![Addison Public Library logo]

Tuesday, August 19, 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 July: $117,143.04
   YTD Revenue: $3,417,122.30

   Expenditures
   Expended in July: $1,308,439.00
   YTD Expenditures: $2,856,328.56

   Disbursements
   $932,461.38 + July Payroll $266,667.28
   Grand Total for July Disbursements: $1,199,128.66
7. **Consent Agenda**
   A. Approval of Minutes
   B. Approval of Bills & Disbursements
8. **Reports**
   A. Director & Staff Reports
      Sundae Saine, APL's new HR Coordinator, will attend this meeting and provide the Board with an overview of her role at the Library.
   B. Statistics
   C. Building Project Report
   D. Friends of the Library Report
9. **New Business**
   A. ACTION ITEM: Gift Policy
      Staff are recommending a minor change in the gift policy regarding the acceptance of titles by local authors for inclusion in the library collection.
   B. ACTION ITEM: Surplus Equipment and Furnishings
   C. DISCUSSION ITEM: Illinois Public Library Standards
10. **Closed Session - 5 ILCS 120/2(c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.**

11. **Correspondence & Announcements**
    A.   Patron Communication
    B.   Other Correspondence
12. **Additional Discussion**
13. **Adjournment**

ADDISON
PUBLIC LIBRARY

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Addison Public Library
Balance Sheet as of July 31, 2025

	Beginning Balance	M.T.D. Changes	Ending Balance
_____General Fund_____			
Assets			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	10,071.86	161.65	10,233.51
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	582,776.80	(257,764.23)	325,012.57
10-11-1085 - Cash in Bank - Ehlers	13,246,742.67	42,863.68	13,289,606.35
10-11-1095 - Cash in Bank - Harris Bank MM	6,880,050.40	(533,675.52)	6,346,374.88
10-11-1105 - Cash in Bank - Wintrust Bank Tax Account	0.00	47,739.05	47,739.05
10-11-2000 - Allocated Cash	(14,152,880.21)	265,629.03	(13,887,251.18)
10-12-0100 - Property Taxes Receivable	5,992,137.05	0.00	5,992,137.05
10-12-0101 - Due from State	52,858.61	0.00	52,858.61
	12,614,306.67	(435,046.34)	12,179,260.33
Liabilities and Fund Balance			
Liabilities			
10-21-2750 - Accounts Payable	121,489.64	6,103.09	127,592.73
10-22-0230 - Employee I.M.R.F. Payable	9,977.42	4,357.06	14,334.48
10-22-0255 - Other Insurance Withholding Payable	0.00	1,674.30	1,674.30
10-22-0260 - Def Annuity Withholding Payable	(5,831.22)	1,956.22	(3,875.00)
10-22-0270 - Roth 457 Payable	2,400.00	1,350.00	3,750.00
10-22-0390 - Accrued Payroll	92,749.80	0.00	92,749.80
10-24-0300 - Deferred Property Taxes	5,992,137.05	0.00	5,992,137.05
10-24-0301 - Deferred Revenue - Per Capita Grant	52,660.45	0.00	52,660.45
	6,265,583.14	15,440.67	6,281,023.81
Fund Balance			
10-30-2920 - Reserved - F.I.C.A.	(43,418.80)	0.00	(43,418.80)
10-30-2930 - Reserved - I.M.R.F.	287,303.67	0.00	287,303.67
10-30-2940 - Reserved - Unemployment Comp.	18,437.12	0.00	18,437.12
10-30-2950 - Reserved - Liability Insurance	21,179.61	0.00	21,179.61
10-30-2960 - Reserved - Audit	9,784.00	0.00	9,784.00
10-30-2965 - Reserved - Workers Comp	14,316.79	0.00	14,316.79
10-30-2970 - Reserved - Per Capita Grant	235,973.10	0.00	235,973.10
10-30-2990 - Unreserved Fund Balance	3,417,108.06	0.00	3,417,108.06
	3,960,683.55	0.00	3,960,683.55
Total Liabilities and Fund Balance	10,226,266.69	15,440.67	10,241,707.36
Excess Revenues Over Expenses	2,388,039.98	(450,487.01)	1,937,552.97

Addison Public Library
Balance Sheet as of July 31, 2025

	Beginning Balance	M.T.D. Changes	Ending Balance
_____Capital Improvement Fund_____			
Assets			
80-11-1110 - Cash in Bank - Ill Metropolitan	669,238.70	1,722.67	670,961.37
80-11-2000 - Allocated Cash	14,151,093.18	(265,629.03)	13,885,464.15
	14,820,331.88	(263,906.36)	14,556,425.52
Liabilities and Fund Balance			
Liabilities			
80-21-2750 - Accounts Payable	265,629.03	476,902.59	742,531.62
	265,629.03	476,902.59	742,531.62
Fund Balance			
80-30-2999 - Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	15,190,653.13	0.00	15,190,653.13
Total Liabilities and Fund Balance	15,456,282.16	476,902.59	15,933,184.75
Excess Revenues Over Expenses	(635,950.28)	(740,808.95)	(1,376,759.23)
_____Rebillables Fund_____			
Assets			
90-11-2000 - Allocated Cash	1,787.03	0.00	1,787.03
	1,787.03	0.00	1,787.03
Liabilities and Fund Balance			
Liabilities			
Fund Balance			
90-30-2990 - Fund Balance	1,787.03	0.00	1,787.03
	1,787.03	0.00	1,787.03
Total Liabilities and Fund Balance	1,787.03	0.00	1,787.03

August 12, 2025

Addison Public Library
Balance Sheet as of July 31, 2025

	Beginning Balance	M.T.D. Changes	Ending Balance
_____Total All Funds_____			
Assets			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	10,071.86	161.65	10,233.51
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	582,776.80	(257,764.23)	325,012.57
Cash in Bank - Ehlers	13,246,742.67	42,863.68	13,289,606.35
Cash in Bank - Harris Bank MM	6,880,050.40	(533,675.52)	6,346,374.88
Cash in Bank - Wintrust Bank Tax Account	0.00	47,739.05	47,739.05
Cash in Bank - Ill Metropolitan	669,238.70	1,722.67	670,961.37
Property Taxes Receivable	5,992,137.05	0.00	5,992,137.05
Due from State	52,858.61	0.00	52,858.61
	27,436,425.58	(698,952.70)	26,737,472.88
Liabilities and Fund Balance			
Liabilities			
Accounts Payable	387,118.67	483,005.68	870,124.35
Employee I.M.R.F. Payable	9,977.42	4,357.06	14,334.48
Other Insurance Withholding Payable	0.00	1,674.30	1,674.30
Def Annuity Withholding Payable	(5,831.22)	1,956.22	(3,875.00)
Roth 457 Payable	2,400.00	1,350.00	3,750.00
Accrued Payroll	92,749.80	0.00	92,749.80
Deferred Property Taxes	5,992,137.05	0.00	5,992,137.05
Deferred Revenue - Per Capita Grant	52,660.45	0.00	52,660.45
	6,531,212.17	492,343.26	7,023,555.43
Fund Balance			
Reserved - F.I.C.A.	(43,418.80)	0.00	(43,418.80)
Reserved - I.M.R.F.	287,303.67	0.00	287,303.67
Reserved - Unemployment Comp.	18,437.12	0.00	18,437.12
Reserved - Liability Insurance	21,179.61	0.00	21,179.61
Reserved - Audit	9,784.00	0.00	9,784.00
Reserved - Workers Comp	14,316.79	0.00	14,316.79
Reserved - Per Capita Grant	235,973.10	0.00	235,973.10
Unreserved Fund Balance	3,418,895.09	0.00	3,418,895.09
Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	19,153,123.71	0.00	19,153,123.71
Total Liabilities & Fund Balance	25,684,335.88	492,343.26	26,176,679.14
Excess Revenues Over Expenditures	1,752,089.70	(1,191,295.96)	560,793.74

Addison Public Library
Balance Sheet as of July 31, 2025

	Beginning Balance	M.T.D. Changes	Ending Balance
_____General Capital Assets Fund_____			
Assets			
95-14-0400 - Building Improvements	1,060,653.18	0.00	1,060,653.18
95-14-0410 - Construction in Progress	3,271,496.00	0.00	3,271,496.00
95-14-0450 - Books and Materials	3,312,436.82	0.00	3,312,436.82
95-14-0480 - Office Equipment	549,829.00	0.00	549,829.00
	8,194,415.00	0.00	8,194,415.00
Liabilities and Fund Balance			
Liabilities			
95-20-1000 - Accumulated Depreciation	2,099,160.00	0.00	2,099,160.00
	2,099,160.00	0.00	2,099,160.00
Net Capital Assets			
95-30-0600 - Net Capital Assets	6,095,255.00	0.00	6,095,255.00
	6,095,255.00	0.00	6,095,255.00
Total Liabilities and Net Capital Assets	8,194,415.00	0.00	8,194,415.00

Addison Public Library
Revenue Report
For the 3 Months Ended July 31, 2025

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
_____General Fund_____					
Taxes					
10-41-3201 - Property Current - General	42,040.88	2,818,803.47	5,285,321.00	2,466,517.53	53.33
10-41-3202 - Property Current - F.I.C.A.	2,394.40	160,542.30	301,020.48	140,478.18	53.33
10-41-3203 - Property Current - I.M.R.F.	2,394.40	160,542.30	301,020.48	140,478.18	53.33
10-41-3205 - Property Current - Liability Insurance	489.46	32,818.03	61,534.57	28,716.54	53.33
10-41-3206 - Property Current - Audit	52.92	3,547.91	6,652.39	3,104.48	53.33
10-41-3207 - Property Current - Unemployment	39.68	2,660.92	4,989.29	2,328.37	53.33
10-41-3208 - Property Current - Workers Compensation	39.68	2,660.92	4,989.29	2,328.37	53.33
10-41-3301 - Replacement Taxes	16,694.92	25,659.36	75,000.00	49,340.64	34.21
10-41-3400 - Aggregate Refunds	211.66	14,191.59	26,609.55	12,417.96	53.33
	64,358.00	3,221,426.80	6,067,137.05	2,845,710.25	53.10
Fines & Fees					
10-42-3010 - Fines	565.35	1,264.76	6,000.00	4,735.24	21.08
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	993.61	1,000.00	6.39	99.36
10-42-3012 - Nonresident Fees	0.00	382.52	1,500.00	1,117.48	25.50
10-42-3016 - Scanner Fees	825.30	1,759.96	7,500.00	5,740.04	23.47
10-42-3099 - Printing and Copying Fee	932.41	3,772.52	5,000.00	1,227.48	75.45
	2,323.06	8,173.37	21,000.00	12,826.63	38.92
Intergovernmental					
10-43-3004 - Per Capita Grant - Current Year	0.00	0.00	52,660.00	52,660.00	0.00
10-43-3015 - Wellness Initiatives	0.00	3,700.00	3,700.00	0.00	100.00
	0.00	3,700.00	56,360.00	52,660.00	6.56
Interest					
10-46-3028 - Other Interest Income	5,696.43	14,839.76	50,000.00	35,160.24	29.68
10-46-3029 - Ehlers Interest	42,863.68	161,538.61	200,000.00	38,461.39	80.77
	48,560.11	176,378.37	250,000.00	73,621.63	70.55
Miscellaneous					
10-47-3014 - Donations	1.05	57.31	100,000.00	99,942.69	0.06
10-47-3024 - Other Income	0.00	545.24	6,500.00	5,954.76	8.39
10-47-3030 - Friends of Addison Public Library	178.15	736.64	5,000.00	4,263.36	14.73
	179.20	1,339.19	111,500.00	110,160.81	1.20
Total Non-Tax Revenues	51,062.37	189,590.93	438,860.00	249,269.07	43.20
Total General Fund Revenues	115,420.37	3,411,017.73	6,505,997.05	3,094,979.32	52.43

Addison Public Library
Revenue Report
For the 3 Months Ended July 31, 2025

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
_____Capital Improvement Fund_____					
Other					
80-46-3029 - Interest on IMET	1,722.67	6,104.57	0.00	(6,104.57)	0.00
	1,722.67	6,104.57	0.00	(6,104.57)	0.00
Transfers					
Total Capital Improvement Fund Revenues	1,722.67	6,104.57	0.00	(6,104.57)	0.00
_____Rebillables Fund_____					
Miscellaneous					
Total All Funds	117,143.04	3,417,122.30	6,505,997.05	3,088,874.75	52.52

Addison Public Library
Expense Report
For the 3 Months Ended July 31, 2025

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
_____General Fund_____						
Staffing						
10-50-1100 - Staff Salaries and Wages	350,064.61	825,602.84	3,452,600.00	2,626,997.16	23.91	76.09
10-50-2200 - Employer F.I.C.A. Expense	26,464.12	62,160.25	264,124.00	201,963.75	23.53	76.47
10-50-2300 - Employer I.M.R.F. Expense	14,535.00	42,491.56	190,000.00	147,508.44	22.36	77.64
10-50-2400 - Health Insurance	35,681.44	108,861.80	512,000.00	403,138.20	21.26	78.74
10-50-2450 - Employee Assistance Program	0.00	0.00	3,755.00	3,755.00	0.00	100.00
10-50-2500 - Recruiting	58.00	58.00	3,500.00	3,442.00	1.66	98.34
10-50-2600 - Wellness Initiatives EXP	0.00	0.00	3,700.00	3,700.00	0.00	100.00
	426,803.17	1,039,174.45	4,429,679.00	3,390,504.55	23.46	76.54
Library Materials						
Children Services						
10-52-3100 - Children Books	2,513.36	9,778.59	71,000.00	61,221.41	13.77	86.23
10-52-3900 - Children Other Expenditures	1,285.70	4,904.11	28,000.00	23,095.89	17.51	82.49
	3,799.06	14,682.70	99,000.00	84,317.30	14.83	85.17
Adult Services						
10-54-3110 - Adult Books	8,606.76	26,378.85	167,000.00	140,621.15	15.80	84.20
10-54-3900 - Adult Other Expenditures	5,680.66	15,237.29	80,500.00	65,262.71	18.93	81.07
	14,287.42	41,616.14	247,500.00	205,883.86	16.81	83.19
Other Library Materials						
10-55-3400 - Magazines/News	201.50	7,485.91	10,500.00	3,014.09	71.29	28.71
10-55-3500 - Online Databases	9,864.56	64,619.63	223,000.00	158,380.37	28.98	71.02
10-55-3860 - E-Books	12,023.41	7,924.44	75,000.00	67,075.56	10.57	89.43
10-55-3900 - Other Digital Media	0.00	0.00	46,000.00	46,000.00	0.00	100.00
	22,089.47	80,029.98	354,500.00	274,470.02	22.58	77.42
Total Library Materials	40,175.95	136,328.82	701,000.00	564,671.18	19.45	80.55
General Contractual Services						
10-56-4100 - Legal Fees	980.30	4,874.03	8,500.00	3,625.97	57.34	42.66
10-56-4410 - Collection Agency Fees	97.50	264.95	3,500.00	3,235.05	7.57	92.43
10-56-4420 - Equipment Rental & Leasing	210.00	359.85	4,000.00	3,640.15	9.00	91.00
10-56-4450 - Accounting Service Fees	1,850.00	5,550.00	24,500.00	18,950.00	22.65	77.35
10-56-4500 - Payroll Service Fees	4,475.18	13,164.82	58,575.00	45,410.18	22.48	77.52
10-56-4600 - Audit Service Fees	3,501.00	5,252.00	7,050.00	1,798.00	74.50	25.50
10-56-4900 - Other Contracts	6,644.66	13,076.19	50,000.00	36,923.81	26.15	73.85
	17,758.64	42,541.84	156,125.00	113,583.16	27.25	72.75

Addison Public Library
Expense Report
For the 3 Months Ended July 31, 2025

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Physical Services						
Utilities and Services						
10-58-5100 - Natural Gas Service	0.00	0.00	25,000.00	25,000.00	0.00	100.00
10-58-5120 - Water Service	0.00	638.92	4,200.00	3,561.08	15.21	84.79
10-58-5310 - Refuse Disposal Service	775.69	1,189.41	4,265.00	3,075.59	27.89	72.11
10-58-5320 - Cleaning Service	4,813.00	19,252.00	78,040.00	58,788.00	24.67	75.33
	5,588.69	21,080.33	111,505.00	90,424.67	18.91	81.09
Telecommunications						
10-58-5510 - Telephone	993.66	1,507.60	11,000.00	9,492.40	13.71	86.29
10-58-5570 - Leased Internet Access Line	97.12	1,146.64	10,700.00	9,553.36	10.72	89.28
	1,090.78	2,654.24	21,700.00	19,045.76	12.23	87.77
Maintenance and Repair						
10-58-5610 - Building Supplies	3,097.94	7,397.31	45,000.00	37,602.69	16.44	83.56
10-58-5620 - HVAC	0.00	0.00	20,000.00	20,000.00	0.00	100.00
10-58-5690 - Other Building Materials & Repair	0.00	98.00	11,000.00	10,902.00	0.89	99.11
10-58-5710 - Equipment Maintenance & Repair	3,670.85	14,607.08	65,000.00	50,392.92	22.47	77.53
	6,768.79	22,102.39	141,000.00	118,897.61	15.68	84.32
Total Physical Services	13,448.26	45,836.96	274,205.00	228,368.04	16.72	83.28
Automation						
10-61-4800 - System Development	0.00	1,584.00	39,000.00	37,416.00	4.06	95.94
10-61-6100 - ILS Services	15,242.50	15,242.50	62,000.00	46,757.50	24.58	75.42
10-61-6200 - Software/Licenses	1,005.55	44,832.82	105,000.00	60,167.18	42.70	57.30
	16,248.05	61,659.32	206,000.00	144,340.68	29.93	70.07
Continuing Education						
10-62-7410 - Administration	705.00	705.00	3,000.00	2,295.00	23.50	76.50
10-62-7420 - Information Technology	0.00	0.00	800.00	800.00	0.00	100.00
10-62-7430 - Guest Services	350.00	350.00	1,000.00	650.00	35.00	65.00
10-62-7440 - Adult Services	1,140.00	1,368.00	4,300.00	2,932.00	31.81	68.19
10-62-7450 - Children Services	0.00	10.00	1,000.00	990.00	1.00	99.00
10-62-7455 - Teen Services	560.00	560.00	1,200.00	640.00	46.67	53.33
10-62-7460 - Materials Management	280.00	540.10	2,000.00	1,459.90	27.01	72.99
10-62-7470 - Staff In-Service	321.97	821.97	10,400.00	9,578.03	7.90	92.10
10-62-7480 - Board	0.00	0.00	3,500.00	3,500.00	0.00	100.00
10-62-7500 - Community Engagement	0.00	580.00	2,254.00	1,674.00	25.73	74.27
10-62-7510 - Memberships (Staff & Board)	1,210.00	3,268.00	12,000.00	8,732.00	27.23	72.77
10-62-7550 - In-State Travel	75.51	359.42	15,200.00	14,840.58	2.36	97.64
10-62-7560 - Out-of-State Travel	0.00	(1,460.70)	14,000.00	15,460.70	(10.43)	110.43
10-62-7600 - Tuition Reimbursement	0.00	836.21	7,500.00	6,663.79	11.15	88.85
	4,642.48	7,938.00	78,154.00	70,216.00	10.16	89.84

