>39.47</u>
Midwest Tape 231925 10-52-3900 10-52-3900 10-52-3900 10-52-3900 10-52-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900 10-54-3900	Children Other Expenditures Children Other Expenditures Children Other Expenditures Children Other Expenditures Children Other Expenditures Adult Other Expenditures	INV 506005355 INV 506032616 INV 506065538 INV 505968513 INV 506005353 INV 506032611 INV 506065536 Credit Memo 506065864 INV 506065535 INV 506032339 INV 506032610 INV 506032613 INV 506065534 INV 506065533 INV 506065532	294.64 11.24 317.14 5.24 38.96 49.47 59.98 -24.79 111.68 73.46 113.94 24.74 53.98 18.74 86.96	38710	10/15/24	<u>3,591.68</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	INV 506065531	395.81			
10-54-3900	Adult Other Expenditures	INV 506065309	55.95			
10-54-3900	Adult Other Expenditures	INV 506065308	33.48			
10-54-3900	Adult Other Expenditures	INV 505965175	107.18			
10-54-3900	Adult Other Expenditures	INV 505965174	22.49			
10-54-3900	Adult Other Expenditures	INV 505968514	24.79			
10-54-3900	Adult Other Expenditures	INV 506032614	12.74			
10-54-3900	Adult Other Expenditures	INV 506032612	191.89			
10-54-3900	Adult Other Expenditures	INV 506065537	78.72			
10-54-3900	Adult Other Expenditures	INV 505968511	38.98			
10-54-3900	Adult Other Expenditures	INV 505965178	41.22			
10-54-3900	Adult Other Expenditures	INV 505968512	52.49			
10-54-3900	Adult Other Expenditures	INV 505968510	53.97			
10-54-3900	Adult Other Expenditures	INV 505965177	26.99			
10-54-3900	Adult Other Expenditures	INV 505965176	29.99			
10-54-3900	Adult Other Expenditures	INV 506005357	33.74			
10-54-3900	Adult Other Expenditures	INV 506005356	53.98			
10-54-3900	Adult Other Expenditures	INV 506005351	29.23			
10-54-3900	Adult Other Expenditures	INV 506005350	48.74			
10-54-3900	Adult Other Expenditures	INV 506005359	24.79			
10-54-3900	Adult Other Expenditures	INV 506005352	37.48			
10-54-3900	Adult Other Expenditures	INV 506005307	183.62			
10-54-3900	Adult Other Expenditures	INV 506005354	13.49			
10-54-3900	Adult Other Expenditures	INV 506005358	23.99			
10-54-3900	Adult Other Expenditures	INV 506005308	11.69			
10-66-9250	Materials Management Supplies	INV 506123062	350.09			
10-66-9250	Materials Management Supplies	INV 505840116	365.07			
10-66-9250	Materials Management Supplies	INV 505989674	266.57			
10-55-3860	E-Books	INV 506071263	1,136.64			
10-55-3860	E-Books	Credit Memo 1400875610	-887.83			
10-55-3860	E-Books	Credit Memo 1400875610.2	-501.68			
Nardi's Pizza 241172				38711	10/15/24	<u>371.25</u>
10-64-8160	Teen Program	INV 408447 9/26/24	87.00			
10-64-8160	Teen Program	INV 408444 9/19/24	62.00			
10-64-8100	Adult Services Programs	INV 408441 9/12/24	33.00			
10-64-8100	Adult Services Programs	INV 408446 9/26/24	41.00			
10-64-8100	Adult Services Programs	INV 408443 9/18/24	64.75			
10-64-8100	Adult Services Programs	INV 408445 9/19/24	40.00			
10-64-8100	Adult Services Programs	INV 408440 9/5/24	43.50			
OverDrive Inc 253227				38712	10/15/24	<u>2,500.00</u>

**Addison Public Library**  
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<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>
10-55-3900	Other Digital Media	INV CD0110724275765	2,500.00			
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Essentrics - 10/16/24 @ 1pm	80.00	38713	10/15/24	<u>80.00</u>
Paul Rubio 10-62-7550	In-State Travel	Swan Expo - 20 mi x .67	13.40	38714	10/15/24	<u>13.40</u>
Positive Financial Solutions LLC 10-64-8165	Community Engagement Program	QBs for Business - 10/24/24	275.00	38715	10/15/24	<u>275.00</u>
Product Architecture + Design 262850 80-55-1905	Renovation Project	INV 1650.0817	107,000.00	38716	10/15/24	<u>107,000.00</u>
Ra'am Integration Solutions 10-58-5620	HVAC	INV 1543	1,025.00	38717	10/15/24	<u>8,045.00</u>
10-58-5620	HVAC	INV 1544	1,510.00			
10-58-5710	Equipment Maintenance & Repair	INV 1541	5,510.00			
Samia Khan 10-64-8120	Children Services Programs - General	Author Visits - 11/2/24	150.00	38718	10/15/24	<u>150.00</u>
Sherie C Shapiro 291967 10-64-8100	Adult Services Programs	Ageless Grace - 10/31/24	75.00	38719	10/15/24	<u>75.00</u>
Sikich LLP 291934 10-56-4600	Audit Service Fees	INV 68535	1,300.00	38720	10/15/24	<u>1,300.00</u>
Sir Speedy Printing 291970 10-64-8910	Other Promotions	INV 89294	235.00	38721	10/15/24	<u>235.00</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	INV T2500185	476.20	38722	10/15/24	<u>476.20</u>
Traliant, LLC 302825 10-66-9850	Per Capita Grant - Prior Year	INV INV012530	1,415.00	38723	10/15/24	<u>1,415.00</u>
Unique Patron Services Solutions 312431 10-61-6200	Software/Licenses	INV 6131764	40.00	38724	10/15/24	<u>40.00</u>
Welcome Wagon 331191 10-64-8910	Other Promotions	INV INV135131-10	144.12	38725	10/15/24	<u>144.12</u>

**Addison Public Library**

**Check Register**

All Bank Accounts

September 2024

<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>
Yesenia Benavidez 892185				38726	10/15/24	<u>16.88</u>
10-62-7550	In-State Travel	Mental Health Summit - 22.8 mi x .67	15.27			
10-62-7550	In-State Travel	Food for the Soul 9/5/24 - 2.4 mi x .67	1.61			

**Check List Total** 276,249.89

Plus September payroll for 2024: \$249,007.83

Grand Total: \$525,257.72

# Addison Public Library

## Check List

All Bank Accounts

September 1, 2024 - October 15, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
1295	09/30/24	Addison Public Library 500004	450.00
21491	09/12/24	Amazon Capital Services 112300	31.18
21492	09/12/24	Andrea Naranjo 112421	325.00
21493	09/12/24	Comcast 132554	396.98
21494	09/12/24	Mission Square 231901	2,607.55
21495	09/12/24	Nicor Gas 241916	691.44
21496	09/12/24	Republic Services #551 122869	349.73
21497	09/12/24	Village of Addison - HSA	2,528.81
21498	09/12/24	Village of Addison: Misc Exp 500010	222.68
21499	09/23/24	ADP, LLC #110146	4,655.30
21500	09/23/24	Albertsons - Safeway 112213	297.39
21501	09/23/24	Angelica Bibbs	250.00
21502	09/23/24	Mission Square 231901	2,607.55
21503	09/23/24	NobleTec LLC	3,015.00
21504	09/23/24	Verizon	97.12
21505	09/23/24	Village of Addison - HSA	2,528.81
21506	09/26/24	Village of Addison: Misc Exp 500010	637.87
21507	09/26/24	Village of Addison: Misc Exp 500010	768.94
21508	09/26/24	Village of Addison: Misc Exp 500010	110.00
21509	09/26/24	Village of Addison: Misc Exp 500010	103.60
21510	09/26/24	Village of Addison:Health Ins 500011	29,682.95
21511	09/26/24	Village of Addison:Health Ins 500011	2,128.84
21512	09/26/24	Village of Addison:Health Ins 500011	295.47
21513	09/27/24	Travelers CL Remittance Center	1,532.00
38646	10/03/24	4imprint, Inc. 162600	936.25
38647	10/03/24	Addison Trail Theatre Boosters 111427	250.00
38648	10/03/24	Amazon Capital Services 112300	739.03
38649	10/03/24	Amazon Capital Services 112300	636.27
38650	10/03/24	Amazon Capital Services 112300	301.11
38651	10/03/24	Andertoons 231182	350.00
38652	10/03/24	BMO Harris Bank N.A. 22301	5,166.87
38653	10/03/24	CDS Office Technologies 131476	916.43
38654	10/03/24	CDW Government 131480	2,907.26
38655	10/03/24	Center Point Publishing 131571	98.88
38656	10/03/24	Children's Plus Inc.	23.99
38657	10/03/24	Comcast 132548	68.86
38658	10/03/24	Convergint Technologies LLC 132568	1,469.00
38659	10/03/24	Crimson Multimedia Dist. 132835	1,669.54
38660	10/03/24	D&Z House of Books Inc 143662	955.83
38661	10/03/24	Francotyp-Postalia, Inc 162817	149.85
38662	10/03/24	GALE/CENGAGE Learning 171152	437.09
38663	10/03/24	Grainger 333337	500.73
38664	10/03/24	Imperial Dade 192340	812.32
38665	10/03/24	Jason Snart	150.00
38666	10/03/24	Kiwanis Club of Addison 211991	470.00
38667	10/03/24	OCLC Inc 251352	3,415.17
38668	10/03/24	Oscar Narvaez	465.00
38669	10/03/24	OTC Brands, Inc 252842	118.63
38670	10/03/24	Playaway 262219	676.92
38671	10/03/24	ProQuest LLC 121932	6,212.82
38672	10/03/24	Proshred Security 262920	175.00
38673	10/03/24	Rock Valley Publishing, LLC 282528	45.00
38674	10/03/24	Swan 293316	315.00
38675	10/03/24	The Language Labs 112890	465.00
38676	10/03/24	United States Postal Service 312448	2,000.00
38677	10/03/24	Value Line Publishing, LLC 321159	8,700.00
38678	10/03/24	World Book School & Library 332571	3,651.49

# Addison Public Library

## Check List

All Bank Accounts

September 1, 2024 - October 15, 2024

Check Number	Check Date	Payee	Amount
38679	10/03/24	WP Company LLC	1,620.68
38680	10/15/24	Amazon Capital Services 112300	1,166.25
38681	10/15/24	Amazon Capital Services 112300	109.43
38682	10/15/24	Andrea Naranjo 112421	325.00
38683	10/15/24	Angelo Sorce Productions 112417	400.00
38684	10/15/24	Baker & Taylor 120210	66.03
38685	10/15/24	Baker & Taylor 120230	47.89
38686	10/15/24	Baker & Taylor 120290	2,839.37
38687	10/15/24	Baker & Taylor 120300	374.59
38688	10/15/24	Baker & Taylor 120310	10,861.04
38689	10/15/24	CDS Office Technologies 131476	358.82
38690	10/15/24	CDW Government 131480	1,465.00
38691	10/15/24	Chris Pudelek 829225	410.00
38692	10/15/24	Complete Cleaning 132523	5,400.00
38693	10/15/24	Demco Inc 141551	82.68
38694	10/15/24	Ebsco Information Services 151271	13,415.00
38695	10/15/24	Ehler Investment Partners, LLC 151700	2,920.88
38696	10/15/24	Ellie Presents Inc	187.50
38697	10/15/24	Erika Ochoa 281526	150.00
38698	10/15/24	Gabriela Tafolla 162821	15.75
38699	10/15/24	Grainger 333337	315.44
38700	10/15/24	Heyl Royster 181565	1,111.00
38701	10/15/24	Imperial Dade 192340	964.16
38702	10/15/24	Innovation Arts Connection, LLC	200.00
38703	10/15/24	Jackson-Hirsh, Inc. 201115	81.94
38704	10/15/24	Jenny Cuevas 892155	30.69
38705	10/15/24	Lauterbach&Amen LLP 172582	3,550.00
38706	10/15/24	Len's Ace Hardware, Inc. 221567	222.12
38707	10/15/24	Lesley Cyrier 892152	67.08
38708	10/15/24	Marti LaHood - 281914	160.00
38709	10/15/24	Matthew Williams 892182	39.47
38710	10/15/24	Midwest Tape 231925	3,591.68
38711	10/15/24	Nardi's Pizza 241172	371.25
38712	10/15/24	OverDrive Inc 253227	2,500.00
38713	10/15/24	Patricia Trampas 261181	80.00
38714	10/15/24	Paul Rubio	13.40
38715	10/15/24	Positive Financial Solutions LLC	275.00
38716	10/15/24	Product Architecture + Design 262850	107,000.00
38717	10/15/24	Ra'am Integration Solutions	8,045.00
38718	10/15/24	Samia Khan	150.00
38719	10/15/24	Sherie C Shapiro 291967	75.00
38720	10/15/24	Sikich LLP 291934	1,300.00
38721	10/15/24	Sir Speedy Printing 291970	235.00
38722	10/15/24	Technology Management Revolving Fund 132558	476.20
38723	10/15/24	Traliant, LLC 302825	1,415.00
38724	10/15/24	Unique Patron Services Solutions 312431	40.00
38725	10/15/24	Welcome Wagon 331191	144.12
38726	10/15/24	Yesenia Benavidez 892185	16.88
<b>Vendor Check Total</b>			<b>276,249.89</b>
<b>Check List Total</b>			<b>276,249.89</b>

Check count = 105

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

**Board Meeting            10/15/2024**

<u>Description</u>	<u>Amount</u>
Payroll	\$249,007.83

**Approved by Board of Trustees**

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

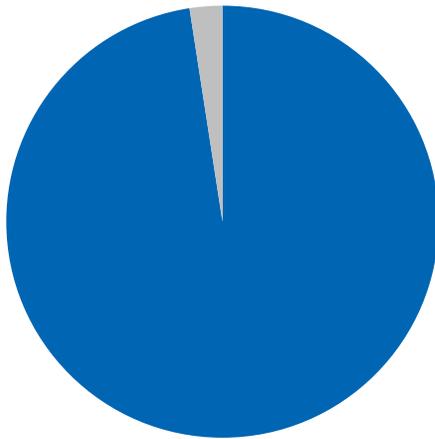
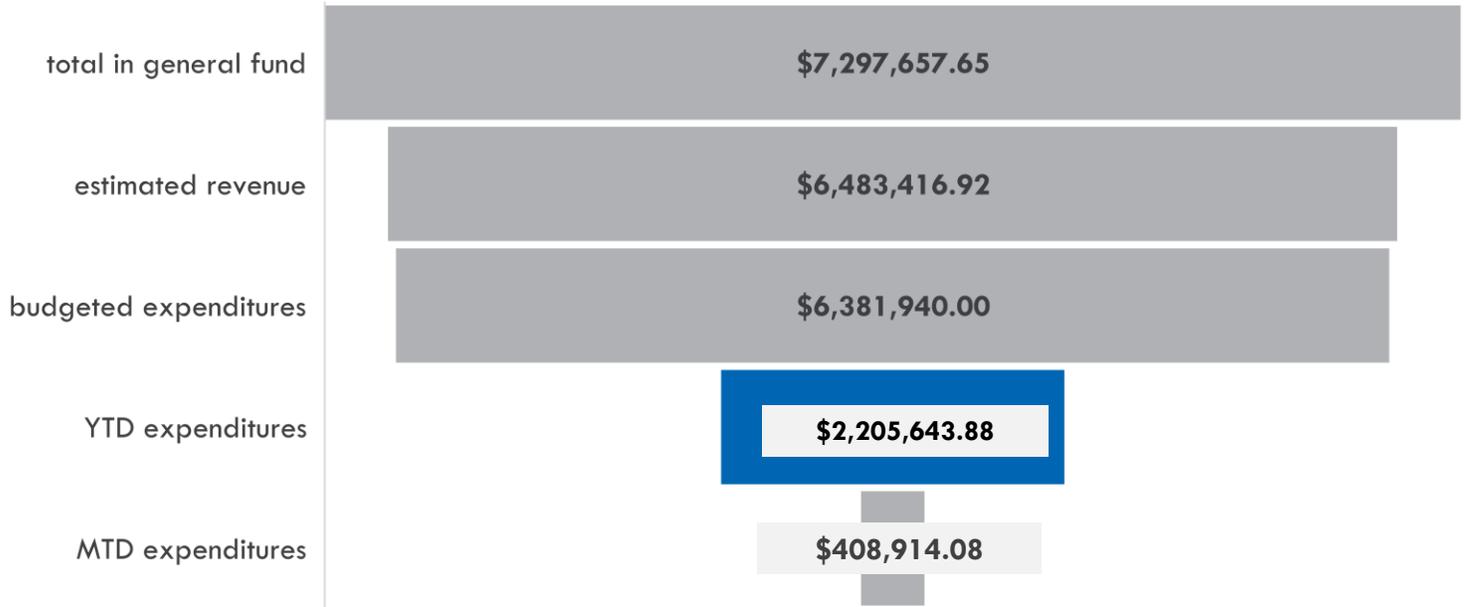
\_\_\_\_\_  
**Date**

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

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

# September 2024 Financial Highlights

# General Fund



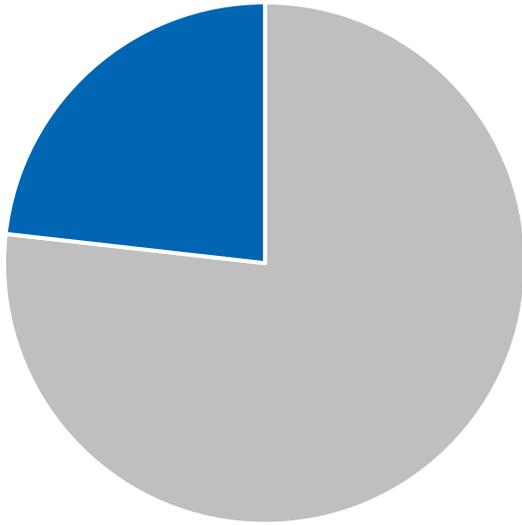
We have received 98% of our estimated revenue for the fiscal year including \$2,585,881.69 this month.

