

Tuesday, January 21, 2025

Regular Board Meeting

6:30 PM

Addison Village Hall

1 Friendship Plaza

Board Room

Addison, IL 60101

1. **Call to Order**

2. **Roll Call**

Establishment of a quorum

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

The Treasurer will provide a report on the library's revenue for the month and year-to-date (YTD), as well as monthly and YTD expenditures, and monthly disbursements including payroll expenses.

Revenue

Received in December: \$142,465.93

YTD Revenue: \$6,718,462.23

Expenditures

Expended in December: \$612,031.97

YTD Expenditures: \$4,191,713.69

Disbursements

\$246,364.00 + December Payroll \$257,664.90

Grand Total for December Disbursements: \$504,028.90

7. **Consent Agenda**

A. Approval of Minutes

B. Approval of Bills & Disbursements

8. **Reports**

A. Director & Staff Reports

Yabin Liu, Head of IT Services, will attend the meeting to provide a report from her department to the Board.

B. Statistics

C. Building Project Report

9. **New Business**

A. ACTION ITEM: Staff Compensation Policy

B. ACTION ITEM: Pay Structure Update

C. ACTION ITEM: Salary Benchmarking Proposal

D. ACTION ITEM: Revised Renovation Project Budget

E. ACTION ITEM: February Meeting Date

The Board will make a decision on whether to meet, as scheduled, on Tuesday, February 18 in Room 1301 of Village Hall, or change the February meeting date to Thursday, February 20 in order to meet in the Village Hall Board Room.

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

11. **Correspondence & Announcements**

- A. Patron Communication
 - B. Other Correspondence
 - C. Library News
12. **Additional Discussion**
 13. **Adjournment**



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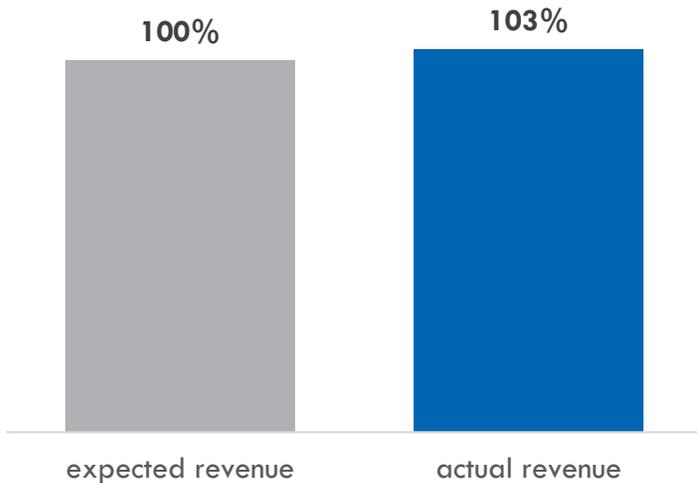
Addison, IL 60101

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4. **Approval of the Agenda**
5. **Public Comment**
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 - A. Approval of Minutes
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 - A. Director & Staff Reports
 - B. Statistics
 - C. Building Project Report
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December 2024 Financial Highlights

General Fund

total in general fund	\$6,275,677.39
estimated revenue	\$6,483,416.92
budgeted expenditures	\$6,381,940.00
YTD expenditures	\$3,597,820.08
MTD expenditures	\$506,023.78



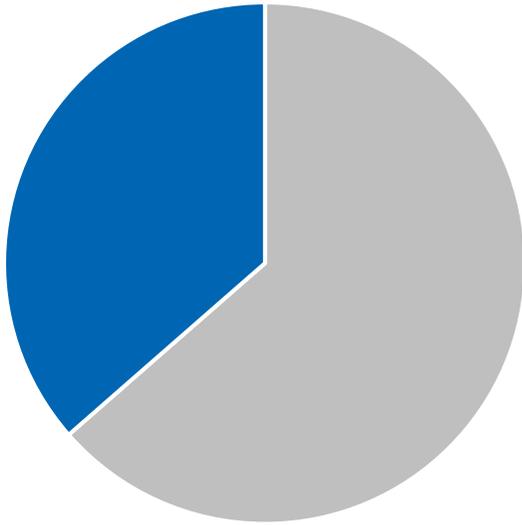
We have received 103% of our estimated revenue for the fiscal year including \$140,346.30 this month.

At this point last year, we had received 108% of our estimated revenue for FY24.



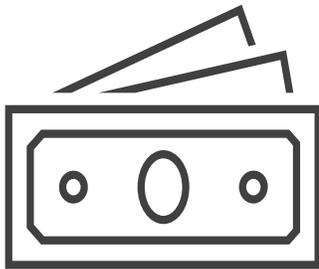
The general fund decreased from \$6.64 million to \$6.28 million from 12/1/2024 to 12/31/2024.

This is a result of \$140k revenue coming in and \$506k (general fund + asset replacement) expended.



57% has been spent out of the general fund. We are 67% through the fiscal year.

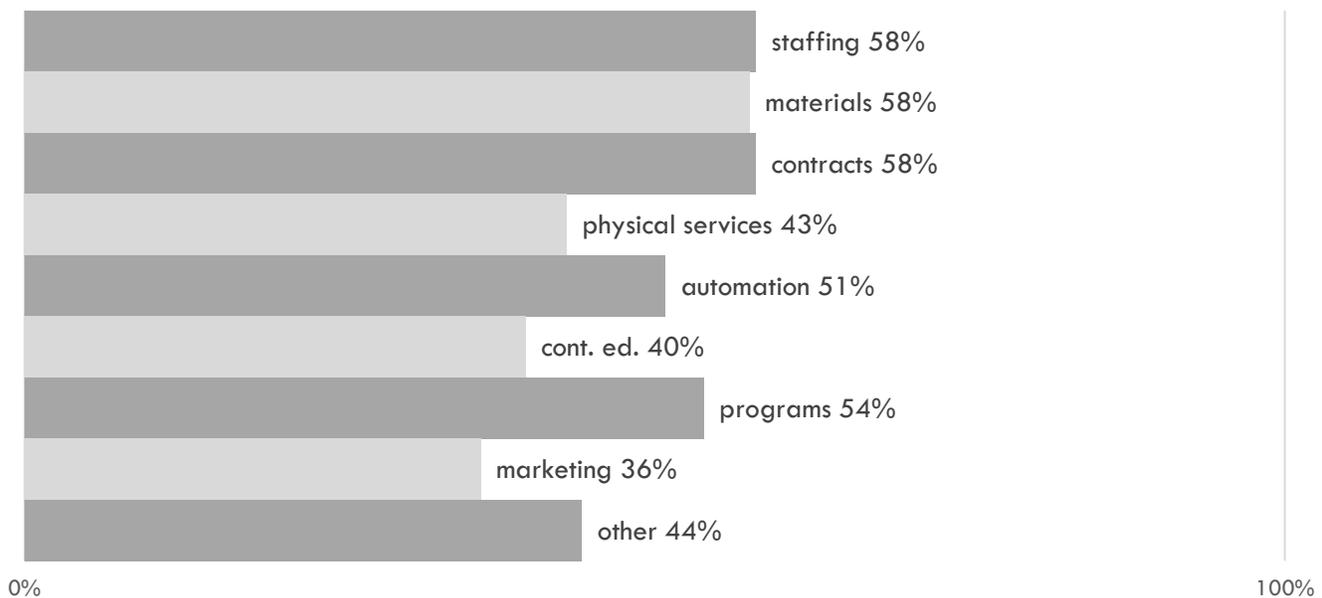
We have budgeted to spend 102% of what is currently in the general fund.



We have spent 56% of our estimated budget.

At this point last year, we had spent 58% of our estimated budget for FY24, so we're behind the previous year's spending.

Year-to-date spending by budget group



Addison Public Library Balance Sheet as of December 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	9.40	0.00	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	6,794.32	285.60	7,079.92
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	369,446.34	(86,046.20)	283,400.14
10-11-1085 - Cash in Bank - Ehlers	15,544,968.82	64,436.93	15,609,405.75
10-11-1095 - Cash in Bank - Harris Bank MM	7,250,767.92	(468,381.57)	6,782,386.35
10-11-2000 - Allocated Cash	(16,334,234.61)	210,393.61	(16,123,841.00)
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
	<u>12,873,174.23</u>	<u>(279,311.63)</u>	<u>12,593,862.60</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	114,863.64	79,138.45	194,002.09
10-22-0230 - Employee I.M.R.F. Payable	9,158.32	4,569.85	13,728.17
10-22-0260 - Def Annuity Withholding Payable	(2,782.55)	2,657.55	(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>6,233,606.39</u>	<u>86,365.85</u>	<u>6,319,972.24</u>
<u>Fund Balance</u>			
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>
Total Liabilities and Fund Balance	<u>9,409,873.57</u>	<u>86,365.85</u>	<u>9,496,239.42</u>
 Excess Revenues Over Expenses	<u>3,463,300.66</u>	<u>(365,677.48)</u>	<u>3,097,623.18</u>

Addison Public Library Balance Sheet as of December 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - III Metropolitan	651,782.60	2,119.63	653,902.23
80-11-2000 - Allocated Cash	16,332,447.58	(210,393.61)	16,122,053.97
	<u>16,984,230.18</u>	<u>(208,273.98)</u>	<u>16,775,956.20</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
80-21-2750 - Accounts Payable	104,385.42	(104,385.42)	0.00
	<u>104,385.42</u>	<u>(104,385.42)</u>	<u>0.00</u>
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	17,346,830.84	0.00	17,346,830.84
	<u>17,346,830.84</u>	<u>0.00</u>	<u>17,346,830.84</u>
Total Liabilities and Fund Balance	<u><u>17,451,216.26</u></u>	<u><u>(104,385.42)</u></u>	<u><u>17,346,830.84</u></u>
Excess Revenues Over Expenses	<u><u>(466,986.08)</u></u>	<u><u>(103,888.56)</u></u>	<u><u>(570,874.64)</u></u>

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

Addison Public Library Balance Sheet as of December 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Total All Funds <hr/>			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois National Bank	9.40	0.00	9.40
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	6,794.32	285.60	7,079.92
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	369,446.34	(86,046.20)	283,400.14
Cash in Bank - Ehlers	15,544,968.82	64,436.93	15,609,405.75
Cash in Bank - Harris Bank MM	7,250,767.92	(468,381.57)	6,782,386.35
Cash in Bank - Ill Metropolitan	651,782.60	2,119.63	653,902.23
Property Taxes Receivable	5,979,656.92	0.00	5,979,656.92
Due from State	53,215.63	0.00	53,215.63
	<u>29,859,191.44</u>	<u>(487,585.61)</u>	<u>29,371,605.83</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	219,249.06	(25,246.97)	194,002.09
Employee I.M.R.F. Payable	9,158.32	4,569.85	13,728.17
Def Annuity Withholding Payable	(2,782.55)	2,657.55	(125.00)
Accrued Payroll	79,692.59	0.00	79,692.59
Deferred Property Taxes	5,979,656.92	0.00	5,979,656.92
Deferred Revenue - Per Capita Grant	53,017.47	0.00	53,017.47
	<u>6,337,991.81</u>	<u>(18,019.57)</u>	<u>6,319,972.24</u>
 <u>Fund Balance</u>			
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
	<u>20,524,885.05</u>	<u>0.00</u>	<u>20,524,885.05</u>
 Total Liabilities & Fund Balance	<u><u>26,862,876.86</u></u>	<u><u>(18,019.57)</u></u>	<u><u>26,844,857.29</u></u>
 Excess Revenues Over Expenditures	<u><u>2,996,314.58</u></u>	<u><u>(469,566.04)</u></u>	<u><u>2,526,748.54</u></u>

Addison Public Library Balance Sheet as of December 31, 2024

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

Addison Public Library Revenue Report For the 8 Months Ended December 31, 2024

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
10-41-3201 - Property Current - General	48,038.17	5,273,039.21	5,292,463.18	19,423.97	99.63
10-41-3202 - Property Current - F.I.C.A.	2,597.79	285,152.80	286,203.19	1,050.39	99.63
10-41-3203 - Property Current - I.M.R.F.	2,736.70	300,401.62	301,508.17	1,106.55	99.63
10-41-3205 - Property Current - Liability Insurance	555.68	60,995.25	61,219.93	224.68	99.63
10-41-3206 - Property Current - Audit	69.46	7,624.40	7,652.49	28.09	99.63
10-41-3207 - Property Current - Unemployment	41.68	4,574.65	4,591.49	16.84	99.63
10-41-3208 - Property Current - Workers Compensation	41.68	4,574.65	4,591.49	16.84	99.63
10-41-3301 - Replacement Taxes	13,443.36	62,210.14	100,000.00	37,789.86	62.21
10-41-3400 - Aggregate Refunds	<u>194.49</u>	<u>21,348.34</u>	<u>21,426.98</u>	<u>78.64</u>	<u>99.63</u>
	<u>67,719.01</u>	<u>6,019,921.06</u>	<u>6,079,656.92</u>	<u>59,735.86</u>	<u>99.02</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	677.65	4,538.67	5,000.00	461.33	90.77
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	1,322.28	1,000.00	(322.28)	132.23
10-42-3012 - Nonresident Fees	0.00	1,811.62	3,500.00	1,688.38	51.76
10-42-3016 - Scanner Fees	693.88	6,537.02	6,500.00	(37.02)	100.57
10-42-3023 - Activity Fees	0.00	825.30	0.00	(825.30)	0.00
10-42-3099 - Printing and Other Fees	<u>531.00</u>	<u>4,504.10</u>	<u>5,000.00</u>	<u>495.90</u>	<u>90.08</u>
	<u>1,902.53</u>	<u>19,538.99</u>	<u>21,000.00</u>	<u>1,461.01</u>	<u>93.04</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	0.00	53,017.47	52,660.00	(357.47)	100.68
10-43-3009 - Other Grants	0.00	300.00	0.00	(300.00)	0.00
10-43-3016 - Pathways to Success Grant	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>(2,000.00)</u>	<u>0.00</u>
	<u>0.00</u>	<u>55,317.47</u>	<u>52,660.00</u>	<u>(2,657.47)</u>	<u>105.05</u>
<u>Interest</u>					
10-46-3028 - Other Interest Income	5,948.03	49,143.76	20,000.00	(29,143.76)	245.72
10-46-3029 - Interest on TD Ameritrade	<u>64,436.93</u>	<u>546,604.39</u>	<u>300,000.00</u>	<u>(246,604.39)</u>	<u>182.20</u>
	<u>70,384.96</u>	<u>595,748.15</u>	<u>320,000.00</u>	<u>(275,748.15)</u>	<u>186.17</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	21.80	(475.78)	100.00	575.78	(475.78)
10-47-3024 - Other Income	0.00	2,591.31	2,500.00	(91.31)	103.65
10-47-3030 - Friends of Addison Public Library	318.00	2,802.06	7,500.00	4,697.94	37.36
10-47-3031 - Friends Hispanic Program	<u>0.00</u>	<u>0.00</u>	<u>450.00</u>	<u>450.00</u>	<u>0.00</u>
	<u>339.80</u>	<u>4,917.59</u>	<u>10,550.00</u>	<u>5,632.41</u>	<u>46.61</u>
Total Non-Tax Revenues	<u>72,627.29</u>	<u>675,522.20</u>	<u>404,210.00</u>	<u>(271,312.20)</u>	<u>167.12</u>
Total General Fund Revenues	<u>140,346.30</u>	<u>6,695,443.26</u>	<u>6,483,866.92</u>	<u>(211,576.34)</u>	<u>103.26</u>

**Addison Public Library
Revenue Report
For the 8 Months Ended December 31, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<u>Other</u>					
80-46-3029 - Interest on IMET	2,119.63	23,018.97	20,000.00	(3,018.97)	115.09
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>2,119.63</u>	<u>23,018.97</u>	<u>120,000.00</u>	<u>96,981.03</u>	<u>19.18</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>2,119.63</u>	<u>23,018.97</u>	<u>120,000.00</u>	<u>96,981.03</u>	<u>19.18</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>142,465.93</u>	<u>6,718,462.23</u>	<u>6,603,866.92</u>	<u>(114,595.31)</u>	<u>101.74</u>

Addison Public Library Expense Report For the 8 Months Ended December 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	340,138.61	2,010,109.27	3,440,882.00	1,430,772.73	58.42	41.58
10-50-2200 - Employer F.I.C.A. Expense	25,372.49	151,227.93	263,228.00	112,000.07	57.45	42.55
10-50-2300 - Employer I.M.R.F. Expense	13,204.38	96,750.84	180,710.00	83,959.16	53.54	46.46
10-50-2400 - Health Insurance	31,251.17	292,647.51	513,175.00	220,527.49	57.03	42.97
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>409,966.65</u>	<u>2,554,148.05</u>	<u>4,402,415.00</u>	<u>1,848,266.95</u>	<u>58.02</u>	<u>41.98</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	6,827.93	43,398.93	71,000.00	27,601.07	61.13	38.87
10-52-3900 - Children Other Expenditures	<u>1,739.31</u>	<u>17,245.56</u>	<u>28,000.00</u>	<u>10,754.44</u>	<u>61.59</u>	<u>38.41</u>
	<u>8,567.24</u>	<u>60,644.49</u>	<u>99,000.00</u>	<u>38,355.51</u>	<u>61.26</u>	<u>38.74</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	10,826.60	96,250.27	167,000.00	70,749.73	57.63	42.37
10-54-3900 - Adult Other Expenditures	<u>6,697.53</u>	<u>48,522.00</u>	<u>88,000.00</u>	<u>39,478.00</u>	<u>55.14</u>	<u>44.86</u>
	<u>17,524.13</u>	<u>144,772.27</u>	<u>255,000.00</u>	<u>110,227.73</u>	<u>56.77</u>	<u>43.23</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	27.50	9,186.59	10,500.00	1,313.41	87.49	12.51
10-55-3500 - Online Databases	3,757.50	142,097.03	223,000.00	80,902.97	63.72	36.28
10-55-3860 - E-Books	9,104.21	46,106.29	75,000.00	28,893.71	61.48	38.52
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>4,719.00</u>	<u>46,000.00</u>	<u>41,281.00</u>	<u>10.26</u>	<u>89.74</u>
	<u>12,889.21</u>	<u>202,108.91</u>	<u>354,500.00</u>	<u>152,391.09</u>	<u>57.01</u>	<u>42.99</u>
Total Library Materials	<u>38,980.58</u>	<u>407,525.67</u>	<u>708,500.00</u>	<u>300,974.33</u>	<u>57.52</u>	<u>42.48</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	276.50	4,488.05	12,000.00	7,511.95	37.40	62.60
10-56-4410 - Collection Agency Fees	617.45	2,537.60	3,500.00	962.40	72.50	27.50
10-56-4420 - Equipment Rental & Leasing	149.85	2,966.43	4,000.00	1,033.57	74.16	25.84
10-56-4450 - Accounting Service Fees	1,800.00	16,430.00	23,830.00	7,400.00	68.95	31.05
10-56-4500 - Payroll Service Fees	4,540.82	31,924.30	56,210.00	24,285.70	56.79	43.21
10-56-4600 - Audit Service Fees	0.00	6,798.00	6,798.00	0.00	100.00	0.00
10-56-4900 - Other Contracts	<u>6,144.41</u>	<u>31,372.03</u>	<u>60,000.00</u>	<u>28,627.97</u>	<u>52.29</u>	<u>47.71</u>
	<u>13,529.03</u>	<u>96,516.41</u>	<u>166,338.00</u>	<u>69,821.59</u>	<u>58.02</u>	<u>41.98</u>

