

Regular Board Meeting

Tuesday, January 16, 2024 6:30 PM

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Presentation - Building Project**

7. **Treasurer's Report**

8. **Consent Agenda**

8.A. Approval of Minutes

8.B. Approval of Bills & Disbursements

9. **Reports**

9.A. Director & Staff Reports

9.B. Statistics

10. **New Business**

10.A. ACTION ITEM: Revised Scope of Building
Project

11. **Unfinished Business**

11.A. ACTION ITEM: Shirts for Library Board
Members

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

13. **Correspondence & Announcements**

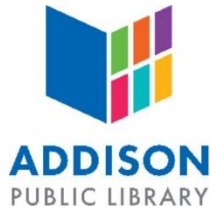
13.A. Patron Comment Cards

13.B. Library News

13.C. Other Correspondence

14. **Additional Discussion**

15. **Adjournment**



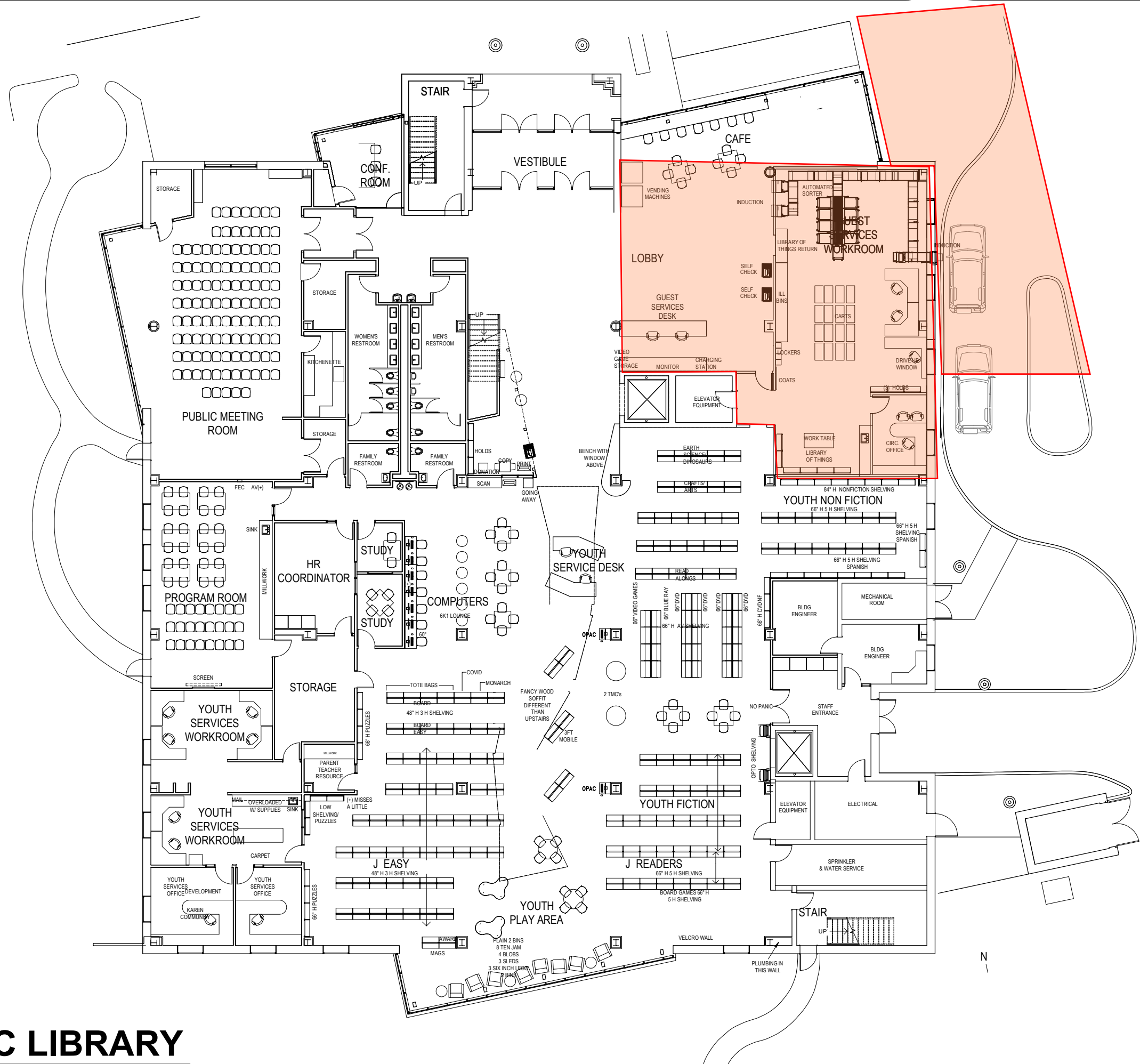
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Addison Public Library - Large Meeting Room 1st floor
4 Friendship Plaza
Addison, IL 60101