At this point last year, we had received 100% of our estimated revenue for FY24.



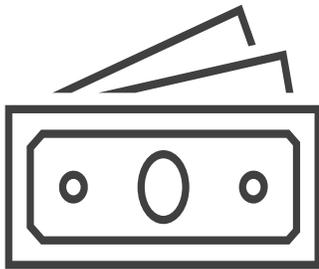
The general fund increased from \$5.12 million to \$7.3 million from 9/1/2024 to 9/30/2024.

This is a result of \$2,586k revenue coming in and \$409k (general fund + asset replacement) expended.



30% has been spent out of the general fund. We are 42% through the fiscal year.

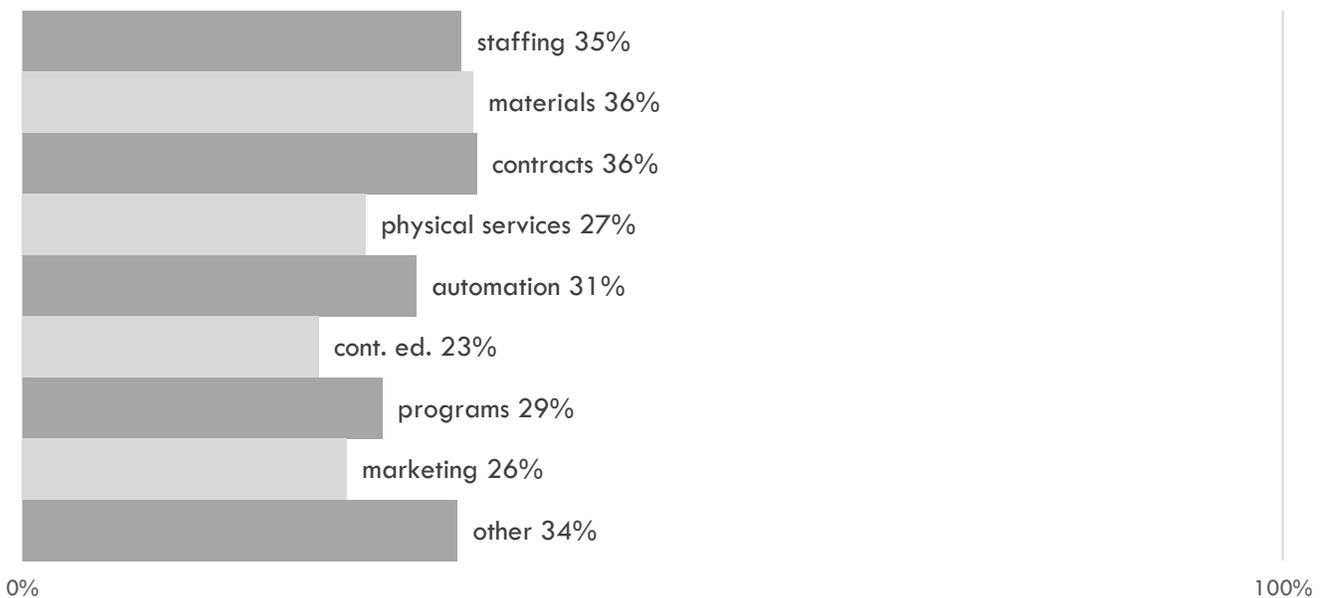
We have budgeted to spend 87% of what is currently in the general fund.



We have spent 35% of our estimated budget.

At this point last year, we had spent 37% of our estimated budget for FY24, so we're behind the previous year's spending.

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





## Director's Report – September 2024

**PERSONNEL** – Nikmarie Karpenski has joined our staff, filling the part-time Children's Services Assistant vacancy. Nikmarie has a background in special education and most recently has worked for the College of DuPage Youth Academy program. Nikmarie's first day was Monday, September 30, and with her hire we are now back to full staffing in Children's Services.

Guest Services Associate Javier Hernandez has been promoted from part-time to full-time, effective October 7, 2024, so we have a new part-time vacancy in that department. We are also still working to fill the vacancy in Community Engagement that resulted from Claire Bartlett's transfer to the Children's Services Department.

**WEBSITE** – Many of our staff, and especially Samantha Parkison and Sarah van der Heyden, have spent countless hours over the last several months preparing for the launch of our newly upgraded, ADA-compliant website. I participated in training on 9/24, which was provided to more than a dozen staff members, to learn how to navigate and make updates to page content on our new site. The maintenance of our website is truly a team effort, and I only contribute a small bit to that effort. Although we are in the final stretch, there are still several tasks to be completed before the new page is launched on November 7. I'm truly proud of and grateful for the hard work that has gone into this project.

**CAREER ONLINE HIGH SCHOOL** – I want to thank Rob and Ruben for joining us for our graduation ceremony on 9/28 for the two most recent graduates of our Career Online High School (COHS) program.

COHS is a program we've offered for eight years now, which enables adults who never finished high school to earn a fully accredited diploma by completing their missing credits online. The program is limited to Addison residents and there is an interview process that helps us to ascertain if the interested individual will be a suitable candidate for a program such as this. They are provided with an academic coach, and we begin by submitting their transcript for evaluation. Some students have attended 3+ years of high school before dropping out and if they successfully passed their courses back when they were in high school, they may just be a few credits short and can potentially finish quickly. Others didn't attend high school at all or have very few credits and so the process takes longer. They are required to complete all of the coursework that is required of any high school student. There is a great deal of support for students, but it is not an easy program. Since the program's inception at our library, we've had 18 graduates including the two we celebrated this month, and we have 3 more who are in the process of completing their credits now. The Friends of the Library have been extremely generous in providing funding for COHS scholarships and I am incredibly grateful to them for helping us make this program available.

According to the 2020 US Census, 19.7% of adult Addison residents have not finished high school – that's almost 1 out of every 5 adults living in Addison. There is a real need for this type of

program in our community, and I am glad that the Library is able to offer this opportunity to our residents. Each student who has completed the program has an amazing and unique story, and each one has shown me how earning this diploma will not only change that individual's life, but will improve the life of the student's family, and it will ultimately contribute toward greater success for our community.

**FY2024 AUDIT** – We have a new audit team from Sikich this year and we are still wrapping up the final details on the audit, which by law, must be completed within 6 months of the end of our fiscal year, which for us means the end of October. On September 16, the audit team let me know that we were still about 3 weeks out from having the final reports ready. We got the draft report on 10/1, and I am working on the Management Discussion & Analysis now, using the draft figures. Several SAS99 fraud questionnaires are still outstanding from board members. Donna has reached out to those who have not yet submitted theirs. (These were emailed to the Board back in June.) I will ensure that we have the final reports completed and available to the public, that we publish notice of availability in the newspaper as we are required to, that we get it posted to our website, and the necessary filings are submitted to the County Clerk, County Treasurer, and State Comptroller before the statutory deadline.

Nick Brava is our new Lead Auditor, and he is not available to present the audit at the October board meeting, but we do have him scheduled to come to the November board meeting to present the audit report for FY2024 (May 1, 2023 – April 30, 2024) to the Board.

**WINTER DECORATIONS** – This is what staff is proposing for winter decorations this year:

- Christmas tree in the Silent Reading Room (visible from parking lot)
- Wait to purchase a Christmas tree for the lobby until the lobby construction is finished.

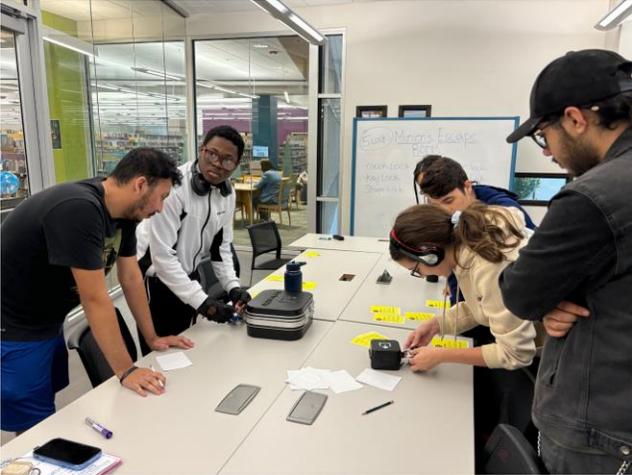
The tree that was in the lobby last year was discarded after the holidays because it was in such disrepair with broken limbs and bare patches. It was an artificial tree that was brought with us from the old library and had simply deteriorated due to age. We will have limited storage and probably be paying for off-site storage during the renovation. By waiting, we can also select a tree that is appropriately sized for the new lobby configuration after we are able to see that space and assess what will work best.

- Decorate service desks - similar to last year (lights, garland, etc.)
- Inflatable snowman in play area – same as last year
- Large snowflake lights only on the 1<sup>st</sup> floor cafe area OR the Silent Reading Room
- Due to the renovation beginning in January, these lights will be up for a much shorter period this season. Additionally, one of our 2-member maintenance team has been on leave for several weeks, which has substantially increased the workload for day-to-day, routine facility maintenance for the other member of that team. Installation of the snowflake lights is a labor-intensive process and, for this year only, we propose limiting the number of lights that are put up due to these constraints.

I'd like to discuss this with the Board at this month's meeting.

# TEEN SERVICES – SEPTEMBER 2024

## SNAPSHOT



This month we began a collaboration with D88's Transitions program. We know many of the students who already love spending time relaxing in the library. But teachers reached out to us and to Jodi in AS about offering more structured activities during the time they are here. AS and TS will take alternating weeks and focus on a variety of library services, skills, crafts, and games. We began with a Minions themed Escape Room that challenged students to solve five different puzzles to unlock a box with a secret surprise. They told us that deciphering the secret Minion code was their favorite part.

We also hosted a middle school class from Partners for Success, an alternative school in Addison. We gave the students a tour and then played a trivia game using the library's almanacs, dictionaries, and encyclopedias. The teachers asked us to focus on these skills, as students did not have access to the internet at school. We began with some tips about using the table of contents and index to find the topic you want to learn about it. To make it fun, we chose reference sources on popular topics like a Star Wars encyclopedia and a dictionary of spices. One student even signed up for a library card and checked out several items to take home.

Rachel is leading a new program called Taste the World, which we tested as a "camp" this summer. We offer teen patrons salty and sweet snacks from another country or region. Kids get to taste all the snacks, talk about their preferences, and learn about another country and culture. This month students tasted snacks from India with cardamom, curry, lentils, and mango. They made connections to snacks and flavors they're familiar with, learned the story of how coffee came to India, and took home a vegetable rice recipe using the flavors they tasted.

A high schooler regularly comes after school and likes to chat with staff about movies, getting recommendations based on his latest favorites. He told us that he loves the library, because we have movies on DVD, which is the only way to access content like the director's commentary. It's wonderful to hear that even the younger generations appreciate physical media!

A patron shared this comment through a program survey: "Courtney made the evening superb with her kindness and expertise and overall optimism!"



**ADDISON**  
PUBLIC LIBRARY

# ADULT SERVICES – SEPTEMBER 2024

## SNAPSHOT

In September, events AS staff have long been preparing for finally came to fruition!

On September 17 we hosted our first National Voter Registration Day event! Megan and Lesley took this lead on this. A table in the lobby was staffed by voter registrars from 3 different departments all day long. We registered 11 new voters and spoke with over 100 patrons. From checking voter statuses and sharing information on how to research candidates to patrons answering voting themed trivia questions for prizes, it was a very successful and exciting day for all involved. The upcoming presidential election has inspired more patrons to register. By the end of September, we had registered 23 individuals to vote in 2024 compared to just 1 for the entirety of 2023.



*COHS Graduate Maricela & her son*

On September 28 we hosted a Career Online High School (COHS) graduation! Sara planned the entire day, and it was wonderful to meet and celebrate these inspiring graduates and see what an impact this program has and will have on their lives. Thank you so much to everyone who attended and helped make this day so special.

Just one day later, on September 29, Jodi hosted an Antiques Roadshow like program with appraiser Rex Newell. 23 patrons attended and had their items appraised live. Unfortunately, all the items held far more sentimental value than monetary value, but a lot was learned, and a good time was had by all! If you missed this program, it was recorded by ACTV and you will be able to catch it soon on TV or YouTube.



*Another successful session of Learn Spanish with the Language Labs*

### Success Stories

A patron called asking if there was someone available to register her grandchildren to vote. After further conversation, she indicated that she was unsure if they had registered to vote through the school. Elizabeth was able to direct her to the voter registration look-up tool. The patron then emailed her thanks indicating that she could have her grandchildren look up their information and two of the three had already been registered, saving them a lot of time!

A patron came in and was waiting for season 5 of Breaking Bad and was curious about when it was due. After giving him the information, he looked for other DVDs and then went downstairs to check out. Angela looked into his account to see his holds and noticed that a copy of Breaking Bad was ready for him to pick up on the holds shelf. She went downstairs to check the shelf and he was still at the front desk so she was able to give him the DVD. He was very appreciative, shook her hand and said “Man, I love this place!”

A teen patron was asking for a specific Edgar Allan Poe story collection that she had checked out of the library in the past. Sophia and the patron didn’t have much luck finding it until the patron mentioned that the book had pictures like in a comic, which meant they were looking for a graphic novel. Sophia filtered the catalog search to show just graphic novels. As they were scrolling through the results, the patron spotted the book they were looking for and excitedly shouted “that’s it!” Sophia was able to put the book on hold for the patron, who was very excited to be able to check-out the book again!

# CHILDREN'S SERVICES – SEPTEMBER 2024

## SNAPSHOT

- Three new staff members joined the CS team in September: Selene, Claire, and Niki. Claire joined us from the Community Engagement department (and previously worked at the Mt. Prospect Public Library), and Selene and Niki were both outside hires with a wealth of great experience that we know will serve them well in their new roles.
- We celebrated Hispanic Heritage Month with a scavenger hunt created by Betsi. The hunt includes flags from Central and South American countries as well as fun facts about each country. The scavenger hunt was very popular in September, with a total of 58 completed! We will continue into October as Hispanic Heritage Month wraps up on Oct. 15.
- Betsi also planned and presented a Celebrating Frida Kahlo program, where participants created nichos and flower headbands inspired by the artist.
- Deya Cabrera, the Basics DuPage Coordinator at the DuPage Co. Health Department, visited two sessions of the Birth to 3 Jamboree storytime in September to talk to parents and caregivers about The Basics program. The Basics DuPage is a county-wide initiative that seeks to help build a better understanding among families and stakeholders about the importance of early childhood development and centers 5 “basic” principles at its core. Parents and caregivers appreciated receiving this information.
- Louise visited the Army Trail 1<sup>st</sup> graders on Sept. 17 and read stories about apples and did an apple-themed craft.
- On Sept. 30, Maria planned and presented her first storytime, a fall-themed evening drop-in event. While turnout was small, the family who attended very much enjoyed it.



## STATISTICS

Children's Programs: 32 programs, 570 participants

Asynchronous Programs: 4 programs; 291 participants | Appointments: 13 | Continuing Ed: 14 hours

Reference Questions: 212 | Scan/Fax Questions: 72 | Directional Questions: 99 | Teacher Resource Room: 2

Book Displays: Hispanic Heritage Month (Opto), Celebrate the Freedom to Read, Picture Books, Little League Month, If You Like ... *Geronimo Stilton*.



# GUEST SERVICES – SEPTEMBER 2024

## SNAPSHOT

2 Guest Services Associates celebrated anniversaries in September. On 9/6 Socorro celebrated 2 years at APL and on 9/7 Eva celebrated 8 years at APL.

Nicole participated in Voter Registration Day held at Addison Public Library.



Javier started meeting with his buddy, Dianne.

Kathy completed 2 notarizations in September.

## STATISTICS

In September there were 6 curbside pickups.

23 non-SWAN ILLs were checked out by patrons.

3 non-SWAN reciprocal borrowers were registered.

Guest Services staff completed 8.5 hours of Continuing Education.





# MATERIALS MANAGEMENT – SEPTEMBER 2024

## SNAPSHOT

The department worked on reclassifying books in the 200s, by reassigning a call number so that the books are placed in the right parts of the collection. We primarily reclassified religions books to group them together based on religion and identified sections that we could add more to. Thank you to Paul, Jenni, Hooriya, and Carly who worked on this project.

We had the pleasure of having staff members from different departments “shadow” the work that we do. From selecting, running collection reports, receiving, cataloging and processing materials.

Collection Development will start working on weeding collections in preparation for the building renovation and hope to get as much done as possible.

## PROJECTS

Johnny worked on the missing list and worked on his goal to look over items from the Library of Things collection to become more knowledgeable of what we have in the collection.

Carly started a crime weeding project and pulled books for Adult Services book boxes.

Raghda helped with training Matt on processing Library of Things, puzzles, games, and puppets. Matt also learned to process periodicals such as magazines and newspapers. Eden and Paul attended cataloging sessions/workshops.