Addison Public Library Expense Report For the 8 Months Ended December 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	2,189.37	8,883.60	28,000.00	19,116.40	31.73	68.27
10-58-5120 - Water Service	628.80	2,402.88	4,000.00	1,597.12	60.07	39.93
10-58-5310 - Refuse Disposal Service	699.46	2,897.84	4,265.00	1,367.16	67.94	32.06
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>48,600.00</u>	<u>77,000.00</u>	<u>28,400.00</u>	<u>63.12</u>	<u>36.88</u>
	<u>8,917.63</u>	<u>62,784.32</u>	<u>113,265.00</u>	<u>50,480.68</u>	<u>55.43</u>	<u>44.57</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	77.39	4,189.86	11,500.00	7,310.14	36.43	63.57
10-58-5570 - Leased Internet Access Line	<u>1,906.26</u>	<u>5,570.57</u>	<u>7,500.00</u>	<u>1,929.43</u>	<u>74.27</u>	<u>25.73</u>
	<u>1,983.65</u>	<u>9,760.43</u>	<u>19,000.00</u>	<u>9,239.57</u>	<u>51.37</u>	<u>48.63</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	329.54	24,313.78	45,000.00	20,686.22	54.03	45.97
10-58-5620 - HVAC	0.00	9,140.55	35,000.00	25,859.45	26.12	73.88
10-58-5690 - Other Building Materials & Repair	90.94	3,424.70	15,000.00	11,575.30	22.83	77.17
10-58-5710 - Equipment Maintenance & Repair	<u>2,231.62</u>	<u>24,889.11</u>	<u>85,000.00</u>	<u>60,110.89</u>	<u>29.28</u>	<u>70.72</u>
	<u>2,652.10</u>	<u>61,768.14</u>	<u>180,000.00</u>	<u>118,231.86</u>	<u>34.32</u>	<u>65.68</u>
Total Physical Services	<u>13,553.38</u>	<u>134,312.89</u>	<u>312,265.00</u>	<u>177,952.11</u>	<u>43.01</u>	<u>56.99</u>
<u>Automation</u>						
10-61-4800 - System Development	0.00	25,500.00	49,000.00	23,500.00	52.04	47.96
10-61-6100 - ILS Services	0.00	30,144.00	67,000.00	36,856.00	44.99	55.01
10-61-6200 - Software/Licenses	<u>6,166.34</u>	<u>54,143.30</u>	<u>100,000.00</u>	<u>45,856.70</u>	<u>54.14</u>	<u>45.86</u>
	<u>6,166.34</u>	<u>109,787.30</u>	<u>216,000.00</u>	<u>106,212.70</u>	<u>50.83</u>	<u>49.17</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	879.00	3,500.00	2,621.00	25.11	74.89
10-62-7420 - Information Technology	0.00	334.74	1,600.00	1,265.26	20.92	79.08
10-62-7430 - Guest Services	0.00	910.00	1,500.00	590.00	60.67	39.33
10-62-7440 - Adult Services	0.00	1,596.77	2,500.00	903.23	63.87	36.13
10-62-7450 - Children Services	0.00	655.00	1,200.00	545.00	54.58	45.42
10-62-7455 - Teen Services	0.00	651.65	1,200.00	548.35	54.30	45.70
10-62-7460 - Materials Management	0.00	1,776.98	2,700.00	923.02	65.81	34.19
10-62-7470 - Staff In-Service	0.00	2,028.83	7,500.00	5,471.17	27.05	72.95
10-62-7480 - Board	0.00	410.00	2,500.00	2,090.00	16.40	83.60
10-62-7500 - Community Engagement	0.00	1,204.68	2,115.00	910.32	56.96	43.04
10-62-7510 - Memberships (Staff & Board)	187.88	4,925.88	11,000.00	6,074.12	44.78	55.22
10-62-7550 - In-State Travel	231.31	8,198.62	13,800.00	5,601.38	59.41	40.59
10-62-7560 - Out-of-State Travel	0.00	1,916.55	6,500.00	4,583.45	29.49	70.51
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>6,500.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>419.19</u>	<u>25,488.70</u>	<u>64,115.00</u>	<u>38,626.30</u>	<u>39.75</u>	<u>60.25</u>

Addison Public Library Expense Report For the 8 Months Ended December 31, 2024

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	5,406.65	15,661.90	28,000.00	12,338.10	55.94	44.06
10-64-8120 - Children Services Programs - General	2,993.74	10,441.51	17,000.00	6,558.49	61.42	38.58
10-64-8160 - Teen Program	1,950.65	8,534.93	19,000.00	10,465.07	44.92	55.08
10-64-8165 - Community Engagement Program	357.80	2,361.18	5,075.00	2,713.82	46.53	53.47
10-64-8170 - IT Programs	<u>116.88</u>	<u>3,721.79</u>	<u>6,500.00</u>	<u>2,778.21</u>	<u>57.26</u>	<u>42.74</u>
	<u>10,825.72</u>	<u>40,721.31</u>	<u>75,575.00</u>	<u>34,853.69</u>	<u>53.88</u>	<u>46.12</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	0.00	27,357.57	52,350.00	24,992.43	52.26	47.74
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>1,510.16</u>	<u>13,767.74</u>	<u>62,000.00</u>	<u>48,232.26</u>	<u>22.21</u>	<u>77.79</u>
	<u>1,510.16</u>	<u>46,840.26</u>	<u>129,500.00</u>	<u>82,659.74</u>	<u>36.17</u>	<u>63.83</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	1,384.74	3,107.45	7,500.00	4,392.55	41.43	58.57
10-66-9220 - Guest Services Supplies	833.64	3,712.83	5,500.00	1,787.17	67.51	32.49
10-66-9230 - Adult Services Supplies	73.98	763.06	1,000.00	236.94	76.31	23.69
10-66-9240 - Children Services Supplies	329.48	1,930.56	3,000.00	1,069.44	64.35	35.65
10-66-9245 - Teen Services Supplies	63.68	413.17	1,000.00	586.83	41.32	58.68
10-66-9250 - Materials Management Supplies	5,204.26	17,081.19	35,000.00	17,918.81	48.80	51.20
10-66-9270 - Information Technology Supplies	914.53	21,370.28	27,000.00	5,629.72	79.15	20.85
10-66-9290 - Postage	0.00	3,022.92	10,000.00	6,977.08	30.23	69.77
10-66-9300 - Library Wide Supplies	235.63	5,034.12	11,000.00	5,965.88	45.76	54.24
10-66-9330 - Community Engagement Supplies	<u>179.72</u>	<u>2,635.21</u>	<u>4,320.00</u>	<u>1,684.79</u>	<u>61.00</u>	<u>39.00</u>
	<u>9,219.66</u>	<u>59,070.79</u>	<u>105,320.00</u>	<u>46,249.21</u>	<u>56.09</u>	<u>43.91</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	147.18	1,011.59	5,000.00	3,988.41	20.23	79.77
10-66-9520 - Workers' Compensation Insurance	0.00	10,867.00	10,867.00	0.00	100.00	0.00
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>147.18</u>	<u>63,424.59</u>	<u>71,367.00</u>	<u>7,942.41</u>	<u>88.87</u>	<u>11.13</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	0.00	2,925.00	52,660.00	49,735.00	5.55	94.45
10-66-9850 - Per Capita Grant - Prior Year	<u>0.00</u>	<u>18,439.32</u>	<u>36,321.86</u>	<u>17,882.54</u>	<u>50.77</u>	<u>49.23</u>
	<u>0.00</u>	<u>21,364.32</u>	<u>88,981.86</u>	<u>67,617.54</u>	<u>24.01</u>	<u>75.99</u>

**Addison Public Library
Expense Report
For the 8 Months Ended December 31, 2024**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Other Expenses</u>						
10-66-9910 - Hardware	812.03	25,332.38	50,000.00	24,667.62	50.66	49.34
10-66-9920 - Furniture and Equipment	199.99	2,979.48	10,000.00	7,020.52	29.79	70.21
10-66-9930 - Reciprocal Borrowing Expense	0.00	115.00	1,000.00	885.00	11.50	88.50
10-66-9940 - Cable Broadcast	0.00	3,200.00	4,800.00	1,600.00	66.67	33.33
10-66-9950 - Donations	60.00	759.24	0.00	(759.24)	0.00	100.00
10-66-9951 - Friends Hispanic Program	(60.00)	59.80	450.00	390.20	13.29	86.71
10-66-9960 - Friends of the Library	0.00	2,222.48	7,500.00	5,277.52	29.63	70.37
10-66-9970 - FUNshine Committee	219.87	1,512.87	4,500.00	2,987.13	33.62	66.38
10-66-9980 - Staff Recognition	474.00	2,438.54	9,100.00	6,661.46	26.80	73.20
	<u>1,705.89</u>	<u>38,619.79</u>	<u>87,350.00</u>	<u>48,730.21</u>	<u>44.21</u>	<u>55.79</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>11,072.73</u>	<u>182,479.49</u>	<u>353,018.86</u>	<u>170,539.37</u>	<u>51.69</u>	<u>48.31</u>
Total General Fund Expenditures	<u>506,023.78</u>	<u>3,597,820.08</u>	<u>6,427,726.86</u>	<u>2,829,906.78</u>	<u>55.97</u>	<u>44.03</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	300,000.00	300,000.00	0.00	100.00
80-55-1905 - Renovation Project	106,008.19	593,893.61	10,000,000.00	9,406,106.39	5.94	94.06
	<u>106,008.19</u>	<u>593,893.61</u>	<u>10,300,000.00</u>	<u>9,706,106.39</u>	<u>5.77</u>	<u>94.23</u>
<u>RFID Project</u>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>106,008.19</u>	<u>593,893.61</u>	<u>10,300,000.00</u>	<u>9,706,106.39</u>	<u>5.77</u>	<u>94.23</u>
<u>Rebillables Fund</u>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>612,031.97</u>	<u>4,191,713.69</u>	<u>16,727,726.86</u>	<u>12,536,013.17</u>	<u>25.06</u>	<u>74.94</u>

Addison Public Library Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Comcast 132554 10-58-5570	Leased Internet Access Line	Inv #226197576 Acct #902012302	398.07	21569	12/12/24	<u>398.07</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	2,189.37	21570	12/12/24	<u>2,189.37</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	349.73	21571	12/12/24	<u>349.73</u>
ADP, LLC #110146 10-56-4500 10-56-4500	Payroll Service Fees Payroll Service Fees	Inv #677706495 Inv #677706579	386.40 4,154.42	21572	12/16/24	<u>4,540.82</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square 231901	2,657.55	21573	12/16/24	<u>2,657.55</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #6100518209	157.12	21574	12/16/24	<u>157.12</u>
Village of Addison - HSA 10-50-2400	Health Insurance	EE & ER HSA Contributions for 12/18/24 Payroll	2,691.41	21575	12/16/24	<u>2,691.41</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Plan #306740 Payroll 12/31/2024	2,657.55	21576	12/26/24	<u>2,657.55</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha/Worksite Benefits 1/25	519.03	21577	12/26/24	<u>519.03</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha Self Bill/AD&D 1/25	826.64	21578	12/26/24	<u>826.64</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - List Bill 10/2024	222.68	21579	12/26/24	<u>222.68</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - List Bills - 11/2024	222.68	21580	12/26/24	<u>222.68</u>
Village of Addison: Misc Exp 500010				21581	12/26/24	<u>110.00</u>

**Addison Public Library
Check Register**

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - 1/25	110.00			
Village of Addison: Misc Exp 500010				21582	12/26/24	<u>75.70</u>
10-22-0255	Other Insurance Withholding Payable	AllState ID - 1/25	75.70			
Village of Addison:Health Ins 500011				21583	12/26/24	<u>32,109.08</u>
10-50-2400	Health Insurance	BCBS January 2025	32,109.08			
Village of Addison:Health Ins 500011				21584	12/26/24	<u>2,327.57</u>
10-50-2400	Health Insurance	Delta Dental - January 2025	2,327.57			
Village of Addison:Health Ins 500011				21585	12/26/24	<u>306.91</u>
10-50-2400	Health Insurance	VSP - January 2025	306.91			
4imprint, Inc. 162600				38918	01/09/25	<u>1,024.10</u>
10-64-8910	Other Promotions	INV 13291822	1,024.10			
Amazon Capital Services 112300				38919	01/09/25	<u>876.93</u>
10-64-8160	Teen Program	INV 19P3-VKL7-QGY4	41.67			
10-64-8160	Teen Program	INV 1MPW-4MFV-T6VJ	85.96			
10-64-8160	Teen Program	INV 19P3-VKL7-QH4V	179.91			
10-52-3100	Children Books	INV 1GXF-R1FR-3W1K	20.99			
10-52-3900	Children Other Expenditures	INV 1GXF-R1FR-3HJ3	-29.90			
10-54-3110	Adult Books	INV 1DT1-XKNJ-36F4	120.90			
10-54-3110	Adult Books	INV 1CK3-1HFF-QRK1	37.66			
10-54-3900	Adult Other Expenditures	INV 1RVW-JGKQ-1GDP	44.54			
10-54-3900	Adult Other Expenditures	INV 1CJ3-1XFR-4HKV	102.33			
10-66-9250	Materials Management Supplies	INV 1JPY-YTTW-71JQ	29.34			
10-66-9270	Information Technology Supplies	INV 1MJT-KYY6-4V3L	179.85			
10-66-9245	Teen Services Supplies	INV 176V-HYGG-PYTW	63.68			
Amazon Capital Services 112300				38920	01/09/25	<u>506.36</u>
10-66-9210	Office Supplies	INV 11PC-T1VJ-4GK1	249.92			
10-66-9210	Office Supplies	INV 19DP-FTHX-3TKH	36.98			
10-66-9970	FUNshine Committee	INV 1RL3-333V-3CYR	49.96			
10-52-3100	Children Books	INV 13PM-PDRP-34PM	31.21			
10-52-3100	Children Books	INV 1CVL-QT3M-63QV	49.46			
10-52-3100	Children Books	INV 17C7-PG4T-46HF	4.72			
10-52-3900	Children Other Expenditures	INV 1KY4-NQKR-16YM	12.88			
10-54-3110	Adult Books	INV 19DP-FTHX-3MC7	-10.11			
10-54-3110	Adult Books	INV 1QG7-XVTF-1TRG	50.25			
10-66-9270	Information Technology Supplies	INV 17RK-MXXK-3VGN	31.09			

Addison Public Library Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Amazon Capital Services 112300				38921	01/09/25	<u>2,391.20</u>
10-64-8160	Teen Program	INV 1KPD-JM6N-33RT	177.08			
10-64-8160	Teen Program	INV 17C7-PG4T-4F1Y	19.98			
10-64-8100	Adult Services Programs	INV 1GVY-614R-1RVL	561.75			
10-64-8100	Adult Services Programs	INV 14KK-KXTX-4QCK	243.10			
10-64-8100	Adult Services Programs	INV 1DRP-QGKX-4F43	361.25			
10-64-8100	Adult Services Programs	INV 17RK-MXXK-3PFW	425.00			
10-64-8120	Children Services Programs - General	INV 1J7T-14ML-4WGT	53.91			
10-64-8120	Children Services Programs - General	INV 1JNJ-XJ76-76TX	97.86			
10-66-9230	Adult Services Supplies	INV 1N3X-W3MM-63HN	73.98			
10-66-9240	Children Services Supplies	INV 14TX-XHXJ-6D19	19.49			
10-64-8165	Community Engagement Program	INV 1QFH-XFC6-3JRD	357.80			
BMO Harris Bank N.A. 22301				38922	01/09/25	<u>3,660.52</u>
10-66-9210	Office Supplies	Sam's Club	80.02			
10-66-9210	Office Supplies	USPS	32.00			
10-66-9210	Office Supplies	Lunch for AMH committee	122.01			
10-61-6200	Software/Licenses	Faronics	840.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	LighSpeed	141.75			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	Zoho Corp	155.00			
10-61-6200	Software/Licenses	Adobe	330.67			
10-61-6200	Software/Licenses	AutoElevate	87.50			
10-61-6200	Software/Licenses	Zoho Corp	123.50			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	ScreenConnect	36.00			
10-61-6200	Software/Licenses	Zoom	15.99			
10-66-9970	FUNshine Committee	Sam's Club	26.04			
10-66-9300	Library Wide Supplies	Sam's Club	94.50			
10-64-8160	Teen Program	Universal Yums	131.87			
10-64-8100	Adult Services Programs	Sam's Club	83.92			
10-58-5610	Building Supplies	Sherwin-Williams	229.80			
10-64-8120	Children Services Programs - General	Universal Yums	39.68			
10-62-7510	Memberships (Staff & Board)	Sam's Club	62.88			
10-54-3110	Adult Books	Target	79.98			
10-55-3500	Online Databases	Pro New Reader's Press	162.50			
10-58-5690	Other Building Materials & Repair	Grainger	90.94			
10-66-9250	Materials Management Supplies	Online Labels	53.83			
10-66-9270	Information Technology Supplies	B&H Photo	98.28			
10-64-8170	IT Programs	JoAmm	116.88			

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10-66-9980	Staff Recognition	601 Bar & Grill	278.00			
10-66-9980	Staff Recognition	601 Bar & Grill	76.00			
CDW Government 131480				38923	01/09/25	<u>812.03</u>
10-66-9910	Hardware	INV AB8RW2P	812.03			
Comcast 132548				38924	01/09/25	<u>77.39</u>
10-58-5510	Telephone	Acct #8771 20 183 0148973	77.39			
Comcast 132554				38925	01/09/25	<u>398.67</u>
10-58-5570	Leased Internet Access Line	INV 229998522	398.67			
D&Z House of Books Inc 143662				38926	01/09/25	<u>902.09</u>
10-52-3100	Children Books	INV 2024/I000237	110.60			
10-52-3100	Children Books	INV 2024/I000241	296.80			
10-54-3110	Adult Books	INV 2024/I000239	494.69			
Demco Inc 141551				38927	01/09/25	<u>2,195.48</u>
10-66-9250	Materials Management Supplies	INV 757788	2,195.48			
Erika Ochoa 281526				38928	01/09/25	<u>150.00</u>
10-64-8100	Adult Services Programs	Zumba - 1/6/2025	150.00			
Eugene Flynn				38929	01/09/25	<u>240.00</u>
10-64-8100	Adult Services Programs	Planning an Active Retirement - 1/19/2025	240.00			
Francotyp-Postalia, Inc 162817				38930	01/09/25	<u>149.85</u>
10-56-4420	Equipment Rental & Leasing	INV RI106472411	149.85			
HW Wilson c/o Grey House Publishing 172830				38931	01/09/25	<u>3,595.00</u>
10-55-3500	Online Databases	INV 988008-009	3,595.00			
Ketapanen Kitchen Catering LLC				38932	01/09/25	<u>500.00</u>
10-64-8100	Adult Services Programs	Chef Walks First - 12/9/2024	500.00			
Libraria 131861				38933	01/09/25	<u>2,314.60</u>
10-52-3100	Children Books	INV 254089	2,314.60			
Lucas Holdings, LLC 223139				38934	01/09/25	<u>833.64</u>
10-66-9220	Guest Services Supplies	INV 70815	833.64			

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Marti LaHood - 281914 10-64-8100	Adult Services Programs	Chair Yoga - 1/9/2025	80.00	38935	01/09/25	<u>80.00</u>
OCLC Inc 251352 10-55-3860 10-55-3860	E-Books E-Books	INV 1000417645 INV 1000414119	2,254.21 5,553.97	38936	01/09/25	<u>7,808.18</u>
OTC Brands, Inc 252842 10-66-9970 10-64-8120	FUNshine Committee Children Services Programs - General	INV 73519000801 INV 73527790501	61.62 117.02	38937	01/09/25	<u>178.64</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Essentrics - 1/15/2025	80.00	38938	01/09/25	<u>80.00</u>
Quill 273145 10-66-9210 10-66-9300 10-66-9300	Office Supplies Library Wide Supplies Library Wide Supplies	INV 41764559 INV 41963931 INV 41764559	13.88 84.98 56.15	38939	01/09/25	<u>155.01</u>
Republic Services #551 122869 10-58-5310	Refuse Disposal Service	INV 0551-016131837	349.73	38940	01/09/25	<u>349.73</u>
Sherie C Shapiro 291967 10-64-8100	Adult Services Programs	Ageless Grace - 1/16/2025	75.00	38941	01/09/25	<u>75.00</u>
Unique Patron Services Solutions 312431 10-56-4410	Collection Agency Fees	INV 6133418	291.25	38942	01/09/25	<u>291.25</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Jan 2025 - Allstate Invoice	75.70	38943	01/09/25	<u>75.70</u>
Village of Addison: Water Ser 500013 10-58-5120	Water Service	Acct #5433070004-001	628.80	38944	01/09/25	<u>628.80</u>
Welcome Wagon 331191 10-64-8910	Other Promotions	INV 135131-11	144.12	38945	01/09/25	<u>144.12</u>
Albertsons - Safeway 112213 10-66-9970 10-66-9970 10-64-8100 10-66-9240	FUNshine Committee FUNshine Committee Adult Services Programs Children Services Supplies	Sale Date 12/9/24 Sale Date 1/3/25 Sale Date 12/11/24 Sale Date 12/16/24	41.95 16.00 20.46 28.52	38946	01/21/25	<u>106.93</u>