Addison Public Library
Expense Report
For the 3 Months Ended July 31, 2025

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Programs						
10-64-8100 - Adult Services Programs	1,003.06	3,739.82	32,000.00	28,260.18	11.69	88.31
10-64-8110 - Adult Computer Programs	0.00	47.98	0.00	(47.98)	0.00	100.00
10-64-8120 - Children Services Programs - General	269.58	1,685.73	18,500.00	16,814.27	9.11	90.89
10-64-8160 - Teen Program	1,608.50	3,285.27	19,000.00	15,714.73	17.29	82.71
10-64-8165 - Community Engagement Program	96.00	1,296.00	8,250.00	6,954.00	15.71	84.29
10-64-8170 - IT Programs	602.91	2,188.45	7,000.00	4,811.55	31.26	68.74
	3,580.05	12,243.25	84,750.00	72,506.75	14.45	85.55
PR/Marketing						
10-64-8210 - Newletter	7,826.53	7,826.53	55,380.00	47,553.47	14.13	85.87
10-64-8220 - Flyers/Brochures	327.70	697.70	16,475.00	15,777.30	4.23	95.77
10-64-8910 - Other Promotions	4,248.50	5,917.25	16,000.00	10,082.75	36.98	63.02
	12,402.73	14,441.48	87,855.00	73,413.52	16.44	83.56
Other Operating Expenses						
Supplies						
10-66-9210 - Office Supplies	559.46	1,646.24	6,500.00	4,853.76	25.33	74.67
10-66-9220 - Guest Services Supplies	605.49	862.11	6,085.00	5,222.89	14.17	85.83
10-66-9230 - Adult Services Supplies	320.91	464.22	1,500.00	1,035.78	30.95	69.05
10-66-9240 - Children Services Supplies	243.72	848.12	2,500.00	1,651.88	33.92	66.08
10-66-9245 - Teen Services Supplies	30.98	172.16	1,000.00	827.84	17.22	82.78
10-66-9250 - Materials Management Supplies	1,467.10	3,876.43	30,500.00	26,623.57	12.71	87.29
10-66-9260 - Public Relations Supplies	34.51	34.51	0.00	(34.51)	0.00	100.00
10-66-9270 - Information Technology Supplies	2,949.01	6,089.00	44,000.00	37,911.00	13.84	86.16
10-66-9290 - Postage	0.00	2,200.00	8,500.00	6,300.00	25.88	74.12
10-66-9300 - Library Wide Supplies	563.23	2,022.66	11,000.00	8,977.34	18.39	81.61
10-66-9330 - Community Engagement Supplies	2,013.15	2,427.55	5,550.00	3,122.45	43.74	56.26
	8,787.56	20,643.00	117,135.00	96,492.00	17.62	82.38
Insurance						
10-66-9510 - Unemployment Compensation Insurance	610.05	610.05	5,000.00	4,389.95	12.20	87.80
10-66-9520 - Workers' Compensation Insurance	0.00	11,397.00	11,500.00	103.00	99.10	0.90
10-66-9530 - Liability Insurance	5,984.00	46,253.31	64,000.00	17,746.69	72.27	27.73
	6,594.05	58,260.36	80,500.00	22,239.64	72.37	27.63
Grant Expenses						
10-66-9840 - Per Capita Grant - Current Year	6,471.74	10,365.10	52,660.00	42,294.90	19.68	80.32
	6,471.74	10,365.10	52,660.00	42,294.90	19.68	80.32

Addison Public Library
Expense Report
For the 3 Months Ended July 31, 2025

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Other Expenses						
10-66-9910 - Hardware	8,476.30	22,077.63	55,000.00	32,922.37	40.14	59.86
10-66-9920 - Furniture and Equipment	0.00	423.86	10,000.00	9,576.14	4.24	95.76
10-66-9930 - Reciprocal Borrowing Expense	0.00	0.00	750.00	750.00	0.00	100.00
10-66-9940 - Cable Broadcast	0.00	450.00	5,400.00	4,950.00	8.33	91.67
10-66-9960 - Friends of the Library	0.00	13.10	4,000.00	3,986.90	0.33	99.67
10-66-9970 - FUNshine Committee	518.40	1,067.59	4,800.00	3,732.41	22.24	77.76
10-66-9980 - Staff Recognition	0.00	0.00	10,000.00	10,000.00	0.00	100.00
10-66-9985 - Sam's Lab	0.00	0.00	100,000.00	100,000.00	0.00	100.00
	8,994.70	24,032.18	189,950.00	165,917.82	12.65	87.35
Transfers						
Total Other Operating Expenses	30,848.05	113,300.64	440,245.00	326,944.36	25.74	74.26
Total General Fund Expenditures	565,907.38	1,473,464.76	6,458,013.00	4,984,548.24	22.82	77.18

_____Capital Improvement Fund_____

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Asset Replacement						
80-55-1900 - Asset Replacement Expense	6,050.00	6,050.00	135,000.00	128,950.00	4.48	95.52
80-55-1905 - Renovation Project	736,481.62	1,376,813.80	10,000,000.00	8,623,186.20	13.77	86.23
	742,531.62	1,382,863.80	10,135,000.00	8,752,136.20	13.64	86.36
RFID Project						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	742,531.62	1,382,863.80	10,135,000.00	8,752,136.20	13.64	86.36

_____Rebillables Fund_____

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
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	1,308,439.00	2,856,328.56	16,593,013.00	13,736,684.44	17.21	82.79

Addison Public Library
Check Register
All Bank Accounts
July 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Village of Addison: Misc Exp 500010				21727	07/31/25	(799.04)
10-22-0255	Other Insurance Withholding Payable	To void Check# 21727	-799.04			
IL Library Association 192210				21732	07/07/25	220.00
10-62-7440	Adult Services	Inv #317839 Beltran ILA Conference	220.00			
ADP, LLC #110146				21733	07/14/25	4,475.18
10-56-4500	Payroll Service Fees	Inv #695444531	4,099.98			
10-56-4500	Payroll Service Fees	Inv #695444803	375.20			
Albertsons - Safeway 112213				21734	07/14/25	134.86
10-66-9210	Office Supplies	7/1/25 - Cookie trays	36.96			
10-66-9300	Library Wide Supplies	7/1/25 - Sandwich bags	6.98			
10-64-8100	Adult Services Programs	6/13/25 - Desk engagement candy	29.97			
10-64-8170	IT Programs	6/9/25 - 6 gallons of water	10.00			
10-66-9330	Community Engagement Supplies	6/13/25 - Outreach candy	50.95			
ABC Floats				21735	07/14/25	675.00
10-64-8910	Other Promotions	50% deposit for parade float on 8/24/25	675.00			
Mission Square 231901				21736	07/14/25	3,284.42
10-22-0260	Def Annuity Withholding Payable	Plan #306740 for 7/16/25 Payroll	3,284.42			
Republic Services #551 122869				21737	07/14/25	361.97
10-58-5310	Refuse Disposal Service	Inv #0551-016302653	361.97			
Verizon				21738	07/14/25	97.12
10-58-5570	Leased Internet Access Line	Inv #6117886242	97.12			
Village of Addison - HSA				21739	07/14/25	2,536.06
10-50-2400	Health Insurance	EE & ER HSA for 7/16/25 Payroll	2,536.06			
Travelers CL Remittance Center				21740	07/23/25	1,700.00
10-66-9530	Liability Insurance	Acct #2104Y8186	1,700.00			
Limricc Unemployment Comp 290227				21741	07/25/25	610.05
10-66-9510	Unemployment Compensation Insurance	2nd Quarter 2025	610.05			
Village of Addison: Misc Exp 500010				21742	07/25/25	799.04

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-22-0255	Other Insurance Withholding Payable	MOA - Self Bill Life & AD&D - July 2025	799.04			
Village of Addison:Health Ins 500011				21743	07/25/25	33,326.12
10-50-2400	Health Insurance	BC/BS August 2025	33,326.12			
Village of Addison:Health Ins 500011				21744	07/25/25	311.64
10-50-2400	Health Insurance	VSP - August 2025	311.64			
Village of Addison:Health Ins 500011				21745	07/25/25	2,327.10
10-50-2400	Health Insurance	Delta Dental - August 2025	2,327.10			
Village of Addison:Health Ins 500011				21746	07/25/25	2,274.05
10-50-2400	Health Insurance	Dental Dental - July 2025	2,274.05			
Village of Addison: Misc Exp 500010				21747	07/28/25	88.00
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - August 2025	88.00			
Village of Addison: Misc Exp 500010				21748	07/28/25	75.70
10-22-0255	Other Insurance Withholding Payable	Allstate ID Protection - August 2025	75.70			
Village of Addison: Misc Exp 500010				21749	07/28/25	240.01
10-22-0255	Other Insurance Withholding Payable	TransAmerica - May 2025	240.01			
Village of Addison: Misc Exp 500010				21750	07/28/25	240.01
10-22-0255	Other Insurance Withholding Payable	TransAmerica - June 2025	240.01			
Village of Addison: Misc Exp 500010				21751	07/28/25	546.07
10-22-0255	Other Insurance Withholding Payable	MOA - Worksite Benefits - August 2025	546.07			
Village of Addison: Misc Exp 500010				21752	07/28/25	819.67
10-22-0255	Other Insurance Withholding Payable	MOA - Self Bill Life & AD&D - August 2026	819.67			
Mission Square 231901				21753	07/28/25	3,281.31
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	3,281.31			
Cook and Kocher Insurance Group 123571				21754	07/31/25	4,284.00
10-66-9530	Liability Insurance	Inv #102117 Cyber Policy G48740753001	4,284.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison: Misc Exp 500010				21755	07/31/25	857.89
10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha Self Bill Life/AD&D 6/2025	857.89			
Unique Patron Services Solutions 312431				33827	07/31/25	(40.00)
10-61-6200	Software/Licenses	VOID Check 33827	-40.00			
Unique Patron Services Solutions 312431				37816	07/31/25	(40.00)
10-61-6200	Software/Licenses	VOID Check 37816	-40.00			
Unique Patron Services Solutions 312431				38560	07/31/25	(40.00)
10-61-6200	Software/Licenses	VOID Check 38560	-40.00			
Unique Patron Services Solutions 312431				39026	07/31/25	(119.20)
10-56-4410	Collection Agency Fees	VOID Check 39026	-119.20			
Ale Ramirez				39556	07/31/25	(150.00)
10-64-8160	Teen Program	To void Check# 39556	-150.00			
4imprint, Inc. 162600				39646	08/07/25	378.17
10-66-9970	FUNshine Committee	Inv# 14036412	378.17			
Addison Public Library 500004				39647	08/07/25	50.00
10-11-1070	Cash in Bank - Harris Bank Librarian	To replenish coin machine change - 07/2025	50.00			
Ale Ramirez				39648	08/07/25	150.00
10-64-8160	Teen Program	Instructor	150.00			
American Button Machines 112451				39649	08/07/25	380.56
10-66-9330	Community Engagement Supplies	Inv# 272032	380.56			
B&H Photo-Video 121800				39650	08/07/25	1,229.04
10-66-9270	Information Technology Supplies	Inv# 235297396	1,229.04			
CDS Office Technologies 131476				39651	08/07/25	4,835.00
10-66-9910	Hardware	Inv# 1703225	4,835.00			
Center Point Publishing 131571				39652	08/07/25	50.94
10-54-3110	Adult Books	Inv# 2184737	50.94			
Cintas Fire Protection 131961				39653	08/07/25	821.00

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-58-5710	Equipment Maintenance & Repair	Inv# 0F94092823	821.00			
Comcast 132548				39654	08/07/25	76.00
10-58-5510	Telephone	Acct# 8771201830148973	76.00			
Comcast 132554				39655	08/07/25	401.98
10-58-5510	Telephone	Inv# 247776626	402.30			
10-58-5510	Telephone	Inv# 245240939	-0.32			
Crimson Multimedia Dist. 132835				39656	08/07/25	862.04
10-52-3900	Children Other Expenditures	Inv# 022297	76.72			
10-52-3900	Children Other Expenditures	Inv# 022294	80.00			
10-54-3900	Adult Other Expenditures	Inv# 022055	286.22			
10-54-3900	Adult Other Expenditures	Inv# 022056	132.46			
10-54-3900	Adult Other Expenditures	Inv# 022293	206.64			
10-54-3900	Adult Other Expenditures	Inv# 022295	50.00			
10-54-3900	Adult Other Expenditures	Inv# 022296	30.00			
D&Z House of Books Inc 143662				39657	08/07/25	643.52
10-52-3100	Children Books	Inv# 2025/I003446	54.48			
10-54-3110	Adult Books	Inv# 2025/I003405	196.88			
10-54-3110	Adult Books	Inv# 2025/I003404	392.16			
Demco Inc 141551				39658	08/07/25	133.91
10-66-9250	Materials Management Supplies	Inv# 7670832	133.91			
DuPage P.A.D.S, Inc. 141918				39659	08/07/25	250.00
10-62-7470	Staff In-Service	August Staff Day Speaker	250.00			
DuPage Security Solutions Inc 143105				39660	08/07/25	10.50
10-66-9210	Office Supplies	Inv# 65281	10.50			
GALE/CENGAGE Learning 171152				39661	08/07/25	416.85
10-54-3110	Adult Books	Inv# 999100692136	28.49			
10-54-3110	Adult Books	Inv# 999100688282	20.99			
10-54-3110	Adult Books	Inv# 999100678032	284.15			
10-54-3110	Adult Books	Inv# 999100671228	27.74			
10-54-3110	Adult Books	Inv# 999100671227	24.74			
10-54-3110	Adult Books	Inv# 999100694939	30.74			
Grainger 333337				39662	08/07/25	321.28
10-58-5610	Building Supplies	Inv# 9568555305	321.28			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Henry Fiene				39663	08/07/25	675.00
10-64-8910	Other Promotions	Inv# 4140 - 08/24/25 parade	675.00			
Heyl Royster 181565				39664	08/07/25	189.00
10-56-4100	Legal Fees	Inv# INTERIM1780247	189.00			
IDFPR Professional Regulation 192252				39665	08/07/25	50.00
10-62-7510	Memberships (Staff & Board)	Licensed Social Worker App Fee	50.00			
Johnson Plastics Plus 202520				39666	08/07/25	73.91
10-64-8170	IT Programs	Inv# 3752245	73.91			
Krueger International, Inc. 212825				39667	08/07/25	8,632.00
80-55-1905	Renovation Project	Inv# 14742888	1,547.00			
80-55-1905	Renovation Project	Inv# 14740962	7,085.00			
Libraria 131861				39668	08/07/25	1,067.24
10-52-3100	Children Books	Inv# 263523	28.48			
10-52-3100	Children Books	Inv# 263306	1,031.86			
10-66-9250	Materials Management Supplies	Inv# 263307	6.90			
Marti LaHood - 281914				39669	08/07/25	80.00
10-64-8100	Adult Services Programs	Chair Yoga Program	80.00			
Norcomm Public Safety 242571				39670	08/07/25	210.00
10-56-4420	Equipment Rental & Leasing	Inv# 24986	210.00			
OCLC Inc 251352				39671	08/07/25	4,000.03
10-55-3860	E-Books	Inv# 1000450676	4,000.03			
OTC Brands, Inc 252842				39672	08/07/25	167.90
10-64-8120	Children Services Programs - General	Inv# 73768467501	167.90			
Playaway Products 262219				39673	08/07/25	731.79
10-52-3900	Children Other Expenditures	Inv# 505393	652.75			
10-52-3900	Children Other Expenditures	Inv# 504998	79.04			
Quill 273145				39674	08/07/25	420.35
10-66-9300	Library Wide Supplies	Inv# 44829676	35.54			
10-66-9300	Library Wide Supplies	Inv# 44803200	384.81			