Stef worked with Adult Services on a “Cocinas en America Latina” display. She also worked on creating “9/11 Remembrance,” “Modern Retellings,” and “Self-Care Month” displays. She put together two endcap displays, “Hispanic Leaders” and “Ladders Hispanos.”

Sue completed weeding in the Children’s fiction collection and the Children’s music collection. She also created a list for weeding the Children’s reader books.

Karen worked on getting the new links for databases that were part of a RAILS negotiated package which included upgrades to Academic Search Complete, Literary Reference Plus, Biography Reference Bank, ReadIt!, and Financial Fit.

## STATISTICS

MM staff completed **38.75** hours of CE.

MM staff added **1,362** items.

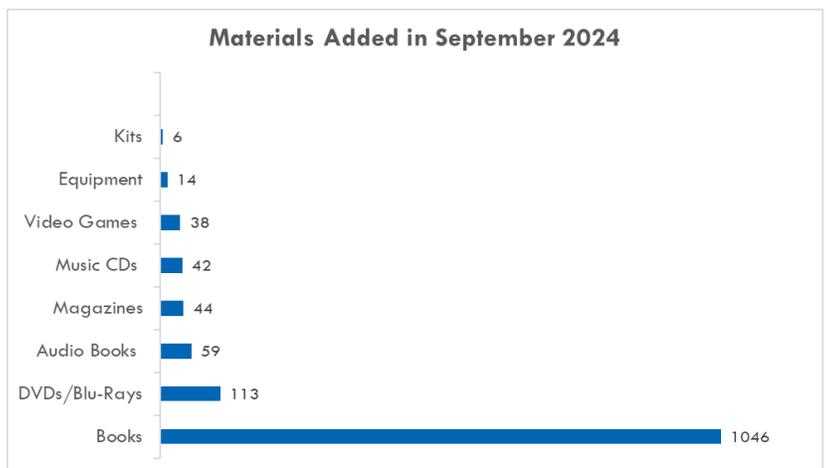
MM staff withdrew **1,315** items.

Library Aides shelved **276** carts.

APL patrons borrowed **23** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **8.5** days.

APL sent **110** items to other libraries through interlibrary loan.



# IT SERVICES – September 2024

## SNAPSHOT – IT Associates Stepping Up for Makerspace One-on-Ones

All IT Services Associates stepped up in September to take care of 8 makerspace one-on-one appointments with patrons, plus assisting with in-person and passive maker programs.

Compared to a monthly average of 12 one-on-ones conducted by the Creative Services Coordinator (CSC), IT Associates were holding the fort during the leave of absence of the CSC. IT Associates helped with the following:

- Sublimation printing and heat pressing – customizing mugs and t-shirts
- Vinyl cutting
- Using a sewing machine
- Batch photo scanning
- Digitizing slides

**SUCCESS STORY:** A patron brought in 4 mugs with white surfaces, plus 2 photos. She and her three siblings were in both photos, with one photo taken 65 years ago and the other recently. The patron had a brilliant idea of having both photos heat-transferred onto 4 mugs. Each of the four siblings will have a mug as a holiday gift. The patron even granted us her permission to include the then-and-now photos in the IT Services September Report and in the Library Newsletter, under the condition of not listing their names.



## PROJECTS

**The IT Services Associates** answered a total of 514 questions, a 19% decrease from last month.

**The Creative Services Coordinator** worked from home 5 hours per day during the 2<sup>nd</sup> half of September, focusing on the website migration with Library Market. They added 22 new landing pages, reviewing/fixing 30.

**The IT System Administrator** resolved a total of 22 IT tickets, a 24% decrease from last month. He also deployed 2 new laptops for staff use.

**The Head of IT Services** coordinated location planning for Wi-Fi access points and ceiling speakers, in addition to onboarding a new network consulting firm to get the initial setup customized.

# COMMUNITY ENGAGEMENT SEPTEMBER 2024



ADDISON  
PUBLIC LIBRARY

## SNAPSHOT

- Claire was promoted to the Children Services Specialist position! The team will miss them but they are glad she's only 1 floor away.
- 68 puzzles were rehomed to 20 homes at the Puzzle Exchange.
- Over 75% of Matt's one-on-one appointments were for job assistance.
- 40 of the Transformers postcards shared to local schools resulted in new library cards for the child!



## PROJECTS / COMMITTEES

- **Website project:** The website committee is on track to launch the new website on November 7! This month, Sarah and Samantha have been working closely with staff to finalize content & layouts.
- **Library Card Sign Up Month:** Another Library Card Sign-Up Month came and went! This year ALA's theme was Transformers, with artwork provided from Hasbro. Because of the theme, the focus was on getting children signed up for library cards. A few of our initiatives included fidget toy giveaways for new sign-ups, promotional materials sent to the schools (which in turn resulted in an additional 40 sign-ups!), and a grand prize drawing giveaway with Children's Services. Since giveaways are only for new cards, patrons were encouraged to try something new and then tell us about it. Here are some of the wonderful responses submitted:
  - "I love books and the quiet calming aura of the place to work and study."
  - "I read a YA romance book for the first time. One of the librarians helped me."
  - "I did an escape room for the first time at the library."
  - "So in 2023 I was reading some books until I found Dog Man. I try reading Dog Man and it gave me superpowers. Then I became a Dog Man fan."
- **Building Project Open House:** Samantha, Gaby, and Matt met in September to join forces and iron out the details for the upcoming building project open house. Samantha has already started publicizing the event in English and Spanish in the newsletter, as well as a special email newsletter sent out to local officials. On the staff side, Gaby is planning Monthly Meet-ups to prepare staff for any questions they may receive.



## STATISTICS

- The CE department connected with **183** community members at **7** outreach events!
- Number of New Job Toolkits distributed: **22**
- **41** one-on-one appointments with Job Seekers & Business Owners.
- **1** business came in to renew their library card.

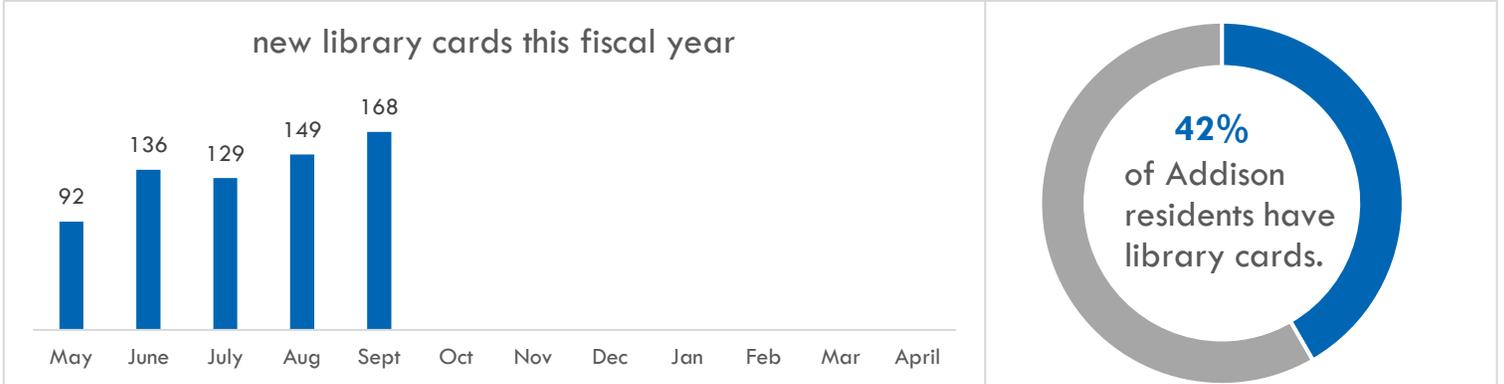
From Top to Bottom: Claire & Gaby chatting with patrons before the Movie in the Park; Matt and Sara L (Adult Services) during the Everyday Hero CPR training; Gaby answering questions at the Club Fitness Pop-Up Library; Transformers action figures holding a library card and encouraging the public to share something new that they've tried at the library.

# September 2024 Library Usage Report

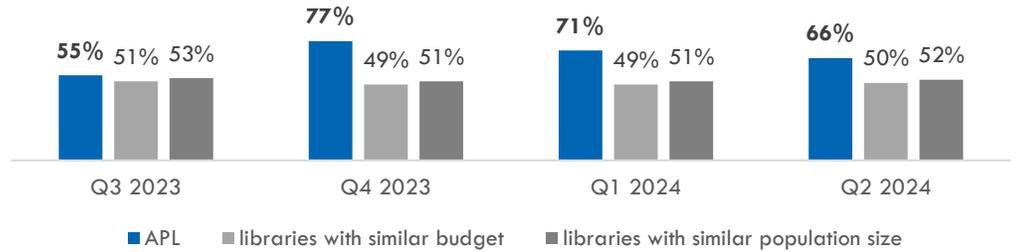


## Library Cards

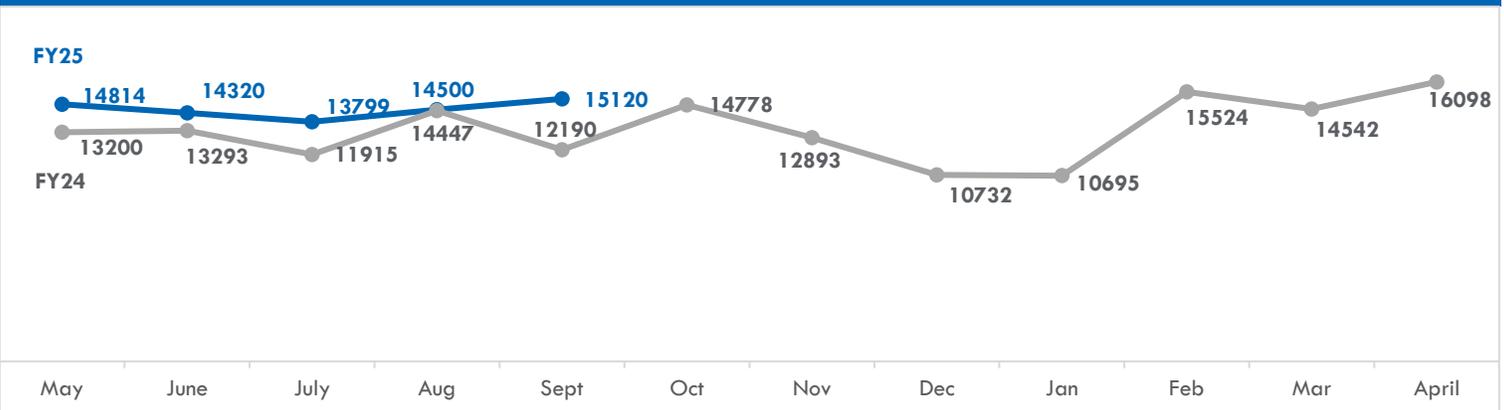
168 new library cards this month.



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

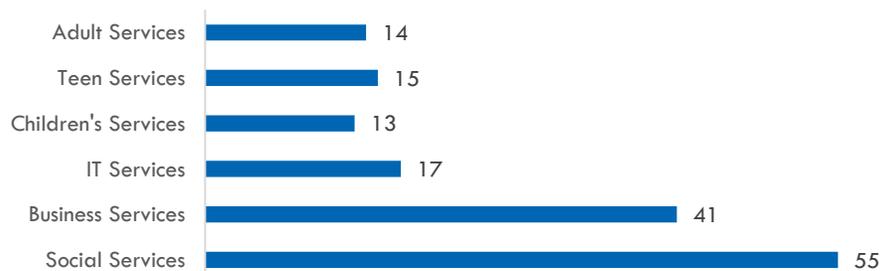


## Library Visits



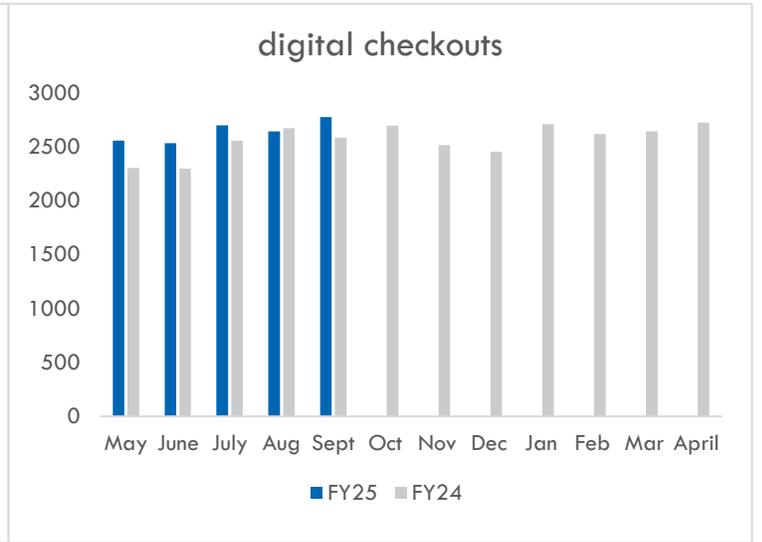
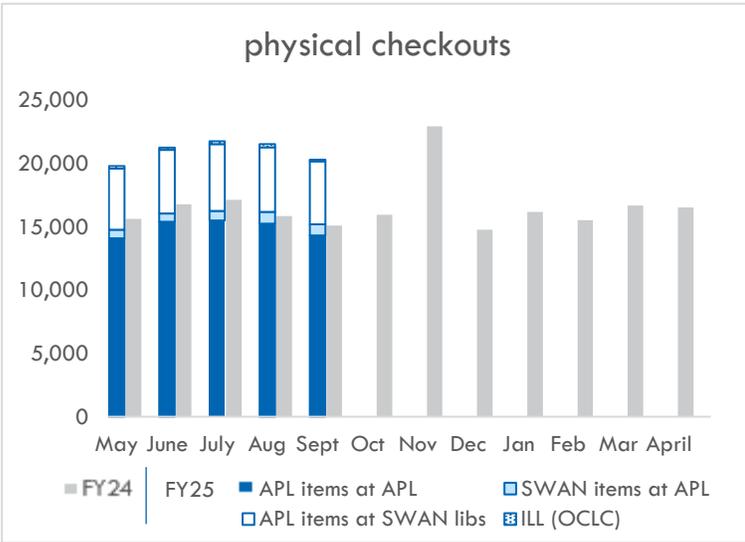
## 1-on-1 appointments

- 155 1-on-1 appointments
- 2080 computer logins
- 1069 wifi sessions
- 63 large meeting room bookings
- 688 study room bookings
- 6 Creative Studio bookings
- 54 Sound Studio bookings

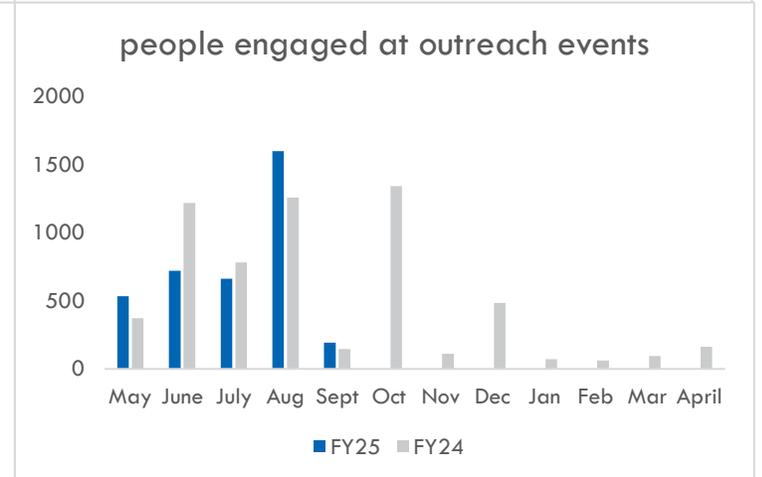
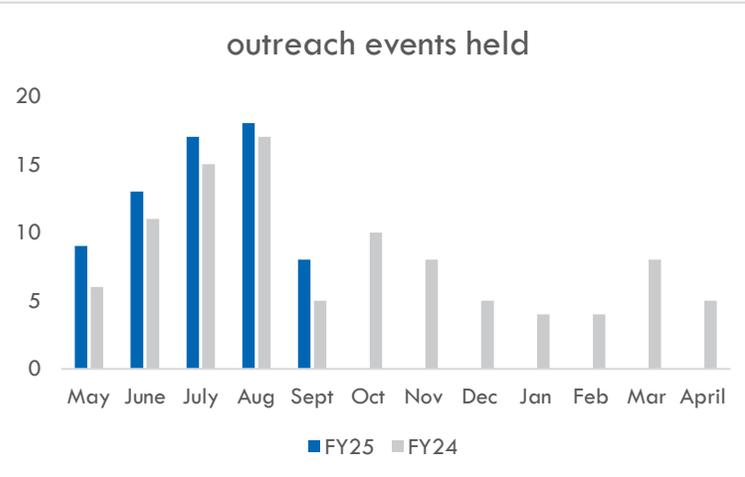
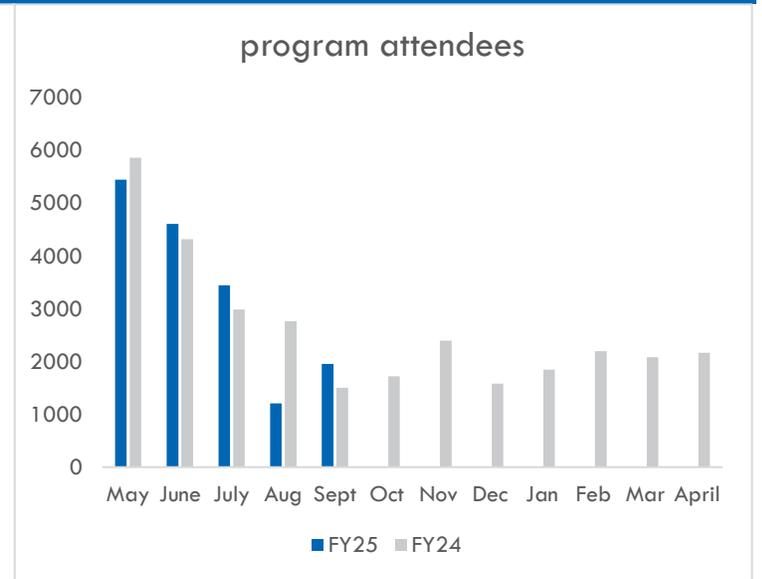
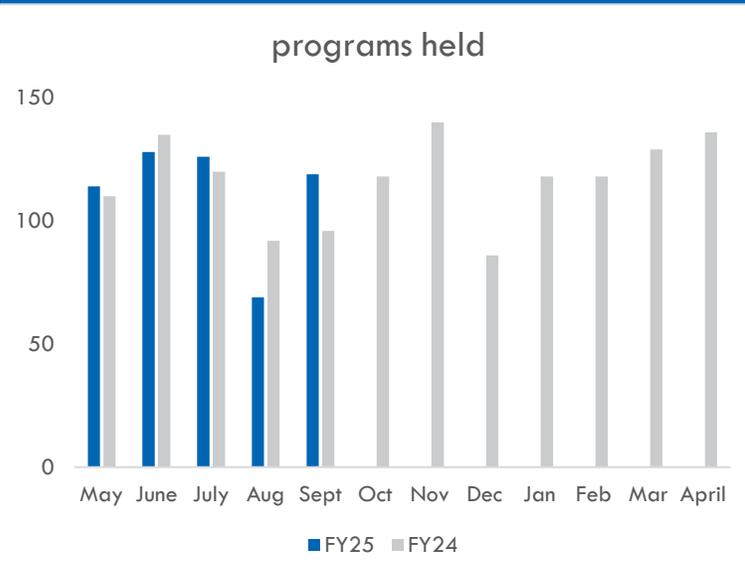