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Ale Ramirez 10-66-9980	Staff Recognition	Reimbursement	30.00	38947	01/21/25	<u>30.00</u>
Amazon Capital Services 112300				38948	01/21/25	<u>2,535.37</u>
10-66-9210	Office Supplies	1KL1 PHQ4 39F4	-62.48			
10-66-9970	FUNshine Committee	1W4F WHDD 4HG9	24.30			
10-64-8160	Teen Program	1KGF K3C9 3X99	113.76			
10-64-8160	Teen Program	14MP KXQJ 3HT3	277.92			
10-64-8160	Teen Program	1L7H 6XHL 4Q63	421.92			
10-64-8100	Adult Services Programs	11QX DGYG 6RPY	34.89			
10-64-8100	Adult Services Programs	14JV 6WL3 4NJ7	198.90			
10-64-8100	Adult Services Programs	1W4F WHDD 4HLV	16.99			
10-64-8100	Adult Services Programs	1911 1CGX YMM6	850.00			
10-64-8120	Children Services Programs - General	1L7H 6XHL 43PM	74.74			
10-66-9270	Information Technology Supplies	1W4F WHDD 4HLV	26.72			
10-66-9270	Information Technology Supplies	1MDF FFLW 36HJ	557.71			
Amazon Capital Services 112300				38949	01/21/25	<u>1,059.77</u>
10-52-3100	Children Books	1FYW 7KJL HKCQ	-11.19			
10-52-3100	Children Books	1WVQ F33R YX39	90.17			
10-52-3100	Children Books	1WPR NYQK 3V7L	75.85			
10-52-3100	Children Books	1DR1 QLXG HMYL	47.51			
10-54-3110	Adult Books	1XQG 6K46 4D1R	-30.50			
10-54-3110	Adult Books	1R7P THH1 JCCQ	55.13			
10-54-3110	Adult Books	1L6J RV3F 3XFD	124.30			
10-54-3110	Adult Books	1WFL MLTN 3MNY	130.84			
10-54-3900	Adult Other Expenditures	1KLN P1HD KHF6	38.48			
10-66-9240	Children Services Supplies	1RG1 C6M1 3V7H	318.31			
10-66-9270	Information Technology Supplies	1CLC DQMM JCGG	20.88			
10-66-9920	Furniture and Equipment	1DJG TV3N G9YF	199.99			
Amazon Capital Services 112300				38950	01/21/25	<u>1,830.08</u>
10-64-8160	Teen Program	1WVQ F33R YGW3	330.96			
10-64-8120	Children Services Programs - General	19F3 9NPJ GVT1	1,285.44			
10-64-8120	Children Services Programs - General	1XDL GNN3 N3LT	41.93			
10-64-8120	Children Services Programs - General	1RG1 C6M1 3MTG	91.96			
10-52-3100	Children Books	119L LCDF FPWN	26.20			
10-54-3900	Adult Other Expenditures	13DG GRKL H1CM	39.78			
10-54-3900	Adult Other Expenditures	1Q9R FRWH NHW1	50.65			
10-66-9240	Children Services Supplies	1XQG 6K46 3HC9	-36.84			

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American Library Association 10-62-7510	Memberships (Staff & Board)	ALA #2040226	125.00	38951	01/21/25	<u>125.00</u>
Baker & Taylor 120210				38952	01/21/25	<u>1,406.74</u>
10-64-8100	Adult Services Programs	Inv# 2038755097	66.03			
10-64-8100	Adult Services Programs	Inv# 2038750153	827.73			
10-64-8120	Children Services Programs - General	Inv# 2038750238	512.98			
Baker & Taylor 120290				38953	01/21/25	<u>3,011.42</u>
10-52-3100	Children Books	INV 2038718364	961.59			
10-52-3100	Children Books	INV 2038758803	792.31			
10-52-3100	Children Books	INV 2038777613	181.38			
10-52-3100	Children Books	Credit # 0003303147	-20.89			
10-52-3100	Children Books	INV 2038742864	649.80			
10-52-3100	Children Books	INV 2038747575	307.28			
10-52-3100	Children Books	INV 2038734626	75.69			
10-66-9250	Materials Management Supplies	INV 2038747576	13.09			
10-66-9250	Materials Management Supplies	INV 2038742865	24.99			
10-66-9250	Materials Management Supplies	INV 2038758804	19.04			
10-66-9250	Materials Management Supplies	INV 2038777614	5.95			
10-66-9250	Materials Management Supplies	INV 2038734627	1.19			
Baker & Taylor 120300				38954	01/21/25	<u>914.66</u>
10-54-3110	Adult Books	INV 2038701394	585.37			
10-54-3900	Adult Other Expenditures	INV 2038741728	155.93			
10-66-9250	Materials Management Supplies	INV 2038741729	31.52			
10-66-9250	Materials Management Supplies	INV 2038701395	141.84			
Baker & Taylor 120310				38955	01/21/25	<u>7,576.09</u>
10-54-3110	Adult Books	Inv# 2038762214	642.35			
10-54-3110	Adult Books	Inv# 2038758829	570.56			
10-54-3110	Adult Books	Inv# 2038768750	993.29			
10-54-3110	Adult Books	Inv# 2038780274	766.32			
10-54-3110	Adult Books	Inv# 2038747550	275.66			
10-54-3110	Adult Books	Inv# 2038727921	648.81			
10-54-3110	Adult Books	Inv# 2038722480	401.82			
10-54-3110	Adult Books	Inv# 2038742866	778.11			
10-54-3110	Adult Books	Inv# 2038764628	623.78			
10-54-3110	Adult Books	Inv# 2038756713	565.83			
10-54-3110	Adult Books	Inv# 2038739882	484.20			
10-54-3110	Adult Books	Inv# 2038736781	626.63			
10-66-9250	Materials Management Supplies	Inv# 2038780275	27.37			

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10-66-9250	Materials Management Supplies	Inv# 2038768751	44.03			
10-66-9250	Materials Management Supplies	Inv# 2038762215	5.95			
10-66-9250	Materials Management Supplies	Inv# 2038764629	21.42			
10-66-9250	Materials Management Supplies	Inv# 2038727922	19.04			
10-66-9250	Materials Management Supplies	Inv# 2038747551	9.52			
10-66-9250	Materials Management Supplies	Inv# 2038739883	7.14			
10-66-9250	Materials Management Supplies	Inv# 2038736782	7.14			
10-66-9250	Materials Management Supplies	Inv# 2038756714	13.09			
10-66-9250	Materials Management Supplies	Inv# 2038742867	30.94			
10-66-9250	Materials Management Supplies	Inv# 2038758830	13.09			
Baker & Taylor 120330				38956	01/21/25	<u>39.09</u>
10-54-3110	Adult Books	Inv# 2038770763	39.09			
Bibliotheca, LLC 121830				38957	01/21/25	<u>106,008.19</u>
80-55-1905	Renovation Project	Order # SO-US65649	106,008.19			
Brooke Sievers 829192				38958	01/21/25	<u>15.50</u>
10-62-7550	In-State Travel	Mileage (20 mi x .67)	13.40			
10-62-7550	In-State Travel	Tolls	2.10			
CDS Office Technologies 131476				38959	01/21/25	<u>581.62</u>
10-58-5710	Equipment Maintenance & Repair	INV 1661081	581.62			
Chris Pudelek 829225				38960	01/21/25	<u>10.99</u>
10-62-7550	In-State Travel	Mileage (16.4 mi x .67)	10.99			
Complete Cleaning 132523				38961	01/21/25	<u>5,400.00</u>
10-58-5320	Cleaning Service	INV C29051	5,400.00			
Courtney Moore 823200				38962	01/21/25	<u>30.00</u>
10-66-9980	Staff Recognition	Reimbursement	30.00			
Crimson Multimedia Dist. 132835				38963	01/21/25	<u>945.73</u>
10-52-3900	Children Other Expenditures	INV 018149	122.17			
10-52-3900	Children Other Expenditures	INV 018146	166.33			
10-54-3900	Adult Other Expenditures	INV 018476	25.00			
10-54-3900	Adult Other Expenditures	INV 018031	100.00			
10-54-3900	Adult Other Expenditures	INV 018032	146.01			
10-54-3900	Adult Other Expenditures	INV 018148	120.00			
10-54-3900	Adult Other Expenditures	INV 018147	65.00			
10-54-3900	Adult Other Expenditures	INV 018477	35.00			

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10-54-3900	Adult Other Expenditures	INV 018475	166.22			
D&Z House of Books Inc 143662				38964	01/21/25	<u>788.04</u>
10-52-3100	Children Books	INV 2024/I000906	18.36			
10-52-3100	Children Books	INV 2024/I000907	230.36			
10-54-3110	Adult Books	INV 2024/I000916	539.32			
Demco Inc 141551				38965	01/21/25	<u>2,498.72</u>
10-66-9210	Office Supplies	INV 7579623	258.54			
10-64-8910	Other Promotions	INV 7583594	239.94			
10-66-9250	Materials Management Supplies	INV 7583588	1,515.01			
10-66-9250	Materials Management Supplies	INV 7583592	485.23			
DuPage Security Solutions Inc 143105				38966	01/21/25	<u>21.00</u>
10-66-9210	Office Supplies	INV 65458	21.00			
Eden Morris				38967	01/21/25	<u>13.40</u>
10-62-7550	In-State Travel	Mileage (20 mi x .67)	13.40			
Ehler Investment Partners, LLC 151700				38968	01/21/25	<u>5,804.34</u>
10-56-4900	Other Contracts	November 2024	2,848.91			
10-56-4900	Other Contracts	December 2024	2,955.43			
Elizabeth Freebairn				38969	01/21/25	<u>22.24</u>
10-62-7550	In-State Travel	Mileage (33.2 mi x .67)	22.24			
Elizabeth Lynch 892107				38970	01/21/25	<u>30.00</u>
10-66-9980	Staff Recognition	Reimbursement	30.00			
Gabriela Tafolla 162821				38971	01/21/25	<u>195.00</u>
10-62-7550	In-State Travel	Mileage (22.8 mi x .67)	15.28			
10-66-9330	Community Engagement Supplies	Book Bike Service & Transport	179.72			
GALE/CENGAGE Learning 171152				38972	01/21/25	<u>903.42</u>
10-54-3110	Adult Books	INV 86078000	75.72			
10-54-3110	Adult Books	INV 86073587	221.16			
10-54-3110	Adult Books	INV 86044463	606.54			
Home Life, Inc 262700				38973	01/21/25	<u>27.50</u>
10-55-3400	Magazines/News	INV SIEVER16-2024	27.50			
Jenny Cuevas 892155				38974	01/21/25	<u>14.74</u>

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10-62-7550	In-State Travel	Mileage (22 mi x .67)	14.74			
Karen Dini 814196 10-62-7550	In-State Travel	Mileage (18 mi x .67)	12.06	38975	01/21/25	<u>12.06</u>
Lakeshore Learning Material 221153 10-64-8120	Children Services Programs - General	INV 681519121924	678.22	38976	01/21/25	<u>678.22</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	INV 99838	1,800.00	38977	01/21/25	<u>1,800.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610 10-58-5610	Building Supplies Building Supplies	INV 528556/1 INV 528074/1	31.45 68.29	38978	01/21/25	<u>99.74</u>
Libraria 131861 10-52-3100 10-52-3100 10-66-9250 10-66-9250	Children Books Children Books Materials Management Supplies Materials Management Supplies	INV 253589 INV 254260 INV 253590 INV 254261	561.64 13.49 9.30 0.30	38979	01/21/25	<u>584.73</u>
Limricc Unemployment Comp 290227 10-66-9510	Unemployment Compensation Insurance	Q4 2024	147.18	38980	01/21/25	<u>147.18</u>
Manufacturers News Inc 231168 10-54-3110	Adult Books	INV A11446-03	328.90	38981	01/21/25	<u>328.90</u>
Marilyn Williams 823600 10-62-7550	In-State Travel	Mileage (26 mi x .67)	17.42	38982	01/21/25	<u>17.42</u>
Marti LaHood - 281914 10-64-8100	Adult Services Programs	Chair Yoga - 1/23/2025	80.00	38983	01/21/25	<u>80.00</u>
Matthew Sherlock 892179 10-62-7550	In-State Travel	Mileage (8 mi x .67)	5.36	38984	01/21/25	<u>5.36</u>
Matthew Williams 892182 10-62-7550	In-State Travel	Mileage (7 mi x .67)	4.69	38985	01/21/25	<u>4.69</u>
Midwest Tape 231925 10-52-3900 10-52-3900	Children Other Expenditures Children Other Expenditures	INV 506420301 INV 506435526	86.21 14.99	38986	01/21/25	<u>8,240.05</u>

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10-52-3900	Children Other Expenditures	INV 506465091	10.49			
10-52-3900	Children Other Expenditures	INV 506529359	89.21			
10-52-3900	Children Other Expenditures	INV 506561467	150.40			
10-52-3900	Children Other Expenditures	INV 506529782	10.49			
10-52-3900	Children Other Expenditures	INV 506465387	9.74			
10-52-3900	Children Other Expenditures	INV 506496775	122.19			
10-52-3900	Children Other Expenditures	INV 506420306	250.40			
10-52-3900	Children Other Expenditures	INV 506561466	30.93			
10-52-3900	Children Other Expenditures	INV 506561465	24.74			
10-52-3900	Children Other Expenditures	INV 506529781	18.74			
10-52-3900	Children Other Expenditures	INV 506561460	37.48			
10-54-3900	Adult Other Expenditures	INV 506420309	32.24			
10-54-3900	Adult Other Expenditures	INV 506420310	54.72			
10-54-3900	Adult Other Expenditures	INV 506473005	44.99			
10-54-3900	Adult Other Expenditures	INV 506420303	14.39			
10-54-3900	Adult Other Expenditures	INV 506420304	13.49			
10-54-3900	Adult Other Expenditures	INV 506420305	37.48			
10-54-3900	Adult Other Expenditures	INV 506420308	138.70			
10-54-3900	Adult Other Expenditures	INV 506420307	49.48			
10-54-3900	Adult Other Expenditures	INV 506435525	59.97			
10-54-3900	Adult Other Expenditures	INV 506465098	262.24			
10-54-3900	Adult Other Expenditures	INV 506465102	169.44			
10-54-3900	Adult Other Expenditures	INV 506465103	107.21			
10-54-3900	Adult Other Expenditures	INV 506465101	152.94			
10-54-3900	Adult Other Expenditures	INV 506473006	38.99			
10-54-3900	Adult Other Expenditures	INV 506435520	187.46			
10-54-3900	Adult Other Expenditures	INV 506435521	21.74			
10-54-3900	Adult Other Expenditures	INV 506435522	16.79			
10-54-3900	Adult Other Expenditures	INV 506435524	80.96			
10-54-3900	Adult Other Expenditures	INV 506435523	188.18			
10-54-3900	Adult Other Expenditures	INV 506420300	29.98			
10-54-3900	Adult Other Expenditures	INV 506465385	43.47			
10-54-3900	Adult Other Expenditures	INV 506496774	14.99			
10-54-3900	Adult Other Expenditures	INV 506496772	117.67			
10-54-3900	Adult Other Expenditures	INV 506496778	19.19			
10-54-3900	Adult Other Expenditures	INV 506496777	18.39			
10-54-3900	Adult Other Expenditures	INV 506435530	38.23			
10-54-3900	Adult Other Expenditures	INV 506465092	26.98			
10-54-3900	Adult Other Expenditures	INV 506465099	143.94			
10-54-3900	Adult Other Expenditures	INV 506473003	154.97			
10-54-3900	Adult Other Expenditures	INV 506496771	19.99			
10-54-3900	Adult Other Expenditures	INV 506496776	98.96			

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10-54-3900	Adult Other Expenditures	INV 506465386	72.71			
10-54-3900	Adult Other Expenditures	INV 506561397	52.47			
10-54-3900	Adult Other Expenditures	INV 506465095	58.46			
10-54-3900	Adult Other Expenditures	INV 506465096	87.11			
10-54-3900	Adult Other Expenditures	INV 506465100	30.73			
10-54-3900	Adult Other Expenditures	INV 506465097	18.74			
10-54-3900	Adult Other Expenditures	INV 506465093	158.47			
10-54-3900	Adult Other Expenditures	INV 506536608	665.88			
10-54-3900	Adult Other Expenditures	INV 506507627	31.99			
10-54-3900	Adult Other Expenditures	INV 506507629	82.98			
10-54-3900	Adult Other Expenditures	INV 506529780	14.99			
10-54-3900	Adult Other Expenditures	INV 506529788	30.73			
10-54-3900	Adult Other Expenditures	INV 506529787	53.66			
10-54-3900	Adult Other Expenditures	INV 506529786	11.24			
10-54-3900	Adult Other Expenditures	INV 506561463	180.64			
10-54-3900	Adult Other Expenditures	INV 506561468	18.74			
10-54-3900	Adult Other Expenditures	INV 506561399	130.42			
10-54-3900	Adult Other Expenditures	INV 506561396	14.99			
10-54-3900	Adult Other Expenditures	INV 506561398	17.24			
10-54-3900	Adult Other Expenditures	INV 506435529	138.66			
10-54-3900	Adult Other Expenditures	INV 506435533	15.74			
10-54-3900	Adult Other Expenditures	INV 506529783	141.65			
10-54-3900	Adult Other Expenditures	INV 506561461	12.74			
10-54-3900	Adult Other Expenditures	INV 506561464	18.74			
10-54-3900	Adult Other Expenditures	INV 506529785	60.72			
10-54-3900	Adult Other Expenditures	INV 506394107	108.83			
10-54-3900	Adult Other Expenditures	INV 506394106	150.70			
10-54-3900	Adult Other Expenditures	INV 506435531	26.24			
10-54-3900	Adult Other Expenditures	INV 506448735	123.98			
10-54-3900	Adult Other Expenditures	INV 506435532	21.74			
10-54-3900	Adult Other Expenditures	INV 506435527	494.30			
10-54-3900	Adult Other Expenditures	INV 506420302	33.73			
10-54-3900	Adult Other Expenditures	INV 506394109	130.46			
10-66-9250	Materials Management Supplies	INV 506555922	479.42			
10-55-3860	E-Books	INV 506459904	1,296.03			
Nardi's Pizza 241172				38987	01/21/25	<u>366.25</u>
10-66-9210	Office Supplies	1/3/25 - 204276	150.00			
10-64-8160	Teen Program	12/19/24 - 251857	62.00			
10-64-8160	Teen Program	12/12/24 - 251856	46.62			
10-64-8160	Teen Program	12/5/24 - 251855	61.00			
10-64-8100	Adult Services Programs	12/12/24 - 251856	46.63			

**Addison Public Library
Check Register**

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Natalie Hernandez 10-62-7550	In-State Travel	Mileage (10.7 mi x .67)	7.17	38988	01/21/25	<u>7.17</u>
Patti Gebala 892144 10-62-7550	In-State Travel	Mileage (23.20 mi)	15.54	38989	01/21/25	<u>15.54</u>
Paul Rubio 10-62-7550	In-State Travel	Mileage (24 mi x .67)	16.08	38990	01/21/25	<u>16.08</u>
Playaway 262219 10-52-3900	Children Other Expenditures	INV 485464	611.82	38991	01/21/25	<u>611.82</u>
Proshred Security 262920 10-66-9210	Office Supplies	INV 1628627	175.00	38992	01/21/25	<u>175.00</u>
Rachel Kaiser 892154 10-66-9980	Staff Recognition	Reimbursement	30.00	38993	01/21/25	<u>30.00</u>
Raghda Badr 10-62-7550	In-State Travel	Mileage (16 mi x .67)	10.72	38994	01/21/25	<u>10.72</u>
Robbins Schwartz 282514 10-56-4100	Legal Fees	November 2024	276.50	38995	01/21/25	<u>276.50</u>
Sara Lock 10-62-7550	In-State Travel	Mileage (30.8 mi)	20.64	38996	01/21/25	<u>20.64</u>
Sidecar Publications LLC 291920 10-61-6200	Software/Licenses	INV 3756	588.00	38997	01/21/25	<u>588.00</u>
Sir Speedy Printing 291970 10-64-8910	Other Promotions	INV 89719	102.00	38998	01/21/25	<u>102.00</u>
Stefania Camaci 10-62-7550	In-State Travel	Mileage (14 mi x .67)	9.38	38999	01/21/25	<u>9.38</u>
Susan Eilers 815196 10-62-7550	In-State Travel	Mileage (30 mi x .67)	20.10	39000	01/21/25	<u>20.10</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	INV T2510062	476.20	39001	01/21/25	<u>952.40</u>

Addison Public Library

Check Register

All Bank Accounts

December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-58-5570	Leased Internet Access Line	INV T2507597	476.20			
The Language Labs 112890				39002	01/21/25	<u>465.00</u>
10-64-8100	Adult Services Programs	Language Labs - 1/27/25	465.00			
Today's Business Solutions, Inc 302521				39003	01/21/25	<u>5,386.95</u>
10-61-6200	Software/Licenses	INV 17421	3,736.95			
10-58-5710	Equipment Maintenance & Repair	INV 17421	1,650.00			
Unique Patron Services Solutions 312431				39004	01/21/25	<u>366.20</u>
10-61-6200	Software/Licenses	INV 6135147	40.00			
10-56-4410	Collection Agency Fees	INV 6134530	326.20			
Welcome Wagon 331191				39005	01/21/25	<u>144.12</u>
10-64-8910	Other Promotions	ACC197480	144.12			
					Check List Total	<u><u>246,364.00</u></u>