Addison Public Library
Check Register
All Bank Accounts
July 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Record Information Service, Inc 281516				39675	08/07/25	844.00
10-55-3500	Online Databases	Inv# 56836	844.00			
Republic Services #551 122869				39676	08/07/25	413.72
10-58-5310	Refuse Disposal Service	Inv# 0551-016331268	413.72			
Sir Speedy Printing 291970				39677	08/07/25	327.70
10-64-8220	Flyers/Brochures	Inv# 90844	327.70			
Strictly Self Defense, LLC 293077				39678	08/07/25	399.00
10-64-8100	Adult Services Programs	Inv# SSD080925	399.00			
Team One Repair, Inc. 301514				39679	08/07/25	605.49
10-66-9220	Guest Services Supplies	Inv# 1650439	605.49			
Todays Business Solutions,Inc 302521				39680	08/07/25	515.68
10-58-5510	Telephone	Inv# 070825-04	515.68			
Unique Management Services Inc 312430				39681	08/07/25	40.00
10-61-6200	Software/Licenses	Inv# 6141751	40.00			
Village of Addison: Misc Exp 500010				39682	08/07/25	1,104.00
10-64-8210	Newletter	Inv# 2026-00000003	1,104.00			
Amazon Capital Services 112300				39683	08/07/25	954.83
10-66-9970	FUNshine Committee	Inv# 114W-CYT9-P1GL	125.37			
10-66-9970	FUNshine Committee	Inv# 1C74-LHNC-LQXL	14.86			
10-52-3900	Children Other Expenditures	Inv# 17X1-4VRT-RKP9	24.98			
10-54-3110	Adult Books	Inv# 1K1V-CHW1-MN9Q	109.63			
10-54-3110	Adult Books	Inv# 1NRJ-3FM4-M6YG	10.64			
10-54-3110	Adult Books	Inv# 1NRJ-3FM4-MNJX	47.84			
10-54-3900	Adult Other Expenditures	Inv# 17HG-N6RY-RLR4	-6.40			
10-66-9230	Adult Services Supplies	Inv# 16Y1-RT74-6KP3	320.91			
10-66-9270	Information Technology Supplies	Inv# 131N-VDQX-R3TR	21.94			
10-64-8170	IT Programs	Inv# 13M1-GPGW-WG79	223.11			
10-66-9330	Community Engagement Supplies	Inv# 1PG9-JW9L-WCD1	38.96			
10-66-9245	Teen Services Supplies	Inv# 13TG-VPNN-L9JH	22.99			
Amazon Capital Services 112300				39684	08/07/25	451.63
10-66-9210	Office Supplies	Inv# 1NGQ-WNYK-CYND	12.61			
10-52-3900	Children Other Expenditures	Inv# 19VD-MXDN-9GLL	20.89			
10-52-3900	Children Other Expenditures	Inv# 11M3-3LR4-C67L	47.98			

Addison Public Library
Check Register
All Bank Accounts
July 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 1MPH-KW99-7DKH	49.00			
10-54-3900	Adult Other Expenditures	Inv# 1KV4-LXLP-99GK	6.40			
10-54-3900	Adult Other Expenditures	Inv# 1J13-7N6R-C3QL	31.30			
10-66-9250	Materials Management Supplies	Inv# 1RNJ-KG4H-7PHP	163.32			
10-66-9270	Information Technology Supplies	Inv# 1JQV-PL3M-CVDR	453.40			
10-66-9270	Information Technology Supplies	Inv# 1KV4-LXLP-C7VK	-372.04			
10-66-9270	Information Technology Supplies	Inv# 1YDW-9CRL-7JX7	30.78			
10-66-9245	Teen Services Supplies	Inv# 1WP1-WGJ3-6CCN	144.88			
10-66-9245	Teen Services Supplies	Inv# 134H-GPQL-9DK9	-136.89			
Amazon Capital Services 112300				39685	08/07/25	40.00
10-66-9330	Community Engagement Supplies	Inv# 1NCW-MX73-VGQY	40.00			
BMO Harris Bank N.A. 22301				39686	08/07/25	7,411.12
10-66-9210	Office Supplies	Addison Floral 7/29/25	50.71			
10-66-9840	Per Capita Grant - Current Year	Sams Club 7/16/25	157.86			
10-66-9840	Per Capita Grant - Current Year	Angelo Caputo's Fresh Market	203.95			
10-66-9840	Per Capita Grant - Current Year	La Hacienda 7/21/25	259.93			
10-61-6200	Software/Licenses	Freepik Inv# INV-C-2025-10976225	100.98			
10-61-6200	Software/Licenses	ZOHO Inv# 50100880326	123.50			
10-61-6200	Software/Licenses	ScreenConnect 7/29/25	39.00			
10-61-6200	Software/Licenses	Adobe 7/6/25	336.97			
10-61-6200	Software/Licenses	Inv# 083014	87.50			
10-61-6200	Software/Licenses	Lightspeed Inv# 906070	189.00			
10-61-6200	Software/Licenses	ScreenConnect 7/6/25	41.00			
10-61-6200	Software/Licenses	SRFAX - 7/8/25	12.60			
10-61-6200	Software/Licenses	ZOHO Inv# 50100818605	155.00			
10-64-8160	Teen Program	CustomInk 6/26/25	798.50			
10-64-8160	Teen Program	UniversalYums 7/29/25	492.00			
10-64-8100	Adult Services Programs	Michaels 7/24/25	96.93			
10-58-5610	Building Supplies	Home Depot 7/23/25	196.17			
10-58-5610	Building Supplies	Batteries Unlimited 7/11/25	119.00			
10-64-8120	Children Services Programs - General	Universal Yums 7/3/25	39.68			
10-62-7510	Memberships (Staff & Board)	Sara Lock Membership Fee	150.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon 7/8/25	1,200.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon 7/28/25	120.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon 7/29/25	120.00			
10-56-4100	Legal Fees	American Association of Notaries Refund 7/3/25	-31.48			
10-56-4100	Legal Fees	American Association of Notaries 7/1/25	111.40			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-56-4100	Legal Fees	ILSOS - Notary 7/9/25	16.00			
10-62-7410	Administration	HR Source 7/14/25	280.00			
10-62-7440	Adult Services	Inv# 317832 - Sara Lock annual conference	220.00			
10-66-9250	Materials Management Supplies	Jewel 7/9/25	11.94			
10-66-9270	Information Technology Supplies	UPS 7/7/25	16.44			
10-64-8170	IT Programs	123Stitch 7/29/25	111.15			
10-64-8165	Community Engagement Program	Airtable 7/1/25	96.00			
10-66-9330	Community Engagement Supplies	RadioFlyer 7/10/25	1,009.00			
10-66-9330	Community Engagement Supplies	Oakley Signs 7/1/25	480.39			
Ale Ramirez				39687	08/19/25	150.00
10-64-8160	Teen Program	Instructor	150.00			
ALTA Language Services, Inc 112275				39688	08/19/25	58.00
10-50-2500	Recruiting	Inv# IS792532	58.00			
Amazon Capital Services 112300				39689	08/19/25	788.14
10-52-3100	Children Books	Inv# 14MX-LYTG-1F66	10.95			
10-52-3100	Children Books	Inv# 1JLR-1VJH-3JCJ	15.99			
10-52-3900	Children Other Expenditures	Inv# 1N4T-4GQN-1N17	12.99			
10-54-3110	Adult Books	Inv# 1JNX-46XV-1HFC	54.49			
10-54-3110	Adult Books	Inv# 13LM-KC44-1JNY	34.19			
10-54-3110	Adult Books	Inv# 1NLT-LN1C-33QW	203.06			
10-54-3110	Adult Books	Inv# 13PV-FCJX-3DYP	9.95			
10-54-3110	Adult Books	Inv# 1TTT-4XKT-3DN9	99.50			
10-54-3110	Adult Books	Inv# 173K-T69N-3FPP	-9.95			
10-54-3900	Adult Other Expenditures	Inv# 1LMR-9V96-3GVL	9.99			
10-62-7470	Staff In-Service	Inv# 1X97-DN9W-36XX	46.97			
10-66-9270	Information Technology Supplies	Inv# 1YVV-C6V9-3F96	300.01			
Amazon Capital Services 112300				39690	08/19/25	770.75
10-66-9210	Office Supplies	Inv# 19FV-LGMH-39LR	12.98			
10-58-5610	Building Supplies	Inv# 1334-Y3LR-1NKC	99.99			
10-52-3900	Children Other Expenditures	Inv# 1QQG-FRTP-37P6	67.70			
10-54-3110	Adult Books	Inv# 16VY-QNHH-3HN4	84.66			
10-54-3110	Adult Books	Inv# 16VY-QNHH-1V4W	20.63			
10-54-3900	Adult Other Expenditures	Inv# 1XQ9-WG6P-1R4H	9.99			
10-66-9250	Materials Management Supplies	Inv# 1MTQ-Q7DL-3VXL	146.11			
10-66-9250	Materials Management Supplies	Inv# 1Y4X-K61W-3MRQ	28.66			
10-66-9250	Materials Management Supplies	Inv# 14D7-LD6T-4MPM	9.39			
10-66-9270	Information Technology Supplies	Inv# 1R3P-1QVK-46GL	92.61			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8170	IT Programs	Inv# 1QQG-FRTP-49WM	184.74			
10-66-9330	Community Engagement Supplies	Inv# 16VY-QNHH-3YKT	13.29			
Amazon Capital Services 112300				39691	08/19/25	1,501.84
10-64-8100	Adult Services Programs	Inv# 1DKY-M6NG-XQ4Y	44.40			
10-52-3900	Children Other Expenditures	Inv# 1YHG-XDGM-XMH3	11.89			
10-62-7470	Staff In-Service	Inv# 1P4L-3G9H-41VJ	25.00			
10-66-9240	Children Services Supplies	Inv# 1YJW-3MPR-XKK3	92.78			
10-66-9240	Children Services Supplies	Inv# 1J33-K39V-Y4FG	150.94			
10-66-9270	Information Technology Supplies	Inv# 1NDL-6F3R-34C7	1,127.85			
10-66-9270	Information Technology Supplies	Inv# 1PWV-1QHX-YV94	33.99			
10-66-9270	Information Technology Supplies	Inv# 1TWJ-K9KR-4RVD	14.99			
American Library Association				39692	08/19/25	210.00
10-62-7510	Memberships (Staff & Board)	ALA#1213425 Dimick	210.00			
Aurelio's Pizza 113172				39693	08/19/25	69.76
10-64-8100	Adult Services Programs	7/10/25	39.57			
10-64-8100	Adult Services Programs	Book Group 7/8/25	30.19			
Baker & Taylor 120230				39694	08/19/25	64.22
10-52-3900	Children Other Expenditures	Inv# 2039182094	64.22			
Baker & Taylor 120290				39695	08/19/25	1,320.85
10-52-3100	Children Books	Inv# 2039199134	161.98			
10-52-3100	Children Books	Inv# 2039167056	543.41			
10-52-3100	Children Books	Inv# 2039166034	177.26			
10-52-3100	Children Books	Inv# 2039182322	376.32			
10-66-9250	Materials Management Supplies	Inv# 2039199135	10.71			
10-66-9250	Materials Management Supplies	Inv# 2039166035	8.33			
10-66-9250	Materials Management Supplies	Inv# 2039182323	8.33			
10-66-9260	Public Relations Supplies	Inv# 2039167057	34.51			
Baker & Taylor 120310				39696	08/19/25	6,782.94
10-54-3110	Adult Books	Inv# 2039201539	657.12			
10-54-3110	Adult Books	Inv# 2039165884	682.30			
10-54-3110	Adult Books	Inv# 2039170120	2,319.12			
10-54-3110	Adult Books	Inv# 2039178692	816.61			
10-54-3110	Adult Books	Inv# 2039189841	640.90			
10-54-3110	Adult Books	Inv# 2039183957	494.45			
10-54-3110	Adult Books	Inv# 2039195521	343.54			
10-54-3110	Adult Books	Inv# 2039205473	543.29			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv# 2039178693	39.27			
10-66-9250	Materials Management Supplies	Inv# 2039170121	107.10			
10-66-9250	Materials Management Supplies	Inv# 2038666327	0.01			
10-66-9250	Materials Management Supplies	Inv# 2039201540	20.23			
10-66-9250	Materials Management Supplies	Inv# 2039205474	21.42			
10-66-9250	Materials Management Supplies	Inv# 2039195522	20.23			
10-66-9250	Materials Management Supplies	Inv# 2039165885	24.99			
10-66-9250	Materials Management Supplies	Inv# 2039183958	15.47			
10-66-9250	Materials Management Supplies	Inv# 2039189842	36.89			
Baker & Taylor 120330				39697	08/19/25	39.09
10-54-3110	Adult Books	Inv# 2039199360	39.09			
Built Rite Construction LLC				39698	08/19/25	251,657.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	251,657.00			
BulkBookstore 123180				39699	08/19/25	2,898.50
10-64-8910	Other Promotions	Inv# 208171	2,898.50			
CDS Office Technologies 131476				39700	08/19/25	481.06
10-58-5710	Equipment Maintenance & Repair	Inv# 1711145	481.06			
Center Point Publishing 131571				39701	08/19/25	249.90
10-54-3110	Adult Books	Inv# 2189078	249.90			
Chris Pudelek 829225				39702	08/19/25	24.20
10-62-7550	In-State Travel	Lanconi Trustee Banquet - 26 mi + Parking	24.20			
Cintas Fire Protection 131961				39703	08/19/25	1,665.79
10-58-5710	Equipment Maintenance & Repair	Inv# OF94757808	1,665.79			
Colley Elevator 132555				39704	08/19/25	703.00
10-58-5710	Equipment Maintenance & Repair	Inv# 284581	703.00			
Complete Cleaning 132523				39705	08/19/25	4,813.00
10-58-5320	Cleaning Service	Inv# C30783	4,813.00			
Continua Interiors of Illinois, LLC 131414				39706	08/19/25	53,589.62
80-55-1905	Renovation Project	Inv# 194585	53,589.62			
Crimson Multimedia Dist. 132835				39707	08/19/25	246.11