# Circulation

23083 total checkouts this month



# Programs & Outreach





### Meetings with architects

- 9/12: staff team met PA+D to review updates on the project.
- 9/26: staff had two long back-to-back meetings about the project! We're really wrapping up a lot of details like placement of security cameras, wireless access points, PA speaker placement, and more!
- Phasing has been a big discussion at the end of September and early October. **We're tentatively looking at 5 phases with construction lasting 14 months.**
- 10/3: Mary and Brooke met with BOS to discuss office furniture reconfiguration and storage.

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

### APL project work

- Determining bid specifications for items like Cat6 cabling throughout the building, drive-up window, and the new fishtank.
- Communicating with D88 staff about design details for the café space.
- The Library Leadership Team (with Community Engagement taking the lead!) continued work on the building project kickoff event scheduled for Sunday, November 10<sup>th</sup>.
- Staff responded to vendor questions and posted the answers on APL's website about the AMH RFP.
- Staff are busy reviewing the phasing plans proposed by FQC and identifying the rooms/spaces that will be unavailable, the services that will be disrupted, and the staff that will be displaced during each phase. After we have outlined the challenges with the 5 phases, we'll start outlining solutions.

### Overview of project timeline

- **October:** Board considers approving issue for bid.
- **November:** Board receives recommendation to approve bids; Board votes on approval or next step.
- **December:** Board receives recommendation for which AMH contract to approve; Board votes on approval or next step.
- January 2025: construction begins!

## Building Project Kick-off Party!

Sunday, November 10<sup>th</sup> at 2pm

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

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



Library card types are defined in section 2.5 of the Library’s Public Services Policies manual. The current definition of a Child Nonresident card is as follows:

**Child Nonresident**

*Any person under 18 years old who:*

- *does not live within the corporate limits of the Village of Addison*
- *does not live within the corporate limits of another library’s service area*
- *does live closer to the Addison Public Library than a different public library.*

*The address will look like 12W345 Main Street.*

*Child nonresident cards are free for children whose home is at or below the USDA’s income guidelines. Paperwork must be shown each year to confirm one qualifies for this type of card.*

---

As discussed at last month’s Board meeting, I recommend we change this definition to include the highlighted text as shown below and remove the text that is crossed out at the end of the definition.

**Child Nonresident**

As permitted by [Public Act 102-0843](#) and [75 ILCS 5/4-7.12](#), Child Nonresident cards will be issued free of charge to any person under 18 years old who:

- does not live within the corporate limits of the Village of Addison, and
- does not live within the corporate limits of another library’s service area, and
- does live closer to the Addison Public Library than a different public library.

The address will look like 12W345 Main Street.

~~Child nonresident cards are free for children whose home is at or below the USDA’s income guidelines. Paperwork must be shown each year to confirm one qualifies for this type of card.~~

---

Fees for Nonresident Library Cards are addressed in Section 2.3, and we will also need to update language in that policy, if this change is made, as shown below:

## Nonresident Library Card Fees

State law says the Library must charge nonresidents to get a library card. However, Child nonresident cards are free for **patrons under the age of 18, as permitted by Public Act 102-0843 and 75 ILCS 5/4-7.12** ~~children whose home is at or below the USDA's income guidelines. Paperwork must be shown each year to confirm one qualifies for this type of card.~~ The Library uses the tax bill method to determine fees for nonresidents to purchase a **adult** library cards.

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I also recommended adding the highlighted text as shown on pages 3 & 4 below in *Policy 2.2 Borrowing*, under Loan Periods, limiting library users to borrowing just one Wi-Fi enabled device at a time, due to the high demand for these items.

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## 2.2 Borrowing

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### Renewals

Addison Public Library items will be auto renewed if not returned by the original due date.

- Items are renewed for the same length of time as the original loan period.
- Items can be renewed a maximum of two times.
- The renewal period begins on the item's due date.

COHS Chromebooks have unlimited renewals if the patron remains enrolled in the COHS program.

Items will not be renewed for patrons with billed items on their account.

The following items cannot be renewed:

- Items with holds on them.
- Lucky Day items
- Items from outside the SWAN library consortium need the owning library's approval.

### Hold

Any items available for check out can have holds placed on them except for in-library use materials and the Lucky Day collection. Patrons may select which automated system they would like to be used to notify them when their hold is ready for pick-up. Items not picked up within 7 days will be returned to the collection or given to the next person on the holds list. Only the person who placed the item on hold or their designee may pick up the item. Reciprocal borrowers from outside the SWAN library consortium and teacher cardholders are limited to a maximum of 8 holds at one time. Only Addison Public Library cardholders may place holds on Library of Things, new items, puppets, totes, games, and puzzles.

## Interlibrary Loan Within the SWAN Library Consortium

Patrons can request items from within the SWAN library consortium. These items may be sent to a SWAN member library of their choice for the patron to pick up. Only the person who placed the reserve or their designee may pick up the items on hold. The Library follows the [Illinois Interlibrary Loan Code](#).

## Interlibrary Loan Outside the SWAN Library Consortium

Addison Public Library cardholders can request items from other libraries. These items will be sent to the Addison Public Library for the patron to pick up. Only the person who placed the reserve or their designee may pick up the items on hold. This service is not available to any reciprocal borrowers or teacher cardholders. The Library follows the [Illinois Interlibrary Loan Code](#).

## Overdue Notices

Patrons can choose to receive notices via email, text, or phone messages. Overdue notices are sent by the SWAN library consortium. Failure to receive a notice does not decrease the liability of the borrower.

## Returning Materials

### Addison Library Materials

- Items checked out from the library may be returned to other libraries. The patron is responsible for the return and condition of the items.

### Non-Addison Library Materials

- Items checked out from other libraries may be returned at the library. The patron is responsible for the return and condition of the items.

## Loan Periods

Item	Loan Period	Max Item Limits
Reference materials and newspapers	Do not check out	
In-library-use laptops, tablets, and charging cables	Due same day as checked out	
Lucky Day movies and new adult Blu-rays and DVDs movies	1 week	
New adult and teen books, Lucky Day books, new adult music CDs, Blu-rays and DVDs, Blu-ray and DVD box sets, video games, magazines, and Library of Things	2 weeks	Video games: 2 per library card Library of Things: 3 per library card <b>Library of Things internet-enabled items: 1 per library card</b>

Books (exceptions listed above), audiobooks, Large Type books, music CDs, and kits (puppets, puzzles, games, etc.)	4 weeks	
Downloadable and streaming content	Varies by platform	Check out limits, loan periods, and renewals vary by platform
COHS devices	3 months	1 per APL COHS participant

Most patrons can check up to 200 items and most items can be renewed twice as long as no holds are on the item. The exceptions are:

- Lucky Day items are limited to two books and two DVDs per library card, no holds, no renewals. Lucky Day items are not available for homebound delivery.
- Library of Things items with Wi-Fi connections like hotspots and laptops are only available to patrons at least 18 years old. **Library of Things internet-enabled items are limited to 1 per library card**
- Teen Limited Access cardholders are limited to 1 charging cable + 3 physical items, no internet-enabled devices for use outside of the building.
- Teacher cardholders and reciprocal borrowers are restricted from interlibrary loan requests, remote access to databases, and checkouts of laptops, technology equipment, Library of Things, and downloadable/streaming content.



**MEETING ROOM WINDOW SHADES  
OCTOBER 2024**

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It has been challenging for us to find someone who is able and willing to repair the window shades in the large meeting room. The shades are motorized and continuously jam, and so we've turned the system off for the time being, with the shades stuck in their current position. The motor system that controls the shades is still functional, but we need to replace the shades themselves to correct the problem. After contacting numerous vendors and even seeking out the manufacturer, Greg has obtained two price quotes. One is for \$11,750 and one is for \$17,065.59.

We found more vendors who were willing to replace the blinds and install a new motorized mechanism to raise and lower them, but the cost for this, from any vendor, is much higher.

I recommend that the Library accept the Huff Company quote for \$11,750 to replace the solar and blackout shades in the large meeting room, attaching new shades to the existing motor system, as an Asset Replacement expense using money from the Capital Improvement Fund.

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**Fw: Addison Library - Shade Band Replacement**

---

**From** Greg Czajkowski <czajkowski@addisonlibrary.org>  
**Date** Wed 2024-09-25 11:46 AM  
**To** Mary Medjo Me Zengue <medjo@addisonlibrary.org>

---

**From:** David Golle <dgolle@kwcompany.com>  
**Sent:** Wednesday, September 25, 2024 11:45 AM  
**To:** Greg Czajkowski <czajkowski@addisonlibrary.org>  
**Cc:** T Turpin <tturpin@kwcompany.com>  
**Subject:** FW: Addison Library - Shade Band Replacement

You don't often get email from dgolle@kwcompany.com. [Learn why this is important](#)

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

Greg,

Mecho FINALLY got back to us with pricing on the replacement bands. They had to find out if they could still find and use the old clear style spline and if not (Which they couldn't) they had to confirm that the new spline style would fit in the old tubes (which it will).

Cost to come out and swap the 12 total (6 solar and 6 blackout) shade bands as well as reprogram them when done, as needed, using prevailing wage labor rates, would be: \$11,750.00  
If we can use Non-Union then it would be: \$10,300.00

Let me know if you have any questions or need anything else

Thanks!

**Best Regards,  
David Golle**



**100 N Fairway Drive, Suite 134 Vernon Hills, IL 60061**

☎ Office: 847-362-7440 | ☎ Cell: 224-290-7440

✉ e-mail: [d.golle@soundcontrol.com](mailto:d.golle@soundcontrol.com) | 🌐 website: [www.soundcontrol.com](http://www.soundcontrol.com)

37 Sherwood Terrace, Suite 102  
Lake Bluff, IL 60044  
Phone: 847-362-7440  
Fax: 847-362-0427



# Proposal

To:	From: David Golle
Email:	Pages: 2
Phone:	Date: 10/1/2024
Re: Roller Window Shades - Band Replacment	Project: Addison Public Library

Urgent       For Review       Please Comment       Please Reply       Please Recycle

## To Whom It May Concern:

Based upon the provided project Information Provided by Addison Library and Site Visit, The HUFF Company is pleased to provide the following proposal:

**Scope of Work:** Furnish and Install Roller Window Shades for the project located at:  
4 Friendship Plaza  
Addison, IL 60101

## Product:

Type #1: Mecho Shade: Replace 6 Double Shade Bands (6 Solar, 6 Blackout)  
Single Motorized Shades

## Finishes:

Fabric #1: ThermoVeil 1500 Series 3% Openness, Fabric in color 1516 Eggshell  
Fabric #2: Chelsea Blackout Series 0250, 0% Openness, Fabric in color 0251 Chalk

## Accessories:

✓ Existing - Single Shade Pocket, Recessed

## Drawings/Scope Figured:

- ✓ One of the shades is a 4 banded double motorized, motor is on the left side, see below for the fabric sizes:
  - Drive side bracket - Left Band Solar = 122 ¾" Wide x 156" Tall (add extra for wrap)
  - Center Bracket – Left Middle Band Solar = 84 ¾" Wide x 156" Tall (add extra for wrap)
  - Center Bracket – Right Middle Band Solar = 84 ¾" Wide x 156" Tall (add extra for wrap)
  - Idle side bracket - Right Band Solar = 77 1/4 " Wide x 156" Tall (add extra for wrap)
  - Drive side bracket - Left Band BLKOUT = 122 ¾" Wide x 156" Tall (add extra for wrap)
  - Center Bracket – Left Middle Band BLKOUT = 84 ¾" Wide x 156" Tall (add extra for wrap)
  - Center Bracket – Right Middle Band BLKOUT = 84 ¾" Wide x 156" Tall (add extra for wrap)
  - Idle side bracket - Right Band BLKOUT = 77 1/4 " Wide x 156" Tall (add extra for wrap)
- ✓ The next shade is a single band, double motorized shade:
  - Drive Side Right - Solar – 73 7/8" Wide x 156" Tall (add extra for wrap)
  - Drive Side Right - BLKOUT – 73 7/8" Wide x 156" Tall (add extra for wrap)
- ✓ The last shade is also a single band, double motorized shade:
  - Drive Side Right - Solar – 109 1/4 " Wide x 120" Tall (add extra for wrap)
  - Drive Side Right - BLKOUT – 109 1/4 " Wide x 120" Tall (add extra for wrap)

Installation is to be performed by our factory trained crew (prevailing wage) during the standard working hours (Monday through Friday, 8am to 5pm).

**Base Price for MECHOSHADES Materials Furnished & Installed,..... \$11,750.00**  
For 12 Replacment Shade Bands ONLY (6 Solar and 6 Blackout)

**SIGN: X** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*Please Sign and Date above for Approval of Scope of work and Cost, as well as terms below**

**Not included:**

- Taxes, Permits, and other fees are not included.
- Blocking, Furring, or Trim
- Premium time working hours.
- Excludes any other items/materials/scopes that are not specifically included in this proposal.

**Lead Time:** Mecho Shades: 4 - 8 weeks after submittal approvals and field measurements.

**Payment:** **50% due with order (prior to fabrication).**  
Balance due upon completion of installation.  
No retainage.

**Notes:** Prices firm for orders placed within sixty (60) days from the date of this proposal.

Please feel free to call me in the office at (847) 362-7440 if you have any questions or if you would like to review this project in further detail. Thank your very much for the opportunity to provide this proposal.