Addison Public Library**Check List**

All Bank Accounts

December 1, 2024 - January 21, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
21569	12/12/24	Comcast 132554	398.07
21570	12/12/24	Nicor Gas 241916	2,189.37
21571	12/12/24	Republic Services #551 122869	349.73
21572	12/16/24	ADP, LLC #110146	4,540.82
21573	12/16/24	Mission Square 231901	2,657.55
21574	12/16/24	Verizon	157.12
21575	12/16/24	Village of Addison - HSA	2,691.41
21576	12/26/24	Mission Square 231901	2,657.55
21577	12/26/24	Village of Addison: Misc Exp 500010	519.03
21578	12/26/24	Village of Addison: Misc Exp 500010	826.64
21579	12/26/24	Village of Addison: Misc Exp 500010	222.68
21580	12/26/24	Village of Addison: Misc Exp 500010	222.68
21581	12/26/24	Village of Addison: Misc Exp 500010	110.00
21582	12/26/24	Village of Addison: Misc Exp 500010	75.70
21583	12/26/24	Village of Addison:Health Ins 500011	32,109.08
21584	12/26/24	Village of Addison:Health Ins 500011	2,327.57
21585	12/26/24	Village of Addison:Health Ins 500011	306.91
38918	01/09/25	4imprint, Inc. 162600	1,024.10
38919	01/09/25	Amazon Capital Services 112300	876.93
38920	01/09/25	Amazon Capital Services 112300	506.36
38921	01/09/25	Amazon Capital Services 112300	2,391.20
38922	01/09/25	BMO Harris Bank N.A. 22301	3,660.52
38923	01/09/25	CDW Government 131480	812.03
38924	01/09/25	Comcast 132548	77.39
38925	01/09/25	Comcast 132554	398.67
38926	01/09/25	D&Z House of Books Inc 143662	902.09
38927	01/09/25	Demco Inc 141551	2,195.48
38928	01/09/25	Erika Ochoa 281526	150.00
38929	01/09/25	Eugene Flynn	240.00
38930	01/09/25	Francotyp-Postalia, Inc 162817	149.85
38931	01/09/25	HW Wilson c/o Grey House Publishing 172830	3,595.00
38932	01/09/25	Ketapanen Kitchen Catering LLC	500.00
38933	01/09/25	Libraria 131861	2,314.60
38934	01/09/25	Lucas Holdings, LLC 223139	833.64
38935	01/09/25	Marti LaHood - 281914	80.00
38936	01/09/25	OCLC Inc 251352	7,808.18
38937	01/09/25	OTC Brands, Inc 252842	178.64
38938	01/09/25	Patricia Trampas 261181	80.00
38939	01/09/25	Quill 273145	155.01
38940	01/09/25	Republic Services #551 122869	349.73
38941	01/09/25	Sherie C Shapiro 291967	75.00
38942	01/09/25	Unique Patron Services Solutions 312431	291.25
38943	01/09/25	Village of Addison: Misc Exp 500010	75.70
38944	01/09/25	Village of Addison: Water Ser 500013	628.80
38945	01/09/25	Welcome Wagon 331191	144.12
38946	01/21/25	Albertsons - Safeway 112213	106.93
38947	01/21/25	Ale Ramirez	30.00
38948	01/21/25	Amazon Capital Services 112300	2,535.37
38949	01/21/25	Amazon Capital Services 112300	1,059.77
38950	01/21/25	Amazon Capital Services 112300	1,830.08
38951	01/21/25	American Library Association	125.00
38952	01/21/25	Baker & Taylor 120210	1,406.74
38953	01/21/25	Baker & Taylor 120290	3,011.42
38954	01/21/25	Baker & Taylor 120300	914.66
38955	01/21/25	Baker & Taylor 120310	7,576.09
38956	01/21/25	Baker & Taylor 120330	39.09
38957	01/21/25	Bibliotheca, LLC 121830	106,008.19

Addison Public Library

Check List

All Bank Accounts

December 1, 2024 - January 21, 2025

Check Number	Check Date	Payee	Amount
38958	01/21/25	Brooke Sievers 829192	15.50
38959	01/21/25	CDS Office Technologies 131476	581.62
38960	01/21/25	Chris Pudelek 829225	10.99
38961	01/21/25	Complete Cleaning 132523	5,400.00
38962	01/21/25	Courtney Moore 823200	30.00
38963	01/21/25	Crimson Multimedia Dist. 132835	945.73
38964	01/21/25	D&Z House of Books Inc 143662	788.04
38965	01/21/25	Demco Inc 141551	2,498.72
38966	01/21/25	DuPage Security Solutions Inc 143105	21.00
38967	01/21/25	Eden Morris	13.40
38968	01/21/25	Ehler Investment Partners, LLC 151700	5,804.34
38969	01/21/25	Elizabeth Freebairn	22.24
38970	01/21/25	Elizabeth Lynch 892107	30.00
38971	01/21/25	Gabriela Tafolla 162821	195.00
38972	01/21/25	GALE/CENGAGE Learning 171152	903.42
38973	01/21/25	Home Life, Inc 262700	27.50
38974	01/21/25	Jenny Cuevas 892155	14.74
38975	01/21/25	Karen Dini 814196	12.06
38976	01/21/25	Lakeshore Learning Material 221153	678.22
38977	01/21/25	Lauterbach&Amen LLP 172582	1,800.00
38978	01/21/25	Len's Ace Hardware, Inc. 221567	99.74
38979	01/21/25	Libraria 131861	584.73
38980	01/21/25	Limricc Unemployment Comp 290227	147.18
38981	01/21/25	Manufacturers News Inc 231168	328.90
38982	01/21/25	Marilyn Williams 823600	17.42
38983	01/21/25	Marti LaHood - 281914	80.00
38984	01/21/25	Matthew Sherlock 892179	5.36
38985	01/21/25	Matthew Williams 892182	4.69
38986	01/21/25	Midwest Tape 231925	8,240.05
38987	01/21/25	Nardi's Pizza 241172	366.25
38988	01/21/25	Natalie Hernandez	7.17
38989	01/21/25	Patti Gebala 892144	15.54
38990	01/21/25	Paul Rubio	16.08
38991	01/21/25	Playaway 262219	611.82
38992	01/21/25	Proshred Security 262920	175.00
38993	01/21/25	Rachel Kaiser 892154	30.00
38994	01/21/25	Raghda Badr	10.72
38995	01/21/25	Robbins Schwartz 282514	276.50
38996	01/21/25	Sara Lock	20.64
38997	01/21/25	Sidecar Publications LLC 291920	588.00
38998	01/21/25	Sir Speedy Printing 291970	102.00
38999	01/21/25	Stefania Camaci	9.38
39000	01/21/25	Susan Eilers 815196	20.10
39001	01/21/25	Technology Management Revolving Fund 132558	952.40
39002	01/21/25	The Language Labs 112890	465.00
39003	01/21/25	Todays Business Solutions,Inc 302521	5,386.95
39004	01/21/25	Unique Patron Services Solutions 312431	366.20
39005	01/21/25	Welcome Wagon 331191	144.12
Vendor Check Total			<u>246,364.00</u>
Check List Total			<u><u>246,364.00</u></u>

Check count = 105

**Addison Public Library
Payroll Distribution Summary**

Board Meeting 1/21/2025

<u>Description</u>	<u>Amount</u>
Payroll	\$257,664.90

Approved by Board of Trustees

President

Date

Secretary

Date

CHILDREN'S SERVICES – DECEMBER 2024

SNAPSHOT

- In December we took a short break from weekly storytimes and focused on holiday and play-based programs for our younger patrons:
 - Christmas Classics Storytime, planned and implemented by Brittany.
 - Two sessions of Toddler Time, planned and implemented by Debbie.
 - Alphabet-palooza: Developed and implemented by an outside presenter, Alphabet-palooza introduced caregivers to different strategies to help their children learn the alphabet.
 - Let's Move!, a storytime that is all about movement and getting the wiggles out, perfect for this time of year.
- Betsi and Brittany, along with CE Assistant Natalie Hernandez, visited Wesley Elementary to do book talks and read alouds, as well as to promote Winter Reading.
- Louise visited Army Trail's 1st graders to share holiday stories and do a winter-themed craft.
- We also celebrated the holidays with a Christmas Craft with Krystyna program, and two registered take-home kits – a Christmas Wreath Craft, planned and put together by Maria, and a Winter Craft Bundle, which included a set of winter-themed crafts for kids and their families to do, which was planned and put together by Betsi.
- Throughout the month, we did a special drop-in activity entitled LEGO Saturdays. Participants had the opportunity to create special builds with the LEGOs we use for programs as well as participate in a guessing challenge where they had to guess how many LEGOs were in a jar. Debbie also planned and implemented Welcome, Winter on Dec. 21, which was a registered Saturday program.
- Claire attended AELC's Festival of Trees with Natalie (from CE), and provided hands-on activities to attendees, including a winter sensory bin and a felt tree children could decorate with "ornaments."



STATISTICS

Children's Programs: 13 programs, 433 participants | Outreach Event: 1 event, 5 participants

Multigenerational Programs: 1 program, 23 participants

Asynchronous Programs: 11 programs; 613 participants | Appointments: 15 | Continuing Education: 26 hours

Reference Questions: 161 | Scan/Fax Questions: 62 | Directional Questions: 69 | Teacher Resource Room: 8

Book Displays: Winter Holidays, Winter Solstice, Warm Up to a Good Book, If You Like ... *The Bad Guys*.

TEEN SERVICES – DECEMBER 2024

SNAPSHOT

We hosted 22 classes (428 students) from Indian Trail this month. Booktalking at these visits is one of our favorite parts of being Teen Librarians and is one of the most effective ways to connect kids with books. One girl came back a week after her class visit to tell Rachel about the book she took because of Rachel's recommendation: "That's my favorite book I've ever read."

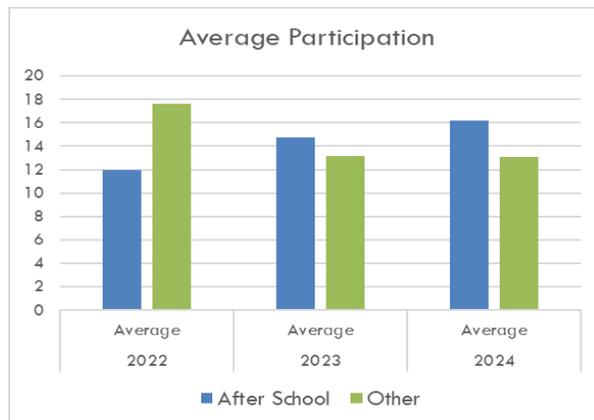
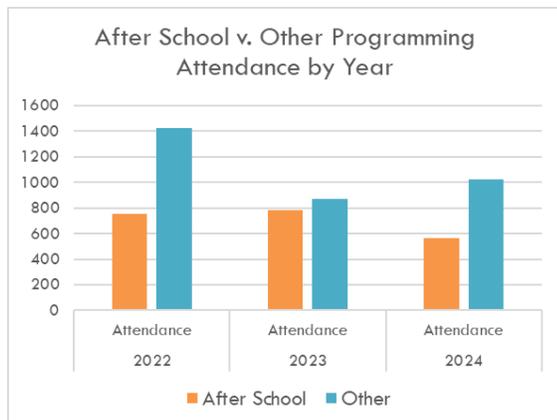
Ale has been using a search challenge after school to teach teens how materials are organized in the library. Kids can earn a candy by finding a specific title in our collection. We start with challenges like finding a DVD by the movie's title and slowly move up to using the Dewey Decimal System. Kids now ask almost daily for challenges and it's not just to get the candy. One kid this month asked for another challenge before he picked out his candy prize. When we reminded him, he said, "Oh ya, I was having so much fun I forgot."

Below are photos from our Open Mic, where teens shared their writing, music, and even improv.



STATISTICS

Below are two charts comparing our Fall programming over the last three years. Attendance at "Other" programs (not after school) during 2022 was particularly high because we were serving IT students during their school library's renovation. Average attendance at After School programs is up, though we offered fewer individual events. Average attendance at all other types of programs (night programs, class visits, Lunch Bunch, etc.) is steady, but we offered more than in 2023.





GUEST SERVICES – DECEMBER 2024

SNAPSHOT

In December all Guest Services' annual evaluations were completed.

The Library of Things collection was checked in December which was a big project. All the cases on the shelf on the 2nd floor were status checked to make sure the items were available. All the cases that were for checked out items were scanned to make sure the items were still on patrons' cards. The actual kits themselves were status checked to make sure they were available. Items were found that needed to be checked back in, there were items no longer in the system, and cases missing barcodes. The entire collection is good to go now and cleaned up to start the year 2025 fresh.

Guest Services staff were busy cleaning shelves and the work area while it was quieter around the holidays.

Guest Services staff were prompt about completing 2 mandatory training courses from Traliant in December.

STATISTICS

In December there were 4 curbside pickups.

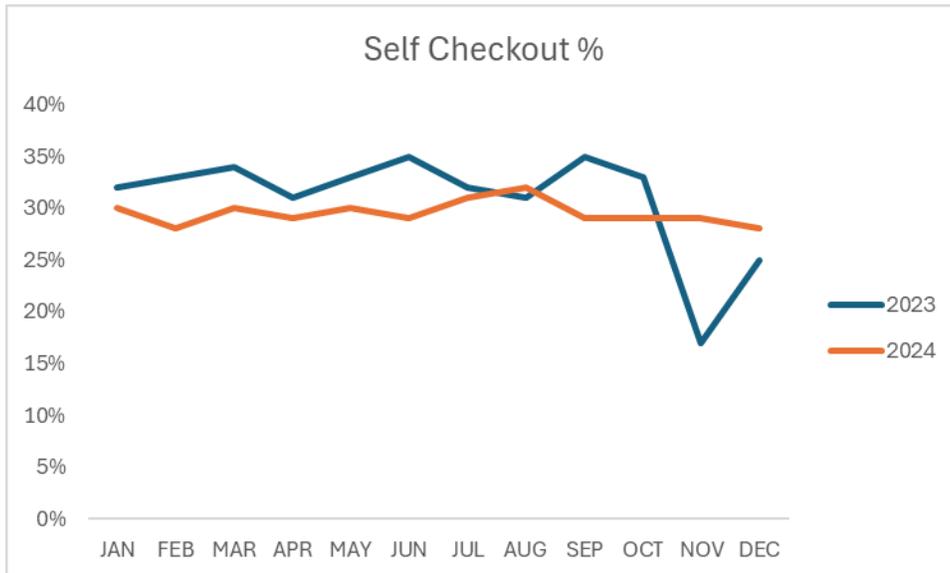
4 overdue items were found on the shelf that had not been checked in.

16 non-SWAN ILLs were checked out by patrons.

0 non-SWAN reciprocal borrowers were registered.

Guest Services staff completed 13.75 hours of Continuing Education.

Kathy didn't do any notarizations in December but had 30 for 2024.



IT SERVICES – December 2024

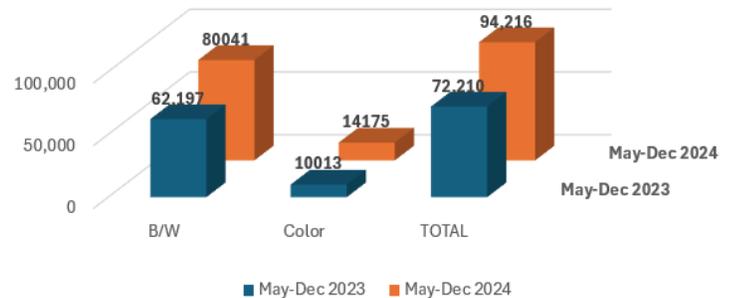
SNAPSHOT – Public Printing Statistics

In preparation for a budget proposal for a new fiscal year, the Head of IT Services generated public printing statistics, comparing the period from May – December 2023 to May – December 2024, to monitor trends.

- The total number of pages printed by the public has increased by 30%.
- Daily average increased from 301 pages to 393 pages.
- B&W printing has increased by 29%.
- Color printing has increased by 42%.
- B&W printing still accounts for 85% of total printing.

Public Printing Statistics

(May-Dec 2023 vs. May-Dec 2024)



PROJECTS

The IT Services Associates

- Answered a total of 461 patron questions, a 29% decrease from last month (due to the holiday season).

The Creative Services Coordinator

- Offered a drop-in craft for 12 District 88 Transitions students to decorate aprons. This hands-on activity helped the students with their occupational and physical therapy.
- Helped patrons with 9 projects during Open Lab Hours, which is a significant drop compared to 18 projects in 2023.
- Adjusted room availability settings in LibCal for Phase 1 of the renovation and updated corresponding webpages.



The IT System Administrator

- Addressed 34 IT tickets, which is a 6% increase from last month.
- Moved the phone and voicemail servers onto a different rack within the same server room.
- Served on the AMH Selection Committee.

The Head of IT Services

- Generated statistics about teen computer usage over the weekend, which helped with assessing staffing needs for weekend coverage.
- Looked into Sourcewell, an online procurement tool which allows local vendor access with national buying power. This can save money and staff time for the library, as we purchase new equipment during the building renovation process and beyond.
- Completed the annual evaluation and goal setting process for IT Services staff.

ADULT SERVICES – DECEMBER 2024

SNAPSHOT

December is typically a slower month with patrons and staff enjoying time off for the holidays. This slower programming and traffic flow break were perfectly timed as the department used it to get ready for construction, put finishing touches on upcoming program series, and prepare for winter reading, all of which kicks-off in January!



Free Time Friday Stars & Snowflakes Craft

However, AS still made sure to get in on the winter holiday spirit with programs and displays. From crafting snowflakes, new year themed trivia to creating vision boards for 2025 and sampling food from an Indigenous chef, patrons still made time to squeeze in some holiday fun. Below are some thoughts patrons shared about December programs.

Native American Harvest Cuisine with Chef Jessica Walks First Pamonicutt

- “Chef Walks First speaks from the heart and soul.”
- “The Chef was very informative and shared information on the relationship between Native Americans and food.”
- “Chef Jessica was very entertaining. Her story is fascinating.”

Mindful Moments: Vision Board

- “It was lovely of the library to host such an event.”
- “Fun + interesting.”
- “Many magazines and tissue papers to choose from. Librarian is very friendly.”

Microsoft Word Basics: Part II

- “Teacher was very patient in explaining things and answering questions.”

As we reflect on 2024, it is a good time to look back and see what we accomplished with some of our additional services. In 2024 AS

Specialists notarized 316 documents, proctored 9 exams, and registered 22 people to vote! These extra services many times get overlooked, but they truly make a difference for our community.

Success Stories

Read and Write in Spanish wrapped up for the semester. Student Anabela, who continued her learning from last semester, said that the class was good and that she now can read more. At the beginning of the semester, Anabela could only read two paragraphs and answer a few of the questions the teacher Andrea prepared. By the end of the semester, Anabela could read the whole page and answer all the questions!

A patron came in looking for Polish language resources and practice materials for the writing portion of the U.S. citizenship exam. Megan showed the patron to the citizenship section of the APL collection, and while the patron browsed, Megan found printable resources to practice the vocabulary used in the writing section of the exam, as well as a YouTube channel with practice exam questions and additional advice for test-takers. The patron had already looked through resources on USCIS.gov, so was glad to have some additional options.



Read & Write in Spanish student Anabela showing off her skills to the instructor Andrea.



MATERIALS MANAGEMENT – DECEMBER 2024

SNAPSHOT

Staff packed up and prepared to move out of the workroom! Staff also helped with labeling boxes and getting them ready for storage due to construction. We also put up on the RAILS listing for wanted materials magazine holders and security case unlockers for movies. The magazine holders were requested by various libraries, and we were happy to give them a new home. A huge thank you to the staff for all their help this month as we make our move to the large meeting room!

Jenny and Karen worked on staff evaluations and had them completed by the middle of December. Staff evaluations had to be done a lot earlier this year with the department having to move out due to construction.

All staff completed the required training on Creating Inclusive Workplaces and Cultural Competence in the Workplace.

PROJECTS

Stef was trained in hotspot activation/deactivation and will be taking over the hotspot activation/deactivation for the library hotspots and laptops.

Jenny and Karen wrapped up with the AMH Selection Committee and a recommendation was made to the Board.