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3900	Children Other Expenditures	Inv# 022481	30.00			
10-52-3900	Children Other Expenditures	Inv# 022480	40.00			
10-54-3900	Adult Other Expenditures	Inv# 022479	60.00			
10-54-3900	Adult Other Expenditures	Inv# 022478	116.11			
Demco Inc 141551				39708	08/19/25	652.09
10-66-9250	Materials Management Supplies	Inv# 7674054	652.09			
Douglas Floor Covering, Inc.				39709	08/19/25	114,300.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	114,300.00			
Easy English NEWS 151176				39710	08/19/25	177.50
10-55-3400	Magazines/News	Inv# 51822	177.50			
Eco Lighting Services and Technology LLC 151341				39711	08/19/25	100,359.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	100,359.00			
Ehler Investment Partners, LLC 151700				39712	08/19/25	2,518.82
10-56-4900	Other Contracts	Inv# 24-4934	2,518.82			
Elizabeth Freebairn				39713	08/19/25	5.88
10-62-7550	In-State Travel	Aurelio's Pizza - 4.2 mi	2.94			
10-62-7550	In-State Travel	Aurelio's Pizza - 4.2 mi	2.94			
Erika Ochoa 281526				39714	08/19/25	150.00
10-64-8100	Adult Services Programs	Zumba	150.00			
Francotyp-Postalia, Inc 162817				39715	08/19/25	86.21
10-66-9210	Office Supplies	Inv# RI106717363	86.21			
Frederick Quinn Corporation 162815				39716	08/19/25	51,759.00
80-55-1905	Renovation Project	Payment 8, 8/4/25	51,759.00			
Gabriela Tafolla 162821				39717	08/19/25	12.25
10-62-7550	In-State Travel	Foxdale Park, Farmdale Park, Lake Manor Peserve	12.25			
GALE/CENGAGE Learning 171152				39718	08/19/25	98.97
10-54-3110	Adult Books	Inv# 999100729021	98.97			
Heitkotter, Inc. 181547				39719	08/19/25	16,092.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	16,092.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
IL Library Association 192210				39720	08/19/25	3,465.00
10-66-9840	Per Capita Grant - Current Year	Inv# 319689 - Van Der Heyden - Conference	350.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318253 - Reboletti - Membership	75.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318339 - Cuevas - Membership	200.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318593 - Neri - Membership	75.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318449 - Cyrier - Membership	150.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318463 - Dimick - Membership	75.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318196 - Sievers - Membership	150.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318223 - Pudelek - Membership	75.00			
10-62-7410	Administration	Inv# 319517 - Medjo Me Zengue - Conference	425.00			
10-62-7430	Guest Services	Inv# 319371 - Welko - Conference	350.00			
10-62-7440	Adult Services	Inv#317839 - Beltran - ILA Conference	75.00			
10-62-7440	Adult Services	Inv# 317832 - Lock - Conference	75.00			
10-62-7440	Adult Services	Inv# 319462 - Cyrier - Conference	275.00			
10-62-7440	Adult Services	Inv# 319477 - Benavidez - Conference	275.00			
10-62-7460	Materials Management	Inv# 318814 - Cuevas - Conference	280.00			
10-62-7455	Teen Services	Inv# 318973 - Kaiser - Conference	280.00			
10-62-7455	Teen Services	Inv# 318905 - Lynch - Conference	280.00			
Illinois State Police 192254				39721	08/19/25	100.00
10-56-4100	Legal Fees	Inv# 20250605309	100.00			
Imperial Dade 192340				39722	08/19/25	1,946.20
10-58-5610	Building Supplies	Inv# 38380528	1,946.20			
J&M Decorating Inc.				39723	08/19/25	19,633.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	19,633.00			
Kessor D/B/A Superior 211533				39724	08/19/25	7,168.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	7,168.00			
Lauterbach&Amen LLP 172582				39725	08/19/25	1,850.00
10-56-4450	Accounting Service Fees	Inv# 106918	1,850.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Len's Ace Hardware, Inc. 221567				39726	08/19/25	490.81
10-66-9300	Library Wide Supplies	Inv# 535860/1	8.96			
10-66-9300	Library Wide Supplies	Inv# 535814/1	66.55			
10-58-5610	Building Supplies	Inv# 536364/1	38.55			
10-58-5610	Building Supplies	Inv# 536530/1	125.26			
10-58-5610	Building Supplies	Inv# 535405/1	118.37			
10-58-5610	Building Supplies	Inv# 535674/1	50.38			
10-58-5610	Building Supplies	Inv# 535814/1	61.17			
10-58-5610	Building Supplies	Inv# 535860/1	21.57			
Lesley Cyrier 892152				39727	08/19/25	1.68
10-62-7550	In-State Travel	Food Pantry Pickup 7/18/25 - 2.4mi	1.68			
Libraria 131861				39728	08/19/25	114.43
10-52-3100	Children Books	Inv# 263769	112.63			
10-66-9250	Materials Management Supplies	Inv# 263525	0.60			
10-66-9250	Materials Management Supplies	Inv# 263770	1.20			
Library Market				39729	08/19/25	5,500.00
10-66-9840	Per Capita Grant - Current Year	Inv# 4222	5,500.00			
Marti LaHood - 281914				39730	08/19/25	80.00
10-64-8100	Adult Services Programs	Chair Yoga 8/28/25	80.00			
Mechanical Inc 181301				39731	08/19/25	15,055.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	15,055.00			
MG Mechanical Contracting, Inc 231980				39732	08/19/25	31,605.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	31,605.00			
Midwest Tape 231925				39733	08/19/25	5,686.64
10-52-3900	Children Other Expenditures	Inv# 507434350	13.49			
10-52-3900	Children Other Expenditures	Inv# 507406086	84.79			
10-52-3900	Children Other Expenditures	Inv# 507406045	15.74			
10-52-3900	Children Other Expenditures	Inv# 5076905058	11.24			
10-54-3900	Adult Other Expenditures	Inv# 506905059	20.99			
10-54-3900	Adult Other Expenditures	Inv# 506905056	51.73			
10-54-3900	Adult Other Expenditures	Inv# 507492684	24.74			
10-54-3900	Adult Other Expenditures	Inv# 507492683	122.20			
10-54-3900	Adult Other Expenditures	Inv# 507462275	7.49			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 507492680	15.29			
10-54-3900	Adult Other Expenditures	Inv# 507490898	690.85			
10-54-3900	Adult Other Expenditures	Inv# 507490897	79.98			
10-54-3900	Adult Other Expenditures	Inv# 507492682	231.67			
10-54-3900	Adult Other Expenditures	Inv# 506905057	180.65			
10-54-3900	Adult Other Expenditures	Inv# 507462272	38.23			
10-54-3900	Adult Other Expenditures	Inv# 507461956	14.99			
10-54-3900	Adult Other Expenditures	Inv# 507462270	73.48			
10-54-3900	Adult Other Expenditures	Inv# 507461959	22.49			
10-54-3900	Adult Other Expenditures	Inv# 507461957	54.72			
10-54-3900	Adult Other Expenditures	Inv# 507462271	317.81			
10-54-3900	Adult Other Expenditures	Inv# 507525693	43.48			
10-54-3900	Adult Other Expenditures	Inv# 507525692	67.48			
10-54-3900	Adult Other Expenditures	Inv# 507525690	136.70			
10-54-3900	Adult Other Expenditures	Inv# 507452556	92.98			
10-54-3900	Adult Other Expenditures	Inv# 507461958	383.08			
10-54-3900	Adult Other Expenditures	Inv# 507462273	13.49			
10-54-3900	Adult Other Expenditures	Inv# 507406087	39.99			
10-54-3900	Adult Other Expenditures	Inv# 507406049	26.24			
10-54-3900	Adult Other Expenditures	Inv# 507406043	398.10			
10-54-3900	Adult Other Expenditures	Inv# 507518824	39.99			
10-54-3900	Adult Other Expenditures	Inv# 507518823	39.99			
10-54-3900	Adult Other Expenditures	Inv# 507525694	426.32			
10-54-3900	Adult Other Expenditures	Inv# 507434352	19.18			
10-54-3900	Adult Other Expenditures	Inv# 507434354	82.45			
10-54-3900	Adult Other Expenditures	Inv# 507434355	64.48			
10-54-3900	Adult Other Expenditures	Inv# 507406046	26.98			
10-54-3900	Adult Other Expenditures	Inv# 507406044	133.20			
10-54-3900	Adult Other Expenditures	Inv# 507406048	92.95			
10-54-3900	Adult Other Expenditures	Inv# 507434351	35.98			
10-55-3860	E-Books	Inv# 507492289	47.50			
10-55-3860	E-Books	Inv# 507425619	179.99			
10-55-3860	E-Books	Inv# 507290885	831.55			
10-55-3860	E-Books	Inv# 507470473	47.50			
10-55-3860	E-Books	Inv# 507456824	274.48			
10-55-3860	E-Books	Inv# 507486264	69.99			
Midwest Wrecking Co, Inc 231979				39734	08/19/25	25,965.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	25,965.00			
Nardi's Pizza 241172				39735	08/19/25	208.00
10-64-8160	Teen Program	251891	112.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	251892	34.00			
10-64-8120	Children Services Programs - General	251894	62.00			
OCLC Inc 251352				39736	08/19/25	3,072.37
10-55-3860	E-Books	Inv# 1000457657	3,072.37			
ODP Business Solutions 251353				39737	08/19/25	4.69
10-66-9210	Office Supplies	Inv# 432255862001	4.69			
Patti Gebala 892144				39738	08/19/25	18.34
10-62-7550	In-State Travel	26.20 mi - Wesley Elem, Westview Park, Clarendale, Club Fitnesss	18.34			
Product Architecture + Design 262850				39739	08/19/25	12,000.00
80-55-1905	Renovation Project	Inv# 1650.0937	12,000.00			
Quill 273145				39740	08/19/25	60.39
10-66-9300	Library Wide Supplies	Inv# 44965628	36.45			
10-66-9300	Library Wide Supplies	Inv# 44973093	79.35			
10-66-9300	Library Wide Supplies	Inv# 45031129	-55.41			
Ra'am Integration Solutions				39741	08/19/25	6,050.00
80-55-1900	Asset Replacement Expense	Inv# 1669	6,050.00			
Rails 281145				39742	08/19/25	11,370.00
10-55-3500	Online Databases	Inv# 14293	7,870.00			
10-55-3860	E-Books	Inv# 14646	3,500.00			
Robbins Schwartz 282514				39743	08/19/25	595.38
10-56-4100	Legal Fees	Client 008872	595.38			
Sherie C Shapiro 291967				39744	08/19/25	75.00
10-64-8100	Adult Services Programs	Fitness Program 8/21/25	75.00			
Sikich LLP 291934				39745	08/19/25	3,501.00
10-56-4600	Audit Service Fees	Inv# 104336	3,501.00			
Stefania Camaci				39746	08/19/25	5.60
10-62-7550	In-State Travel	Bank Runs - 8mi	5.60			
Swan 293316				39747	08/19/25	15,242.50
10-61-6100	ILS Services	Inv# 11923	15,242.50			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Texas Association of School Boards 301519				39748	08/19/25	4,000.00
10-56-4900	Other Contracts	Inv# 676852	4,000.00			
The Pioneer Woman 301511				39749	08/19/25	24.00
10-55-3400	Magazines/News	Acct# 2276457633	24.00			
Todays Business Solutions,Inc 302521				39750	08/19/25	3,641.30
10-66-9910	Hardware	Inv# 18663	3,311.30			
10-66-9910	Hardware	Inv# 18662	330.00			
Tumbleweed Press Inc 303151				39751	08/19/25	1,150.56
10-55-3500	Online Databases	Inv# 120214	1,150.56			
Unique Management Services Inc 312430				39752	08/19/25	256.70
10-61-6200	Software/Licenses	Inv# 6141951	40.00			
10-56-4410	Collection Agency Fees	Inv# 6141169	216.70			
VisoGraphic 322200				39753	08/19/25	6,802.53
10-66-9210	Office Supplies	Inv# 246835	80.00			
10-64-8210	Newletter	Inv# 246406	6,722.53			
Weatherguard Roofing Co				39754	08/19/25	28,667.00
80-55-1905	Renovation Project	Payment 8, 7/31/25	28,667.00			
Yesenia Benavidez 892185				39755	08/19/25	7.56
10-62-7550	In-State Travel	Food pantry - 2.4mi	3.36			
10-62-7550	In-State Travel	Hope House - 6 mi	4.20			
Unique Management Services Inc 312430				380151	07/31/25	(40.00)
10-61-6200	Software/Licenses	VOID Check 380151	-40.00			
					Check List Total	932,461.38

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Check List
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Check Number	Check Date	Payee	Amount
Vendor Checks			
21727	07/31/25	Village of Addison: Misc Exp 500010	(799.04)
21732	07/07/25	IL Library Association 192210	220.00
21733	07/14/25	ADP, LLC #110146	4,475.18
21734	07/14/25	Albertsons - Safeway 112213	134.86
21735	07/14/25	ABC Floats	675.00
21736	07/14/25	Mission Square 231901	3,284.42
21737	07/14/25	Republic Services #551 122869	361.97
21738	07/14/25	Verizon	97.12
21739	07/14/25	Village of Addison - HSA	2,536.06
21740	07/23/25	Travelers CL Remittance Center	1,700.00
21741	07/25/25	Limricc Unemployment Comp 290227	610.05
21742	07/25/25	Village of Addison: Misc Exp 500010	799.04
21743	07/25/25	Village of Addison:Health Ins 500011	33,326.12
21744	07/25/25	Village of Addison:Health Ins 500011	311.64
21745	07/25/25	Village of Addison:Health Ins 500011	2,327.10
21746	07/25/25	Village of Addison:Health Ins 500011	2,274.05
21747	07/28/25	Village of Addison: Misc Exp 500010	88.00
21748	07/28/25	Village of Addison: Misc Exp 500010	75.70
21749	07/28/25	Village of Addison: Misc Exp 500010	240.01
21750	07/28/25	Village of Addison: Misc Exp 500010	240.01
21751	07/28/25	Village of Addison: Misc Exp 500010	546.07
21752	07/28/25	Village of Addison: Misc Exp 500010	819.67
21753	07/28/25	Mission Square 231901	3,281.31
21754	07/31/25	Cook and Kocher Insurance Group 123571	4,284.00
21755	07/31/25	Village of Addison: Misc Exp 500010	857.89
33827	07/31/25	Unique Patron Services Solutions 312431	(40.00)
37816	07/31/25	Unique Patron Services Solutions 312431	(40.00)
38560	07/31/25	Unique Patron Services Solutions 312431	(40.00)
39026	07/31/25	Unique Patron Services Solutions 312431	(119.20)
39556	07/31/25	Ale Ramirez	(150.00)
39646	08/07/25	4imprint, Inc. 162600	378.17
39647	08/07/25	Addison Public Library 500004	50.00
39648	08/07/25	Ale Ramirez	150.00
39649	08/07/25	American Button Machines 112451	380.56
39650	08/07/25	B&H Photo-Video 121800	1,229.04
39651	08/07/25	CDS Office Technologies 131476	4,835.00
39652	08/07/25	Center Point Publishing 131571	50.94
39653	08/07/25	Cintas Fire Protection 131961	821.00
39654	08/07/25	Comcast 132548	76.00
39655	08/07/25	Comcast 132554	401.98
39656	08/07/25	Crimson Multimedia Dist. 132835	862.04
39657	08/07/25	D&Z House of Books Inc 143662	643.52
39658	08/07/25	Demco Inc 141551	133.91
39659	08/07/25	DuPage P.A.D.S, Inc. 141918	250.00
39660	08/07/25	DuPage Security Solutions Inc 143105	10.50
39661	08/07/25	GALE/CENGAGE Learning 171152	416.85
39662	08/07/25	Grainger 333337	321.28
39663	08/07/25	Henry Fiene	675.00
39664	08/07/25	Heyl Royster 181565	189.00
39665	08/07/25	IDFPR Professional Regulation 192252	50.00
39666	08/07/25	Johnson Plastics Plus 202520	73.91
39667	08/07/25	Krueger International, Inc. 212825	8,632.00
39668	08/07/25	Libraria 131861	1,067.24
39669	08/07/25	Marti LaHood - 281914	80.00
39670	08/07/25	Norcomm Public Safety 242571	210.00
39671	08/07/25	OCLC Inc 251352	4,000.03
39672	08/07/25	OTC Brands, Inc 252842	167.90

Check Number	Check Date	Payee	Amount
39673	08/07/25	Playaway Products 262219	731.79
39674	08/07/25	Quill 273145	420.35
39675	08/07/25	Record Information Service, Inc 281516	844.00
39676	08/07/25	Republic Services #551 122869	413.72
39677	08/07/25	Sir Speedy Printing 291970	327.70
39678	08/07/25	Strictly Self Defense, LLC 293077	399.00
39679	08/07/25	Team One Repair, Inc. 301514	605.49
39680	08/07/25	Todays Business Solutions,Inc 302521	515.68
39681	08/07/25	Unique Management Services Inc 312430	40.00
39682	08/07/25	Village of Addison: Misc Exp 500010	1,104.00
39683	08/07/25	Amazon Capital Services 112300	954.83
39684	08/07/25	Amazon Capital Services 112300	451.63
39685	08/07/25	Amazon Capital Services 112300	40.00
39686	08/07/25	BMO Harris Bank N.A. 22301	7,411.12
39687	08/19/25	Ale Ramirez	150.00
39688	08/19/25	ALTA Language Services, Inc 112275	58.00
39689	08/19/25	Amazon Capital Services 112300	788.14
39690	08/19/25	Amazon Capital Services 112300	770.75
39691	08/19/25	Amazon Capital Services 112300	1,501.84
39692	08/19/25	American Library Association	210.00
39693	08/19/25	Aurelio's Pizza 113172	69.76
39694	08/19/25	Baker & Taylor 120230	64.22
39695	08/19/25	Baker & Taylor 120290	1,320.85
39696	08/19/25	Baker & Taylor 120310	6,782.94
39697	08/19/25	Baker & Taylor 120330	39.09
39698	08/19/25	Built Rite Construction LLC	251,657.00
39699	08/19/25	BulkBookstore 123180	2,898.50
39700	08/19/25	CDS Office Technologies 131476	481.06
39701	08/19/25	Center Point Publishing 131571	249.90
39702	08/19/25	Chris Pudelek 829225	24.20
39703	08/19/25	Cintas Fire Protection 131961	1,665.79
39704	08/19/25	Colley Elevator 132555	703.00
39705	08/19/25	Complete Cleaning 132523	4,813.00
39706	08/19/25	Continua Interiors of Illinois, LLC 131414	53,589.62
39707	08/19/25	Crimson Multimedia Dist. 132835	246.11
39708	08/19/25	Demco Inc 141551	652.09
39709	08/19/25	Douglas Floor Covering, Inc.	114,300.00
39710	08/19/25	Easy English NEWS 151176	177.50
39711	08/19/25	Eco Lighting Services and Technology LLC 151341	100,359.00
39712	08/19/25	Ehler Investment Partners, LLC 151700	2,518.82
39713	08/19/25	Elizabeth Freebairn	5.88
39714	08/19/25	Erika Ochoa 281526	150.00
39715	08/19/25	Francotyp-Postalia, Inc 162817	86.21
39716	08/19/25	Frederick Quinn Corporation 162815	51,759.00
39717	08/19/25	Gabriela Tafolla 162821	12.25
39718	08/19/25	GALE/CENGAGE Learning 171152	98.97
39719	08/19/25	Heitkotter, Inc. 181547	16,092.00
39720	08/19/25	IL Library Association 192210	3,465.00
39721	08/19/25	Illinois State Police 192254	100.00
39722	08/19/25	Imperial Dade 192340	1,946.20
39723	08/19/25	J&M Decorating Inc.	19,633.00
39724	08/19/25	Kessor D/B/A Superior 211533	7,168.00
39725	08/19/25	Lauterbach&Amen LLP 172582	1,850.00
39726	08/19/25	Len's Ace Hardware, Inc. 221567	490.81
39727	08/19/25	Lesley Cyrier 892152	1.68
39728	08/19/25	Libraria 131861	114.43
39729	08/19/25	Library Market	5,500.00
39730	08/19/25	Marti LaHood - 281914	80.00

Check Number	Check Date	Payee	Amount
39731	08/19/25	Mechanical Inc 181301	15,055.00
39732	08/19/25	MG Mechanical Contracting, Inc 231980	31,605.00
39733	08/19/25	Midwest Tape 231925	5,686.64
39734	08/19/25	Midwest Wrecking Co, Inc 231979	25,965.00
39735	08/19/25	Nardi's Pizza 241172	208.00
39736	08/19/25	OCLC Inc 251352	3,072.37
39737	08/19/25	ODP Business Solutions 251353	4.69
39738	08/19/25	Patti Gebala 892144	18.34
39739	08/19/25	Product Architecture + Design 262850	12,000.00
39740	08/19/25	Quill 273145	60.39
39741	08/19/25	Ra'am Integration Solutions	6,050.00
39742	08/19/25	Rails 281145	11,370.00
39743	08/19/25	Robbins Schwartz 282514	595.38
39744	08/19/25	Sherie C Shapiro 291967	75.00
39745	08/19/25	Sikich LLP 291934	3,501.00
39746	08/19/25	Stefania Camaci	5.60
39747	08/19/25	Swan 293316	15,242.50
39748	08/19/25	Texas Association of School Boards 301519	4,000.00
39749	08/19/25	The Pioneer Woman 301511	24.00
39750	08/19/25	Todays Business Solutions,Inc 302521	3,641.30
39751	08/19/25	Tumbleweed Press Inc 303151	1,150.56
39752	08/19/25	Unique Management Services Inc 312430	256.70
39753	08/19/25	VisoGraphic 322200	6,802.53
39754	08/19/25	Weatherguard Roofing Co	28,667.00
39755	08/19/25	Yesenia Benavidez 892185	7.56
380151	07/31/25	Unique Management Services Inc 312430	(40.00)
		Vendor Check Total	932,461.38
		Check List Total	932,461.38

Check count = 141

Addison Public Library

Payroll Distribution Summary

Board Meeting   8/19/2025

Description	Amount
Payroll	**$266,667.28**

Approved by Board of Trustees

_____   _____

President   **Date**

_____   _____

Secretary   **Date**

July 2025 Financial Highlights   General Fund

total in general fund	$5,900,023.55
estimated revenue	$6,505,997.05
budgeted expenditures	$6,458,013.00
YTD expenditures	$1,473,464.76
MTD expenditures	$565,907.38
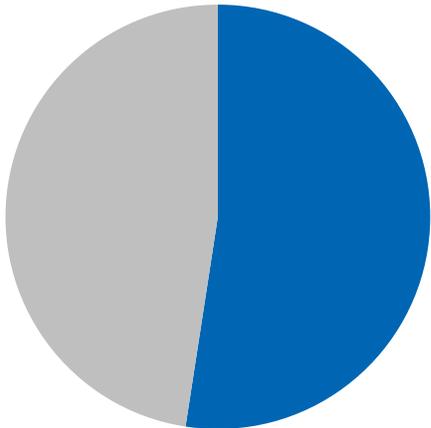
We have received 52% of our estimated revenue for the fiscal year including $115,420.37 this month.

At this point last year, we had received 55% of our estimated revenue for FY25.