Best regards,  
HUFF Company, Inc.  
David Golle  
[d.golle@soundcontrol.com](mailto:d.golle@soundcontrol.com)  
O: 847-362-7440 / C: 224-290-7440

**INFINITI SHADES, INC**  
 7161 N Cicero Ave Ste 204  
 Lincolnwood, IL 60712  
 +1 8479577000  
 INFINITISHADES17@GMAIL.COM



# INFINITI SHADES

**ADDRESS**

ADDISON PUBLIC LIBRARY  
 4 Friendship Plaza, Addison, IL  
 60101  
 (630) 543-3617

**SHIP TO**

ADDISON PUBLIC LIBRARY  
 4 Friendship Plaza, Addison, IL  
 60101  
 (630) 543-3617

Estimate 69736

DATE 07/31/2024

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Custom Roller Shades</b> FURNISH AREA, (MEETING ROOM)	1	7,250.00	7,250.00T
	7 HEAVY DUTY X LARGE CUSTOM ROLLER SHADE, SERIES VX 3000 COLOR: WHITE LINEN OPENESS FACTOR: 3% VALANCE: NON CHAIN TYPE: NON NFPA 701A			
	<b>Custom Roller Shades</b> FURNISH AREA, (MEETING ROOM)	1	5,736.00	5,736.00
	7 HEAVY DUTY X LARGE CUSTOM ROLLER SHADE, SERIES VX PINT POINT COLOR: WHITE LINEN OPENESS FACTOR: BO VALANCE: NON CHAIN TYPE: NON NFPA 701A			

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Removal and Installation</b> FURNISH AREA, (MEETING ROOM)	1	3,450.97	3,450.97
	INSTALL 14 HEAVY DUTY ROLLER SHADES WITH NEW FABRIC, AND CONNECT TO EXISTING POWER. TAKE DOWN 14 HEAVY DUTY SHADES, BRING BACK TO FACTORY TO RESTORE FABRIC.			
	<b>TRAVEL FEE - SHIPPING - HANDLING</b> 4 Friendship Plaza, Addison, IL 60101	1	275.00	275.00
			SUBTOTAL	16,711.97
			TAX	353.72
			<b>TOTAL</b>	<b>\$17,065.69</b>

Accepted By

Accepted Date



**October 2024  
2025 LIBRARY CLOSURES**

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New Year's Day: Wednesday January 1

**Staff Development Day: Friday February 28**

Easter: Sunday April 20

Day before Memorial Day: Sunday May 25

Memorial Day: Monday May 26

Independence Day: Friday July 4

**Staff Development Day: Friday August 8**

Day before Labor Day: Sunday August 31

Labor Day: Monday September 1

Day before Thanksgiving: Wednesday November 26 (5-9 PM)

Thanksgiving: Thursday November 27

Christmas Eve: Wednesday December 24

Christmas Day: Thursday December 25

New Year's Eve: Wednesday December 31



**SURPLUS EQUIPMENT AND FURNISHINGS**  
**OCTOBER 2024**

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<b>Quantity</b>	<b>Item</b>	<b>Condition</b>
12	Country Casual Savannah steel patio chairs	Poor
4	Country Casual Savannah steel patio tables	Poor
1	Jon-Don UP-AG18 Agitator carpet cleaner	Inoperable

## Chapter 10 - Programming

- ☑ Library programs should strive to be free of charge. [We do not charge for library programs.](#)
- ☑ 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, although we often partner with other agencies and community groups on programming.](#)
- ☑ 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 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 will be addressed as part of the renovation project. Phones are available at the 2<sup>nd</sup> floor Adult Services and IT Service desks. The Teen Services 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 (who are part of our Materials Management Dept.) 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; We will soon launch our updated website that will be fully ADA-compliant. Many of our staff, and especially Samantha Parkison and Sarah van der Heyden have spent countless hours on this project over the last several months.
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
  - The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☑ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☑ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☑ The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
- ☑ The library staff must be:
  - computer literate;

- trained to use and assist patrons in the use of electronic resources and materials; and
- accessible via email and/or through messaging services.
- ☑ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- ☑ The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share)
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- ☑ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ☑ The library has a board-adopted Internet acceptable use policy.
- ☑ The Internet acceptable use policy is reviewed annually.
- ☑ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ☑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
- ☑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ☑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- ☑ The library protects the integrity, safety, and security of its technological environment.
- ☑ The library's automated catalog and its components comply with current state, national, and international standards.
- ☑ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal

Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

## Chapter 13 - Marketing, Promotion, and Collaboration 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 Intergovernmental group that meets quarterly each year is a great example of how we can promote library programs and services to other community leaders and also learn more about their agencies to improve collaboration. Our Community Engagement Department also leads the effort in a number of outreach opportunities which range from visits to the schools, parks, and places like Clarendale to our weekly booth at Rock 'n Wheels and our membership in the local Kiwanis Club, which all serve to help us raise our profile in the community and promote the library.
- 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. Most recently, we have invited our elected officials to attend the recent Career Online High School (COHS) graduation as well as the upcoming Renovation kick-off event to be held in November.
- 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 the opportunity to visit area libraries regularly for networking meetings and professional development. I highly encourage board members to visit other libraries as well. We often get new ideas from these visits, and it is a great opportunity to see how our physical spaces, our collections, and programs, and services compare to what is being offered in other communities.
- 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.

I admit to my dumb actions  
and I know where I did it  
wrong and stupid. I guess I  
felt peer pressure to make people  
laugh. I agree to help grow the  
library if necessary and I will  
own up and promise to never  
do that again. I understand that  
means time away from here and I'm  
sorry.

We recently banned two Indian Trail students from the library for inappropriate behavior. On the day they were informed of the ban, they wrote this apology note before leaving.

Dear Addison Public Library, I am really sorry for what I did. I was wrong for what I did and I will not do it again. The actions that I did were immature. I promise that I will behave in and outside of the Library after school is over. We were being very irresponsible and inconsiderate. I understand the inconvenience we caused the library and staff. Upon realizing my mistake, I felt a deep sense of responsibility to address the issue and ensure that it does not happen again in the future.

After receiving this note, please contact my  
dad, E



OCT 0 8 2024

Date: 9-30-24

To: Mary Medjo Me Zengue, Director

From: Jan Pinotti, Customer

Contact:

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

\* cont.  
I would recommend Matt Williams to the Addison  
Public Library for professional support. Thank you.  
Let us know how we've served you well, what we should try next, and where we stand to  
improve. We appreciate your feedback!

Today, I met with Matt Williams,  
Business Services Specialist to  
review & discuss job seeking  
expertise. I also registered &  
watched the recording for the Over50  
program Matt hosted, which was  
extremely helpful & current.

My meeting with Matt today was  
so helpful, and informative.  
He was respectful, kind, & super  
informed & on-target with suggestions.  
My job seeking experience will step up to a greater  
level because of my time spent with Matt.

OCT 07 2024

Fecha:

Para: Mary Medjo Me Zengue, Directora

De:

Número de Teléfono:

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

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

Es increíble la falta de educación de los niños que asisten a esta librería, dicen malas palabras comen adentro de la librería y a los otros niños que asisten aquí, no guardan silencio solo hacen disturbios es vergonzoso.

*It's incredible to witness the lack of manners of the kids who visit this library, they use bad words, eat inside the library*

*And the other kids that visit, they're not quiet they only cause disruptions it's embarrassing.*

Date: 10-8-24

To: Mary Medjo Me Zengue, Director

From:

Contact: Jooi

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!

I had questions about "Libby"  
Jody was most helpful & asked if  
there were any more questions. I asked  
about my cell phone & she carefully  
lead me thru a few options. I enjoy  
our helpful library. Many of the  
librarians!

Date: 10-9-24

To: Mary Medjo Me Zengue, Director

From: Joan Crotty

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!

How about putting an up  
only escalator ?



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# MEMORANDUM

**To:** Monica Harris, RAILS Executive Director  
Joe Filapek, RAILS Associate Executive Director

**From:** Julie Tappendorf  
Eugene Bolotnikov

**Subject:** Decreased Treasurer Bond and Insurance Requirements in Library Laws

**Date:** September 18, 2024

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On June 7, 2024, Governor Pritzker signed HB 4951 into law as [Public Act 103-592](#) (“**P.A. 103-592**”). The law became effective on July 1, 2024. P.A. 103-592 amended provisions contained in the Public Library District Act of 1991 and the Illinois Local Library Act to reduce the amount of the treasurer bond or insurance policies/instruments that library treasurers must provide to their library boards. We have provided some information about the new law and its impacts in the memorandum.

## **I. Previous Treasurer Bond/Insurance Requirements**

Before P.A. 103-592 was signed into law, state law required a library treasurer to provide a bond in the amount of not less than 50% of the total funds received by the library in the prior fiscal year.<sup>1</sup> As an alternative to a library treasurer providing a bond, state law allowed a library treasurer to secure an insurance policy or other insurance instrument that would provide the library with coverage similar to what a bond would cover in an amount at least equal to 50% of the average amount of the library's operating fund from the prior three fiscal years.

## **II. P.A. 103-592 Changes to Treasurer Bond/Insurance Requirements**

P.A. 103-592 made two significant changes to the two library statutes.

First, it reduced the required bond amount to not less than 10% of the total funds received by that library in the prior fiscal year from the previously required 50%.<sup>2</sup>

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<sup>1</sup> The Library System Act had a similar requirement, except that the required bond must be not less than 50% of the system's area and per capita grant for the prior year.

<sup>2</sup> The statute also amended the Library Systems Act to reduce the amount of the bond for a library systems treasurer to not less than 10% of the system's area and per capita grant for the prior year.

ANCEL GLINK

September 18, 2024

Page 2

Second, it reduced the amount of insurance required if a library chooses the alternative coverage in lieu of providing a bond to not less than 10% of the average amount of the library's operating fund from the prior three fiscal years from the previously required 50%.<sup>3</sup>

### **III. P.A. 103-592 Impact on RAILS and Member Libraries**

RAILS member libraries should see some cost-savings from the statutory change as the cost to purchase a treasurer's bond or insurance should decrease because of the reduced required amount of bond or alternative insurance coverage.

If a library treasurer currently in office has already provided the required bond or insurance in the coverage amounts required before P.A. 103-592 took effect (i.e., at least 50%), that bond or insurance remains valid because it exceeds the new reduced 10% bond or insurance coverage requirement.

### **IV. Conclusion**

We encourage RAILS member libraries to consult with their legal counsel if they have any questions about the impact this new law has on their library. In addition, RAILS members might consider reaching out to the provider of their current treasurer's bond/insurance to discuss making changes to the amount of treasurer coverage at the renewal date since the new law will not automatically change your current coverage. Finally, it is important to understand that if you carry crime or D&O insurance coverage through an insurance provider or risk pool, that coverage probably does not cover the statutory treasurer bond requirement discussed in this memorandum, so we recommend you consult with your insurance or risk pool representative if you are not sure if you have the appropriate treasurer coverage.

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<sup>3</sup> Similar to above, the statute also reduced the Library Systems Act insurance amount to 10%.

AUGUST 29,2024

## FORM ADV PART 2A BROCHURE



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This Brochure provides information about the qualifications and business practices of Ehlers Investment Partners, LLC., the Adviser. If Client have any questions about the contents of this Brochure, please contact us at (651) 697- 8500 or [pziermann@ehlers-inc.com](mailto:pziermann@ehlers-inc.com). The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Adviser is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Adviser's searchable IARD/CRD number is 146385.

Adviser is registered as an investment adviser. Registration with the United States Securities and Exchange Commission or any state securities authority does not imply a certain level of skill or training.

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## ITEM 2: SUMMARY OF MATERIAL CHANGES

This Item discloses material changes since the last update of this Brochure on August 17, 2023.

Since our last annual amendment, no material changes have been made.

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## ITEM 4: ADVISORY BUSINESS

### Company Background

Ehlers Investment Partners, LLC (“EIP” or “Company”) was formed in January 2012 when Ehlers Companies (“Holding Company”, not to be confused with the affiliates below) acquired BBE Community Investment Partners, LLC, as a wholly owned subsidiary, and renamed it, Ehlers Investment Partners. Continuing the business BBE started in 2007, EIP offers asset management, cash forecasting, treasury management consulting, and investment administration primarily to local governmental entities, i.e., counties, cities, towns, school districts and special districts.

### The Joint Marketing Name: Ehlers

EIP and two other companies, Ehlers & Associates, Inc. (“EA”), and Bond Trust Services Corporation (“BTS”), are wholly owned subsidiaries of Holding Company, which is, in turn, ultimately owned by the Ehlers & Associates, Inc. Employee Ownership Trust (the “Ehlers Trust”). As owner of all (or virtually all) of the membership interests in EIP, Holding Company controls management of EIP and the other two affiliates, including calling of meetings to elect new officers or managers.

EIP, EA, and BTS have adopted the joint marketing name of “Ehlers”. We refer to the three affiliates, jointly and severally, as the “Ehlers Companies,” which are owned by Holding Company.

We focus on offering a range of complementary products and services intended to meet the varied needs of local governments and public agencies. Certain services and activities (such as financial management planning and debt issuance & management for municipal issuers) must be performed by a municipal advisor registered pursuant to Section 15B of the Securities Exchange Act of 1934. Similarly, there are certain activities (such as advice regarding securities, and treasury management advice) that require an adviser’s services pursuant to the Investment Advisers Act of 1940, in which case EIP will perform the activity. To meet the increasingly complex needs of our Clients, our banking affiliate, BTS, offers financial products and services regulated under state banking laws, such as paying agent services. Activities that do not require licensing or registration may be performed by any of the Ehlers Companies.

### EIP’s Services

Clients may engage EIP to manage all or a portion of their investment portfolios on a discretionary or non-discretionary basis. When assets are managed on a discretionary basis, EIP has written authority to implement investment decisions on behalf of the Client without first seeking the Client’s consent. When assets are managed on a non-discretionary basis, EIP has written authority to implement investment decisions on behalf of the Client after first obtaining the Client’s consent. Clients who engage Ehlers on a discretionary basis may, at any time, request reasonable restrictions, in writing, and subject to review and approval, Ehlers will accommodate such requests (i.e., limit the types/amounts of particular securities purchased for their account, exclude the ability to purchase securities with specific investment ratings, etc.).

EIP's asset management recommendations are limited by state statutes that govern investments permitted by local governmental entities; however, in certain limited situations covered by state statute (such as investments of hospital funds of governmental entities in Minnesota) EIP is permitted to invest according to the governmental entity's written investment policies and procedures, without the usual constraints applicable to investments by such governmental entity. In any event, EIP will honor the reasonable restrictions on investing in certain securities or types of securities imposed by the Client in writing. Refer to Item 8 for further information about our investment recommendations.

In addition to asset management services, EIP also offers consulting services, such as, treasury management consulting. Where EIP provides general consulting services, Ehlers will work with the Client to prepare an appropriate summary of the specific project(s) to the extent necessary or advisable under the circumstances. EIP also provides bidding agent services for municipal issuers undertaking an advanced refunding of outstanding debt. The bidding agent is responsible for obtaining bids on a portfolio of approved securities that meet the distribution requirement from the escrow account. EA refers its municipal issuer Clients to EIP for bidding agent services and discloses to its Clients that EIP is an affiliate. The issuer will retain EIP under an agreement separate from EA. See Item 10 for further information.

EIP also participates with EA in presenting educational seminars, often to groups of professionals, on subjects related to the public finance markets. For example, the Ehlers Companies present an annual Minnesota Public Finance Seminar for accountants, lawyers, and assessors to learn about affordable housing programs, Tax-Increment Financing, Environmental, Social & Governance (ESG) housing trends, and similar topics. The majority of the content of these seminars is provided by EA and pertains to the municipal advisor industry; EIP will present for at least one session. A fee is charged to attend the seminars, which varies but is generally less than \$350. EIP does not receive a direct share of the seminar fee; however, EA is considered a "related person," that is under common control with EIP. EIP indicated on Form ADV Part 1A, Item 5.G.(11) that we provide educational seminars.

As of 06/30/2024, non-discretionary regulatory assets under management were \$2,735,110,703.24. EIP did not manage any regulatory assets under management on a discretionary basis as of 06/30/2024.

## **ITEM 5: FEES & COMPENSATION**

### **Asset Management Services**

For its asset management services, EIP invoices and receives Advisory Fees monthly, in arrears, at the following annual rates (subject to negotiation, as provided below), applied to the average daily assets under management, calculated on the market value of said assets, payable monthly.

## Annual Advisory Fee Rate

Average Daily Assets Under Management	Annual Advisory Fee Rate
Less than or equal to \$24,999,999.99	0.50%
Next \$25,000,000 up to \$49,999,999.99	0.40%
Next \$50,000,000 up to \$99,999,999.99	0.30%
Next \$100,000,000 and greater	0.20%

The Advisory Agreement for asset management services will describe the fees and other terms of the Client's relationship with EIP. EIP reserves the right, in its sole discretion, to negotiate all fees, terms and conditions of the Client's Advisory Agreement and relationship with EIP. There is no assurance that fees or terms of our agreements with other Clients reflect the rates shown in the schedule above or will be the same as charged to Client or other Clients. EIP has and will provide discounts, fee reductions, and other terms to some Clients that are not offered to all Clients.

## Bidding Agent Services

EIP's fees for bidding agent services are based on the size of the escrow portfolio, are subject to the cap for qualified administrative costs under IRS regulations and are subject to cost-of-living adjustments, as announced by the IRS from time to time. As of August 2018, the maximum bidding agent fee was the lesser of (a) \$39,000, or (b) 0.20 percent of the "computational base." Computational base for this purpose means the amount of proceeds initially invested in those investments that make up the aggregate value of the investment portfolio that is successfully purchased from a qualified bidder and delivered to the relevant escrow account. Such fees shall be paid at bond sale closing from the bond sale proceeds on the Client's behalf directly to EIP.

## Consulting

EIP charges a flat fee or hourly fee, typically \$300 per hour for consulting services. Fees are payable when invoiced.

## Payment of Fees

Fees for asset management or consulting services (but not Investment Agent Service) will be invoiced to the Client and are due and payable on a monthly basis, according to the Advisory Agreement executed by the Client. Unless Client instructs EIP in writing on the Schedule of Fees to the Advisory Agreement for asset management or consulting services that all fee payments will be made by Client directly to EIP, all Fee payments will be made by deduction from the custodian account immediately upon presentation of EIP's Advisory Fee invoice to the custodian. Custodian is authorized and directed to deduct the Advisory Fees directly from the custodian's account and pay the Advisory Fees to EIP when due, according EIP's instruction, without prior notice to or further consent from Client.

## Trading & Other Costs

Clients may incur additional fees and expenses from brokerage-based activities; Clients should be aware that all custodial and execution fees remain separate and distinct from those fees charged by EIP for its asset management services. For more information on EIP's Brokerage Practices, please refer to Item 12 of this Brochure.

When investing in mutual funds or unit investment trusts ("UITs"), many of the investments EIP expects to select will be "load-waived" investments; however, it is likely that some investments will carry sales charges or other transaction-related expenses that Clients will incur in connection with the purchase, sale, redemption, or exchange of the mutual funds or UITs. With respect to exchange-traded funds (ETFs), these are always purchased and sold on an exchange (like a stock); Clients should expect to incur typical brokerage commissions in connection with the purchase or sale of ETF shares.

Transactions involving mutual funds or UITs and brokerage transactions involving ETFs will generally be affected through the broker-dealer for the Client's custodial account, according to the terms of the Client's custodial agreement, as described in Item 12.