All Library Aides worked on shifting science fiction, large type, and fantasy due to Phase 1 of construction.

Staff completed all weeding since we will not be doing this as construction starts. Once we are back on the third floor, we will start weeding again.

Stef worked on the following displays: From Page to Screen (featuring book to movie adaptations); Craft Corner (featuring a range of knitting, painting, and a few Library of Things Hobbies). Endcaps were Chicken Soup for the Soul (featuring books from this series); and Recetas para hornear (featuring Spanish baking cookbooks).

Johnny and Kevin shadowed third floor staff to get a better understanding of the workflow process from ordering to processing materials.

STATISTICS

MM staff completed **17.25** hours of CE.

MM staff added **1,345** items.

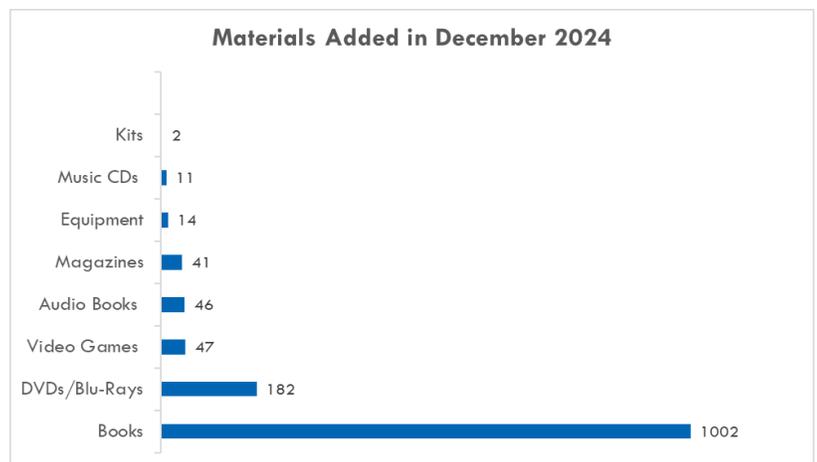
MM staff withdrew **1,786** items.

Library Aides shelved **268** carts.

APL patrons borrowed **15** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **7.9** days.

APL sent **170** items to other libraries through interlibrary loan.



COMMUNITY ENGAGEMENT DECEMBER 2024

SNAPSHOT

- Patti & Gaby were recognized at the December library board meeting for their anniversary milestones, a combined total of 15 years!
- Natalie joined Children's Services staff Betsi & Brittany at the Wesley Elementary book talk sessions ahead of winter break.
- Samantha added 2 new social media accounts: Bluesky (@addisonlibrary.bsky.social) & Threads (addisonpubliclibrary).
- After meeting with Matt a few times to discuss resumes, interviews, and references, a patron came in to let Matt know that they had received 2 job offers in one day!
- Clarendale seniors revisited the past through a Sears catalog during Patti's memory care visit themed, Chicago History.

PROJECTS / COMMITTEES

Building Project

- The first phase of construction will affect the 3rd floor, which means Samantha was busy preparing for the move! This was a perfect opportunity to declutter and reorganize materials that were stored in her shared office.
- The rest of the department followed suit and began sorting through the closet and millwork in the 2nd floor workroom.

STATISTICS

- The CE department connected with **367** community members at **7** outreach events!
- Number of New Job Toolkits distributed: **8**
- **19** one-on-one appointments with Job Seekers & Business Owners.



*From Top to Bottom:
Father reading one of the highlighted titles during Wesley's WinterFest Workshop; Samantha & Natalie at ASD4's Elves Festival; Patti highlighting items from the [1945 Sears Christmas book](#) during her December visit to Clarendale Senior Living Facility.*





DIRECTOR'S REPORT – DECEMBER 2024

PERSONNEL – We have filled the vacant position in Adult Services. Katrina Trimborn joined the staff on Tuesday, January 14. Katrina earned her master's degree in library and information science from the University of Illinois, Urbana-Champaign, and she earned a bachelor's degree in fine arts and art education from Arizona State University.

Our only current vacancy is a part-time position in the IT Department. Christian Aparicio tendered his resignation in December, after accepting a full-time position with Northeast DuPage Family & Youth Services (NEDFYS). Christian worked for APL as a part-time IT Services Associate for nearly two years, assisting patrons in both English and Spanish with their technology needs at our IT Help Desk. At the same time, Christian was working toward his master's degree in social work. Christian is an Addison resident who also used to visit the library after school back when he was in junior high, and although he will be missed tremendously by both patrons and staff, we are all happy to see how far he has come and to see him moving forward in his career.

We had more than 90 applications for this position, and multiple promising interviews. We are now in the process of checking references, so I hope we will be back to being fully staffed again very soon.

All departments are wrapping up their performance reviews for 2024 and goal setting for 2025. I'd hoped to have mine completed before the holidays. I got seven of them done before Christmas, but I finished the final two meetings with my direct reports in January.

COMMUNITY RISK REDUCTION TEAM – Head of Adult Services Lesley Cyrier and Social Services Coordinator Yesenia Benavidez joined me on Friday 1/10 for the second meeting of the intergovernmental Community Risk Reduction Team that was formed earlier this year. Other agencies represented on the team are School Districts 4 & 88, the Addison Police Department, the Addison Fire Department, and the Addison Park District.

Community Risk Reduction (CRR) is a process that involves identifying and prioritizing local risks, then investing resources to reduce their occurrence and impact. Our Addison team started with the Addison Fire Protection District, and specifically with Dan Medina, the AFPD Fire Marshal. The National Fire Protection Association defines CRR as: *"Programs, actions, and services that prevent or mitigate the loss of life, property, and resources associated with life safety, fire, and other disasters within a community."*

Steps for implementing CRR programs are:

1. Identify community risks or problems.
2. Prioritize community risks or problems.
3. Develop strategies using the "Five E's." (The "Five E's" of risk reduction are: enforcement, engineering, education, emergency response, and economic incentives.)
4. Create the CRR plan.
5. Implement the CRR plan.

We are honestly still in the first stages of identifying and prioritizing problems, but the meetings have also been a great opportunity for us to share the resources each of our agencies are already using and to learn how we can support each other without duplicating efforts.

BUILDING PROJECT – Third floor staff are settling into the large meeting room. It's a tight squeeze and people have much less work and storage space than they are used to, but we are making it work. The IT staff did a phenomenal job of getting everyone's computers, phones, and printers connected. We have 16 workstations and more than 25 staff working from this room for the next several months. (Part-time IT Associates and Library Aides share their workstations and are never here all at the same time.

The image on the right shows my current workspace, along the south wall of the meeting room. Brooke is working from the table to my left, and Donna is working from the table on my right. We are using S10 and other study rooms for one-on-one meetings with staff so that we can have privacy when needed and not be disruptive to everyone else in our new workroom.



We were able to give away many of the furnishings and fixtures that we will not need after the renovation. Most of the café equipment was taken by the Village of Addison. Some of the tables and chairs from the café and staff break room were claimed by the Grayslake Public Library and the rest went to [Grind Lap](#), a business here in Addison.

We will reuse most of the furnishings from the 3rd floor, and so those workstations were all disassembled and put into storage the week of January 6. We fit as much as possible into the board room, since there will not be major changes to that room. This allows us to limit the number of items (and related expense) that need to go into offsite storage. The fresh paint and flooring for the board room will be done once everything else is complete on the 3rd floor and the workstations stored in there have been removed and put back into place in the various workrooms and offices.



Construction on the 3rd floor began with the plumbers and electricians disconnecting sinks and light fixtures, followed by the demolition work. We also now have a garbage chute from the south side of the 3rd floor, and temporary walls have been constructed to block off the café, the 2nd floor program room, and the quiet reading room so work can begin in those areas.

Many of our programs are now being held in the teen program room and Creative Studio, while some are also being held offsite, and some children's programs are being held in the public areas of the Children's Department by shifting some tables to create space. (I've enjoyed hearing the faint sounds of storytelling and singing

coming from the children's department as we work from the large meeting room during story time!)

There is not a lot for the public to see yet, but those impacted by changes in programming have been very positive. There have been some major changes for staff, and I'm pleased to report that our employees are also demonstrating positive attitudes as they adjust to all the changes.

In our efforts to continue sharing information about the renovation with the community, Brooke and I will present to the Addison Kiwanis Club at their meeting on 1/21. Much like the open house presentation, we will cover the project goals, funding, and timeline, and then answer any questions the club members have.

Brooke, Greg, and I will also attend weekly meetings with the architects and construction managers to review progress, go over submittals and Requests for Information (RFI's) from the contractors, and discuss any renovation-related issues that come up. These are being held on Thursday mornings in S10, the study room just outside the first-floor meeting room.

BOARD MEETINGS: The Village has reserved the Board Room at Village Hall for us on the 3rd Tuesday of each month through July, **except for February**. The third Monday of February is a holiday, and because of that the Village Board will meet instead on the third Tuesday that month.

REMINDER: Please attend the Shape of Addison Town Hall on 1/29 at 7 PM if you are available that evening!



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You are invited to attend or view the 18th annual town hall meeting featuring governmental leaders in the Addison community. Presentations will include an overview of recent accomplishments and plans for the future of Addison. Time will be allowed for your questions.

This event will be broadcast live on Addison Community Television (ACTV), the Village's website www.addisonadvantage.org, and on the Village of Addison's YouTube channel, VillageAddison.

If you are unable to attend, you are welcome to email (Shapeofaddison@addison-il.org) or phone in your questions (630-693-7975) between the hours of 7:00 p.m. and 8:30 p.m. the day of the event.

SPEAKERS:

Rich Veenstra – Mayor – Village of Addison
Joseph Saverino – Board Secretary – Addison Fire Protection District
Donna Craft Cain – Board President – DuPage High School District #88
Dave Williams – Board President – Addison School District #4
Michael Capizzano – Board President – Addison Park District
Christopher Pudelek – Board President – Addison Public Library
Dennis Reboletti – Supervisor – Addison Township



Wednesday

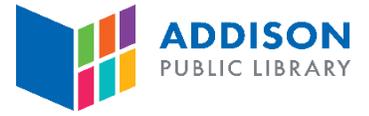
January 29, 2025

from 7:00 p.m. to 9:00 p.m.

Addison Village Hall - Board Room
1 Friendship Plaza, Addison, IL 60101

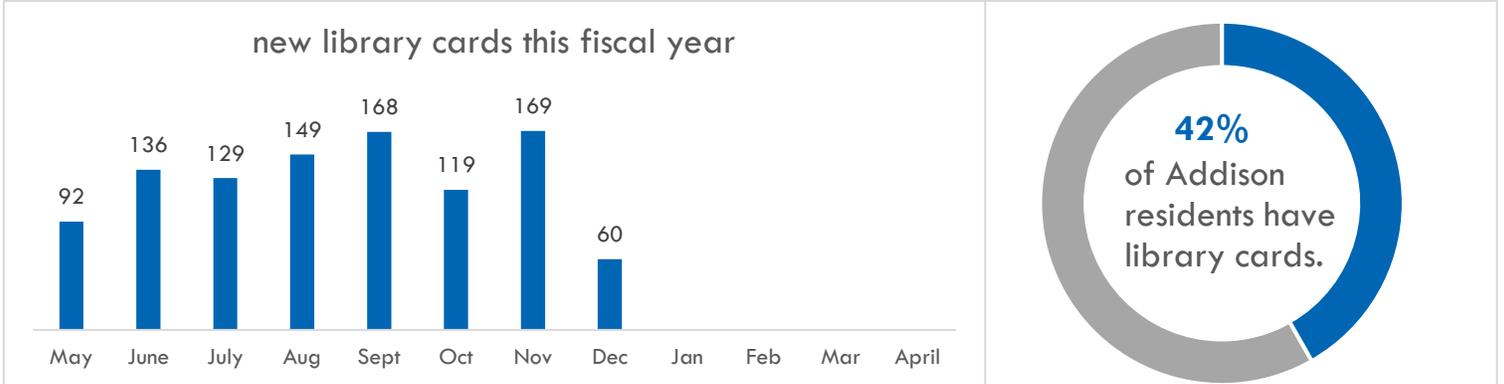
And, remember that we are having our library board meeting at Village Hall too!

December 2024 Library Usage Report

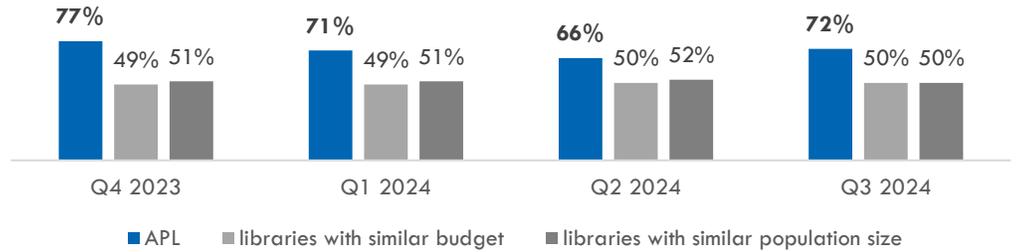


Library Cards

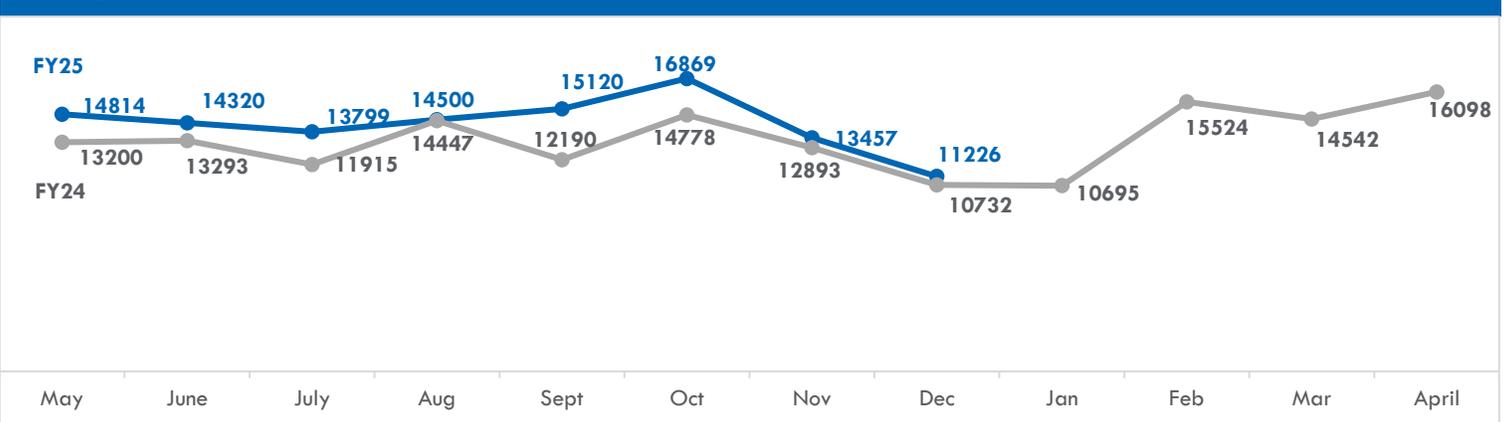
60 new library cards this month.



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

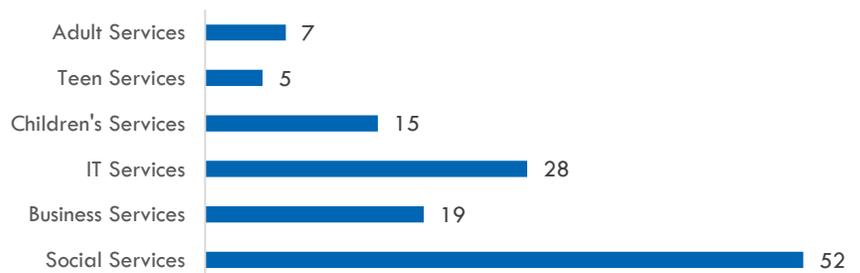


Library Visits



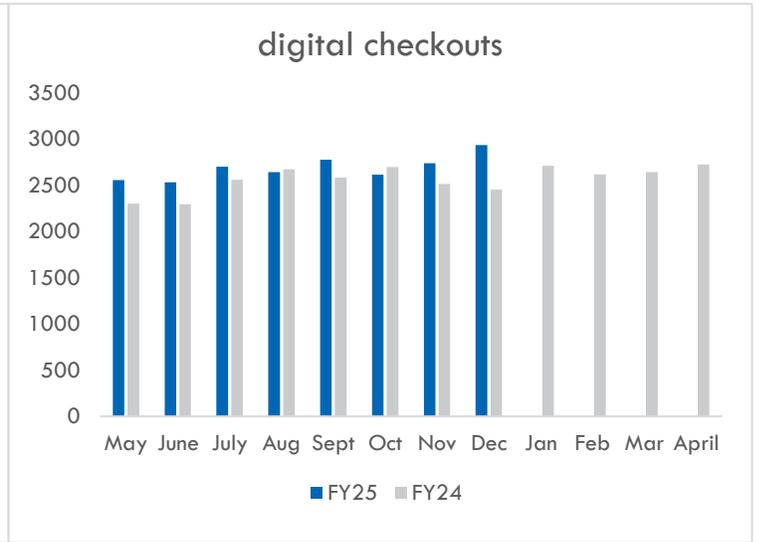
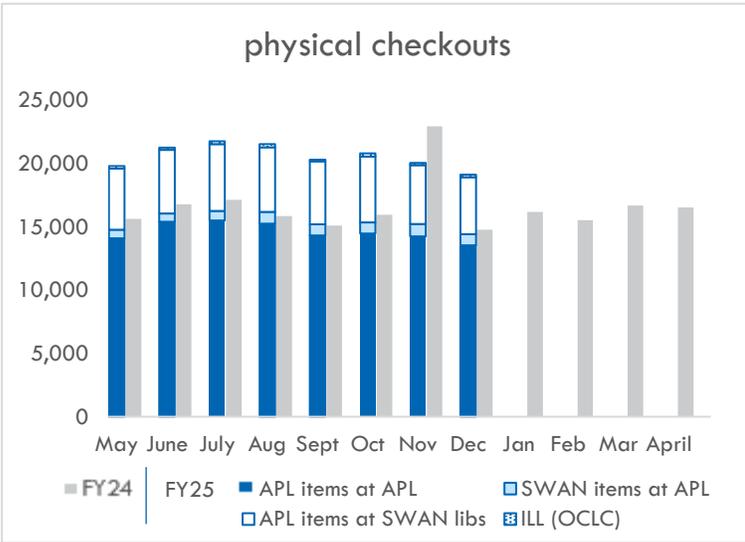
1-on-1 appointments

- 126 1-on-1 appointments
- 1685 computer logins
- 980 wifi sessions
- 45 large meeting room bookings
- 549 study room bookings
- 22 Creative Studio bookings
- 47 Sound Studio bookings