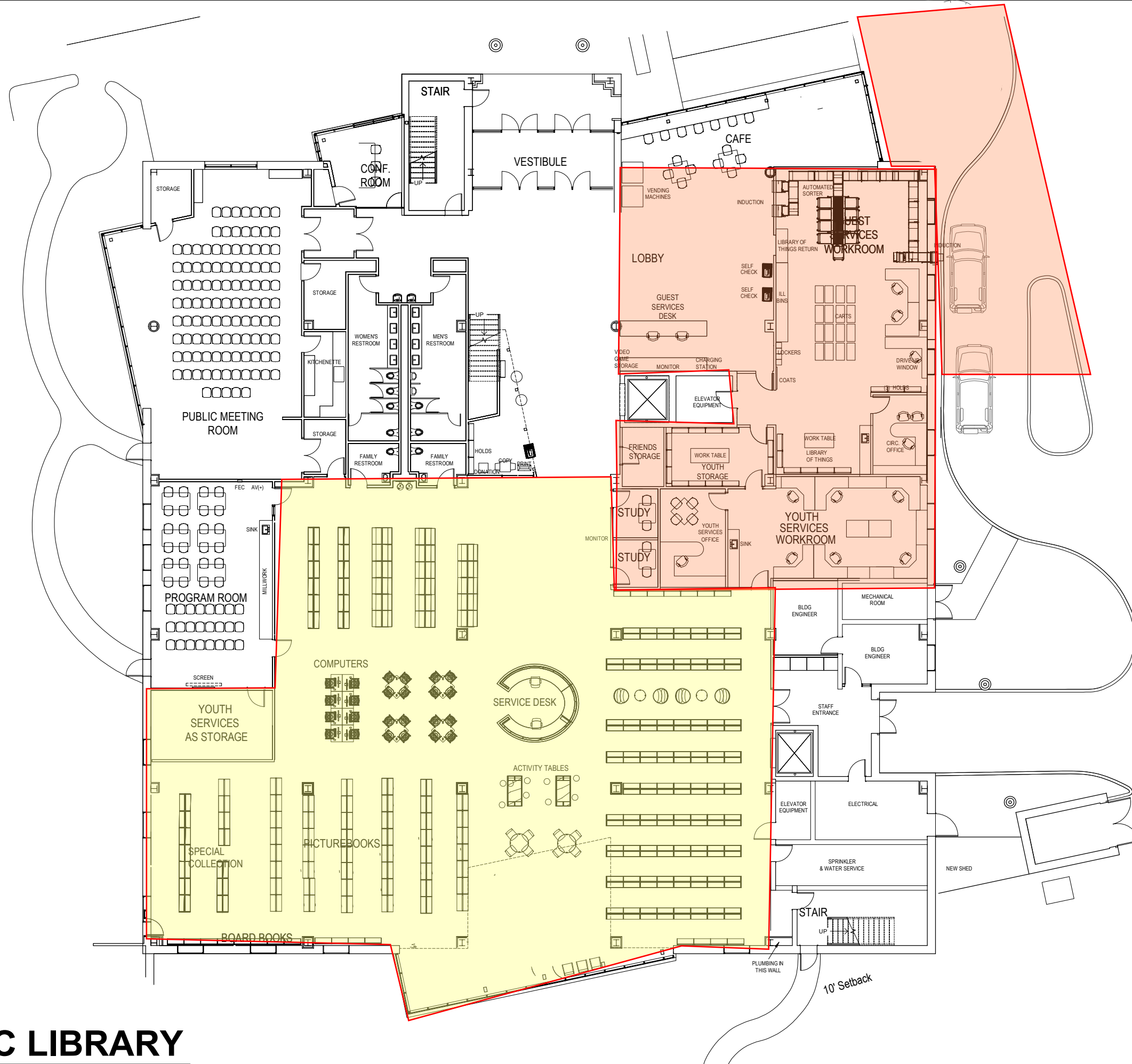
1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **Presentation - Building Project**
7. **Treasurer's Report**
8. **Consent Agenda**
 - A. Approval of Minutes
 - B. Approval of Bills & Disbursements
9. **Reports**
 - A. Director & Staff Reports
 - B. Statistics
10. **New Business**
 - A. ACTION ITEM: Revised Scope of Building Project
11. **Unfinished Business**
 - A. ACTION ITEM: Shirts for Library Board Members
12. **Closed Session (if needed)**
13. **Correspondence & Announcements**
 - A. Patron Comment Cards
 - B. Library News
 - C. Other Correspondence
14. **Additional Discussion**
15. **Adjournment**