## Allocation of Limited Investment Opportunities

Generally, investment decisions with respect to Client accounts are made as and when (or in anticipation of when) the account will have cash/cash equivalent available for investment and based on client direction. This process reduces the potential for conflict between two or more Clients interested and able to purchase the same investment at the same time.

Where two or more Clients have cash/cash equivalent available for investment and are interested in a limited investment opportunity, EIP must decide based on client direction which Clients will be able to participate, and the extent of such participation. In such situations, EIP will:

- » Determine whether EIP became aware of or was introduced to such opportunity by or on behalf of a specific Client; if so, then such opportunity will be offered first to such Client (if qualified to invest, with sufficient cash/cash equivalent available for investment, and such opportunity would be suitable, according to the terms of the Client's investment policy statement); but if not, then,
- » After reviewing the Clients with sufficient cash/cash equivalent available for investment and for which the opportunity would be suitable, according to the terms of their investment policy statements; and,
- » Considering the factors it deems relevant, as described below, and any prior history of equitable allocations involving such Clients, EIP will allocate such opportunity as it determines to be fair under the circumstances, including through use of a rotation or other system, which may be pro rata, or based on allocation to one (or more) of such Clients.
- » In determining the Client or Clients to receive an allocation of a limited investment opportunity, EIP may, in its discretion, consider and give greater (or lesser) weight to, among

other items, any of the following factors: actual, estimated, or target rates of return; liquidity; investment restrictions; and performance of a Client's account relative to target benchmarks, compared to other Clients relative to their target benchmarks (that is, an allocation may be made to a Client lagging its target benchmark by a greater amount than other Clients that are not lagging or are lagging by lesser amounts). Affiliated accounts will not participate in the allocation of limited investment opportunities.

Such factors may be calculated, derived, or estimated by EIP from any third party or data source EIP believes to be reasonably reliable. Although the selection of one or more Clients to participate in a particular opportunity may, in that instance, work to benefit the participating Client(s) (to the detriment of any non-participating Clients), EIP will use reasonable efforts to manage all Clients fairly and non-preferentially over time.

## Investment Company Expenses

As used in this Brochure, the term "Investment Company Expenses" refers to the following internal fees and expenses deducted from the assets of mutual funds, unit investment trusts ("UITs"), or exchange-traded funds (ETFs):

- » Mutual funds, UITs, and ETFs (all referred to as a "fund") deduct from their assets the internal "Management Fees," operating costs, and investment expenses they incur to operate the fund. These internal expenses also include recordkeeping fees, and transfer agent (and in some cases, sub-transfer agent) fees, among others. All of these represent indirect expenses that are charged to the fund's shareholders.
- » Frequently, these internal expenses also include "Distribution Fees." These amounts are deducted from the fund's assets to compensate brokers who sell fund shares, as well as to pay for advertising, printing, and mailing prospectuses to new investors, and printing and mailing sales literature. Mutual fund internal expenses also commonly include "Shareholder Service Fees" which are amounts deducted from the fund's assets to pay the costs of responding to investor inquiries and providing investors with information about their accounts.
- » Distribution Fees and Shareholder Service Fees are referred to collectively as "12b-1 Fees." The 12b-1 Fees are calculated for each class of shares of a fund and are calculated as a percentage of the total assets attributable to the share class. The 12b-1 Fees, internal Management Fees, and other ongoing expenses are described in the fund's prospectus Fee Table. These fees will vary from fund to fund and for different share classes of the same fund. Mutual funds may also impose an early redemption fee if shares are redeemed within a short time period, usually within 180 days from the date of purchase, generally one percent.

EIP does not receive any of the Investment Company expenses.

## Termination of Agreement

Each Advisory Agreement is reviewed annually by EIP. Each Advisory Agreement permits the Client to terminate the agreement without cause at any time by giving EIP written notice at least thirty calendar days prior to the date on which termination is to become effective. In the event of termination, EIP will prorate its fees based on the actual number of days that the account was managed and any fees due to EIP from the Client will be invoiced or deducted from the Client's account prior to termination.

## ITEM 6: PERFORMANCE-BASED FEES & SIDE-BY-SIDE MANAGEMENT

Neither EIP nor any supervised person accepts a performance-based fee from any Client.

## ITEM 7: TYPES OF CLIENTS

EIP provides investment advisory, cash forecasting, treasury management consulting and investment administration services to local government entities, charitable organizations, corporations, and business entities.

In addition, EIP provides investment advisory services to Holding Company. Conflicts may arise related to the management of affiliated accounts. Refer to Items 8 and 11 for more information regarding our management of these conflicts.

EIP does not impose a minimum dollar value of assets for starting or maintaining an account.

## ITEM 8: ANALYSIS METHODS, INVESTMENT STRATEGIES & RISK OF LOSS

EIP primarily recommends fixed income or other investments, as permitted by state statutes governing investments by local governmental entities. In those limited situations where state statutes permit EIP to invest according to the governmental entity's written investment policies and procedures without regard to the usual statutory limitations, EIP's recommendations will be consistent with the governmental entity's written investment policies and procedures; and to the extent permitted, EIP's recommendations may include, for example, shares of "index funds" which may be open-end management investment companies (mutual funds) or unit investment trusts ("UITs") whose primary investment objective is to achieve approximately the same return as a particular market index; or shares of exchange-traded funds ("ETFs").

### Methods of Analysis

EIP uses Fundamental, Technical, and Quantitative methods for security analysis when formulating investment advice and managing assets.

### ***Fundamental***

Fundamental analysis is a general assessment based upon various factors including sale price, asset value, market structure, and history. EIP will analyze the financial condition, capabilities of management, earnings, new products and services, as well as the Company's markets and position among its competitors in order to determine the recommendations made to Clients. The primary risk in using fundamental analysis is that while the overall health and position of a company may be good, market conditions may negatively impact the security.

### ***Technical & Quantitative***

Technical analysis employs the use of statistical models and quantitative methodologies to evaluate performance and value over a specified period of time. Technical analysis involves the analysis of past market data rather than specific company data in determining the recommendations made to Clients and may involve the use of charts to identify market patterns and trends which may be based on investor sentiment rather than the fundamentals of the company. The primary risk in using technical analysis is that spotting historical trends may not help to predict such trends in the future. Even if the trend will eventually reoccur, there is no guarantee that the firm will be able to accurately predict such a recurrence.

### ***Index Funds & ETF Analysis***

The index funds and ETFs that EIP generally recommends are passively managed, except to the extent required to track their stated indices. EIP considers the amount of the fund's internal fees and expenses, and the extent of any overlap with the underlying investments held by other index funds or ETFs owned by the Client. EIP monitors the investments in different index funds and ETFs to identify unexpected concentrations arising from overlapping holdings, fund tracking errors, and the reasonableness of internal fees and expenses.

## **Risk of Loss**

While EIP seeks to diversify Clients' investment portfolios across various asset classes consistent with each Client's investment policy statement in an effort to reduce risk of loss, all investment portfolios are subject to risks. Accordingly, there can be no assurance that Client investment portfolios will be able to fully meet their investment objectives and goals, or that investments will not lose money.

Investments in fixed income securities involves some risk of loss, below is a description of several of the principal risks that Client investment portfolios face.

### **Fixed Income Risks**

EIP may invest portions of Client assets directly into fixed income instruments, such as bonds and notes, or may invest in pooled investment funds that invest in bonds and notes. While investing in fixed income instruments, either directly or through pooled investment funds, is generally less volatile than investing in stock (equity) markets, fixed income investments nevertheless are subject to risks.

These risks include, without limitation, interest rate risks (risks that changes in interest rates will devalue the investments), credit risks (risks of default by borrowers), or maturity risk (risks that bonds or notes will change value from the time of issuance to maturity).

### ***Credit & Default Risk***

Credit risk is the risk that the issuer of the debt obligation will be unable to make interest or principal payments on time. A decrease in an issuer's credit rating may cause a decline in the value of the debt obligations held.

### ***Liquidity Risk***

Liquidity risk is the risk that holdings which are considered to be illiquid may be difficult to value. Illiquid holdings also may be difficult to sell, both at the time or price desired.

### ***Interest Rate Risk***

The value of debt obligations will typically fluctuate with interest rate changes. These fluctuations can be greater for debt obligations with longer maturities. When interest rates rise, debt obligations will generally decline in value and Client could lose money as a result. Periods of declining or low interest rates may negatively impact the Fund's yield.

### ***Market Risk***

Prices of securities held by a Client's portfolio may fall. As a result, Client investments may decline in value and Client could lose money.

### ***Index Fund or ETF Risks***

As in all investments, past performance of index fund or ETF investments does not guarantee future results. An index fund or ETF that has been profitable in the past may not be able to replicate that success in the future. Further, since EIP does not control the underlying investments in an index fund or ETF, different index funds or ETFs in a Client's account may purchase the same security, increasing the risk to the Client if that security were to fall in value. Investment restrictions applicable to index funds and ETFs, which generally require tracking a particular index, may cause an index fund or ETF to have less flexibility than a non-index fund or ETF with a broader investment mandate when reacting to price declines in the securities contained in the index. Some index funds or ETFs may use derivatives (such as options or futures) to help achieve their investment objectives, which may increase their risks or volatility. Finally, EIP does not control the manager's daily business or compliance operations necessary to track the stated index and comply with regulatory requirements, and EIP may be unaware of the lack of internal controls necessary to prevent business, regulatory or reputational deficiencies.

## **ITEM 9: DISCIPLINARY INFORMATION**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to a Client's evaluation of EIP or the integrity of EIP management. EIP has no disciplinary events to report.

## **ITEM 10: OTHER FINANCIAL INDUSTRY ACTIVITIES & AFFILIATIONS**

EIP provides bidding agent services to municipal issuers undertaking an advanced refunding of outstanding debt. The bidding agent is responsible for obtaining bids on a portfolio of approved securities that meet the requirements from the escrow account. EIP serves as bidding agent and is paid a fee for the services based on the size of the escrow portfolio. EIP's fee for bidding agent services is subject to the cap for qualified administrative costs under IRS regulations, as adjusted from time to time. As of August 2018, the maximum bidding agent fee was \$39,000 per escrow successfully purchased from a qualified bidder and delivered to the relevant escrow account, subject to cost-of-living adjustments, as announced from time to time. All bidding agent fees are paid directly to EIP from the Issuer of Debt. EIP's affiliate, EA, refers its municipal issuer Clients to EIP for bidding agent services, and discloses to all Clients that EIP is an affiliate of EA.

Clients should be aware of a conflict of interest involving EA. From time to time, when EIP purchases municipal bonds or similar securities, the issuer of the bonds or other securities will be a customer of EA. EA works with many local governmental entities in connection with their municipal securities offerings. Client may wish to evaluate whether the conflict of interest has influenced EIP to create a false appearance of the actual level of secondary market transaction involving such securities or influenced the reasonableness of the prices for which EIP bought or sold such securities.

The conflict arises from the fact that when EIP makes decisions for the purchase of securities for Client accounts, EIP is in a position to choose the securities of EA' customers rather than the securities that are in the best interest of the Client. This would cause the customer's securities to be purchased based on the economic benefits to our affiliate rather than the Client's interest in the best price and execution. Clients should evaluate these risks and evaluate whether to conduct further assessment or review.

## **ITEM 11: CODE OF ETHICS, PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS & PERSONAL TRADING**

Pursuant to Rule 204A-1 of the Investment Advisers Act of 1940, EIP has adopted a Code of Ethics ("the Code"). The Code governs personal securities trading and investment activity by the related persons of EIP.

The Code of Ethics describes EIP's fiduciary duties and obligations to Clients. All supervised persons are expected to place the needs and interests of every Client ahead of their own personal interests. Supervised persons are expected to avoid any type of behavior that conflicts, potentially conflicts with, or raises the appearance of any actual or potential conflict with the interests of our Clients. In addition, supervised persons of Ehlers Investment Partners, are not to acquire any personal benefit or advantage as a result of the performance of their normal duties as they relate to Clients.

The Code sets forth policies and procedures to monitor and review the personal trading activities of supervised persons. From time to time, supervised persons may invest in the same securities

recommended to Clients. Under its Code, EIP adopted procedures designed to reduce or eliminate conflicts of interest that this could potentially cause. The Code's personal trading policies include procedures for limitations on personal securities transactions of supervised persons, reporting and review of such trading and pre-clearance of certain types of personal trading activities. These policies are designed to discourage and prohibit personal trading that would disadvantage Clients.

The Code also provides for disciplinary action as appropriate for violations. In the event of any identified potential trading conflicts of interest, EIP's goal is to place Client interests first. Consistent with the foregoing, EIP maintains policies regarding participation in initial public offerings (IPOs) and private placements in order to comply with applicable laws and avoid conflicts with Client transactions. If a supervised person wishes to participate in an IPO or invest in a private placement, he or she must submit a pre-clearance request and obtain the approval of the Chief Compliance Officer.

EIP maintains policies intended to prevent conflicts between the management of Holding Company accounts and Client accounts. Affiliated accounts will not participate in block orders along with Client accounts, or trade in same securities as Clients on the same day.

EIP collects and maintains records of securities holdings and transactions made by employees. EIP's Chief Compliance Officer reviews the personal trading practices of Holding Company and its supervised persons to identify and resolve any potential or realized conflicts of interest.

## **ITEM 12: BROKERAGE PRACTICES**

In selecting brokers, EIP will seek to obtain the "best execution" of Client transactions under the circumstances of the particular transaction consistent with its fiduciary duty. In selecting brokers, primary consideration will be given to securing the most favorable price and efficient execution. Within the framework of this policy, the reasonableness of commission or other transaction costs is a major factor in the selection of brokers and is considered together with other relevant factors, including, but not limited to, a broker's financial stability, execution capability, responsiveness, and commission rates; research and other services offered by a broker; and the size and type of the transaction.

EIP participates in U.S. Bank and Pershing's Institutional brokerage program and recommends that Client accounts be held with U.S. Bank or Pershing as custodian. The Client grants EIP authority to effect transactions with or through a broker-dealer selected in EIP's discretion, including the custodian or a broker-dealer affiliated with the custodian. In selecting brokers, EIP will consider the full range and quality of the broker's services, including, among other things, execution capability, cost, financial responsibility, responsiveness, and the value of research and other services; provided, EIP will not recommend a broker solely on the basis of the lowest possible commission cost, but rather, EIP will determine whether the broker has the ability to provide the best overall qualitative execution considering all factors, including services that benefit our firm. Refer also to Conflicts of Interests Involving Recommendation of Custodian, below.

Based on the above criteria, Client accounts will not always pay the lowest commission or commission equivalent as specific transactions can involve specialized services on the part of the broker. This would justify higher commissions (or their equivalent) than other transactions requiring routine services. Most advisory transactions are fixed income investments. Prior to execution, EIP reviews the fixed income investment price against sources such as Bloomberg and dealer relationships to determine whether prices offered are reasonable and competitive.

While EIP does not have any formal soft dollar arrangements, EIP receives economic benefits through its participation in U.S. Bank and Pershing's Institutional programs. Benefits include the following (provided without cost or at a discount): receipt of duplicate Client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving EIP; the ability to have Advisory Fees deducted from Client accounts; access to an electronic communications network for Client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance marketing, research, technology, and practice management products or services provided to EIP by third-party vendors. Under certain circumstances, these programs will also pay for business consulting and professional services, if requested by EIP. The benefits received from these programs do not depend on the amount of brokerage transactions directed to U.S. Bank or Pershing. As part of its fiduciary duties to Clients, EIP endeavors at all times to put the interests of its Clients first. Clients should be aware, however, that the receipt of economic benefits by EIP in and of itself creates a conflict of interest and provide an incentive that influence EIP's recommendation of U.S. Bank or Pershing for custody and brokerage services.

If EIP is directed by the Client to direct trades to a specific broker-dealer other than the custodian typically used by EIP for trade execution, EIP's ability to negotiate commissions (where applicable), obtain volume discounts or otherwise obtain best execution might not be as favorable as it could otherwise obtain, and as a result, the Client could pay higher transaction costs or receive less favorable execution than accounts where EIP has the ability to select the broker.

## **Conflicts of Interests Involving Recommendations of Custodians**

EIP has and will establish relationships with various financial institutions to provide custodial services for EIP's advisory Clients, and that will also provide additional or other services involving EIP's affiliates. Depending on the particular circumstances, financial institutions provide economic incentives to encourage recommendation of their custodial (and in some cases, additional or other) services, usually in the form of lowered fees as the number of accounts or aggregate assets referred by EIP or its affiliates increase. Although Clients receive the direct benefit of lowered fees, EIP and, depending on the circumstances, its affiliates are able to attract new or retain existing Clients by being able to offer lower- cost or other custodial or related services. Clients should understand that a conflict of interest exists because the economic benefit EIP derives from being able to offer lower-price services of a financial institution provides an incentive for EIP to recommend the third-party financial institution based on the economic benefits EIP receives rather than the ability of the particular financial institution to meet the custodial or other needs of the Client. EIP addresses this conflict by disclosing it in this Brochure, and through our on-going process of initially reviewing and approving, and then monitoring the nature and overall quality of custodial and other services provided by the financial institutions EIP recommends.

## Policies Regarding Order Aggregation

EIP aggregates orders for the purchase or sale of securities on behalf of its accounts. Clients should be aware that having their orders aggregated into a “block order” with the orders of other Clients has the potential to offer economic benefits, including volume discounts on their orders, timelier execution, a reduction of adverse market effects from separate, competing orders, mutual sharing and reduction of transaction costs, and the possibility of negotiated price improvements for larger block orders. For our Clients, each order receives the actual price per trade, and bears its actual transaction costs. The accounts of Holding Company will not participate in block orders along with Client accounts.