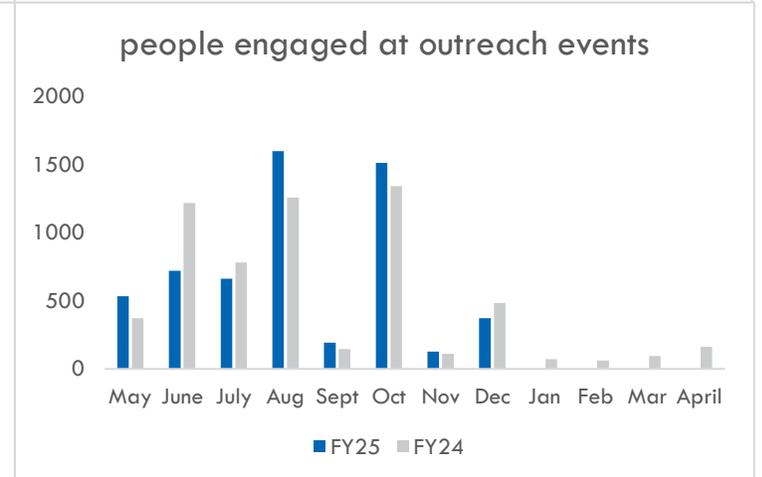
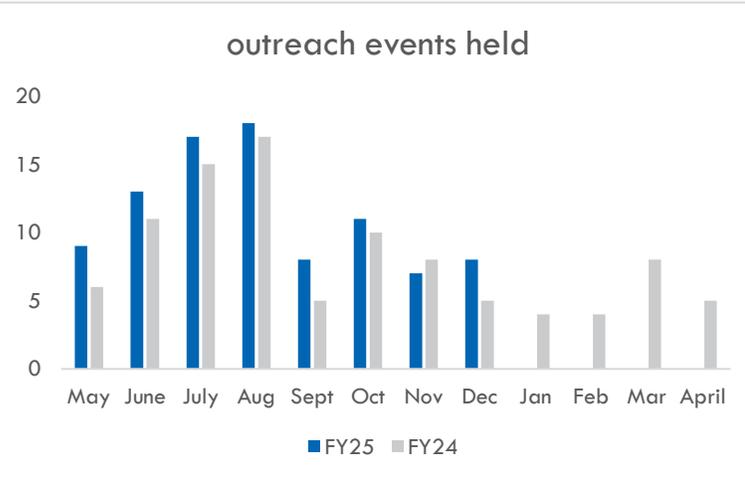
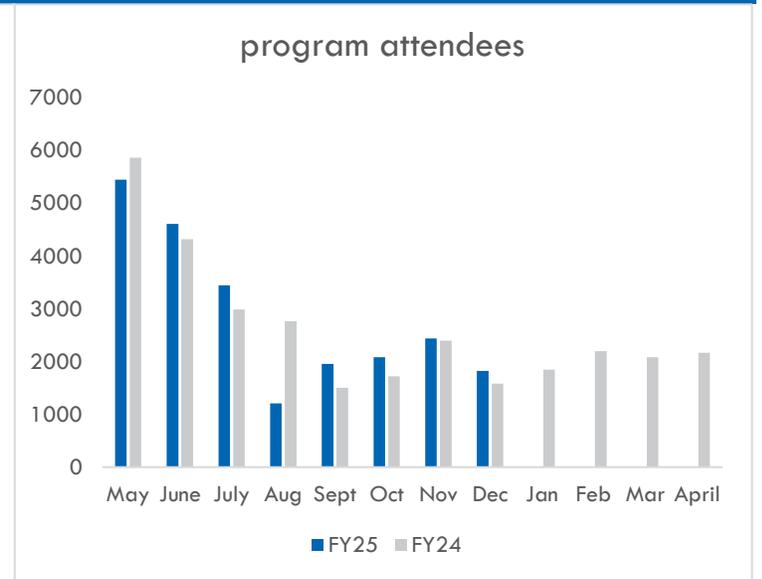
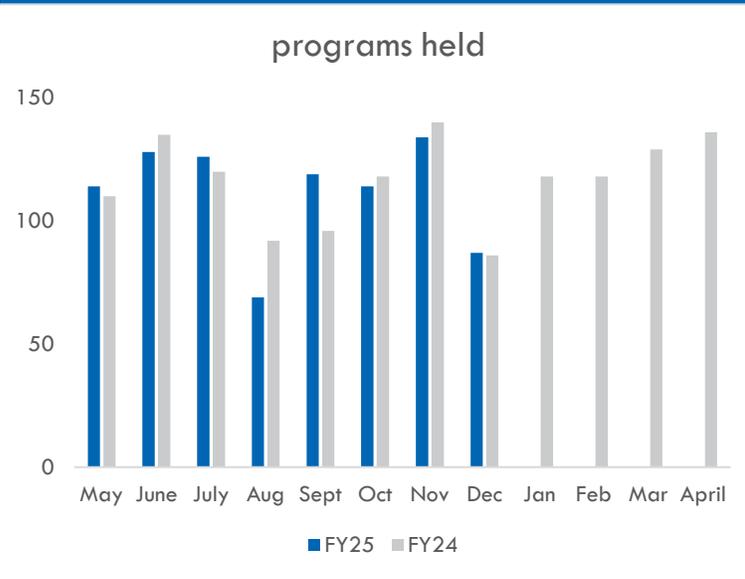


Circulation

22047 total checkouts this month



Programs & Outreach





Meetings

- 12/16: Brooke and Mary met with Hallett Movers to review the plan for moving in January.
- 12/18: Mary and Brooke held a meeting for 3rd floor staff so everyone can understand what's happening when, what staff are responsible for moving, and answer questions about the move and temporary workspaces.
- 12/20: Brooke met with the bibliotheca AMH project team for a project kickoff meeting.
- 1/16: Mary, Brooke, and Greg met with FQC for our first weekly OAC meeting. We reviewed the schedule, progress so far, and what will happen in the next three weeks. PA+D stayed after the OAC meeting to go through doors and hardware, finalize furniture finishes, and discuss bulleting boards.

APL project work

- The entire 3rd floor staff did an awesome job of moving into the Large Meeting Room! It was organized and went smoothly. We had ample time to wrap up moving on the 3rd floor and prepare for Hallett Movers to finish. Greg C. and Greg B. have been especially helpful in moving bulk items around the building.
- The Staff Lounge was relocated to the Children's Program Room.
- We were able to give our café and staff lounge furniture to a local business in the industrial park! A shout-out to Matt (Business Services Specialist) for using his contacts to find a new home for so much of furniture.
- Emptied the Silent Reading Room and 2nd Floor Program Room.

Construction progress

- John, FQC Construction Manager, has started working out of our building.
- Trash chute has been constructed on the south side of the building.
- Plumbing and electrical demo is wrapping up. Noisy demo has begun!
- Temporary walls have been constructed around the café, 2nd Floor Program Room, and Silent Reading Room.





**COMPENSATION POLICY – MINIMUM INCREASE
JANUARY 2025**

The minimum increase for eligible employees will be set at a rate that is 1% above the Chicago-area CPI for all urban consumers for the preceding year published by the United States Bureau of Labor Statistics in January of each year.

The **Consumer Price Index (CPI)** is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Indexes are available for the U.S. and various geographic areas. The CPI measures inflation as experienced by consumers in their day-to-day living expenses.

The specificity regarding rate increases in this policy was developed in response to an Employee Engagement Survey several years ago when we learned that most of our staff did not understand how rates of compensation were determined and there was demonstrated consensus in the survey results that the library’s policy and practices on compensation were not transparent. This happened at a time when area labor unions were actively seeking to organize library workers and there was a significant rise in public library unionization in the Chicago area, stemming largely, it seemed, from library worker dissatisfaction with policy decisions being made at their respective organizations impacting their jobs.

The CPI was one of the primary factors used in determining rate increases, even before it was specified in our policy. Adding it to the policy is just one example of how we have been very strategic in trying to increase transparency, improve communication, and to be responsive to feedback from our staff, whom I strongly believe to be APL’s most valuable asset.

December	Chicago-Naperville-Elgin, CPI-U, all items index, not seasonally adjusted, % change	Minimum pay rate % increase
2024	3.9	4.9
2023	3.3	4.3
2022	5.5	6.5
2021	6.6	7.6
2020	0.9	1.9
2019	2.2	3.2
2018	1.1	2.1
2017	1.7	1.7
2016	1.9	2.9
2015	0	1

10-year average pay rate increase = 3.6%

SALARY STRUCTURE AND COMPENSATION POLICY

(pg. 21 of Employee Handbook)

The Library maintains a competitive salary structure which consists of pay grades and ranges.

Pay Grades

These are the assigned categories for job positions. Positions that are similar in responsibility, experience, and education levels are grouped together.

Pay Ranges

Each pay grade is assigned a minimum, mid-point, and maximum amount of pay. The low end of the range is for entry-level employees who meet the minimum level of qualifications for their position. The high end is for outstanding performance. An employee's pay within the pay range is based on performance, length of employment at the Addison Public Library, and equity with other employees in that pay range. The Library's goal is for the mid-point to be at or near the market rate for each position.

Starting Pay Rate

Job offers are intended to attract a highly skilled, competent workforce, by offering pay rates that are competitive with the labor market. The Library Director, in consultation with the Human Resources Coordinator, will determine a starting pay rate that can be the minimum up to the midpoint of the assigned pay range. Starting pay will be determined by considering the applicant's prior experience, education and other qualifications directly related to the position to ensure internal equity.

Performance Reviews & Annual Merit Pay Increases

The Library is committed to providing employees with ongoing feedback, both formal and informal, regarding their performance on the job. This typically includes verbal and/or written feedback throughout the year, as well as a formal documented performance review in the third quarter of the fiscal year. Criteria that will typically be evaluated includes, but is not limited to: patron service, communication, teamwork, technology skills, position knowledge, professionalism, participation in continuing education opportunities, and goals and objectives that need to be achieved.

The review also serves as an objective basis for annual salary adjustment recommendations. However, a salary adjustment does not necessarily result solely from a performance review. Other factors to be considered in determining salary adjustments include internal equity, the employee's tenure in their position, and their position within the established range of pay for the position.

Individual pay increases for staff are determined by the Library Director based on a budget for employee wages that has been approved by the Library Board. The minimum increase for eligible employees will be set at a rate that is 1% above the Chicago-area CPI for all urban consumers for the preceding year published by the United States Bureau of Labor Statistics in January of each year. Salary increases for the Director are determined by the Library Board.

Annual pay rate increases are awarded at the start of each fiscal year and take effect with the pay period that includes May 1st each year. Employees who have worked for the Library for 30 days or less are not eligible for an increase in that year. Employees currently on a Performance Improvement Plan (PIP)

are not eligible for a pay increase. A pay increase may be awarded to an employee at the close of a PIP if the employee has shown significant improvement.

The salary range maximum does not in itself limit rewards to employees whose performance is clearly well above position expectations. Accordingly, consideration may be given to adjusting an individual's salary above the range maximum of the pay grade in which the position is classified, provided that the increase will not cause the employee's salary to exceed the range maximum of the next higher pay grade. The Director will inform the Library Board during the budget presentation and approval process each year if there are any employees who will be receiving increases above the range maximum for their position.



**PAY STRUCTURE UPDATE
JANUARY 2025**

Our current employee compensation structure is a market-based compensation structure. It contains several pay grades, with a minimum, midpoint, and maximum pay rate specified for each grade. The maximum for each range is 50% higher than the minimum on our scale. Our goal is to have most employees who are fully trained and performing well in their position to earn a rate of pay that is at or near the midpoint, which is designed to be competitive with the labor market. We refer to the midpoint as the target rate. When we hire new staff, if they come with relatively little experience or training, we will start them closer to the minimum of the range, so they have room to grow. Only employees who remain in the same position (or same pay grade) for many years will approach or reach the maximum of their range.

Our pay structure was developed for us by HR Source, an HR Consulting firm based in Downer Grove, that has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

The compensation structure must be maintained and adjusted annually. Compensation structure adjustments keep the structure competitive with the external labor market, especially in the years between comprehensive market studies. As part of their services, HR Source provides a recommendation to us on an annual basis for how we should adjust our rates to remain competitive with the labor market. This year, they are recommending that we adjust the scale upward by 2.5%, effective May 1, 2025.

The minimum of each range is designed to be 20% below the target rate or midpoint, and the maximum for each range is set to be 20% above the target rate or midpoint. Our scale loses the integrity of this structure with pay grades 1 and 2, due to the increase in the minimum wage. We have left the minimum for these ranges at \$15 per hour, but there is just a 9.8% difference between minimum and midpoint for Grade 1 and a 19.4% difference between minimum and midpoint for Grade 2. The 20% between midpoint and maximum is intact for these ranges. There is an 8.75% difference between the target rate or midpoint from one grade to the next, and that is consistent throughout the scale.

I recommend the Board approve this adjustment in our compensation structure, to take effect on May 1, 2025. I will then use the adjusted structure scale in planning compensation increases for the next fiscal year.

RE: Pay structure adjustment

From Kathryn O'Connor <KOconnor@hrsourc.org>

Date Thu 2025-01-09 7:02 AM

To Mary Medjo Me Zengue <medjo@addisonlibrary.org>; Joy Lynn Hyer <JHyer@hrsourc.org>

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

Good morning, Mary,

We recommend you shift your structure +2.5% on 5-1-2025.

It looks like your last project was executed in early 2022, and is due for a refresh within the next year. Please let me know if you would like me to generate a project proposal for you.

Talk to you soon!

Kathryn



Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

HR Source
(630) 963-7600 X260

**Addison Public Library
Competitive Pay Grade Structure
Effective: May 1, 2025 - DRAFT**

Annual Rates Using a 37.5 Hour Workweek			
Pay Grade	Range Minimum	Target Rate	Range Maximum
1	\$29,250	\$32,115	\$38,538
2	\$29,250	\$34,928	\$41,914
3	\$30,390	\$37,988	\$45,585
4	\$33,052	\$41,315	\$49,578
5	\$35,948	\$44,934	\$53,921
6	\$39,097	\$48,871	\$58,645
7	\$42,521	\$53,152	\$63,782
8	\$46,246	\$57,808	\$69,369
9	\$50,297	\$62,872	\$75,446
10	\$54,704	\$68,379	\$82,055
11	\$59,496	\$74,369	\$89,243
12	\$64,707	\$80,884	\$97,061
13	\$70,376	\$87,970	\$105,564
14	\$76,541	\$95,676	\$114,811
15	\$83,246	\$104,057	\$124,868
Hourly Rates			
Pay Grade	Range Minimum	Range Midpoint	Range Maximum
1	\$15.00	\$16.47	\$19.76
2	\$15.00	\$17.91	\$21.49
3	\$15.58	\$19.48	\$23.38
4	\$16.95	\$21.19	\$25.42
5	\$18.43	\$23.04	\$27.65
6	\$20.05	\$25.06	\$30.07
7	\$21.81	\$27.26	\$32.71
8	\$23.72	\$29.65	\$35.57
9	\$25.79	\$32.24	\$38.69
10	\$28.05	\$35.07	\$42.08
11	\$30.51	\$38.14	\$45.77
12	\$33.18	\$41.48	\$49.77
13	\$36.09	\$45.11	\$54.14
14	\$39.25	\$49.06	\$58.88
15	\$42.69	\$53.36	\$64.04

Pay Grade	FLSA	Position Title	Range Minimum	Target Rate	Range Maximum
15	E	Assistant Director	\$83,246.00	\$104,057.00	\$124,868.00
14	E	Head of Information Technology Services	\$76,541.00	\$95,676.00	\$114,811.00
13		Hold for future use	\$70,376.00	\$87,970.00	\$105,564.00
12	E	Collection Development Manager	\$64,707.00	\$80,884.00	\$97,061.00
	E	Head of Community Engagement			
	E	Head of Guest Services			
	E	Head of Adult Services			
	E	Head of Children's Services			
	E	Head of Material Management			
	E	Head of Teen Services			
11	NE	Facilities Manager	\$30.51	\$38.14	\$45.77
10	E	Communications and Marketing Coordinator	\$54,704.00	\$68,379.00	\$82,055.00
	E	Creative Services Coordinator			
	E	Human Resources Generalist			
	NE	IT Systems Administrator	\$28.05	\$35.07	\$42.08
9	NE	Adult Services Specialist	\$25.79	\$32.24	\$38.69
	NE	Social Services Specialist			
	NE	Business Services Specialist			
	NE	Cataloging Specialist			
	NE	Children's Services Specialist			
	NE	Collection Development Specialist			
	NE	Teen Services Specialist			
8	NE	Business Office Manager	\$23.72	\$29.65	\$35.57
7	NE	Adult Services Reference Assistant	\$21.81	\$27.26	\$32.71
	NE	Business Assistant			
	NE	Children's Services Assistant			
	NE	Community Engagement Assistant			
	NE	Teen Services Assistant			
6	NE	Business Office Assistant	\$20.05	\$25.06	\$30.07
	NE	Facilities Assistant			
5	NE	Acquisitions Associate	\$18.43	\$23.04	\$27.65
	NE	Cataloging Associate			
4	NE	Information Technology Services Associate	\$16.95	\$21.19	\$25.42

	NE	Interlibrary Loan Associate			
3	NE	Guest Services Associate	\$15.58	\$19.48	\$23.38
	NE	Materials Management Associate			
2		Hold for future use	\$15.00	\$17.91	\$21.49
1	NE	Library Aide	\$15.00	\$16.47	\$19.76

**Annual rate listed for exempt/salaried positions.
Hourly rate listed for non-exempt positions.**

**Addison Public Library
Pay Grade Assignments
Based on a 37.5 Hour Workweek
Effective: May 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Target Rate	Range Maximum
15	E	Assistant Director	\$81,216	\$101,520	\$121,823
			\$41.65	\$52.06	\$62.47
14	E	Head of Information Technology Services	\$74,674	\$93,343	\$112,011
			\$38.29	\$47.87	\$57.44
13		Hold for future use	\$68,660	\$85,824	\$102,989
			\$35.21	\$44.01	\$52.81
12	E	Collection Development Manager	\$63,129	\$78,912	\$94,694
	E	Head of Community Engagement	\$32.37	\$40.47	\$48.56
	E	Head of Guest Services			
	E	Head of Adult Services			
	E	Head of Children's Services			
	E	Head of Material Management			
	E	Head of Teen Services			
11	NE	Facilities Manager	\$58,045	\$72,566	\$87,067
			\$29.77	\$37.21	\$44.65
10	E	Communications and Marketing Coordinator	\$53,370	\$66,712	\$80,054
	E	Creative Services Coordinator	\$27.37	\$34.21	\$41.05
	E	Human Resources Generalist			
	NE	IT Systems Administrator			
9	NE	Adult Services Specialist	\$49,071	\$61,339	\$73,606
	NE	Social Services Specialist	\$25.16	\$31.46	\$37.75
	NE	Business Services Specialist			
	NE	Cataloging Specialist			
	NE	Children's Services Specialist			
	NE	Collection Development Specialist			
	NE	Teen Services Specialist			
8	NE	Business Office Manager	\$45,119	\$56,398	\$67,678
7	NE	Adult Services Reference Assistant	\$41,485	\$51,856	\$62,227
	NE	Business Assistant	\$21.27	\$26.59	\$31.91
	NE	Children's Services Assistant			
	NE	Community Engagement Assistant			
	NE	Teen Services Assistant			
6	NE	Business Office Assistant	\$38,143	\$47,679	\$57,215
	NE	Facilities Associate	\$19.56	\$24.45	\$29.34
5	NE	Acquisitions Associate	\$35,071	\$43,839	\$52,606
	NE	Cataloging Associate	\$17.99	\$22.48	\$26.98
4	NE	Information Technology Services Associate	\$32,246	\$40,308	\$48,369
	NE	Interlibrary Loan Associate	\$16.54	\$20.67	\$24.80

**Addison Public Library
Pay Grade Assignments
Based on a 37.5 Hour Workweek
Effective: May 1, 2024**

Pay Grade	FLSA	Position Title	Range Minimum	Target Rate	Range Maximum
3	NE	Guest Services Associate	\$29,649	\$37,061	\$44,473
	NE	Materials Management Associate	\$15.20	\$19.01	\$22.81
2		Hold for future use	\$29,250	\$34,076	\$40,891
			\$15.00	\$17.47	\$20.97
1	NE	Library Aide	\$29,250	\$31,331	\$37,598
			\$15.00	\$16.07	\$19.28



**SALARY BENCHMARKING PROPOSAL
JANUARY 2025**

Annual structure adjustments are a standard and recommended pay practice, but they have a critical flaw; structure adjustments assume that all jobs in a particular structure are increasing at the same rate in the market. Currently, employers are still in a tight competitive market for talent, dealing with significant minimum wage increases, and coping with a high level of inflation. As such, it is recommended that formal benchmarking is done every few years to ensure that our rates of pay remain in line with the labor market.

Our last benchmarking project was done in January 2022, and I recommend that we ask HR Source to do a complete refresh of our compensation structure in FY2026. They do this by reviewing each of our 33 individual job descriptions, analyzing salary data for similar roles, job levels, and industries, filtering data by factors such as location and size or employer/organization, and then matching job descriptions and pay ranges to those from similar jobs in other organizations.

The last time we did this, in 2022, we went from 17 pay grades down to 15, which was due in large part to the increase in Illinois' minimum wage which resulted in compression within our structure.

I recommend that we accept the proposal from HR Source to complete a Market Benchmarking Analysis & Structure Development Project for us in the coming year, at a total cost of \$10,230.