$7.11 million
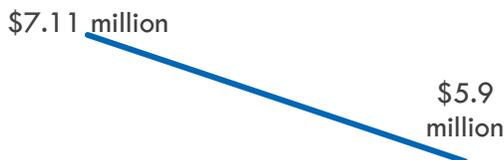
$5.9 million

The general fund decreased from $7.11 million to $5.9 million from 7/1/2025 to 7/31/2025.

This is a result of $115k revenue coming in, $566k (general fund + asset replacemen) expended.

building project + asset replacement (FY26)

capital improvents fund total expenditures (MTD) **$742,531.62**

capital improvents fund total expenditures (YTD) **$1,382,863.80**

capital improvements fund balances **$15,190,653.13**
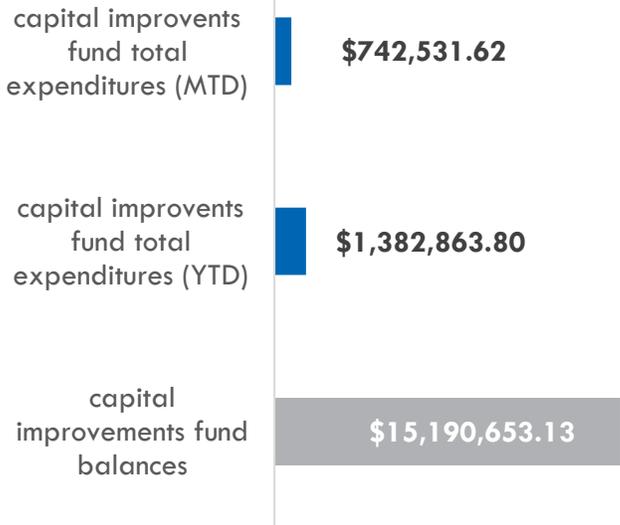
building project (January 2024 - present)

project expenditures to date **$4,104,151.05**

actual budget **$11,770,032.00**

not to exceed budget **$12,300,000.00**
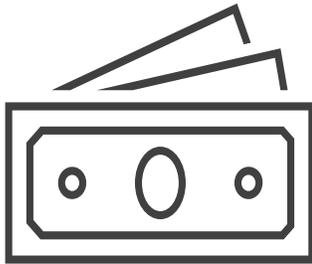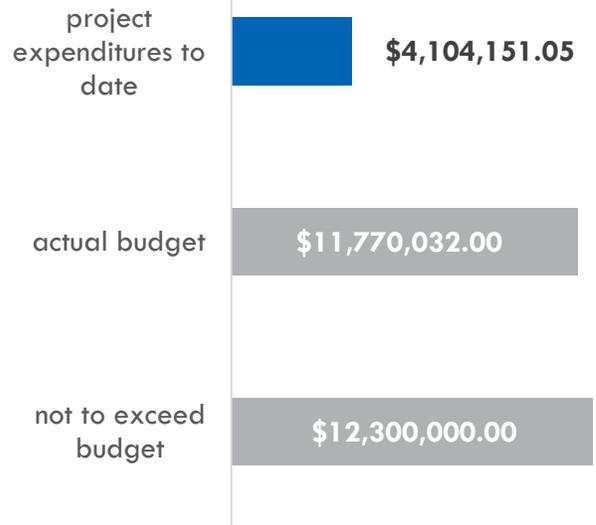
We have spent 23% of our estimated budget.

At this point last year, we had spent 14% of our estimated budget for FY25, so we're in line with the previous year's spending.

Year-to-date spending by budget group

- staffing 23%
- materials 19%
- contracts 27%
- physical services 17%
- automation 30%
- cont. ed. 10%
- programs 14%
- marketing 16%
- other 26%
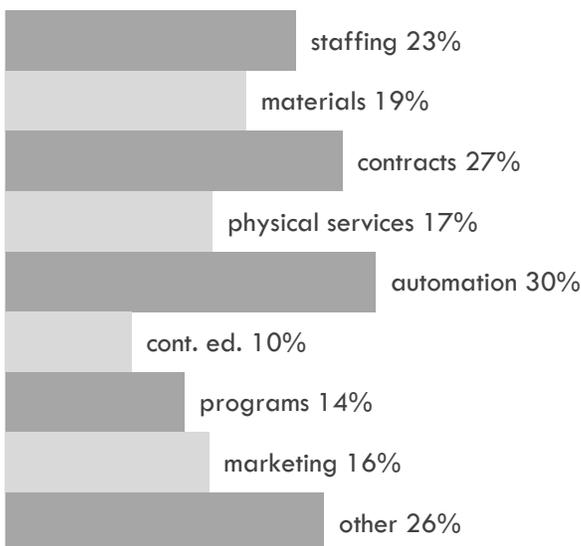
Director's Report – July 2025

Personnel – We have one current staff vacancy. Stefania Camaci, who recently completed her master's degree in library and information science, has left her part-time collection development position at APL after securing a full-time position in the library at Elmhurst University. We're thrilled to see her moving forward with her career, and interviews are now underway to hire her replacement.

Renovation – It's been a challenging month as we wrapped up Phase 2, transitioned into Phase 3 and then started Phase 4 a few weeks later. Having Phases 3 & 4 overlap means that a significant portion of our building (nearly half of both the 1st and 2nd floors) are under construction. Patrons are now using the emergency stairwell to access the 2nd floor and using the new temporary entrance to come into the building. We have no study rooms on the 2nd floor and limited seating. Most of the collections and shelving are available though, and everything from the adult and YA collections should be available within the next few days. (There was a delay with some shelving installation that led us to temporarily put the adult science fiction and horror book collections in storage.)

I'm incredibly proud of the staff who worked on Wednesday 8/13, the day we closed to move the Guest Services Department into the large meeting room.

We had a rotating crew of employees who worked out in front of the building, answering reference questions, retrieving holds, notarizing documents, offering remote printing services, and more. There was a steady stream of patrons all day and having staff there to greet them, offering limited services and explaining why we were closed was infinitely better than having patrons just walk up to find locked doors and a closed sign.

The Guest Services staff executed a well-organized plan to do the physical moving of all of the tools and resources they need to do their work. Our IT staff made sure all of the technology was moved, set up, and functioning. The Children's staff cleaned out closets and monitored the work of the professional movers who were moving the Children's collection shelves and materials.

It was a busy day, and with a lot of hard effort and some great teamwork, we made sure we had everything ready to safely re-open on 8/14.

The shifting of the children's collections was not completed in a single day, so that portion of the activities from 8/13 will continue through the rest of the week.

The rooftop chiller is due to be replaced in late September or early October. It consists of 6 compressors that work in 2 groups of 3. One of the compressors failed this month which means that it, along with the two that operate with it, are inoperable and so we are balancing the system with only 3 of 6 compressors working for the next several weeks until the entire unit is replaced. As long as we continue to experience temperatures in the 80's or lower, we should be fine, but if we experience temps that reach the upper 90's or higher, we may have problems keeping the building cool. Greg is on top of this and monitor conditions on all 3 floors throughout each day.

The craft table for the new teen area was delivered by LFI on Monday 8/11, but upon arrival it was discovered that the table would not fit in the elevator, and the table surface was to fit through the door to the temporary stairwell. The installers took the table back to their shop. We're going to try to remove the stairwell doors and see if that will allow us to get it through next week. An alternative plan is that we will get a couple of smaller maker tables to use in that space temporarily until this table can be brought up through the open staircase once the new stairs are built.

ILA Conference Reminder – Registration for this year's Illinois Library Association Conference opened on July 21. Early bird registration (with discounted rates) closes September 16, 2025. The conference will be held in Rosemont from October 14-16, and Thursday October 16 is "Trustee Day" which will include program sessions geared specifically toward library trustees and a special luncheon for trustees. You can view the entire conference schedule here: https://site.pheedloop.com/event/ilaac25/schedule

ILA requires attendees to submit their own individual registration online. (We can no longer submit your registration for you.) It also must be done online. They no longer accept registrations over the phone or by email. When you register online, you have the option to select *Bill me later* at the payment section of their registration. You can then submit the invoice that is generated to me or to Donna, and we will ensure that payment for your registration is submitted. If you need help with this process, you can stop by the library so we can go through it with you.

I'm pleased to report that in addition to the many staff who are presenting at this year's conference, we also have another award winner! Yesenia Benavidez, APL's Social Services Specialist, has been chosen as this year's winner of the Alex Crosman Memorial Award for New Library Workers.

2025 Illinois Library Association Crosman Memorial Award For New Library Workers WINNER

Presented by the Illinois Library Association and Dominican University SOIS

Yesenia Benavidez
Addison Public Library

If you are planning to be at the conference on Tuesday and want to attend the Awards Luncheon where Yesenia will be honored, please be sure to select that event when registering.

Community Risk Reduction – Lesley, Yesenia, and I attended a meeting of the Community Risk Reduction intergovernmental group on 7/30 hosted by District 4. A representative from Impact DuPage gave us a presentation on their Community Dashboard, which we found to be a very valuable tool as we work to identify and prioritize risks. Each organization also shared data to help demonstrate the types of risk situations and patterns we are seeing. It was also suggested that members of the CRR group attend the next meeting of Addison Resources Connect (ARC) as there are a lot of overlapping areas of interest which may indicate ways we can collaborate. That meeting was held on 8/13 and Yesenia and Elizabeth Lynch attended as the library's representatives. (Because it fell on Phase 4 moving day while we were closed, I chose not to attend.)

Wintrust – Brooke, Donna, and I have all received training for how to navigate and utilize the Wintrust online portal for banking. Our new credit cards have been ordered. I have redirected our direct deposits of tax revenue from the County to go into our new Wintrust accounts and we are also in the process of switching the banking information for Mission Square, IMRF, and ADP. Donna has been working with the Friends of the Library to ensure they are ready to transition to their new account with Wintrust, and we just received the blank checks and deposit slips for our new accounts, so we should be ready to complete our transition from BMO to Wintrust within the next week or so. We will leave our BMO accounts open until we are confident that all checks written from that account have cleared and then we will close them for good.

Audit – We are wrapping up the audit process for this year. Donna has done a stellar job of responding to questions from the auditors, providing requested documentation, and chasing down details to help them in their work. This part of her job can be tedious and time consuming, but we

know it is important to our goal of fiscal transparency to ensure we have a clean audit and she does a great job every year of working with our audit team from Sikich to make sure that happens.

Board Communication – Please be sure you are checking your library email account frequently during the month. While there may be many or even perhaps most days when there is nothing for you to read or respond to, your board email accounts are still the best way for us to share information with the board and ensure we are compliant with the Open Meetings Act and prepared to easily respond to any FOIA requests we may receive. Messages that are sent out between board meetings are often time sensitive and important. If it would be convenient for you to sync your library email to your phone email app or download the Outlook app to you phone and set up notifications so you will know when you have received messages, please let me know and we can help you with this.

TEEN SERVICES – JULY 2025

SNAPSHOT

We served meals to 899 people and 41 volunteers gave 450 hours of service.

We continued offering camps in July to spark teens' creativity and critical thinking. While working on building a decoder and deciphering a secret message, one teen told us, "This is fun cuz we get to use our brains!" "Camps" this month included a Tech Deck workshop, a Maker Workshop with Sarah Van Der Hayden, The Forge, and Bedazzling. Many teens were particularly inspired by bedazzling books and worked on their projects all week long.

In just a few short weeks, Cal was able to guide our teen filmmakers in completing their first video. They wrote, directed, acted in, filmed, and edited a movie about bored kids who discover a murder mystery club at their library. They plan to keep making videos that feature this fictional club uncovering a spooky mystery in their town each episode.

The new teen space opened to the public! Our teens told us they love the look and feel. One told us it looked like a hip coffee shop and another said they'd be coming every day.

MATERIALS MANAGEMENT – JULY 2025

SNAPSHOT

Jenny and Eden joined Community Engagement at Rock N Wheels! It was such a nice opportunity for Materials Management staff to engage with the community.

Our first live order with Ingram went through! We are now just waiting for the order to arrive to finalize the set-up process. Once that is complete, we can order with Ingram. We look forward to having Ingram as a backup for cancellations and delayed deliveries through our main vendor, Baker and Taylor.
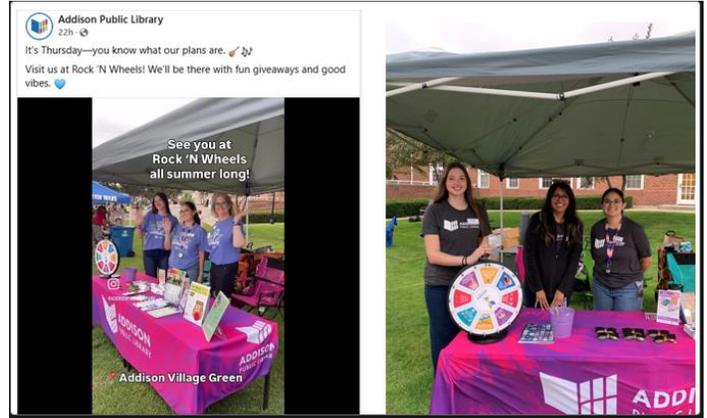
PROJECTS

Eden has worked on adding the following items to the Library of Things collection: companion pets and language learner kits in Japanese, French, Russian, Korean, Chinese, English, Italian, and German.

Sue created a new browse category in the catalog called "School Time" for the month of August.

Stef created a "Celebrating Disability Pride Month" endcap and "Romantasy" endcap display. She collaborated with Adult Services on a "Beach Reads" Spanish display.

Collection Development worked hard to get signage out to the collections on the 2nd floor quickly once they were moved to the other side of the building. A big shoutout to Sue, Diana, Tatiana, Priyanka, and Jenni for working on this!

Matt has started weeding the adult magazine collection as the bins start to get full around this time of the year.

STATISTICS

MM staff completed **21.5** hours of CE.

MM staff added **951** items.

MM staff withdrew **4,825** items.

Library Aides shelved **289** carts.

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

- Average time patrons had to wait for item to arrive through OCLC: **9** days.

APL sent **206** items to other libraries through interlibrary loan.

Materials Added in July 2025

Category	Count
Playaways	2
Equipment	3
Kits	8
Music CDs	13
Video Games	28
Magazines	32
Audio Books	37
DVDs/Blu-Rays	124
Books	704
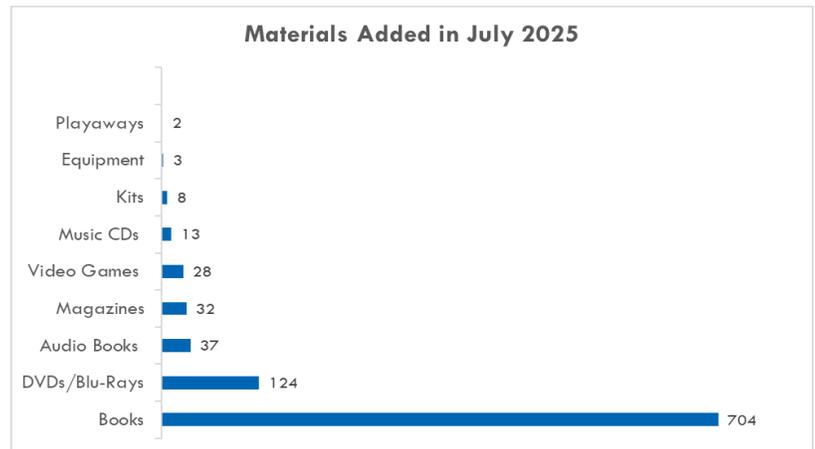
GUEST SERVICES – JULY 2025

SNAPSHOT

In preparation for construction to move to the 1st floor and the stairs to be demolished both self-checkout machines were put out of service 7/23/25. One self-checkout on the 1st floor was back in service 1 week later, on 7/30/25. This change, the holds being behind the Guest Services desk, and general construction combined to reduce the self-checkout % by 8-9%.

In July only 98 inactive patrons were purged, waiving $20.00 in charges.

Kathy worked with Jenny C. to order the food for Staff Development Day. She also worked with Samantha to create the GREAT training (A: Address and respond to the patron's needs). Kathy also attended the SWAN Circulation Working Group meeting where damaged items were discussed, and the new Patron Point online registration.

Guest Services Associates finished cleaning out mailboxes and lockers in preparation for moving to the Large Meeting Room on August 13.

Jessica has taken responsibility for making replacement hotspot quickstart guides when they are not returned.

Eva completed 2 translations this month.

Javier had one of our patrons make him paper bunny ears. She was so happy to see Javier wearing the bunny ears that she made for him.

Liz spoke to a patron that said he likes coming to the library because everyone in Guest Services is friendly and helpful.

Socorro and Kathy attended ILA Noon Network: Disney Guestology which was a great refresher on how to provide exceptional customer service.

Janet helped someone that was always asking her about the library's programs for finding food. Janet shared about what Yesenia does, and the person made an appointment and was so happy they were telling others about Yesenia.

Nicole and Kathy watched the webinar The Teenage Brain Part 1 on Niche Academy. Both are looking forward to parts 2 and 3.

Based on comments from all Guest Services Associates the July Monthly Meetup R is for Respect was an especially useful one. Most people talked about the importance of trying to connect with patrons that do not speak/sign their language and using a translator app to assist with communication. We should never keep passing a patron off until we know what they need because it is not helpful to the patron.

STATISTICS

There were 8 curbside pickups this month.

1 item that was on the overdue lists was found on the shelf.

18 patrons are new adults in July. Their accounts will be updated in August.

Guest Services completed 10 hours of Continuing Education.

22 non-SWAN ILLs were checked out this month.

Kathy did 3 notarizations in July.

The self-check percentage for July was 20%.