## Trade Errors

If EIP or EIP’s custodian makes a trade error that results in a loss, EIP or custodian will make the Client whole, according to their respective procedures and mutual agreement. If the correction of a trade error results in an investment gain, the gain will remain in the Client’s account unless (i) the same error involved other Client account(s) that should have received the gain, (ii) it is not permissible for the Client to retain the gain, according to applicable securities laws or SEC regulations, or the custodian’s policies regarding trade errors; or (iii) custodian confers with the Client and the Client decides to forego the gain.

Generally, if related trade errors result in both gains and losses in the Clients account, they may be netted.

## ITEM 13: REVIEW OF ACCOUNTS

Investment strategies and portfolio decisions for asset management Clients are made by the investment advisor representative in consultation with the Client. The lead investment advisor representative assigned responsibility for the Client account meets periodically, but not less than annually, to discuss strategies, the outlook for the securities markets and the general economic and operating conditions that may affect investment objectives. The President of EIP or qualified individual he/she/they designates reviews the Client portfolios on an annual basis to ensure strategies agreed upon by the Clients and the Clients’ investment policies are complied with.

Cash forecasting, treasury management consulting, investment administration service, and Investment Agent Service Clients do not receive periodic reviews, but reviews are available upon Client request. The nature of the review would depend upon the Client’s request and would be conducted by an investment analyst and reviewed by the lead investment advisor representative.

Asset management Clients will receive monthly or quarterly statements directly from the custodian. Confirmation statements will be issued by the custodian for all trading activity. EIP provides asset management Clients monthly portfolio analyses and valuations that summarize all portfolio activity, list the securities in the portfolio, and report gains and losses at the end of the period.

## ITEM 14: CLIENT REFERRALS & OTHER COMPENSATION

As described in Item 12, EIP participates in U.S. Bank and Pershing's Institutional programs. EIP recommends U.S. Bank or Pershing to Clients for custody and brokerage services. There is no direct link between EIP's participation in such program and the investment advice it gives to its Clients, although EIP receives economic benefits through its participation in U.S. Bank and Pershing's programs that are typically not available to retail investors. These benefits may include the following products and services (provided without cost or at a discount):

- » Receipt of duplicate Client statements and confirmations
- » Research-related products and tools
- » Consulting services
- » Access to a trading desk serving EIP's Clients
- » Access to block trading (which provides the ability to aggregate securities transactions for execution and then allocate the appropriate shares to Client accounts)
- » Ability to have Advisory Fees deducted directly from Client accounts
- » Access to an electronic communications network for Client order entry and account information

Certain services made available through these programs are intended to help EIP manage and further develop its business enterprise and Client relationships. The benefits received by EIP or its personnel through participation in the broker's or custodian's program do not depend on the amount of brokerage transactions or assets directed to the broker or custodian.

As part of its fiduciary duty, EIP endeavors to put the interests of its Clients first. The receipt of these economic benefits creates a conflict of interest because EIP does not have to pay for these services out of its own funds. Although EIP strives to address this conflict in a manner consistent with its fiduciary duties, such benefits provide an incentive to recommend U.S. Bank or Pershing based on the benefits EIP will receive rather than the Client's need for such services or the overall quality of U.S. Bank or Pershing's services. To help mitigate this conflict, EIP has adopted procedures to analyze periodically the services provided by or available through U.S. Bank or Pershing, to evaluate the usefulness of these services in relation to the costs of the services, and to assess the overall quality of the services.

Refer to Item 12, Conflicts of Interests Involving Recommendations of Custodians, for information about the conflict of interest that arises from EIP's and its affiliates' relationships with third-party financial institutions, and the ability to attract new and retain existing Clients by being able to offer lower-cost custodial and other services. Clients should understand that a conflict of interest exists because EIP's consideration of the benefits EIP derives from being able to offer lower-priced services of a financial institution provides an incentive to recommend a financial institution based on such benefits rather than the ability of a financial institution to meet the custodial or other needs of the Client. EIP addresses this conflict by disclosing it in this Brochure, and through our on-going process of initially reviewing and approving, and then monitoring the nature and overall quality of custodial services provided by the financial institutions EIP recommends.

## **ITEM 15: CUSTODY**

Client assets are maintained with a qualified custodian. Unless the Client instructs EIP in writing to bill the Client directly for payment of EIP's Advisory Fees, EIP Advisory Fees will be deducted from the Client's account. Consequently, EIP is deemed to have custody of these Clients' assets because it deducts Advisory Fees from Client accounts. Other than these Client-authorized Advisory Fee deductions, EIP does not maintain or accept custody of Client funds or securities. Clients are urged to carefully review the account statements sent by the custodian and compare them with any reports provided by EIP and report to us promptly any discrepancies.

## **ITEM 16: INVESTMENT DISCRETION**

Clients may engage EIP to manage all or a portion of their investment portfolios on a discretionary or non-discretionary basis. When assets are managed on a discretionary basis, EIP has written authority to implement investment decisions on behalf of the Client without first seeking the Client's consent. Clients who engage EIP on a discretionary basis may, at any time, request reasonable restrictions, in writing, and subject to review and approval, Ehlers will accommodate such requests (i.e., limit the types/amounts of certain securities purchased, require specific investment ratings to purchase securities, etc.).

## **ITEM 17: VOTING CLIENT SECURITIES**

As a policy and in accordance with its Client agreement, EIP does not have, and will not accept, authority to vote Client securities or administer corporate actions. Clients will receive their proxies or other solicitations directly from the custodian. Clients may contact EIP at (651) 697-8500 with questions about a particular proxy or solicitation. However, EIP does not typically research nor develop a firm opinion with regard to a particular proxy or solicitation.

## **ITEM 18: FINANCIAL INFORMATION**

Item 18 requires an SEC-registered investment adviser subject to one of the following conditions to provide a balance sheet or make certain financial disclosures: (i) the adviser solicits or requires prepayment of more than \$1,200 in fees per Client, six months or more in advance, (ii) the adviser has discretionary authority or custody over Client funds or securities and is subject to a financial condition reasonably likely to impair its ability to meet Client contractual commitments, or (iii) the adviser has been the subject of a bankruptcy petition within the past ten years.

EIP is not subject to any of the conditions described in Item 18 and is not required to provide a balance sheet or provide additional disclosures.



# Film Feud Reaches Elmhurst Public Library

A group had planned to show a film on Israel. Critics call the documentary antisemitic.

[David Giuliani](#), Patch Staff

Posted Thursday, Sep 19, 2024 at 7:37 am CT |

Updated Thu, Sep 19, 2024 at 7:41 am CT

ELMHURST, IL – The planned showing of a documentary about Israel and its supporters at Elmhurst Public Library sparked opposition.

The sponsoring group has since changed its plan, the library said.

The documentary in question is "Israelism." Critics say it is antisemitic, but its producers deny that.

Last week, the library wrote about the controversy on [its Facebook page](#). It said misinformation had been shared on social media about an outside group's film screening at the library.

"The film is not scheduled to be shown at Elmhurst Public Library," the library said.

Find out what's happening in Elmhurst with free, real-time updates from Patch.

The library's post did not identify the misinformation.

On Tuesday, Patch called Mary Beth Harper, the library's director. She asked Patch to submit written questions, saying she was working on other things.

In response to Patch's questions, Harper said the outside group, which she did not identify, had planned to show "Israelism" on Sept. 27 in a library meeting room.

Then it switched to another documentary, "Where Olive Trees Weep." She said the library got its information about the showing from the group's social media posts.

Under the First Amendment, the library may not deny access to meeting rooms based on the content of speech, Harper said.

"Additionally, the Library does not endorse any speech made by outside groups in their meeting rooms," she said.

[A similar controversy occurred](#) earlier this month at Northbrook's library. A group planned to show "Israelism," but canceled it after the library notified the group it needed to pay for security because of expected protests.

According to the IMDb website, "Israelism" is about how two young American Jews who were raised to unconditionally love Israel witnessed the way Israel treated Palestinians. The documentary reveals a "deepening generational divide over modern Jewish identity," the website said.

"Where Olive Trees Weep" gives a "searing window into the struggles and resilience of the Palestinian people under Israeli occupation," according to IMDb.

StandWithUs, a Los Angeles-based conservative pro-Israel group, reviewed "Israelism," saying its message is that "American Jewish youth are being brainwashed into white supremacy against their own interests."

The documentary, according to StandWithUs, portrays Jewish people as lying about antisemitism to silence pro-Palestinian voices.

StandWithUs did not review "Where Olive Trees Weep."

The library's Facebook comment drew more than 300 responses. Many critics of "Israelism" contended it is antisemitic.

One of the responses was from Sawsan Abubaker of Chicago, who identified herself as one of the organizers. She said the documentary shows Palestinian suffering.

"The film does not promote antisemitism or hatred; rather, it aims to present a critical perspective on the situation," she said.



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News

## Why a library district wants to build twin facilities in Hampshire, Pingree Grove



The Ella Johnson Memorial Public Library District is seeking voter permission to issue \$30 million in bonds to pay for two new facilities in Hampshire and Pingree Grove. *Courtesy of Marissa Lambert*



**Katlyn Smith**

Follow

Posted September 10, 2024 10:38 am

The Ella Johnson Memorial Public Library District will ask voters in November to approve an expansion plan in response to a residential growth spurt.

The roughly 7,000-square-foot library now serves patrons from Hampshire and neighboring towns.

“Hampshire and Pingree Grove, in particular, have been growing so rapidly that we really have too small a space now to meet the needs of this large and growing population,” Executive Director Stephen Bero said.

The Ella Johnson board spent years looking for a centrally located, single lot to build one large library. But those plans “never really came up with anything workable,” Bero said.

Instead, officials are taking a page from the Cook Memorial Library District up in Lake County and the Oswego Public Library District. Both have library campuses in each of their major municipalities.

Similarly, the Ella Johnson district has proposed new twin libraries — each about 20,000 square feet — one in Hampshire and the other in Pingree Grove. If voters agree, the district would borrow \$30 million by issuing bonds to fund the building project.

“So this still meets that need of sufficient space. It meets the need of convenient access,” Bero said.

Officials estimate that library taxes would be approximately double what they are now, according to a district FAQ. The typical homeowner in the district pays roughly \$120 per year in library taxes. If voters approve the funding request, that homeowner would pay \$240 per year in library taxes.

“I think there's a lot of pent-up energy about the library. People are excited to ... finally get those new services that they've been asking for all these years,” Bero said. “Yes, it's going to cost, but we feel the cost is reasonable.”

Pingree Grove has donated land to the district between the current municipal center and a community garden on Reinking Road.

The library district is also eyeing a portion of a future Hampshire municipal campus being planned north of downtown on State Street.

The village is building a new public works garage. A combination village hall and police department is “in our plan, but probably 10 years down the road,” Hampshire Village Manager Jay Hedges said.

“We had the architectural firm who's doing our public works garage give us a ... site plan to see if we could put the library on our municipal campus as well. And it fits very nicely there,” Hedges said.

The existing library building in Hampshire could be converted to a restaurant or any kind of business, Hedges said, but it could also be used as a temporary facility for village board meetings.

“We want to pursue those options and look at what the possibilities are,” Hedges said.

Meanwhile, the village has authorized a special census to be conducted this spring because “we think we’ve grown probably about” 3,000 to 4,000 people since the 2020 count, Hedges said.

Bero said it’s “past time that the library expand.”

The election is Nov. 5.

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# Getting Out the Vote: Library Resources for Voter Empowerment

by [Henrietta Thornton](#)

Sep 16, 2024 | Filed in [News](#)

The term “October surprise” was coined by then–presidential candidate Ronald Reagan’s campaign manager in 1980. Since then, depending on who’s got the goods up their sleeve, the last-minute reveal is both hoped for and dreaded by campaign machines. But this election season, and the years leading up to it, have been so tumultuous that we haven’t needed to wait for October. Libraries have kept up a daily battle, pushing back against book-banning groups and others who oppose full access to library resources, working against an onslaught of misinformation, combating voter suppression, and helping patrons to stay politically informed and active.

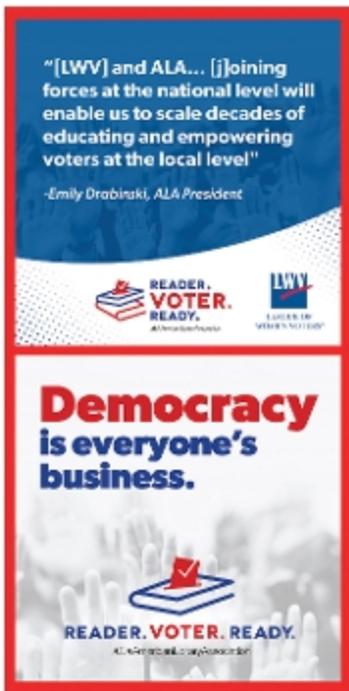
American Library Association (ALA) President Cindy Hohl tells *LJ* that “Much is at stake this election year—not only for libraries, but for our representative democracy.” With that in mind, Hohl points to ALA’s plans to highlight “learnings from librarians who have honed strategies to increase voter participation and sustain civic engagement.” In May, the association hosted a webinar that presented real-life examples of successful collaborations with local League of Women Voters (LWV), and the two organizations have collaborated on a 2024 Election Collaboration Toolkit.

With a contentious election upcoming, academic and public library workers, as well as organizations joining libraries, have been expanding their work to help democracy thrive in their communities and to address concerns around equity, access, and education at the polls.

## GET PATRONS TALKING

One such issue is voter suppression. The Brennan Center for Social Justice at New York University notes that election misinformation “interferes with voters’ ability to understand and participate in political processes. And it has been weaponized by lawmakers to justify new voter suppression legislation.” At the ALA Annual conference held June 27–July 2 in San Diego, CA, ALA’s Social Responsibilities Round Table hosted the program “Combatting Voter Suppression in Your Library,” which introduced materials such as Rutgers University Libraries’ award-winning Voter Information Guides and American University Libraries’ absentee ballot toolkit—much voter suppression is centered on outlawing absentee voting.

The presentation covered three levels of democracy support performed by libraries, which fall along an increasing spectrum of engagement, notes Nancy Kranich, former ALA president and a speaker at the event. Libraries can inform patrons about voting, teach them to detect related



ALA's Reader, Voter, Ready messaging, in partnership with the League of Women Voters

misinformation, and host forums about democracy. Kranich advocates for the most engaged level, and described to session attendees how to organize a forum at their library.

This is an extension of the work she did as ALA president, Kranich explains, when she released *Smart Voting Begins at Your Library*, a guide that saw updated versions in 2020 and 2024. The presentation also built on work she did at Rutgers University, NJ, where she serves as teaching professor in the Master of Information program and coordinates the Library and Information Science concentration. In 2020, the Rutgers library held an online program in which it showed the film *Rigged: The Voter Suppression Playbook*, followed by an online panel discussion with the film's creators, media specialists, voting rights experts, and others.

Kranich recommends that libraries coordinate "deliberative dialogues," in which nonexperts sit with a trained guide and talk about an issue. Participants discuss a "wicked" or "unsolvable" problem and its causes, consequences, tradeoffs, and possible solutions and their pros and cons. National Issues Forums, which publishes its *Guidelines for Facilitating Discussions*, holds institutes that teach participants how to run these forums, and ALA offers training as well, with topics not limited to voting. "Working through the issues and weighing them in a neutral way can bring up surprising issues," says Kranich, who observes that libraries are ideal hosts for these meetings because of the availability of meeting rooms where groups can sit in a circle to speak, and because the community tends to view the library as a nonpartisan location.

## YOU PROMISED...

A pledge-based approach is another effective way for libraries and library-adjacent organizations to get out the vote. Patrons are not only reminded to vote, they are also asked to promise to do so and to take specific action in their communities. "Get Yourself Ready," prompts ALA's Advocacy and Public Policy site, "Reader, Voter, Ready." There, patrons commit to "being informed, registered, and ready to vote this election year" by filling in a contact form that is both a pledge and a signup to receive election-related resources and engagement opportunities.

ALA urges two further steps: "Get Your Community Ready" and "Readers to the Polls." The latter content is coming soon,

according to the site, but plenty of community resources are available under the former tab, including links to organizations such as Voters Unite Against Book Bans and resources such as ALA's Media Literacy for Adults and the association's Government Documents Round Table (GODORT) voting and election toolkits.

Also asking library users to take a pledge is EveryLibrary, a “staunchly nonpartisan and fiercely pro-library” organization that “helps public, school, and college libraries win funding at the ballot box [and supports] grassroots groups across the country defend and support their local library against book banning, illicit political interference, and threats of closure.” EveryLibrary has also started a petition for librarians and others to sign in protest of Project 2025, the Heritage Foundation's plan whose opening section, explains EveryLibrary, is “filled with allegations of criminal conduct by librarians, publishers, authors, and educators and argues in favor of criminal charges and incarceration.”

EveryLibrary's work “is inherently tied to politics,” says Sanobar Chagani, democracy projects coordinator at EveryLibrary, “because our goal is to protect access to information, which is an essential part of democracy, and that's why we offer support to local organizers who are fighting against censorship and book bans in libraries across the country.” Ahead of the November elections, the Libraries2024 initiative—which includes the previously mentioned pledge—is a natural extension of that work, Chagani notes, because “it informs voters about the issues related to libraries that directly affect them, including access to public education, book bans and censorship, and their rights as taxpayers.”