PROPOSAL:

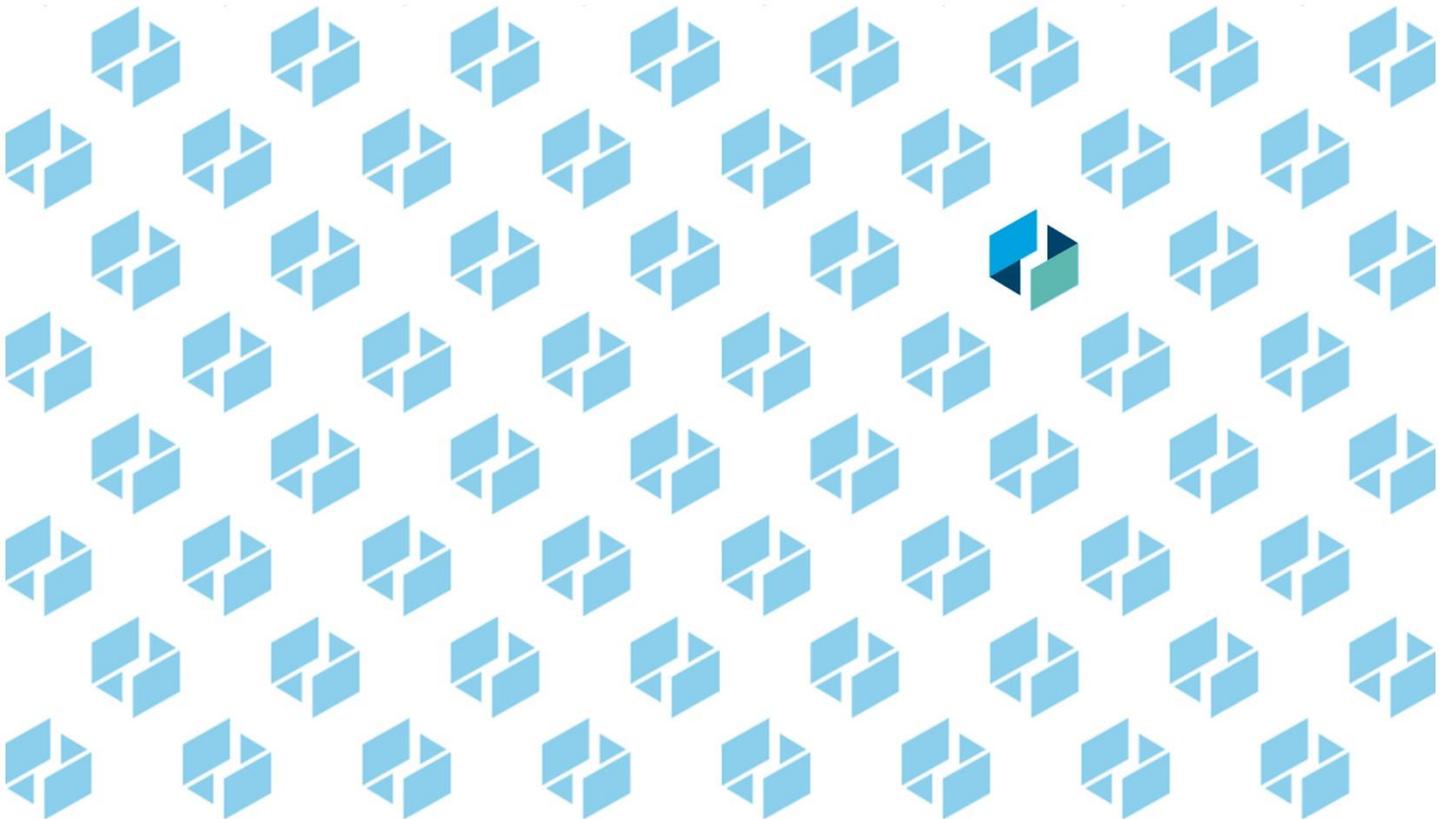
Addison Public Library

Market Benchmarking Analysis & Structure Development Project

January 9, 2025

SUBMITTED BY:

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP
Director, Compensation Services



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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of close to 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

Our Approach

HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and consultant will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will compile a market benchmarking spreadsheet and calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.

Timeline*

Below is a proposed timetable. Should Addison Public Library agree to move forward with this project, a mutually agreeable timetable will be developed after the signed Letter of Agreement is received by HR Source.



*There will likely be several weeks and/or months before the project can begin depending on the number of projects already scheduled and the availability of desired surveys. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible to secure a place in our work queue.

Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

Up to 33 positions (Member Rate) \$10,230.00

Each Additional Position (Member Rate) \$310.00

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$225/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact Addison Public Library for written authorization prior to proceeding.

If the member/client cancels the project prior to commencement, 25% of the total project fee will be due as a cancellation fee. If the member/client cancels after the project has commenced, the member/client will be responsible for payment of all work completed up to the cancellation date.

Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Senior Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

Letter of Agreement

January 9, 2025

HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Addison Public Library
Contact Name: Mary Medjo Me Zengue
Address: 4 Friendship Plz, Addison, IL 60101-2499
Telephone: (630) 543-3617

Services to be offered: Per the proposal dated January 9, 2025, Market Benchmarking and Structure Development for up to 33 positions.

In exchange for these services, the above organization agrees to pay \$10,230. Additional positions added into the project will be billed at \$310 each. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement, including all cancellation terms and fees.



HR Source Authorization

1/9/2025
Date

Addison Public Library Authorization

Date

Please Print Name

Addison Public Library
 Master Project Budget
 FQC# 562



12.31.24

Description of Expenditure	Line Item Budgets	Budget Totals after Bids
Building Construction		\$ 9,857,083.00
Building Demolition and Construction, demo of existing	\$ 8,529,265.00	
Site Work	\$ 22,106.00	
Construction Contingency - 5%	\$ 427,569.00	
FQC - General Conditions / Insurance / Fee / Bond	\$ 843,143.00	
FQC Pre-Construction Services	\$ 35,000.00	
Total Construction 100% CD Budget	\$ 9,857,083.00	\$ 9,857,083.00
Temporary Facilities		\$ 150,000.00
Relocation / Moving Expenses to accommodate phasing	\$ 150,000.00	
Hazardous Material Remediation - Allowance		None Anticipated
- Hazardous Material Removal - Allowance	None Anticipated	
Permit Fees Waived - Misc Excess Utility Charges- Allowance		\$ 15,000.00
Addison Permit Fees - Third Party Plan Review Fee	\$ 15,000.00	
Fire Department Inspection Fees Only. Building Permit Fees Waived	In Above	
Utility Connection / Tap on Fees	None	
Excess Facility Charges - Allow	None	
Furnishings, Fixtures & Equipment - Allowance		\$ 959,000.00
FFE - (furniture & Equipment) - Allowance	\$ 864,000.00	
Kitchen Equipment	\$ 40,000.00	
Signage - Allowance	Moved to Construction	
Maker Space Equipment	By Owner	
Fish Tank	By Owner	
Elevator Modifications - Schindler Elevator	\$55,000.00	
Technology Systems - Allowance		\$ 13,000.00
- Phone System - Expanded or New	By Owner	
- Wireless Network System	By Owner	
- Door Access Control/Cameras/Security Systems	By Owner	
- Computer Systems	By Owner	
- RFID Sorter	By Owner	
- AV System at Sam's Lab - w/ Projector but no Projection Screen - AV TechSource Inc	\$ 13,000.00	
- Monitors	By Owner	
A/E Fees		\$ 660,000.00
Remaining Architectural & Engineering Fees	\$ 660,000.00	
- Mechanical, Plumbing & Electrical Designs	In Above	
- Low Voltage Design	In Above	
- Civil Design Fees	In Above	
- Landscaping Designs	In Above	
Construction Testing		\$ 28,250.00
- Soil Exploration / Soil Borings - 2 required - Illinois Drilling & Testing Co.	\$ 1,750.00	
- CCDD Testing - Illinois Drilling & Testing Co.	\$ 1,500.00	
- Construction Material Testing - Allowance	\$ 25,000.00	
Surveying		\$ 4,500.00
- Survey - Boundary Survey & Topographic Mapping - Nolan & Wedow Survey Group	\$ 4,500.00	
Other Owner's Items - Builders Risk Insurance		\$ 20,000.00
- Builders Risk Insurance - By owners Insurance - Allowance	\$ 20,000.00	
- Utility Usage Cost during Construction (electric / gas / water)	By Owner	
Owner Contingency		\$ 100,000.00
- Owner Contingency	\$ 100,000.00	
- Relocate Sculpture	In Above	
Total 100% CD Budget Soft Cost	\$ 1,949,750.00	\$ 1,949,750.00

Total Project Costs	\$ 11,806,833.00	\$ 11,806,833.00
Available Funds		\$ 12,300,000.00
	savings	\$493,167.00



**PASSING COMMENTS
JANUARY 2025**

We had no patron comment cards submitted since the last board meeting, and so I am sharing some verbal comments instead. (We have a "Passing Comments" form for staff to submit feedback to me that is shared with them orally, since many times patrons don't want to take the time to fill out a card.) These are a few of the recent ones that have been shared:

Since we are doing the remodel they want to make a suggestion for the study rooms: "Have you ever seen the study rooms in Schaumburg Library they have a nice setup on one side they have a tv like projector with a HDMI connector and the other side they have a white board. It would be great if you guys did the same for the study rooms in the remodel." I would like to add they are a teacher and this is beneficial for them when they come in with the kids they are tutoring.

A patron had a question about ordering an ILL. I showed him how to search the catalog and explained that the results will be from all 100 SWAN libraries. I also showed him how to request an item for order and explained that we may ILL the item from outside of SWAN. He said it was so easy to use our website and catalog. He was going to get out paper and pen to write down all the steps but said he didn't need to do it because it was so easy to find books.

A patron said that she really enjoyed the new newsletter and that it was very well-done. She said she read it from beginning to end. She was very complimentary and did go on a bit about how much she enjoyed the newsletter.

A patron did a literal dance and loudly (I could hear it across the library) thanked Christian when he explained that he could help her with a project. She said, You have no idea how much I've struggled with this and how relieved I am.

I want the library to be bigger! We need room for a coffee shop, lunch cafe area, and we should expand the building. It is too small.

Patrons were talking about the crafting classes during the "Sublimation Printing: Custom Apron" class. One patron in particular was very pleased with Sarah's sublimation classes, Jodi's Cozy Creatives classes, and Sophia's Addison Map class. This patron meticulously reads the newsletter and immediately signs up for classes as soon as she can.

A patron stopped at the desk and told us we haven't seen him lately because he got a job, thanks to the library! He passed his exam in one of our study rooms and staff are always kind and encouraging, so he wants to start coming to programs to build a community with us.

A patron came to the desk asking if we had resources for her student to study for the driver's license test. I said yes and shared a free copy of the manual and showed her the sample test resources on our website. She then replied " I knew you would have it! You are the keepers of all the information"

A patron called asking if they could stop by to get help with sending a powerpoint via email. I told her of course! She called back 20 min. later saying she wasn't coming in after all because she figured it out on her own but wanted to call back and thank us for being so supportive. She said "The library is so great and I just wanted to call back and let you know how thankful I am that you are there."

"I should start bringing a sleeping bag because I'm here every day for a program. I love this library."

While waiting for today's "How to Record Family Oral History" class to begin, patrons were talking about all the classes they've taken recently and were extremely complimentary. One patron also stated they love the crafts and activities from Children's.

"I was having a really rough night, and instead of just sitting home alone, I decided to come here. I told my therapist I was going to a journaling program, and I was doing it to protect my sobriety. I'm ten months sober, and I made the choice to come here."

"Libraries weren't like this when I was a kid. Every time I come here, I learn something new!"

Patron said that she is sure that she and her children are doing much better in school (she attends COD) because of coming to the library. She gave examples of compliments her daughters' teachers have made. She gave many examples of how Matt and Leslie and other AS librarians have helped her write a resume, gave her other advice, helped her create a personal career website. She had her headshot here at the library that she put on her website. She wants to write a letter to Mary and the Board about how important the library has been for her and her family.

Addison Public Library Annual Certification for 2025 is complete

From Library Certification on L2 <help@librarylearning.org>

Date Thu 2025-01-02 8:16 AM

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

Cc Mary Medjo Me Zengue <medjo@addisonlibrary.org>

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

This email confirms that Addison Public Library has completed this year's annual certification process, as required by the Illinois State Library for library system membership. [23 Ill. Adm. Code 3030.200(a)(2)(l)]

If you have questions, please contact your library system's certification support team through the form at <https://librarylearning.org/help?category=Certification>

Completed on Thu, 01/02/2025 - 08:16

Completed by Mary Medjo Me Zengue

Certification information submitted:

Agency/Institution Name: Addison Public Library (89)

Control Number: 30003

Branch Number: 00

Library System: Reaching Across Illinois Library System (71)

Category/Type: Public

Institution Email: medjo@addisonlibrary.org

Website URL: <http://www.addisonlibrary.org/>

Primary Building

Phone: 630-543-3617

Fax: 630-543-6645

Physical Address:

4 Friendship Plaza

Addison, IL. 60101-2787

US

Library Director

First Name: Mary

Middle Name: A

Last Name: Medjo Me Zengue

Phone: 630-458-3300

RE: Addison - Addison Public Library

From PerCapGrant <PerCapGrant@ilsos.gov>
Date Thu 2024-12-19 4:12 PM
To Mary Medjo Me Zengue <medjo@addisonlibrary.org>



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

Hi Mary,

Thank you for submitting your FY25 Public Library Per Capita Grant application and FY23 Expenditure Report. Your application documents that the library is approaching, meeting, or exceeding the standards, and the proposed use of FY25 grant funds is acceptable. The FY23 Expenditure Report documents appropriate disbursement of the FY23 award in full.

I was so pleased to read about all of the awards your library and staff has been honored with this year! You are providing wonderful services for your community, and I am delighted you are being recognized for your efforts.

Happy holidays!



Mandy Saia (she/her/hers)
Library Program Specialist, Illinois State Library
Secretary of State Alexi Giannoulias
Gwendolyn Brooks Building, 300 South Second St., Springfield, IL 62701
217.782.1891 (direct) 217.524.8836 (LDG main)

 ilsos.gov

Keep Informed! Learn more about the products and services the Secretary of State's Office provides throughout Illinois by signing up for our newsletter by clicking [here](#).

Illinois Libraries Presents Joins Illinois Library Association

From Illinois Libraries <Illinoislibrariespresent@168704142.mailchimpapp.com>

Date Wed 2025-01-15 10:02 AM

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

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

[View this email in your browser](#)

[View this email in your browser](#)



Illinois Libraries Present Joins Illinois Library Association:

We are thrilled to announce Illinois Libraries Present (ILP) is becoming part of Illinois Library Association (ILA) effective Jan 15, 2025. Both organizations share a commitment to cost effective library events and ILP welcomes the opportunity to increase statewide access with ILA's reach, expertise and reputation.

Illinois Libraries Present committee members will serve on the transition team to ensure a seamless end to Season 4 and start to Season 5.

Please refer to this [FAQ](#) for information about the transition and email illinoislibrariespresent@ila.org with additional questions.

We can't wait to take this journey with you and offer more inspiring programming to Illinois libraries in Season 5!

ILP sincerely thanks all the member libraries that joined and helped bring this idea to life. Your continued support made the last four years possible.

With gratitude,

Illinois Libraries Present

Please let us know if you have questions about Season 4 or anything ILP, anytime.

Just email

illinoislibrariespresent@ila.org



Join us on Facebook, Instagram and YouTube!

Find, like, and share from ILP's [Facebook](#) and [Instagram](#) as we continue to grow our presence with shareable content for your audiences.

[Subscribe to our YouTube channel](#) and be notified each time a new event recording is posted!

Thank you for joining us on this journey. We are learning alongside all of you and appreciate your patience. If you have ideas or suggestions, please [contact us](#).

Steering Committee

Lauren Chambers, Urbana Free Library

Jennifer Czajka, Arlington Heights Memorial Library

Stephanie Driscoll, Schaumburg Township District Library
Kate Hall, Northbrook Public Library
Jason Katsion, Barrington Area Library District
Melissa Morgan, Winnetka-Northfield Public Library District
Kate Niehoff, Reaching Across Illinois Library System (RAILS)
Jabez Patterson, Oak Park Public Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Diane Silva, Riverside Public Library
Alexandra Skinner, Oak Park Public Library



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You are receiving this email because you opted in via our website.

Our mailing address is:

Illinois Libraries Presents
1201 Cedar Ln
Northbrook, IL 60062-4513

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



FAQ about Illinois Libraries Present Joining Illinois Library Association

1. What is the new email address for ILA Illinois Libraries Present (ILA ILP)?

The new email address is illinoislibrariespresent@ila.org. During the transition, the previous email address will be active and will redirect to the @ila.org account.

2. When will I receive emails from illinoislibrariespresent@ila.org?

Starting in February 2025, ILP monthly updates will be sent from illinoislibrariespresent@ila.org. Please save this email address so you do not miss announcements, updates or information.

All Season 5 emails will come from illinoislibrariespresent@ila.org.

3. Will there be a different website?

Yes. The ILA hosted website, <https://www.ila.org/initiatives/illinois-libraries-present>, went live on January 14, 2025.

During the transition, the previous website, <https://www.illinoislibrariespresent.com/>, will be active and will redirect to the new ILA hosted URL.

4. When will the transition be complete?

Illinois Libraries Present committee members and ILA staff are working closely together to ensure a seamless end to Season 4 and start to Season 5. We started this months ago, established strong working relationships, and have full confidence in the transition plan.

ILA will be wholly responsible for the ILP initiative in Season 5.

5. What happens to the IGA between ILP and member libraries?

The Intergovernmental Agreement (IGA) between Illinois Libraries Present and member libraries is valid through the end of Season 4. At the close of Season 4, as per the agreement, Northbrook Public Library will dissolve the

IGA after providing prior notice in early 2025. Season 4 member libraries do not need to take any action.

Libraries will register (no IGA needed) for Season 5 through ILA.

January 2025	Libraries with a signed IGA for ILP (any season - prior or current) will receive a formal letter about the dissolution.
March 2025	ILA will email instructions about signing up for Season 5. (No IGA needed.)
June 30, 2025	Season 4 concludes and IGA is officially dissolved.

6. How will ILA Illinois Libraries Present be structured?

The ILA Illinois Libraries Present Committee (ILA ILP) will be modeled after ILA committees, such as iREAD, ILA Conference Program Committee, and the ILA Reporter Advisory Committee.

ILA staff and designated staff liaisons will be responsible for administrative functions. The overall committee composition, charge and goals will largely remain unchanged and the Programming, Data/Numbers and Event Production committees will remain active. Marketing materials will be provided for each event.

7. How will libraries register for Season 5?

In spring 2025, ILA will provide information and instructions about registering for Season 5.

8. What happens to the funds from member fees?

All funds will be transferred to ILA to fulfill ILP Season 4 contracts and commitments. Both organizations consulted with attorneys and auditors to ensure due diligence and a successful transition.

9. Will membership fees change for Season 5?

ILA will announce the membership fee structure at a later date. For Season 5, the fee structure will not require ILA membership and will be based on the existing budget tier system.

10. Currently, my library receives a discounted membership fee for staff members serving on an ILP committee. Will ILA continue that practice?

ILA is not able to extend the discounted fee for member libraries with staff serving on an ILA ILP committee.

11. How do I volunteer for the ILA ILP initiative?

At this time, ILA ILP will focus on transitioning processes and committees and will not add new committee members. Stay tuned for updates and opportunities in 2026.

Please apply for another ILA committee if you would like to be more involved. [Click here for more information.](#)

12. Will the ILA Illinois Libraries Present initiative be open to library types other than public libraries?

At this time, this initiative will remain open only to public libraries.

CHICAGO SUN★TIMES

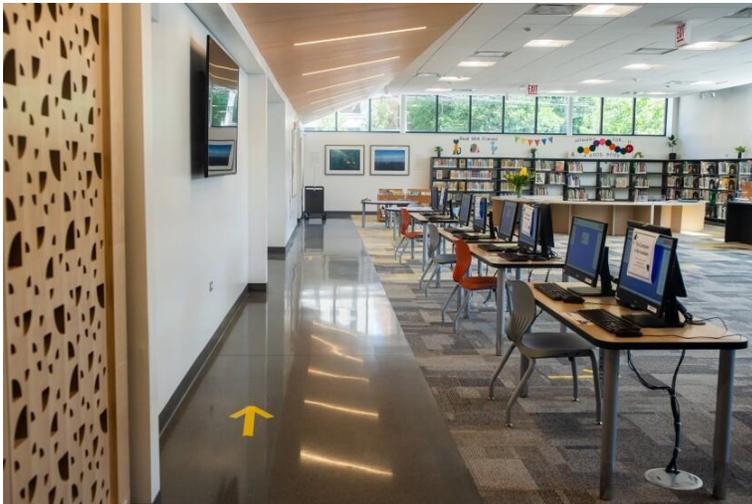
[OTHER VIEWS COMMENTARY](#)

Library makerspaces help enrich our communities

A University of Illinois professor explains her research on the benefits of Chicago-area public library makerspaces, where patrons can use tools and machines to create, repair or just tinker around.

By [Kyungwon Koh](#)

Jan 14, 2025, 6:03am CST



This file photo from July 1, 2020 shows the first floor of Chicago Public Library's Merlo Branch in Lakeview. Libraries aren't just for books anymore. Makerspaces have become widely popular, a researcher writes.
Pat Nabong/Sun-Times

[Over 50% of Americans' New Year's resolutions](#) are cutting back on spending and saving more in 2025. While many are looking for ways to reduce everyday costs, there's a community resource already available year-round: the library makerspace.