CHILDREN'S SERVICES – JULY 2025

SNAPSHOT

- On July 2, Debbie visited the Right at School Summer Camp at Fullerton Elementary with Head of Community Engagement Gaby Tafolla. Debbie read a story about fireworks to the group, and they did a painting craft related to the 4th of July theme.
- At Activity Corner (our after-lunch drop-in program) this month, staff continued to ensure there was a wide variety of activities for participants to do, from painting and paper crafting to LEGOs and board games. We heard from patrons that they especially enjoyed the LEGO and board game days.
- APPLE (Addison Partners for Play, Learning, and Education) visited both Birth to 3 Jamboree storytimes on July 17. They provided caregivers with information on services for children birth-5 in the community.
- While the ground was slightly damp, participants were happy to be outside for Storytime Outside on July 25. As always Debbie did a fantastic job keeping everyone engaged.
- On July 26, Betsi planned and presented a drop-in program entitled All About Weather. Participants created various weather phenomena in a jar, as well as a volcano.
- Local artist Brigit Goudie presented a new program entitled Shadow Art on July 28. Participants learned about shadows and different techniques to create their own shadow art.
- Niki created a new scavenger hunt for July, the Library Exploration Scavenger Hunt. With this new hunt, participants are looking for different books in the collection from a selection of categories and need to write down the title and author of each book they find. It proved to be an interesting challenge for some of our regular patrons.
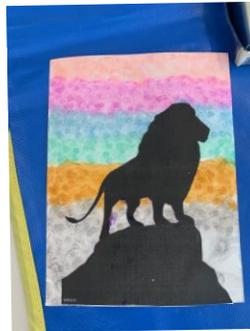
STATISTICS

Children's Programs: 36 programs, 548 participants

Asynchronous Programs: 21 programs; 850 participants | Appointments: 17 | Continuing Education: 17.25

Reference Questions: 172| Scan/Fax Questions: 25| Directional Questions: 131 | Teacher Resource Room: 5

Book Displays: Reading is Out of This World, Oh-So-Sweet Summer, Happy Independence Day, If You Like ... *The Wild Robot.*

ADDISON PUBLIC LIBRARY

ADULT SERVICES – JULY 2025

SNAPSHOT

July flew by for Adult Services! In addition to our usual work, staff were also busy preparing for phase 3 of construction and moving up to our temporary workroom on the 3rd floor.

In addition to a lot going on behind the scenes, the AS reference desk saw the most reference questions asked in one month since July 2019 with 531 questions. The steady request for notary services continued in July with AS Specialists notarizing 96 documents. Interest in technology classes was also so high this month that we had waitlist for computer classes!

Summer reading and construction limitations inspired some new programs this month! Ana has added an ELL Saturdays program that not only works due to space constraints during construction, but also allows a new audience to practice their English skills.

Patrons working together to solve the murder at the movie theater!

Katrina hosted her first program, Murder at the Movie Theater, where patrons worked together to solve a murder mystery. Thanks to a connection from Matt in CE, Marcus Addison donated popcorn to add to the ambiance! A murder mystery program has been on the minds of adults for along time as they have expressed interest in the version run by Teen Services. Our summer reading theme of Plot Twist made this the perfect time to give it a try, and it was a hit! One patron shared, "The presenter was excellent. She is very organized and personable. Would love this to be a monthly event." Creating community is a large part of what we do in AS programs and another attendee shared how this program clearly met that goal, "Group activities requiring collaboration is a wonderful opportunity to work with other members."
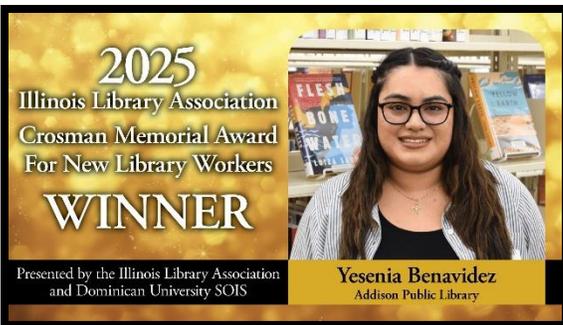
Adult Services and Teen Services collaborated on a Summer Reading Book Bedazzling program in July. This craft is all the rage on social media and as patrons had received books as a part of summer reading, the timing was perfect. We had 52 people attend over the 3 sessions offered. Some adults had so much fun on Sunday that they came back for a second round after work on Monday night! One patron shared that she had this program on her calendar for months! Staff and patrons truly enjoyed the opportunity to relax, discuss books, and craft together. Once again creating a community among patrons of all ages.

Look at those beautifully bedazzled books!

Success Stories

2025 Illinois Library Association Crosman Memorial Award For New Library Workers WINNER

Presented by the Illinois Library Association and Dominican University SOIS

Yesenia Benavidez
Addison Public Library

Congratulations to Yesenia, our Social Services Specialist, who is the winner of this year's ILA Crossman Memorial Award for New Library Workers! She will be honored at the ILA Conference awards luncheon in October.

A patron who has lived in Addison since 1996 came to the library for the first time to attend Bullet Journaling. Jodi encouraged them to get a library card and they did immediately after the program. The patron has been attending programs regularly now and taking advantage of the library's services!

A new conversation group participant said they found out about the English Conversation Group through Chat GPT!

A patron came to the reference desk to get directions to a local government office and to get help finding an online form to fill out on her phone. In the process of helping the patron with these tasks, Megan noticed the patron's phone had some accessibility settings turned on that were making it more difficult for the patron to use. Megan talked to the patron about accessibility settings and showed her where to turn settings on and off; the patron was glad to have some of the automatic features turned off, and to know where in her phone's settings she could make those kinds of changes.

IT SERVICES – July 2025

SNAPSHOT – Usage Statistics of the Temporary Computer Lab

- The Temporary Computer Lab opened to the public on May 8.
- The teen gaming computers went into temporary storage on May 16.
- The public scanner and printer on the 1st floor were moved into the Temporary Computer Lab on July 22.

The Head of IT Services generated usage statistics, comparing July to the three prior months, to assess patron needs and monitor trends.

Computer Lab Usage (Apr - Jul 2025)
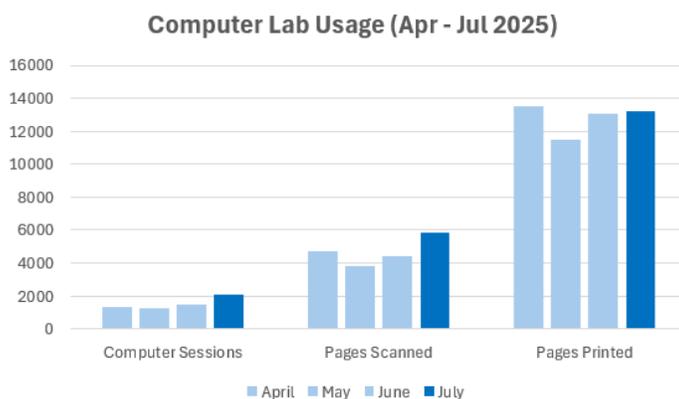
- Computer sessions increased by 19% from April, averaging 67 sessions per day in July.
- The number of pages printed decreased by 2% from April, averaging 426 pages per day.
- The number of pages scanned increased by 23% from April, averaging 188 pages per day.

ACTIVITIES/PROJECTS

The IT Services Associates

- Answered a total of 612 patron queries, a 13% decrease from June, returning to the level of May.
- Attended G is for Greet and R is for Respect training, applying this philosophy to patron services.

The Creative Services Coordinator

- Continued STEAM at the Park in partnership with Community Engagement, with an average of 4 attendees per visit.
- Hosted 3 crafts for Teen Maker Camp, featuring 3D designing, vinyl cutting, and sublimation printing.

The IT System Administrator

- Responded to and resolved a total of 34 IT tickets, a 6% decrease from last month.
- Together with the Head of IT Services and two IT Associates, moved computer equipment for Materials Management, Adult Services, Teen Services, and Community Engagement to temporary workspaces.

The Head of IT Services

- Coordinated the move of a suite of public scanning and printing equipment from Children's Services to the Temporary Computer Lab.
- Coordinated the addition of two high-capacity bill changers to address patron needs.

COMMUNITY ENGAGEMENT JULY 2025

SNAPSHOT

- Rock N Wheels Fun Fact: For the 3rd year in a row, bad weather has restricted attendance to only 3 weeks! Community Engagement was excited to welcome new faces to the booth: Cindy & Kitty (Friends of the Library), and staff members Eden (MM), Jenny (MM), and Ana (AS).

- Despite the heat and weather complication, there was a total of 4 Library in the Park visits and 2 STEAM in the Park visits, compared to the 2 visits in June. The new electric assist feature on the Rolling Reader made the first ever book bike visit to Farmwood Park possible — staff engaged with 20 community members!

- The first Trail Tale of the summer experienced a brief hiccup — Cherokee Park was inaccessible and surrounded by construction. Thank you to the wonderful team at Public Works who safely retrieved the signs!

- The second Trail Tale, Paletero Man by Lucky Diaz, went up at Lake Manor Nature Preserve ahead of the grand opening ceremony and will stay up until Aug. 21st.

- This month's Clarendale Memory Care presentation focused on baseball and the reading of "The Mighty Casey at Bat" poem and its historical background. This was followed by a discussion of local professional teams and the sharing of baseball cards.

- When not at community events, Community Engagement worked diligently to pack up the workroom ahead of their move to the 3rd floor!

PROJECTS / COMMITTEES

Marketing Updates

- The library was invited to contribute a page to the Village of Addison's new professionally printed New Resident Community Guide. Samantha designed a visually engaging, graphic-style "ad" that highlights key library services and includes essential contact information. This piece is designed to quickly introduce new community members to the library's welcoming atmosphere and wide range of offerings.

- Samantha and Sarah met with LibraryMarket to officially kick off the logo design process for Sam's Lab, our new makerspace. They are thrilled to be working with Lindsay again as the project manager—she was an invaluable partner during the website redesign.

- At the July regular board meeting, Samantha gave a brief presentation summarizing the Market Analysis conducted for us by OrangeBoy, a data analytics and strategic engagement firm that specializes in working with libraries. A recording of this board meeting can be viewed on ACTV.

- **Building Project:** Samantha created clear and colorful signage to guide patrons to our alternate stairwell while the main staircase is closed for construction. The signage is easy to follow and visually friendly, uses straightforward language, directional arrows, and bright colors to add some cheer to the stairwell space.

STATISTICS

- The CE department connected with **544** community members at **13** outreach events!

- **10** New Job Toolkits distributed, **18** one-on-one appointments with Job Seekers & Business Owners, and **0** new business library cards.
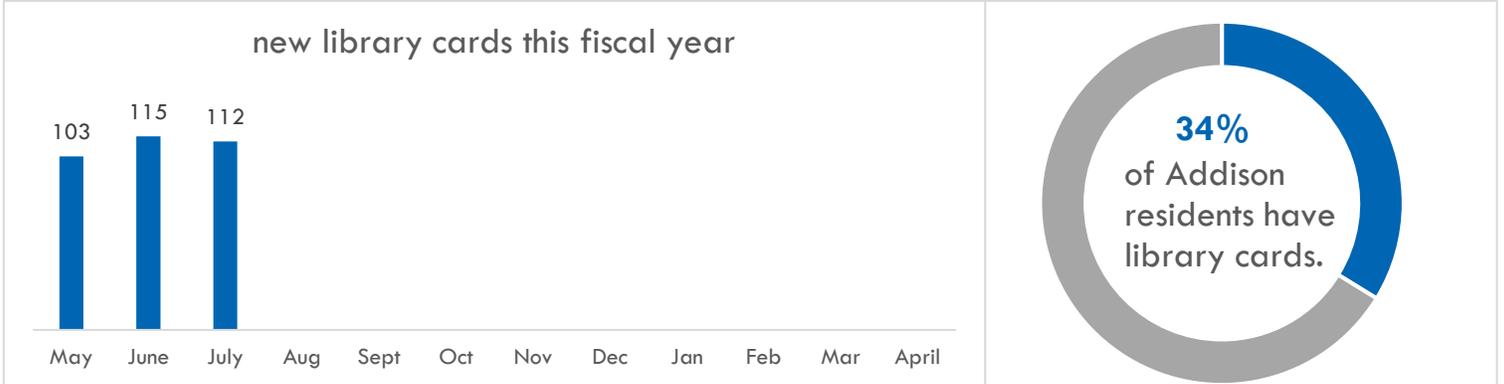
Pictured (top to bottom): Paletero Man panel from the 2nd Trail Tale this summer on display at Lake Manor Nature Preserve; Group of children showing up their swag during the Farmwood Park visit; Materials used during the visit to Clarendale's Memory Care group; Local business *Hustle Strength & Performance* stopped by the library for a team meeting.
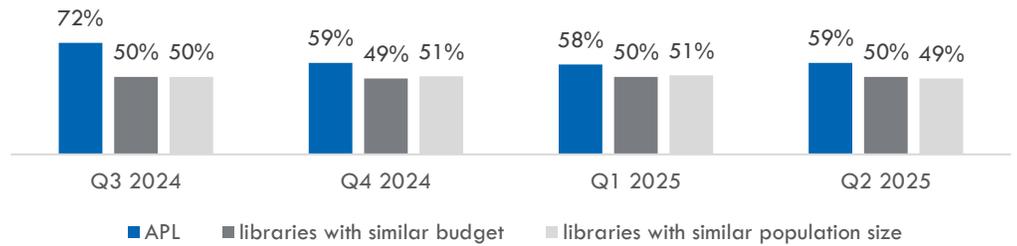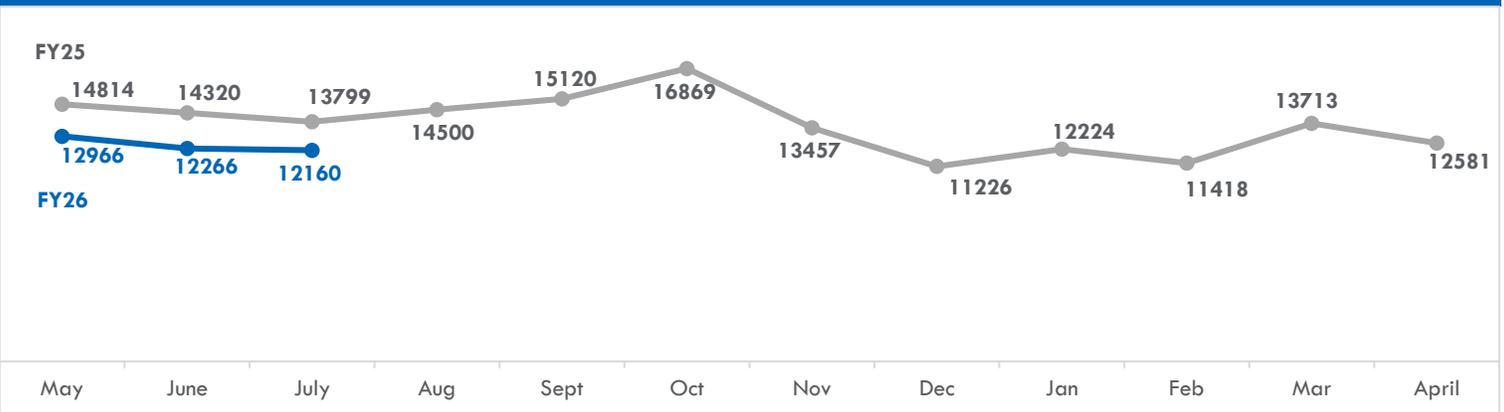
July 2025 Library Usage Report

Library Cards

112 new library cards this month.

new library cards this fiscal year

May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
103	115	112									

34% of Addison residents have library cards.

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

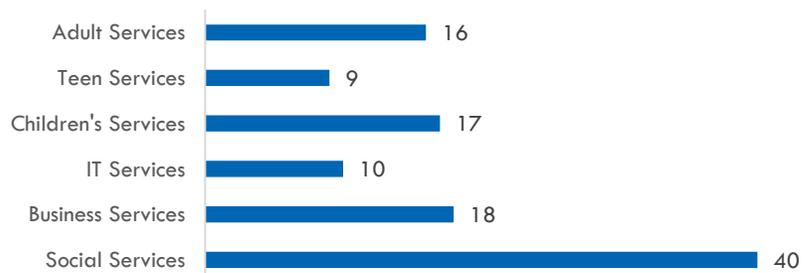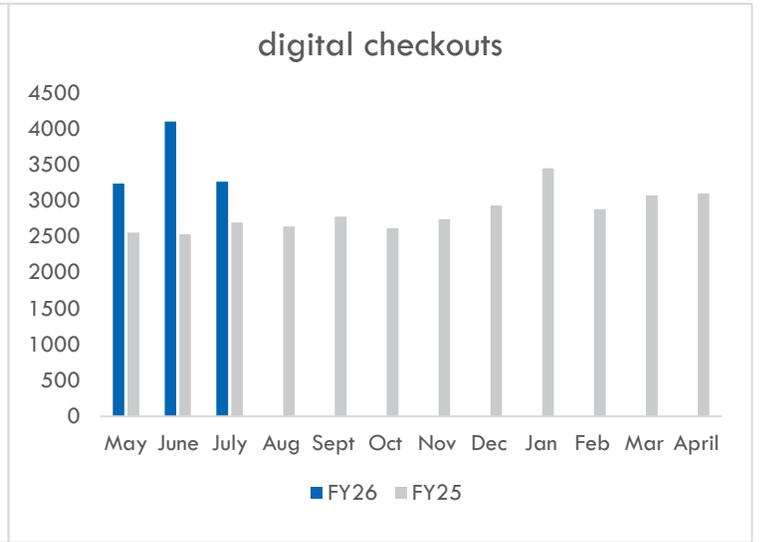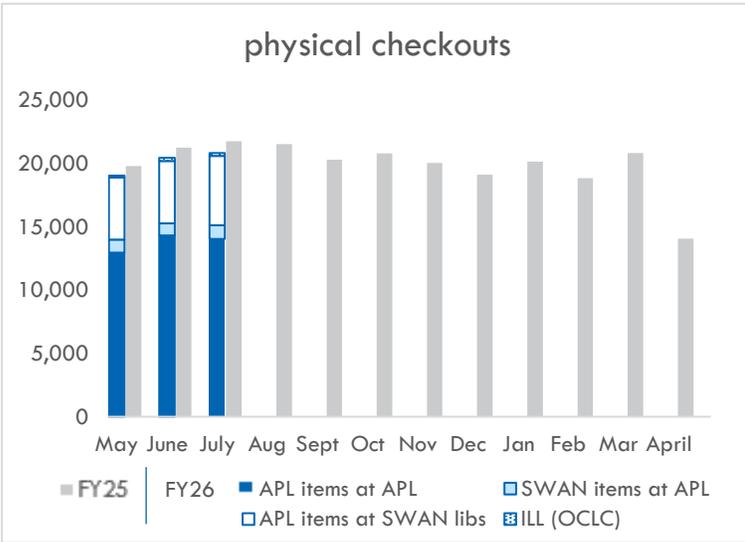|	Q3 2024	Q4 2024	Q1 2025	Q2 2025
APL	72%	59%	58%	59%
libraries with similar budget	50%	49%	50%	50%
libraries with similar population size	50%	51%	51%	49%