EveryLibrary also runs an ongoing VoteLibraries campaign, which “encourages more libraries to get involved in the political process by encouraging them to serve as polling places and ballot dropoff locations and to host conversations about political misinformation and disinformation.” Asked how else libraries can continue the work after this year, Chagani suggests that they “constantly make conscious efforts to promote democracy and voter participation and fight against political violence and misinformation.” There are also inexpensive or free efforts libraries can undertake, she adds, including offering “books and materials related to voting, democracy, and the political process; creating local candidate and issue guides; and partnering with organizations that are already doing this work.”

## FRIES WITH THAT?

Sacramento Public Library (SPL) already has its boots on the ground. Deputy Director of Public Services Cathy Crosthwaite tells *LJ* that ballot boxes are provided at every SPL location starting 30 days

prior to the election, and every staff member who wants to (“99 percent of them do”) can help voting patrons, once the staffer has taken an oath to follow election procedures correctly. The library also reserves community rooms in 14 locations so that they can serve as vote centers starting on November 1. “In preparation,” says Crosthwaite, “we train our staff on what they can and can’t do. We don’t talk about politics. If people have questions, we guide them to where they can find accurate information.” The staff are also prohibited from wearing clothing with election-related messages. “So we say, ‘Wear your library shirt, wear your freedom to read shirt, wear buttons that say vote at the library,’” says Crosthwaite.

At the five busiest sites, the library sets up drive-through voting. “People LOVE it,” says Crosthwaite, and even arrive in their cars before voting opens. The ballot box is tied and locked to a table in the drive-through, and the service is only open when the library has voting staff available “so we can make sure [the votes are] really getting counted”—a concern that patrons often express. “We get our Friends group involved in staffing the drive-through,” notes Crosthwaite. “They have taken this on as a key contribution to the library. The drive-throughs wouldn’t happen without the Friends. Even when branches were closed, they brought the ballot boxes out every day during COVID.” The Friends also become involved when the library budget and other initiatives are on the ballot. Library staff “can’t promote [passage of the ballot] to voters, but we can educate them on how wonderful the library is, and leave promotion to the Friends,” explains Crosthwaite.

Every year with a big election, SPL works with Professor Kim Nalder at California State University–Sacramento to get more information to the city’s voters. Nalder and her team put together a program that goes through every ballot initiative. The library also invites legislative analysts to present ballot initiatives, and Nalder’s team offers corresponding information on who’s supporting and funding each initiative and other relevant facts. This is all presented in person at the library and as a video on the library’s voting website, says Crosthwaite, and the library presents a related fiction and nonfiction reading list alongside. “As a librarian,” she notes, “you find yourself involved in things you never thought you’d be a part of. But I saw a need, especially when they’re trying to take away the rights of people to vote. I dove in head first. I want to make sure that anyone eligible to vote can do so.”



Glenview Public Library, IL, spotlights information literacy librarians in its newsletter

## READY TO RUN IN TOLEDO

Toledo Lucas County Public Library (TLCPL), OH, does extensive voter outreach as well. The library launched a civic center in 2022 and now has a civic engagement page and online “Run for Office” tool that helps locals learn about open political positions in their area. Lucas Camuso-Stall, TLCPL’s director of government relations and advocacy, explains that the civic engagement page offers critical information about upcoming elections, including key dates, so that patrons know when an election is happening and when to register.

The online civic center, which is powered by information from Ballot Ready, asks users for their address to locate their polling place. They can read about their representatives “all the way from the local school board up to the President of the United States.” The user can also see if they’re registered to vote and request a ballot; when there’s an upcoming election, they can research the issues that will appear on their district’s ballot. “So when they show up to early voting or on Election Day, they feel comfortable,” says Camuso-Stall.

Patrons have shown great interest in the library’s Run for Office tool. “Folks really appreciate an extra resource for all this,” notes Camuso-Stall. “A lot of the information can be found elsewhere.... But here it’s in one place. It makes the civic engagement process easier, and we think that if we can do that, we should.” The library also hosts an event with the health department and others to help patrons get the ID they need to be able to vote, which can be “a pretty big hurdle,” says Camuso-Stall.

Gerrymandering is another issue facing voters in Ohio. Redistricting has resulted in some libraries shifting into new districts despite not relocating. When a library has been redistricted, TLCPL uses it as an engagement opportunity. The civic engagement staff invites the new legislators to the facility (they also do this for any newly elected officials, even if the district hasn’t changed). The library has also held “multipartisan, multi-viewpoint” panels to get patrons more informed about voting and running for office. The March “Her Voice, Her Run” event featured “speed networking” with women elected leaders. Community members could speak to a new civic leader every 20 minutes to find out how she ran, what is required of her role, and how she knew it was time to run for office. “Building strong democracies involves people feeling they can be more directly involved by running,” says Camuso-Stall.

## **“NOT ALL NEWS SOURCES ARE EQUAL”**

At Glenview Public Library, IL, located in a suburb of Chicago, the problem of misinformation is a major focus. Linda Sawyer, manager of youth community engagement, explains that in 2023, the library’s executive director, Lindsey Dorfman, raised the problem to staff, and since then the library has delivered quarterly programs on misinformation-related themes. The library’s newsletter, “The Spark,” has introduced Glenview’s librarians in a spotlight article titled “Meet Your Information Literacy Experts.”

In a prior job, Sawyer worked with the News Literacy Project (NLP), a nonprofit organization that she describes as phenomenal. At her suggestion, Glenview now works with NLP, which aims to create “a national movement to ensure that all students are skilled in news literacy before high school graduation.” The library and NLP partnered on two projects: “Memes and Misinformation,” designed for middle- and high-schoolers and their parents; and an all-ages conversation/panel on misinformation. “[NLP’s] education is so vitally important,” says Sawyer, “it has been focused on schools, and we’re working with them to get public libraries more on their radar.”

The community conversation informed patrons “how to vet information as you’re engaging with media from political campaigns,” says Sawyer. The program reminded attendees that “not all news sources are created equal and included a lot about soundbites,” she adds. It also included a look at visual deception, showing attendees “doctored” photos of President Biden and former President Trump. Closer to the election, Glenview will offer a series in partnership with the LWV to help people better understand election issues and voting. “Libraries today are a community center,” notes Sawyer. “Our mission is to engage our community in the exchange of ideas and these programs are part of that.”

Getting the word out with Toledo Lucas County Public Library's Civic Engagement page

## VOTE!

Stevens Institute of Technology, a private research university in Hoboken, NJ, serves many students from outside the state, Library Director Linda Beninghove tells *LJ*. It's therefore necessary for the library's democracy-boosting efforts to cover more than local resources. The library's Head of Research Services Vicky Orlofsky does programming as part of her duties and works on voter outreach. In the runup to the 2016 presidential election, Orlofsky created a LibGuide called "Vote!" that focuses on New Jersey voting but also provides information for

Stevens's voters from other states. She supplements the guide with a low-tech but effective tool: a whiteboard that she updates daily with various kinds of information students need, including voting deadlines and resources. The voter education she performs is modeled on work done by Aimee Slater at Brandeis University, Orlofsky explains. (Brandeis also holds an "Absentee Jamboree," she adds—a get-together at which out of state students can fill out their absentee ballots.)

"Civic engagement has been a personal interest of mine forever," says Orlofsky. "While it is not something that is the primary objective of an academic library the way it would be for a public [library], I think it is something that is important for us as a library and as an institution to support." As interest in voting wanes in non-presidential election years, Orlofsky takes the opportunity to remind students that state and local elections are also worth their attention. It has become a "low-key but known thing," she says, that the library helps with resources such as voter registration forms, though these efforts complement work by other departments—the Office of Undergraduate Student Life, for example, undertakes National Voter Registration Day initiatives—and the library promotes those other departments' work.

Beninghove notes that helping students figure out how and where to register and how to get information on candidates, issues, and voting is a form of information literacy. "This can be a very overwhelming, daunting process. Our work helps students understand that even after graduation, a library is a place where they can get reliable, helpful, and nonpartisan information," she explains. Libraries that help new voters to register will find helpful information in Gale's recent "Get Students Excited to Vote" blog post; the vendor's information on increasing digital media literacy ahead of the election is useful as well.

## EDUCATING THE WHOLE PERSON

Also using a LibGuide to get information out—one with an unusual "Follow the Money" section on campaign finance—is Sophia Neuhaus, social sciences and government information librarian at Santa Clara University Library, CA. "Santa Clara is a Jesuit school," Neuhaus explains. "Jesuit education is about educating the whole person, and civic engagement is part of that."

The library has hosted a variety of election-related events, Neuhaus says—in 2016, for example, 300 attendees showed up to watch the first debate between candidates Hillary Clinton and Donald Trump. The library has also hosted voter registration and election-night viewing. Neuhaus encourages other libraries to do the same. "[These events are] a great way to get students involved and politically aware," she says.

Neuhaus's LibGuide promotes civic engagement outside of voting season, offering polls on political issues—and participation is solid. A poll asking whether the New York state criminal case against Trump was politically motivated, for example, got 1,500 responses. Neuhaus notes,

however, that the LibGuide's links to interactive maps, powered by the website 270towin.com, get the most attention on the site. In April 2024, there were 3,400 views of the maps and 3,600 page views overall.

State library associations cross the public-academic divide, providing much-needed resources to constituent libraries. The Maine Library Association (MLA) is launching a partnership with the LWV of Maine that is closely modeled on the national partnership, MLA President Amy Wisehart says. "The League will provide educational resources tailored to libraries, trainings for library staff to help patrons register to vote online, and a nonpartisan election guide distributed to libraries," she explains. The LWV will also connect with individual libraries where staff are interested in hosting candidate forums.

ALA President Hohl echoes all the library workers putting in the extra efforts to keep their communities aware and activated. "We want every reader who's eligible to be registered to vote, informed, and ready to show up at the polls in November," she says. Equally important, "we as library professionals have to commit to showing up at the polls. There are more than 370,000 library workers in about 120,000 libraries in this country: we can make a difference."

Libraries nationwide have the job well in hand, and no doubt will start the work all over again on November 6, no matter the outcome of the 2024 election.

The librarians interviewed for *LJ*'s September 2024 feature on voter engagement have published a variety of LibGuides, toolkits, and resources. Check them out, as well as material from the American Library Association, EveryLibrary, and more, at [Resources for Getting Out the Vote](#). Resources are listed in the order in which they appear in the article.

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*Henrietta Thornton, formerly LJ's Reviews Editor, is Information Literacy Content and Strategy Manager at Infobase and a cofounder of free crime-fiction newsletter firstCLUE.*

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# It's Banned Books Week. Last year, Illinois passed a law to ban book bans. How is it working so far?

Northern Public Radio

Published September 27, 2024 at 11:41 AM CDT



LISTEN • 4:23



*Spencer Tritt*

DeKalb Public School's library

September 27th is the last day of [Banned Books Week](#) -- which celebrates open access to information. Last year, Illinois passed a [law to ban book bans](#). WNIJ's Peter Medlin talked with the law's author, state representative Anne Stava-Murray, about how it's working in its first year...

**Peter Medlin (PM):** How does the legislation attempt to stop book challenges or book bans?

**Rep. Stava-Murray (SM):** By taking eligibility for Secretary of State grants away from any library that participates in book banning for partisan or doctrinal personal beliefs alone. So, you don't get money from us, as a state entity, if you are engaging in this type of partisan book banning.

**PM:** So far, is the law working as planned in its first year? Have there been fewer attempts to ban books?

**SM:** We don't know yet for school libraries, specifically, if there will be any school libraries that choose to opt out of our grant program because they want to be able to ban books. But the majority of libraries in our state, both academic and school libraries, rely on that Secretary of State's grant funding for incredibly important community services. All eligible applicants for public library funding, of which there were 639 this year, did file a compliance statement [with the law]. Similarly, all academic library applicants for open educational resources funded this past spring filed compliance with the new law. So, the jury is out on the school libraries, but every other entity of libraries that have received grants this year are in compliance with our new law. A community member might still go to the library and complain about a book's presence there. There's nothing the library can do about that, but they can point to the fact that we no longer ban books on partisan or personal beliefs alone.

**PM:** So, there have been no removals for those reasons this year?

**SM:** Yeah, correct.

**PM:** I was looking back at the [American Library Association's data](#) from the last couple years. They track the number of attempts to restrict access to books in Illinois. They showed that the number of those attempts went down in Illinois from 2022-2023 but last year, in 2023, the total number of titles challenged in those attempts actually went up. So, total challenges down, total number of titles represented in those challenges went up. I don't have the data for this year with the new law in place. But what, to you, does that say about the trajectory we've been on with this issue over the past few years?

**SM:** Yeah, so the data that I have when it came to the book ban efforts, and that I worked off of when I was passing this bill was data between 2021 and 2022. 96% of these bans were enacted [without following best practice guidelines](#) for book challenges

by the American Library Association and the [National Coalition Against Censorship](#). Only 4% of bans have been a result of parents or community members filing formal charges about classroom or library materials. At that time, just to give you some context and background for why I even wanted to pass this bill, in my community, in Downers Grove School District 99 we were targeted by a [hate group](#) called the Proud Boys who decided that they had a problem that [Genderqueer](#) was in the library of Downers Grove High Schools. So, our school district board literally had to go through six or eight weeks of meetings where they could barely get the work that they were meant to do done, because these hate groups would show up and spend hours and hours of public comment making the most vile statements about every group imaginable.

**PM:** Is there something about this that you wish more people knew about?

**SM:** I think the lack of visibility of minority groups within our libraries historically has led to some great efforts to diversify and be inclusive and make sure that everyone can see themselves in their library. To say, categorically, certain people's stories won't be told because they're somehow offensive to someone else's sensibilities, then that person should just not check out that book.

*Editor's note: This interview has been edited for brevity & clarity.*

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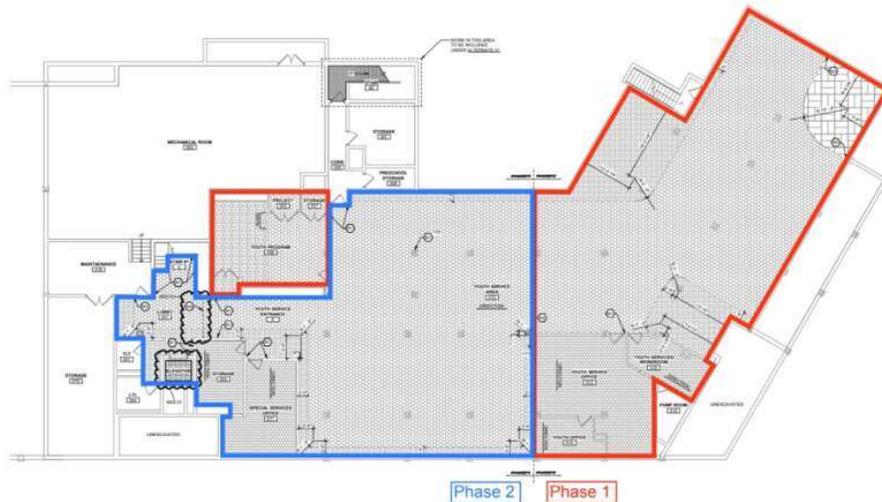
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# Asbestos removal shuts down lower level of Rolling Meadows Library



A map shows the two-phased asbestos remediation and flooring replacement project underway in the basement of the Rolling Meadows Library. *Courtesy of Rolling Meadows Library*

**Posted September 30, 2024 6:18 pm**

[Christopher Placek](#)

The lower level of the Rolling Meadows Library is closed to the public to remove asbestos found during a flooring replacement project.

But the environmental remediation is taking place in a contained area and after hours when patrons and staff are gone, library officials say.

“I understand when people hear asbestos, it raises an eyebrow and that’s a cause for concern,” said Executive Director Jack Bower. “But certainly to assure you we’re doing everything that we

really possibly can to make sure that this is going well without needing to close the library down, which is not required in this case since we're following every guideline for it.”

Exposure to asbestos — used in older building products, but now mostly banned — can cause harmful health effects such as shortness of breath and a persistent cough, according to the U.S. Environmental Protection Agency.

Bower said asbestos holds no health risk if left undisturbed, but it must be carefully handled during work like recarpeting.

The asbestos was discovered in adhesive under carpeting and tiles on Sept. 10, a day after a scheduled \$147,461 flooring replacement project began in the youth services department.

The library hired environmental consulting firm TRC to do testing, and then brought on EHC Industries for the abatement to the tune of \$61,262. Crews set up containment barriers last Friday night, and the asbestos removal was scheduled to begin Monday night.

The abatement will take place on weeknights — after the library closes at 9 p.m. Mondays through Thursdays, and after 5 p.m. Fridays.

TRC, which is overseeing the project, will do regular testing outside of the barriers to ensure the safety of staff and patrons, and that the project is in compliance with federal, state and local regulations, Bower said.

In the meantime, staff members will retrieve children's books and materials requested by patrons from the basement. All of the book shelves, tables and furniture were moved from one side to the other as part of the two-phase project.

“The actual active spot that's being worked on is fully contained,” Bower said.

A temporary youth services space is being set up this week in the main floor's garden lounge area with some books, toys and programming “to bridge the gap” while the basement is under construction, he said.

After the asbestos work is complete, carpet squares and tiles will be applied with new adhesive.

The renovated space is set to open in early November, with a formal community celebration to come in December. The discovery of asbestos pushed back the project about a month, Bower said.

“It's been kind of a bump in the road that we have to address,” he said.