A [makerspace](#) is a hands-on space where people can create, repair, and tinker. It is equipped with tools like sewing machines, power tools, soldering kits, laser cutters, and more, along with workshops and support.

From tailoring clothes and repairing gadgets to crafting personalized gifts, library makerspaces offer an affordable way for people of all ages to save money while building skills and creativity.

Since the introduction of [the first public library](#) makerspace at the Fayetteville Free Library in 2011, the number of library makerspaces has grown significantly. In 2013, the [American Library Association](#) spotlighted the Maker Movement, with its [Center for the Future of Libraries](#) identifying it as a key trend shaping library services. The [inaugural White House Maker Faire](#) in 2014 further amplified national support.

More than a decade later, surveys reveal that [nearly 90% of the over 9,000 public libraries in the U.S. offer maker programming](#) and [40% have maker production equipment](#).

[Yet one proposed bill](#) in Indiana attempted to restrict libraries to a narrow set of “core functions”— providing access to materials, quiet study spaces, technical help, and basic services. But such efforts fail to recognize the evolving role of today’s libraries and their non-traditional services that meet the needs of a rapidly changing society.

At the heart of a public library’s mission is [access to information](#). Traditionally, this meant books, newspapers, and magazines — text- or print-based resources. Today, information is shared, stored, and experienced in various formats, including digital, three-dimensional, and hands-on forms.

Historically, libraries have responded to changing needs, providing books when they were scarce and computers before they were household staples. Now,

makerspaces broaden access to tools that individuals might not otherwise be able to afford.

[Numerous studies](#) over the past decades suggest that these spaces foster essential skills, such as design, prototyping, digital literacy, creativity, and problem-solving, as well as community building. For underserved communities, this support can be transformative, enabling participation in the knowledge economy or simply encouraging creativity for its own sake.

My research team at the [University of Illinois at Urbana-Champaign](#) conducted an [Institute of Museum and Library Services-funded study](#) that examined the impact of library makerspaces through interviews with library users, non-users, youth, staff, and community stakeholders in several Chicago-area towns, including [Indian Trails Public Library District](#), [DeKalb Public Library](#), and [Joliet Public Library](#).

The data shows that makerspaces support the core missions of libraries in innovative and expanded ways, reflecting [the core values](#) of social equity, access, and public good.

Research participants reported that these libraries are a source of pride for their community and a valuable resource for their families.

Makerspaces are just one example of the many non-traditional services today's libraries offer.

Moving into a new year, it is important to reaffirm the commitment to the vital role of public libraries. While concerns about [the potential impact of Project 2025 on library funding](#) are significant, libraries must remain a steadfast public good that transcends political divides.

Their funding cannot be subject to the shifting tides of political change. Libraries stand as cornerstones of democracy, lifelong learning, community, and cultural heritage—values that unite all.

Kyungwon Koh, Ph.D., is an associate professor at [the School of Information Sciences, University of Illinois at Urbana-Champaign](#), the director of [the Champaign-Urbana Community Fab Lab](#) and a Public Voices Fellow with The OpEd Project.

The views and opinions expressed by contributors are their own and do not necessarily reflect those of the Chicago Sun-Times or any of its affiliates.

Did Chicago-area libraries give into 'heckler's veto'?

The ACLU sent letters to boards of the Northbrook and Highland Park public libraries this month, saying policies that impose extra security and insurance fees in anticipation of protests of a planned showing of a documentary on Israel violates the First Amendment.

By [Emmanuel Camarillo](#)

Dec 30, 2024, 5:30am CST

Libraries aim to be book sanctuaries and protectors of free speech, but two area institutions' policies of added security and insurance fees ahead of a controversial documentary on Israel allowed a "heckler's veto" — when an individual or group is silenced due to the conduct of an audience — to stop the film from being shown, advocates say.

Earlier this month, the ACLU of Illinois sent letters to the boards of Northbrook and Highland Park public libraries, calling their policies that impose additional security and insurance fees on room bookings in anticipation of protests unconstitutional.

"In short, due to the angry reaction to the film's ideas, the library imposed a fee that ultimately prevented the film from being shown," wrote Rebecca Glenberg, chief litigation counsel for the First Amendment at the ACLU of Illinois. "The library's handling of the controversy encourages members of the public who are unhappy about a group's use of a library to shut down the event by creating a sufficient hue and cry."

Now the libraries say they will evaluate their room rental policies after a canceled screening of a documentary on Israel earlier this year in Northbrook led to outcry from First Amendment advocates.

The letters were in response to a planned September screening of the documentary "Israelism" at the Northbrook Public Library, which [opponents have called antisemitic](#).

The event was organized by groups including Jewish Voices for Peace and the Chicagoland Jewish Labor Bund. Organizers canceled the event when the library requested \$3,000 in security and insurance fees upfront after staff received scores of emails and calls demanding the event be canceled.

The library has said it supports everyone's constitutional rights, and its policies aim to ensure people can exercise those rights safely. Northbrook police were unable to

provide security for the event and had recommended a security firm instead, library officials said.

In November, the Northbrook library board decided to add a discussion on reviewing its room booking policy to their January meeting agenda, Northbrook Library Executive Director Kate Hall said in an email. The board doesn't meet in December.

"This recent room booking experience has provided an opportunity for reflection on how we can best serve our community, both now and in the future, and the board had already been planning a review prior to the ACLU letter," Hall wrote.

When free speech is expensive

The opposition to the "Israelism" screening was organized by the Chicago Jewish Alliance.

The documentary "explores how Jewish attitudes towards Israel are changing dramatically, with massive consequences for the region and for Judaism itself," according to its website. It won several awards at film festivals last year, but [sparked renewed controversy](#) in the wake of the Oct. 7 Hamas attacks.

When the screening was initially announced, the Chicago Jewish Alliance asked their followers on social media to "email Northbrook library and let them know this shouldn't be happening in our own backyard."

The group decided to show up to the event and participate in the Q&A to provide a different viewpoint, said alliance member Josh Weiner.

"We simply wanted to attend to provide viewpoint diversity on the film in order to facilitate a free and full conversation about the topic. The security requirements are not really because of us, but it's precisely because anti-Israel groups have a history of disrupting free speech when certain ideas are introduced that conflict with their narrative," he said.

Weiner said they have been in communication with the production team of "Israelism" to host a debate on the film.

Following the September saga, Highland Park library trustees adopted a room booking policy Oct. 15 that is similar to Northbrook's and gives the executive director "unbridled discretion" to require proof of insurance or charge additional fees related to security, according to the ACLU.

"In the absence of objective guidelines governing insurance and fees, government officials have the power to make disfavored ideas more expensive to express," Glenberg wrote. "This power is another reason the new policy is unconstitutional."

After receiving the letter, the Highland Park library said in a statement it will "carefully evaluate our policy to ensure they align with these values while addressing safety concerns responsibly."

Genevieve Lakier, a professor at the University of Chicago Law School and First Amendment law expert, said the situation is a straightforward case of a heckler's veto and called the library's policies "clearly unconstitutional.

While the library has the right to charge fees for people to use its space, Supreme Court precedent says those fees "cannot be conditioned upon what the person is going to say, what the film that they're going to show consists of, or, and most importantly, it cannot be in response to groups opposing the showing of that film because if the library does that, the long-term effect is just to give in to the censors," Lakier said.

"It means if you want to have this film not shown in the local public library, all you have to do is write a lot of nasty emails and make a big fuss and make a library worried about security for justifiable reasons and then require the film producers or the group to pay a lot of money," Lakier said. If they don't have the money, "you can just shut down speech you don't like."

Annie Kaufman, education committee member of Jewish Voices for Peace, said she appreciated the ACLU's letters and hoped they can help the libraries, particularly Northbrook, uphold their mission.

"The Northbrook library, it's very interesting; they are proud to be a book sanctuary because they are opposed to book banning, and they host programming on how to resist cyberbullying," Kaufman said. "This was really a very clear example of capitulating to cyberbullying and really changing the content of what's at the library."

Weiner said he thinks the ACLU is missing some key details in the situation. He said his organization has also had to pay for security at its events because of disruptions caused by other groups, and they are only interested in providing different perspectives, not disruptions.

"There was no security issue because we were going to be there," he said. "There was a security issue because they couldn't handle us being there with an alternative view."

Lakier said ensuring First Amendment rights and public safety can be tricky, but it's the responsibility of institutions who claim to uphold free speech ideals to protect everyone's voices, including that of protesters. Lakier said the Northbrook library could have helped the situation by offering to pay the fees.

"I tell my students all the time, free speech, turns out not to be free, it's quite expensive," Lakier said. "Sometimes, if you're going to have controversial speakers, you will have to in some cases pay the security costs associated with protecting them because you do have this obligation to protect them."

Politics & Government

ACLU Warns Northbrook, Highland Park Public Libraries Their Policies Are Unconstitutional

After a cancelled event in Northbrook and a new policy in Highland Park, an ACLU attorney reminded library trustees of the First Amendment.



Jonah Meadows, Patch Staff

Posted Thu, Dec 12, 2024 at 6:53 pm CT Updated Fri, Dec 13, 2024 at 9:52 am CT



According to the American Civil Liberties Union of Illinois, the boards of the Northbrook Public Library and the Highland Park Public Library have unconstitutional meeting room rental policies. (Google Maps)

CHICAGO — Policies at public libraries that put a price tag on controversial viewpoints are unconstitutional, an attorney for the American Civil Liberties Union of Illinois notified trustees of a pair of North Shore libraries.

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Rebecca Glenberg, the chief First Amendment litigation counsel for the Illinois ACLU, on Thursday issued public letters to the boards of the Northbrook Public Library and the Highland Park Public Library urging them to rescind policies that impose extra safety or security fees when protests are anticipated.

"To summarize, the library may not charge a premium on a rented room because the renter will express controversial ideas that may cause others to act badly," Glenberg said.

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The letters come in response to the cancellation of a planned screening of the documentary "Israelism" in Northbrook in September. The event was to have

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and followed by a question and answer session with Jewish, Muslim and Palestinian activists. It was not sponsored or endorsed by the library.

Facing public backlash over the content of the film, library officials demanded upfront payment for outside security staff, event liability insurance and a written safety plan.

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At the time, the library's director cited a policy that allows it to charge additional safety fees as needed and assured the public that it was following the First Amendment.

"As a public, government institution, the Library is bound by the laws of our country, including the U.S. Constitution and the protections guaranteed by the First Amendment, which guarantees individuals' right to express their views, free from government interference, even when those views may challenge or provoke," Executive Director Kate Hall said. "The library will continue to uphold this Constitutional protection as it applies to all viewpoints with regard to room bookings."

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But Glenberg disagreed.

"We agree that the safety of those using the library is important. But the library may not address safety concerns by imposing extra fees on constitutionally protected but controversial speech," she [told the Northbrook library board](#).

"The policy is unconstitutional, and we request that you promptly rescind it."

Highland Park library trustees unanimously adopted a new room policy on Oct. 15.

"A challenge in a neighboring community led to a discussion about freedom of expression and the understanding that if a group's event requires additional support such as security, the Library will pass on the charges for such services to the group," according to minutes from the meeting.

The policy now provides "unbounded authority" to library staff to determine if, when and how much to charge patrons, according to Glenberg.

"Specifically, the policy gives the Executive Director unbridled discretion to require proof of insurance or to 'charge an additional fee for costs relating to security and related services,'" she [told the Highland Park board](#).

Federal courts have repeatedly held that policies that penalize speakers based on the expected reactions of listeners are a violation of the First Amendment, Glenberg said.

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She cited several key cases, including a U.S. Supreme Court case that struck down a Georgia ordinance that allowed officials to charge fees based on estimated security costs. That case resulted from the refusal of a white supremacist group to pay a \$100 fee for a permit to hold a rally to protest Martin Luther King Jr. Day in 1989.

"Listeners' reaction to speech is not a content-neutral basis for regulation," Justice Harry Blackmun ruled, in [Forsyth County v. Nationalist Movement](#). "Speech cannot be financially burdened, any more than it can be punished or banned, simply because it might offend a hostile mob."

The ACLU attorney also cited a 2011 case in the 7th Circuit Court of Appeals, [Surita v. Hyde](#), in which Waukegan officials imposed burdens on public speech by selectively enforcing permit requirements and charging fees for protests based on their content.

"Restrictions that slip," ruled Judge Charles Clevert, "from neutral time, place, and manner concerns into concerns about content are never permitted."

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NEWS > POLITICS

Downers Grove library board tables controversial proposal on leadership structure



Downers Grove library board member Nathan Williams speaks during a joint meeting of the Village Council and the library board of trustees at Herrick Middle School in Downers Grove on Jan. 2, 2025. (Troy Stolt/for the Chicago Tribune)



By **CAROLINE KUBZANSKY** | ckubzansky@chicagotribune.com |

Chicago Tribune

UPDATED: January 3, 2025 at 5:06 PM CST

Downers Grove officials have tabled a controversial proposal to change the leadership structure for the village's politically embattled library.

A nonbinding referendum asking whether to replace the west suburban library's appointed board with an elected one was the [latest debate to rock the institution](#), which has become a battleground in recent culture wars around race, gender and sexuality that raged nationwide post-pandemic. Perhaps most memorably, the library was forced to cancel a drag queen-themed bingo activity in September 2022 after it received violent threats. It's also seen the removal of two trustees since 2017.

Although a nonbinding referendum carries no force of law, the idea still ignited a fierce response Thursday from citizens who feared that opening the door to elections could offer political interest groups a foothold to influence the library's affairs. It garnered instant, vocal opposition from the entire library board, whose members said they had not been consulted about the proposal and warned it could create significant tax increases.

Instead of posing the question of an elected board to voters this spring, the Village Council and the library board agreed on Thursday they would form a joint subcommittee to consider "potential alternative approaches" to choosing library trustees over the next several months. The group will likely begin meeting in February and wrap up its work in September, leaving open the possibility of a ballot question in 2026, per a letter from the library board and the council.



Commissioner Michael Davenport, who brought the referendum to the Village Council in November, told about 150 residents at a joint library and Village Council meeting Thursday evening that he was focused on looking forward.

“Any process that will end in a result of the citizens of Downers Grove having more input into the (appointment) process ... I think, is a win,” he said.



Resident Marshall Schmitt praised the library board and Village Council for working together to change course but warned that the divisions regarding the referendum weren't going away.

“It will be very easy for this group to get hijacked based on political agendas,” he said.

Citizens like Laura Kamedulski worried about what would happen if “a really committed and, in my view, extreme and exclusionary group (was) trying to get these library board seats.”

Kamedulski spoke a few minutes after Laura Hois, the co-chair of the Downers Grove chapter of Awake Illinois, reiterated her support for an elected board. In Hois' view, the current board does not represent conservatives and “Christian, God-fearing individuals that love our country.” She said the library needed to be “a neutral institution ... free of the leftist political agenda” and other materials related to race, gender and sexuality.



Downers Grove resident Laura Hois speaks during a joint meeting of the Village Council and the library board of trustees at Herrick Middle School in Downers Grove on Jan. 2, 2025. (Troy Stolt/for the Chicago Tribune)

The Southern Poverty Law Center has [classified Awake Illinois as a hate group](#). Hois' comments met a chorus of boos and hisses from around the room, prompting Mayor Bob Barnett to plead for people to respect others' time and listen to each other.

"There's a list of things as long as this pad of paper that we don't see the world the same on," Barnett said of himself and his colleagues. "But we're trying to find places to agree ... and I hope that some folks out there are going to be looking for places to agree with the work we're doing."

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Barnett and other members of the library board and Village Council said they were optimistic about the work ahead. They acknowledged that the



Downers Grove residents attend a joint meeting of the Village Council and the library board of trustees at Herrick Middle School in Downers Grove on Jan. 2, 2025. (Troy Stolt/for the Chicago Tribune)

“A few weeks ago, I said two words — I said ‘Let’s talk,’ and I’m thrilled that that has happened,” said library trustee David Humphreys.

Resident Eric Blaylock said he remained skeptical that the village could make substantial changes to the library board, but said he was happier with the way the village was approaching the possibility.

“This feels like it’s actually a discussion now,” he said. “I think that this is a good way to move forward.”

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Around the Web

REVCONTENT



PRESS RELEASE

Former Head of Suburban Chicago Public Library Sentenced to Two Years in Prison for Embezzling More Than \$770,000

Thursday, December 19, 2024

For Immediate Release

U.S. Attorney's Office, Northern District
of Illinois

CHICAGO — The former director of the Markham, Ill. Public Library has been sentenced to two years in federal prison for embezzling more than \$770,000 from the library over a decade.

From 2009 to 2019, XAVIER MENZIES misappropriated approximately \$770,715 from the library. Much of the money was initially received by the Markham library from the public library district in nearby Posen, Ill., which paid Markham for allowing Posen residents to access the library and use its services. Menzies opened bank accounts in the name of Markham Public Library and deposited checks made out to the library. He later withdrew the funds and used the money for personal expenses, including mortgage payments, ticket purchases, and auto repairs. Menzies concealed the scheme by routinely misrepresenting the library's financial condition to the Markham Public Library's Board of Trustees.

As part of the fraud scheme, Menzies also increased his annual salary as library director without the approval or knowledge of the Board of Trustees and continued to receive the higher salary for approximately three years.

Menzies, 52, of Glenwood, Ill., pleaded guilty earlier this year to a federal wire fraud charge. On Wednesday, U.S. District Judge Lindsay C. Jenkins imposed the prison sentence and ordered Menzies to pay \$770,715 in restitution.

The sentence was announced by Morris Pasqual, Acting United States Attorney for the Northern District of Illinois, and Douglas S. DePodesta, Special Agent-in-Charge of the Chicago Field Office of the FBI.

“Fraud such as this one involving the misappropriation of public funds can be difficult to detect and lucrative to the participant,” Assistant U.S. Attorney Prashant Kolluri argued in the government’s sentencing memorandum. “Greed and an arrogant belief that he would not be caught or significantly punished are the only explanations for why Menzies chose to engage in this fraud.”

Updated December 19, 2024

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DOMINICK GIRONDA allegedly schemed with an associate, JAMES SANSONE, to approve inflated invoices for snowplow services that were not actually provided at the convention



Judge rules Arkansas law allowing criminal charges against librarians is unconstitutional

A federal judge has struck down key parts of an Arkansas law that would have allowed criminal charges against librarians and booksellers for providing so-called “harmful” materials to minors

By THE ASSOCIATED PRESS
Dec 23, 2024



FILE - Nate Coulter, executive director of the Central Arkansas Library System (CALs), looks at a book in the main branch of the public library in downtown Little Rock, Ark., May 23, 2023. An increasing number of conservative states are pushing for measures making it easier to ban or restrict access to books.

Katie Adkins - freelancer, ASSOCIATED PRESS



FAYETTEVILLE, Ark. — A federal judge on Monday struck down key parts of an Arkansas law that would have allowed criminal charges against librarians and booksellers for providing “harmful” materials to minors.

U.S. District Judge Timothy Brooks found that elements of the law are unconstitutional.

“I respect the court’s ruling and will appeal,” Arkansas Attorney General Tim Griffin said in a statement to The Associated Press.

The law would have created a new process to challenge library materials and request that they be relocated to areas not accessible to children. The measure was signed by Republican Gov. Sarah Huckabee Sanders in 2023, but an earlier ruling had temporarily blocked it from taking effect while it was being challenged in court.

“The law deputizes librarians and booksellers as the agents of censorship; when motivated by the fear of jail time, it is likely they will shelve only books fit for young children and segregate or discard the rest,” Brooks wrote in his ruling.

A coalition that included the Central Arkansas Library System in Little Rock had challenged the law, saying fear of prosecution under the measure could prompt libraries and booksellers to no longer carry titles that could be challenged.

“This was an attempt to ‘thought police,’ and this victory over totalitarianism is a testament to the courage of librarians, booksellers, and readers who refused to bow to intimidation,” said Holly Dickson, executive director of the ACLU of Arkansas.

But supporters of the law, known as Act 372, say they will continue to fight for its implementation.

“Act 372 is just common sense: schools and libraries shouldn’t put obscene material in front of our kids,” Arkansas Gov. Sarah Huckabee Sanders said in a statement to KATV-TV. “I will work with Attorney General Griffin to appeal this ruling and uphold Arkansas law.”

The ruling comes as lawmakers in some conservative states are pushing for measures making it easier to ban or restrict access to books.

Laws restricting access to certain materials or making it easier to challenge them have been enacted in several other states, including Iowa, Indiana and Texas.

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