Library Visits

FY25

May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
14814	14320	13799	14500	15120	16869	13457	11226	12224	11418	13713	12581

FY26

May	June	July
12966	12266	12160

110	1-on-1 appointments
2074	computer logins
909	wifi sessions
0	large meeting room bookings
122	study room bookings
0	Creative Studio bookings
16	Sound Studio bookings

1-on-1 appointments

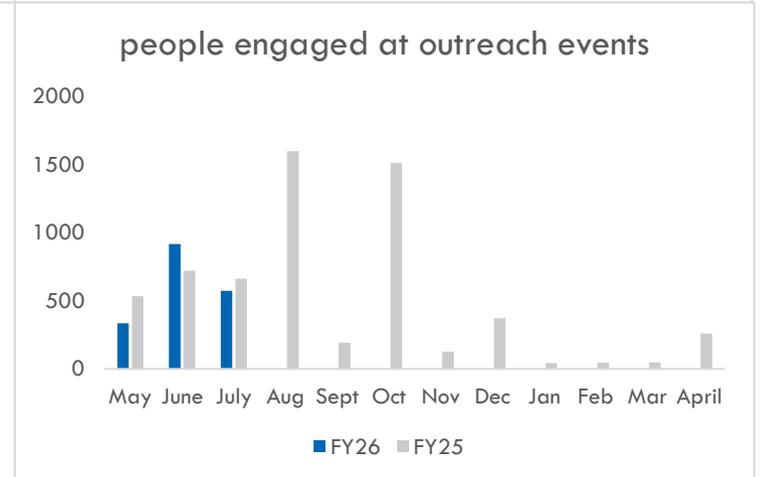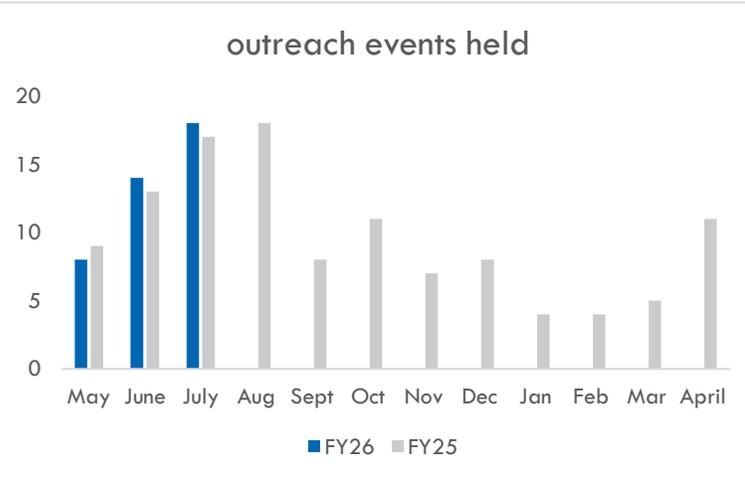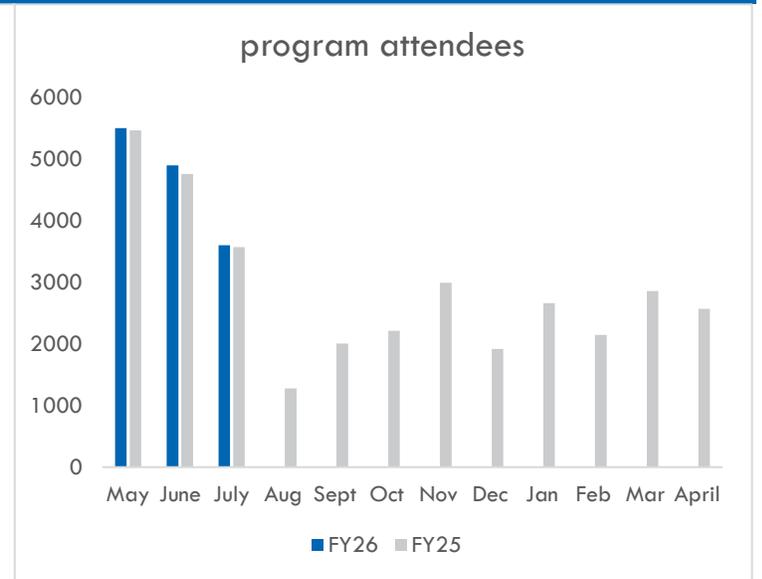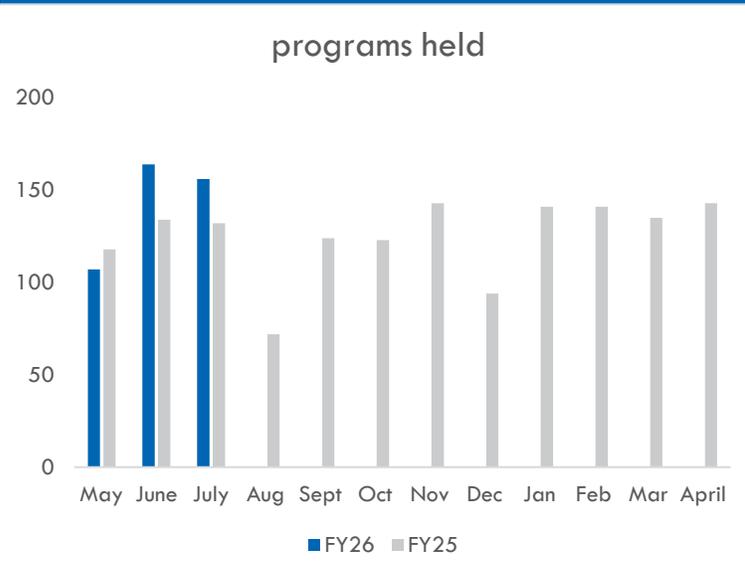| Service	Count
Adult Services	16
Teen Services	9
Children's Services	17
IT Services	10
Business Services	18
Social Services	40

Circulation

24101 total checkouts this month

physical checkouts

Legend: FY25 | FY26 | APL items at APL | SWAN items at APL | APL items at SWAN libs | ILL (OCLC)

digital checkouts

Legend: FY26 | FY25

Programs & Outreach

programs held

Legend: FY26 | FY25

program attendees

Legend: FY26 | FY25

outreach events held

Legend: FY26 | FY25

people engaged at outreach events

Legend: FY26 | FY25

Meetings

- 7/17, 7/24, 7/31, 8/7, 8/14: Mary, Brooke, and Greg attend OAC meetings. We review the schedule, progress so far, and what will happen in the next three weeks. PA+D attends these meetings every other week.
- 7/16: Mary and Brooke met with FQC and trades to discuss needs of the temporary door and process for uninstalling one set of main doors to reuse.

APL project work

- Samnatha did a great job adding directional signage to the north stairwell to make it feel more welcoming.
- Guest Services was moved into the Large Meeting Room on 8/13. Brooke and Kathy worked together to design a functional layout for staff and patrons. Kathy is now using a 1st floor study room as her office.
- Teen space opened up (7/25) and lots of furniture has been delivered. It looks great!
- **Ending Phase 2 and starting Phases 3 and 4 all within a month has been very challenging for staff. Everyone has done a great job of making things work and adapting!**

Construction progress

- BOS knocked down the staff workstations on the 2nd floor and prepped them for storage by Hallett (7/22). BOS came back on 8/12 to knock down Kathy's office.
- Hallett shifted all the materials to the west side of the 2nd floor (7/21-23).
- Main staircase has been demolished.
- Hallet shifted the collections from the east side of Children's to the west side (8/13-14). Extra shelving taken offsite for storage.
- Temporary main entrance doors installed in Large Meeting Room and ready for use (8/14).
- AMH hauled away on 8/12. Guest Services now checks everything in manually until new one installed.
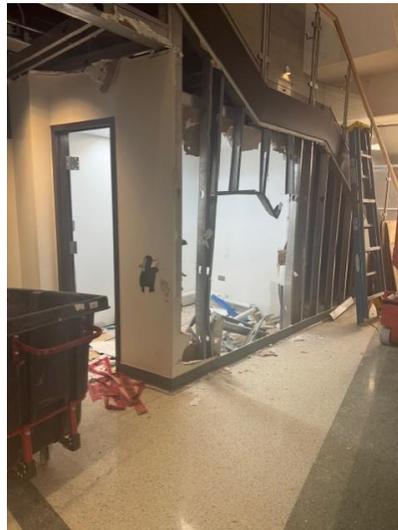

Left: 2nd floor demo progress!

Right: Temporary lobby and Guest Services in the large Meeting Room
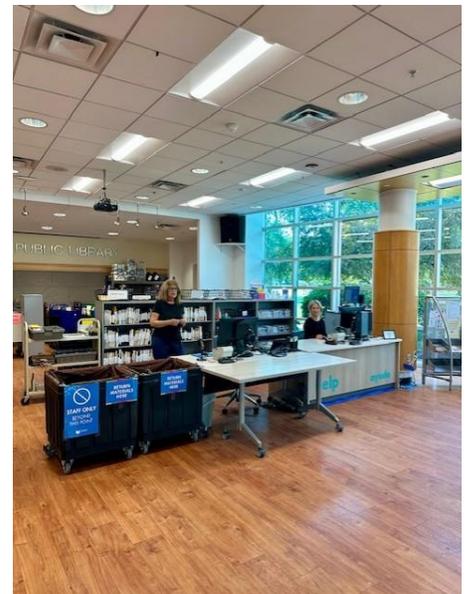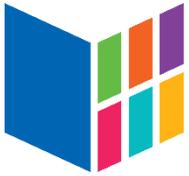
Masonry that was removed from the exterior wall so the main entrance could be moved.

Main staircase during demo.

Fish are on vacation! They have been relocated to the mechanical room on the 3rd floor.

Teen Services Specialist Rachel hanging out in the new teen space.

Hallett Movers rearranging stacks and shifting the collections in Youth Services.

FOL Meeting: July 16, 2025

From Patti Gebala <pgebala@addisonlibrary.org>

Date Wed 2025-07-16 7:54 PM

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

Cc Brooke Sievers <sievers@addisonlibrary.org>; Gaby Tafolla <tafolla@addisonlibrary.org>; Donna Quick <quick@addisonlibrary.org>

Hi Mary,

The following are notes from this afternoon's meeting held in the Staff 3rd Floor Meeting Room @ 4:17 PM, late start due to inclement weather:

- With five members present, quorum achieved.
- Minutes of the May 21, 2025 meeting were read and approved.
- The official treasurer's report was unavailable.
- Thriftbooks earnings through June 2025 were $1,572.94.
- A request for $3,885 was received from Adult Services and approved to sponsor three scholarships for Career Online High School diplomas for three Addison residents.
- The Friends eliminated all of their donated book inventory in storage by July 1st to assist 2nd floor renovation. A total of $60 was received from Half Price Books for titles they were unable to put on sale.
- The postponed election of officers was held and those elected are as follows:
    - President: Cindy Erickson
    - Vice President: Cristina Riccio
    - Treasurer: Ken Erickson
    - Secretary: Kitty Bystrom
    - Membership Chair: Aaron Erickson
- Arrangements will be made for the newly elected officers for the first time to receive OMA training and for the treasurer, signature cards for the bank.
- Four Friends will support APL's float at the Addison Medinah Parade on Sunday, August 24th.
- The temporary new membership form was passed out and enhancements discussed.
- The Friends approved the give away of excess book bags (previously purchased by FOL) for the community parade and suggest each bag include the new membership form when passed out.
- The Friends loved the detailed proposal outlining the success of COHS and suggested it be used in an article on how The Friends make a difference to encourage membership; APL's marketing coordinator will be contacted for assistance.
- The meeting adjourned at 5:05 PM, the next meeting is Wednesday, September 17, 2025 at 4PM, location to be determined.

Patti Gebala
Community Engagement Assistant

ADDISON
PUBLIC LIBRARY

4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

Library staff recommends revising the language in the Materials Donation Guidelines section of the Library's Gift policy. Specifically, we would like to delete the sentence crossed out in the excerpt below and replace it with the sentence in blue shown below the excerpt.

Material Donation Guidelines

The Addison Public Library appreciates donations of books. Audiovisual materials are not accepted. Because of space constraints in the collection and the fact that library materials must be in excellent condition to hold up under repeated circulation, very few items are accepted for addition to the Library collection. All items must also fit the criteria established in the Library's Selection Policy to be considered. Materials not added to the Library collection will be disposed of at the discretion of the Library. Books may also be offered to The Friends of the Library for their ongoing book sale. The proceeds of the sale are used for the benefit of the library.

The Library also welcomes donations by local authors. ~~A local author is defined as living in the Greater Chicagoland area.~~ The Library will apply the same inclusion and retention guidelines as stated in the general materials selection policy. A local author submission form must accompany the book. Authors will be notified by email regarding the decision within one month of receipt of materials. If the work is refused based on the Library's guidelines, the staff will hold the work for thirty (30) days for pick-up. Unsolicited work(s) will not be returned.

Change to: A local author must reside in either Addison or a community adjacent to Addison. The designated communities are defined by the Library. Preference is given to Addison residents.

Although the major source of funding comes through taxes, private philanthropy plays a key role in meeting the goals of the Addison Public Library. The Board of Trustees welcomes gifts, memorials, and requests to build library resources and extend, enrich, and improve its services. Gifts that are unrestricted in their use are particularly sought by the Board since these gifts can be used to address the highest priorities or to fund especially useful materials and equipment for which funds are not otherwise available.

Donors who wish to contribute towards specific collections or needs of the Library should contact the Library Director, who will target collections requiring enrichment and identify special programs, projects, and equipment needs that would benefit from private support. Monetary gifts, including recognitions, tributes, bequests, and memorials, will be gratefully accepted to support these activities. Gifts intended for other purposes, whether monetary or material in nature, will be accepted if they are considered by the Board of Trustees to be compatible with the Library's purposes, policies, and collection goals.

Donations of materials, art objects, or other types of personal property are subject to review and are accepted within the policy limitations listed below:

- Donated materials become the sole property of the Library. Library staff will accept these gifts without obligation as to their final disposition. Materials that staff consider not to meet the needs of the Library, that are damaged or unsuitable for circulation or sale may be refused. Donors are responsible for transporting materials to the Library. Large donations of materials must be arranged in advance.
- Materials that are not outright gifts to the Library are accepted only for special exhibits of limited duration.
- The Library has the right to refuse donated material with stipulations for special processing, handling, shelving, or display.
- In determining whether a material-specific gift item is to be added to the Library's collection, the same standards are applied with respect to a gift as are used in the selection of an item for purchase.
- Personal property, art objects, portraits, antiques, and other museum-quality objects are considered for acceptance on a case-by-case basis by the Board of Trustees. Permanent display or ownership of an item is not guaranteed by the Board if the item is accepted.
- The Library staff will acknowledge all monetary gifts by issuing a receipt or letter of acknowledgment to the donor. Acknowledgment of the receipt of donated material will be made, but no monetary value will be assigned to the gift.

Book Dedications

The Addison Public Library Book Dedication program allows individuals or groups to pay tribute to a person or event by placing a bookplate in a book that is already a part of the collection of the Addison Public Library.

For a donation of $15 for a children's book, or $20 for a teen or adult book, the Library will purchase a book to be added to the collection. Library staff will work with the donor to select the item, and a book

plate will be placed in the book. The library retains ownership of the item which will be circulated and withdrawn, when necessary, under the same guidelines as other items in the library's collection.

All book dedications will be acknowledged with a letter from the library to the donor. An additional letter will be sent to the honoree, or the family of a deceased person, if the donor wishes.

If acceptable to the donor, book dedications will be acknowledged in the library's newsletter or on the library's web site.

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The Library will not accept donations of the following types of materials:

- Textbooks
- Encyclopedias
- Reader's Digest Condensed Books
- Books that are in poor condition.

Naming Guidelines

Library Building

At the discretion of the Board, the naming of the Library building may be considered in the event of an extraordinary contribution for a Library building project. The entity known as the Addison Public Library shall not be subject to naming, but the building housing the Library may be so named. Such naming shall only be considered for an individual or family.

Endowment Funds

Named Endowment Funds are intended for the continued support of the Library. The Board shall appropriate for the expenditure or accumulation of all Endowment Funds pursuant to the standard of conduct set forth in 760 ILCS 51/4. These named Funds will be established in perpetuity with the income used for the annual operation of the Library. The principal remains intact. A named endowment may be requested by the donor or proposed by the Board with permission of the person or corporation to be named. The request shall be evaluated by the Board for approval. Fifty-one (51) percent of the minimum amount must be physically secured by the Library before the Library Director recommends the

establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years. In the event that the flow of funds agreed upon does not reach the named amount within five years, the Library Director may recommend to the Board that the named Endowment Fund be dissolved, and the funds be co-mingled with other Library gift monies. A minimum of $50,000 is required for Board consideration for a named endowment.

Named Rooms and Special Use Areas

Generally, only meeting rooms and designated special use areas shall be named for an individual, family, foundation, or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion of the total cost of the facility or the project for the facility but valuations may be assigned to naming rights possibilities on a case-by-case basis to aid with making decisions about granting naming rights. The proportion shall be determined by the Board who may take advice from such persons or other professionals as needed. Each case may consider market comparisons for naming rights, for which professional advice may be sought. The Board shall be responsible for determining the manner in which the name is recognized (e.g., signage). The physical display of the naming rights may be decided or negotiated on a case-by-case basis. The Board may consider honorary naming rights for named rooms and special use areas to honor the service, commitment, or other type of participation by an individual, civic, or charitable group.

Name Recognition

Name recognition for a non-public room, or area inappropriate for naming, may be used to recognize a donor by a conspicuously displaced placard. Name recognition may be the name of an individual, family, foundation or corporation making a contribution in proportion to the total cost of the facility. The proportional cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Board.

Eligibility for Corporate Naming and Name Recognition

Corporations that are compatible with the Library's mission and reflect a positive influence on the Library may be eligible for naming or name recognition for all naming opportunities, except for the naming of the Library building. Such corporations must have a high ethical standard of business practice. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

Duration of Name Recognition

The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute. Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. The naming or name recognition of a Library facility, room or special use area may also end under the following circumstances:

- A building, room, or special use area is drastically altered through construction or is to be demolished.
    - In the event the building is drastically altered through construction, the Board shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the time frame developed for the original gift.

- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
  - When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated, or redeveloped facilities.
- If the individual or corporation is engaged in activities that are in conflict with the Library's mission and values or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library.

Naming rights may be renewed by mutual agreement between all of the parties.

Naming Agreements.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board. In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board may withdraw the naming commitment. The Board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor. The named party after whom a building or part of a building is named shall have no rights to the purpose to which that building, or part of the building is applied unless provided for in a specific contract between the parties. The Library will not agree to any conditions in a contract that could unnecessarily limit progress towards the Library's mission and plan or its statutory and legal obligations.

Informed Consent and Transferability.

The Library will not grant any naming rights without the informed consent of the named party or the named party's legal representative. Naming rights may only be transferred to any other named party by mutual agreement between all of the named parties and the Library.

1.5 Lost and Found

The Addison Public Library will make a reasonable effort to contact the owner of any property found within the Library and will keep such items for 30 days.

1.6 Intercom Announcements

The Addison Public Library maintains an intercom system to broadcast necessary Library related announcements to all individuals within the Library. Other announcements are made at the discretion of the staff. Authorized Library staff members must make all announcements.

Quantity	Equipment	Manufacturer	Notes
1	Projection TV	LG	42" (previously hung above Guest Services desk)
3	Stools	Haworth/Very	Swivel back with casters. Arm caps are damaged
2	Cantilever Library Shelving	Bradford	3" x 84" – each unit has 5 shelves + base + top, Steel (has some rust) (from Guest Services drive-up return room)
1	Table	Worden	30" x 36" table top, 24 ½" h wood with laminate top (from Children's Services)

SERVING OUR PUBLIC 4.0 has been replaced by the newly published ILLINOIS PUBLIC LIBRARY STANDARDS which are posted on the Illinois Library Association website. They will not be published in a physical format as in the past. The new online version of the ILLINOIS PUBLIC LIBRARY STANDARDS is based on the premise that all Illinois residents deserve a basic level of public library service. The Illinois State Library (ISL) has asked the Illinois Library Association (ILA) to annually review public library standards for our state. This charge is referenced in the Illinois statutes, 75 ILCS 10/8.1, which states that in order for a public library to be eligible for state grants, including the Public Library Per Capita Grant), it must: *"Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association."* In order to meet the requirements of the charge, ILA appoints a standing committee to annually review the public library standards.

The online version is made up of 12 standard topics. Each topic includes recommended standards with core, intermediate, and advanced levels. In addition, an action plan is provided as a tool for staff and board members to discuss and determine how their library addresses each standard. Finally, appendices for each standard topic are included to give examples and templates that we can use as needed.

The new standards are more than just a general update of the old SERVING OUR PUBLIC 4.0. Every published edition of the Illinois public library standards has evolved due to new trends, changing society norms, and cultural influences. This new edition is no different.

The standards are meant to serve as a guide for directors, staff, and trustees to understand the process and practices of Illinois public libraries. I believe the new action plans offered will be a valuable resource for us in developing our next strategic plan. Here are some suggested ways for libraries to use the standards:

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

The State Library has not yet announced how the new standards will be incorporated into this year's Per Capita grant application, so I did not prepare anything for the Board to review at the August meeting. We can discuss this month how we would like to begin exploring the newly published standards or wait for more guidance from The State Library regarding the Per Capita grant application.

Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

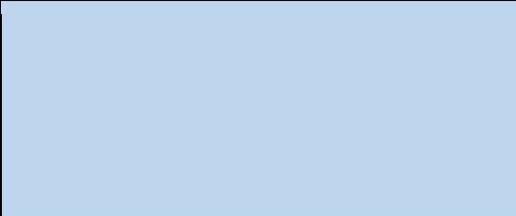| STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.

Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of $850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is $850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).

Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, *ILA Reporter*).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

| 9 | The library has a succession plan for the director. | The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists. | |

Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

| 8 | The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions). | In multilingual communities, the library strives to provide information services in languages relevant to patron needs. | In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise. |

Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	

Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new uses. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	

Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.

Illinois Public Library Standards – Access: Action Plan

Library Name   **Date**

Completed by   **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
2	☐ The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	☐ The library is open to the public with daytime, evening and weekend hours.	☐ The library is open 7 days a week, for most of the year.	
3	☐ The library regularly reviews long term space needs.	☐ The library addresses long term space needs in its strategic plan.	☐ The library conducts a community needs survey and includes library spaces in the questionnaire.	

4	☐ The library provides an exterior book return that is open 24/7.	☐ The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	☐ The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	☐ The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	☐ The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	☐ The library's interior spaces are adequately illuminated.	☐ Natural light is utilized as much as possible.	☐ The library has energy efficient lighting throughout its buildings.	

8	☐ The library provides signage to identify collections, services, and amenities.	☐ In multilingual communities, signage is provided in relevant languages throughout the building.	
9	☐ The library provides designated spaces for youth and adults.	☐ The library provides dedicated space for teens.	☐ The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	☐ The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	☐ The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		

| 12 | ☐ The library provides accessible spaces for library programs, meetings, and individual and group study. | ☐ The library has rooms designated for programs, meetings, and individual and group study. | | |

Notes/Comments:

Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan

Library Name   **Date**

Completed by   **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The director and board are knowledgeable of state-wide advocacy training tools.	☐ Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	☐ Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

2	☐ The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	☐ The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	☐ The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	☐ The director and staff collect and analyze data to measure how community members use the library.	☐ Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	☐ The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	☐ The director and board know their local, state and federal elected officials.	☐ The library includes local, state and federal elected officials on mailing lists and invites them to events.	☐ The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	☐ The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	☐ The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	☐ The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	☐ The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	☐ The director, staff and board use their community engagement to inform the library's strategic plan.	☐ The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Illinois Public Library Standards – Buildings & Grounds: Action Plan

Library Name **Date**

Completed by **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	☐ The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	☐ The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	☐ The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	☐ The library regularly reviews the capital improvement plan.	☐ The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	☐ The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	☐ The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	☐ The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	☐ The library has liability insurance that will cover replacement costs of the facility and its contents.	☐ The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	☐ Staff and trustees receive a tour of the library's buildings and grounds.	☐ Key staff receive training on building systems appropriate to their roles.		
6	☐ Key staff receive training on building systems appropriate to their roles.	☐ The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	☐ The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	☐ The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	☐ The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	☐ The library has a master key box and a password list for access to the building and its systems.	☐ The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

| 10 | ☐ The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers). | ☐ The library has a plan to improve environmental efficiency and sustainability. | ☐ The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star). | |

Notes/Comments:

Illinois Public Library Standards – Collection Management: Action Plan

Library Name **Date**

Completed by **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library has a Board-approved collection management policy that affirms of the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	☐ The library's budget has a designated budget line item for collection management.	☐ Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	☐ The library has a process in place for collection management.	☐ The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	☐ Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	☐ The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	☐ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	☐ The library publicizes and promotes interlibrary loan to its patrons.	☐ The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	☐ The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	☐ The library regularly reviews the collection to ensure its inclusivity.	☐ The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	☐ The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	☐ The library circulates physical objects and digital tools (a.k.a. "Library of Things").		
8	☐ Materials are cataloged according to standard library practices.	☐ Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	☐ The library has a reconsideration of materials policy and process.			

10	☐ The library serves as a repository for local history.	☐ The library provides access to genealogy resources.	☐ The library's special collections are digitized to preserve and provide broad access to these resources.	

Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name   **Date**

Completed by   **Job Title**

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STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library has a written budget that is developed by administration and approved by the board.	☐ The library has the budget in an electronic spreadsheet format.	☐ The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	☐ The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	☐ The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	☐ The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	☐ The library board regularly reviews and updates financial policies to reflect best practices.	☐ The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	☐ The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	☐ The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	☐ The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	☐ The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	☐ The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		
7	☐ The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	☐ The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	☐ The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	☐ The library conducts an annual audit if the budget is $850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	☐ The library board reviews and approves the annual audit, making the audit findings available to the public.	☐ The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	☐ The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	☐ The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	☐ The library utilizes internal controls to prevent fraud.	☐ The board and director regularly review the library's internal controls.	☐ If the library utilizes an auditor, they review the library's internal controls.	

11	☐ The library securely stores financial documents (e.g., checks, payroll, credit cards).	☐ The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	☐ The library has a long-term financial plan.	☐ The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	☐ The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Illinois Public Library Standards – Governance & Administration: Action Plan

Library Name   **Date**

Completed by   **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The board has an approved set of bylaws that outline its rules and procedures.	☐ The board bylaws are reviewed at least every 3-5 years.	☐ An attorney reviews the board bylaws periodically.	
2	☐ The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			

3	☐ The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.			
4	☐ At each regular meeting, the board reviews and approves minutes and financial reports.	☐ At each regular meeting, the library director presents to the board a report of library activities and statistics.	☐ At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	
5	☐ The library has a board-approved mission statement.	☐ The mission statement is reviewed periodically by the board, director, and staff.	☐ The library creates a vision or values statement.	

6	☐ Trustees represent the needs, interests, and aspirations of the community.	☐ Trustees solicit input on library activities from the community.	☐ Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	☐ The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	☐ The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	
8	☐ The library has public and internal policies that are approved by the board.	☐ The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	☐ Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	☐ The library has a strategic plan that is developed by the board, director, and staff.	☐ The strategic plan is reviewed regularly by the board, director and staff.	☐ The library includes members of the community in strategic plan development.

10	☐ The library has a succession plan for the director.	☐ The library has a succession plan for the director and key staff.	☐ The succession plan is reviewed with the board and administration and updated as needed.	
11	☐ The board and director develop an orientation program for new trustees.	☐ The board actively participates in ongoing continuing education activities.		
12	☐ The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			

13	☐ The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	☐ The board advocates for the library with local stakeholders.	☐ The board advocates for the library with state and federal stakeholders.	
14	☐ The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	☐ The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, *ILA Reporter*).	☐ The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	
15	☐ The director participates in professional development activities, including Directors University for first-time Illinois directors.	☐ The library provides financial support for the director's membership in professional organizations.	☐ The director contributes to the profession by committee service, presentations, and authorship.	

Notes/Comments:

Illinois Public Library Standards – Human Resources: Action Plan

Library Name   **Date**

Completed by   **Job Title**

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STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library has sufficient staff for the hours that the library is open.	☐ Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	☐ Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	
2	☐ The library has a set of board-approved personnel policies.	☐ The personnel policies are reviewed on a regular schedule by the director and key staff.	☐ The personnel policies are reviewed by an attorney.	

3	☐ The library provides job descriptions for all positions.	☐ Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	☐ Job descriptions are reviewed by an HR professional.	
4	☐ The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	☐ The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	☐ The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	

5	☐ The library provides employee benefits as directed by federal, state, and local law.	☐ The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	☐ The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	
6	☐ The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	☐ Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	☐ The library employs a staff member who is dedicated to human resource management.	

7	☐ Staff members receive coaching, feedback, and support for their own development at least annually.	☐ The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	☐ The performance appraisal system develops work goals and activities that align with the strategic plan.	
8	☐ New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	☐ The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	☐ The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	

9	☐ The library has a succession plan for the director.	☐ The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		

Notes/Comments:

Illinois Public Library Standards– Information Services: Action Plan

Library Name   **Date**

Completed by   **Job Title**

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STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	☐ If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.		
2	☐ Staff provide accurate, timely, and courteous service.			

3	☐ The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	☐ If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		
4	☐ Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	☐ The library provides a variety of self-service information service resources via its website or library apps 24/7.	☐ The library provides information services by chat or phone outside of the hours the library is open.	

5	☐ Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	☐ The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).		
6	☐ Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	☐ The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	☐ The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	

7	☐ Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	☐ The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	☐ The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	
8	☐ The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	☐ In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	☐ In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	

Notes/Comments:

Illinois Public Library Standards – Marketing & Promotion: Action Plan

Library Name **Date**

Completed by **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	☐ The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	☐ The library adopts a formal marketing plan.	

2	☐ The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).			
3	☐ The library allocates funds for marketing and promotion.	☐ The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	☐ The library has one or more dedicated employees for marketing and graphic design.	

4	☐ The library adopts an easily recognizable logo that represents the library's brand.	☐ The library uses its logo consistently across all print and digital marketing platforms.	☐ The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	☐ The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	☐ The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		
6	☐ The library understands the community it serves and designs its marketing efforts to reach all residents.	☐ The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	☐ The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	☐ The library collects data, stories and photos that illustrate the value of the library.	☐ The library uses collected data, stories, and photos to communicate the value of the library to the community.	☐ The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	
9	☐ The library regularly evaluates the effectiveness of its marketing efforts.	☐ The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		

Notes/Comments:

Illinois Public Library Standards – Programming: Action Plan

Library Name **Date**

Completed by **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library provides programs for all ages free of charge or on a cost recovery basis.	☐ The library provides virtual or hybrid programs where appropriate.		
2	☐ The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	☐ The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	☐ The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	
3	☐ The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			

4	☐ The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	☐ The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	☐ The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	
5	☐ The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		.	

6	☐ The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	☐ The library provides staff training in best practices for meeting the programming needs of a diverse community.	☐ The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	

Notes/Comments:

Illinois Public Library Standards – Safety & Emergency Preparedness: Action Plan

Library Name   **Date**

Completed by   **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			
2	☐ Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	☐ The library staff have ready access to all library key service providers (plumbing, electric, roofing).	☐ The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	

3	☐ The library provides training for staff on safety and emergency preparedness.	☐ The library includes safety and emergency training in new employee on-boarding procedures.	☐ In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	☐ The library has a board approved Patron Conduct Policy.	☐ The library staff is aware of the Patron Conduct Policy and understands how to implement it.	☐ The library has a dedicated security staff person and/or a security surveillance system.	
5	☐ Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	☐ Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	☐ The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	

6	☐ The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			
7	☐ The library has an emergency and disaster preparedness manual that is easily accessible to staff.	☐ The library annually reviews and updates the library emergency and preparedness manual.	☐ The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	
8	☐ The library has a disaster recovery plan that is kept in an off-site location.	☐ The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		

9	☐ The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	☐ The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	☐ The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
10	☐ The library follows all local and state requirements for emergency systems and equipment inspections.	☐ The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		

Notes/Comments:

Illinois Public Library Standards – Technology: Action Plan

Library Name   **Date**

Completed by   **Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library has a dedicated budget for technology equipment and services.	☐ The library has a technology replacement schedule and/or a technology plan.	☐ The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	☐ The library has a board approved internet and computer use policy.	☐ The library reviews and updates computer use policies on a regular basis		
3	☐ The library provides a sufficient number of public use computers.	☐ The library offers laptops or tablets for the public to use in-house.	☐ The library allows laptops or tablets to be checked-out by the public.	

4	☐ The library has access to a trained individual to maintain all technology.	☐ The library has a trained staff person or contractual service to maintain the technology infrastructure.	☐ The library has a dedicated IT department.	
5	☐ The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	☐ The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	☐ The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	

6	☐ Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	☐ The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	☐ The library provides adaptive equipment for individuals of all abilities for checkout.	
7	☐ The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	☐ The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	☐ The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	☐ The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	☐ The library offers facsimile, mobile printing, and scanners.	☐ The library offers video conferencing equipment and space.	

| 9 | ☐ The library is aware of emerging technology trends such as the maker movement. | ☐ The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out. | ☐ The library offers a maker space with a dedicated staff who are knowledgeable of the equipment. | |

Notes/Comments:

My husband & I wanted help with setting up Facebook Marketplace. Sara was friendly on the phone & willing to meet with us the same day. She was patient & it was successful thank you —JAM Kerisch

There are 3 people I would like to acknowledge for being exceptional in their field. Debbie, Jodie & Sarah C I could sit & watch Debbie instruct the pre-schoolers all day. She should be on TV. Jodie brings ingenuity & fun to every event. She is a great listener. I can't say enough about Sarah & her expertise & knowledge of all the makerspace equiptment & her patience to help guide us along. Kudos to all.

Hi —
Where the heck does our water come from in the library? It stinks. And it tastes as bad as it smells! And now that the vending machines are gone I can't even buy water to drink. :: Other than the water, I LOVE this place!

August 7, 2025

Giannoulias Legislation to Enhance Protections for Illinois Libraries and Librarians Signed into Law
Libraries Can Use State Funding Grants to Increase Safety

Bipartisan legislation drafted by Illinois Secretary of State Alexi Giannoulias designed to improve security at libraries and enhance safety for librarians was recently signed into law.

The measure, which was approved in the General Assembly this spring, allows the Secretary of State's office to issue funding grants to increase security measures at public, school and academic libraries.

"I firmly believe that libraries should serve as welcoming places for life-long learning and community engagement, but, unfortunately, they have faced increased threats of violence and acts of intimidation in recent years," Giannoulias said. "Meanwhile, the personal safety and welfare of many librarians has been placed at risk for simply doing their jobs. Their personal safety at work should not be their primary concern."

The legislation, which was signed into law last week by Governor JB Pritzker and takes effect on Jan. 1, 2026, was sponsored by State Senator Laura Murphy (28th District-Des Plaines) and State Representative Michael Coffey Jr. (95th District-Springfield) and had strong support from the Illinois Library Association and the Illinois Municipal League.

The legislation comes after several libraries across the state received bomb threats in recent years, including the Illinois State Library. There have been more than 25 bomb threats with multiple libraries responding to repeat threats during the past two years.

While state law contains penalties for threats targeting schools, public officials and human services providers, it does not include the same protections for all libraries and librarians.

Under the legislation, state library grant applicants will have the ability to use funding to install things like security cameras, silent alarms, or security check points, for which funding is not always available and until now grants were not authorized to support.

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