S

ADDISON PUBLIC LIBRARY

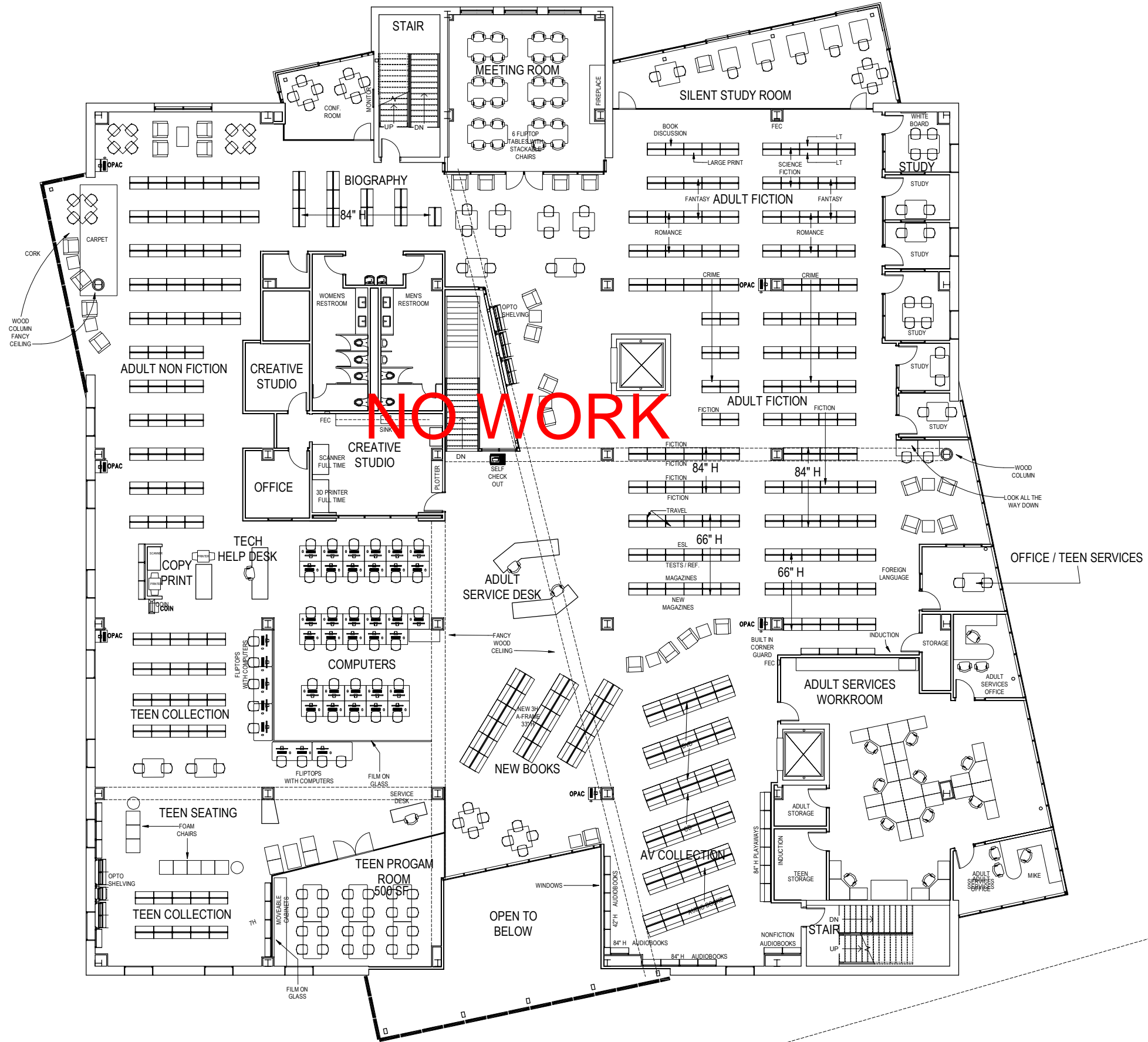
LEVEL 1



M

ADDISON PUBLIC LIBRARY

LEVEL 1



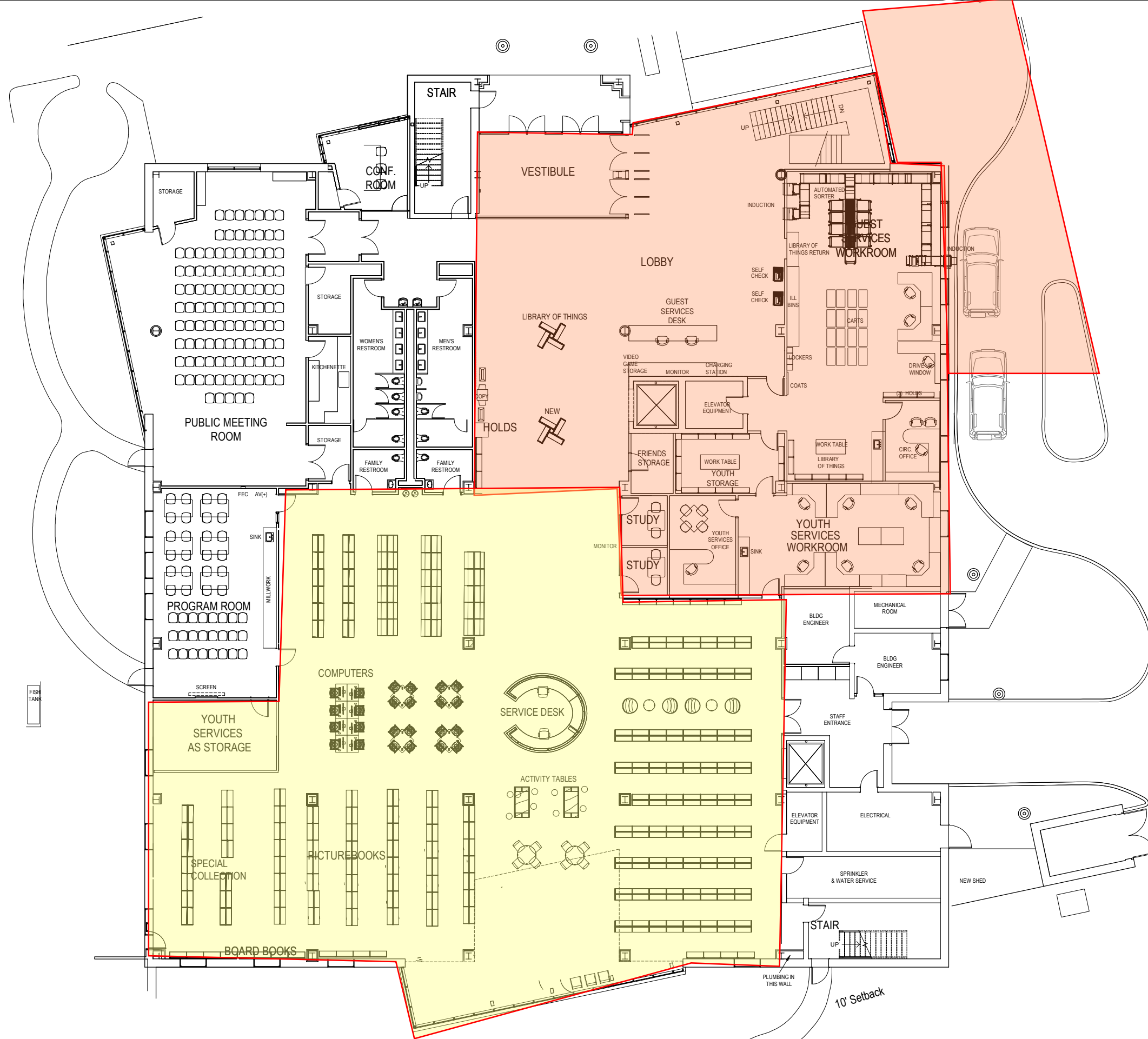
M

ADDISON PUBLIC LIBRARY
EXISTING PLAN
LEVEL 2 EXISTING



M

ADDISON PUBLIC LIBRARY
LEVEL 3 PLAN



ADDISON PUBLIC LIBRARY

LEVEL 1

PICTUREBOOKS
30

10' Setback

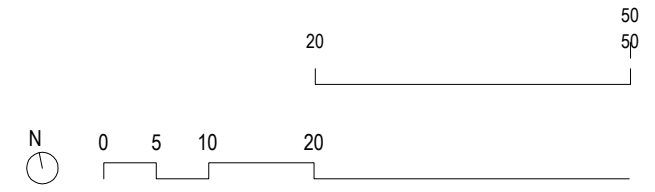


NO NEW FLOORING



ADDISON PUBLIC LIBRARY

LEVEL 2 PLAN



product architecture+design



ADDISON PUBLIC LIBRARY
LEVEL 3 PLAN

11-Jan-24

ORIGINAL

O For the construction of a New Addition of 6,756 Sq.Ft and Renovations of the Existing Library of 47,000 Sq.Ft for a total Area of 53,756 Sq.Ft. Interior renovations on the 1st, 2nd, & 3rd Floors as indicated on the Original Design Documents dated 4.5.23 as prepared by product archityecture and design. This includes the exterior renovations for new drive up window along the east side of the building.

	Low Range Cost	Low Range/SF	High Range Cost	High Range/SF
Construction Cost	\$13,761,450	\$256	\$14,449,523	\$269
- Renovations				
- Site Work				
- Design & Construction Contingency				
- CM Fees				
- Escalation				
Soft Costs	\$2,633,995	\$49	\$2,765,695	\$51
- Temporary Moves				
- Permits				
- Furniture, Fixturee & Equipment				
- A & E Design Fees				
- Owners Builders Risk Insurance				
Project Total	\$16,395,445	\$305	\$17,215,217	\$320

SMALL

S Interior renovations on the 1st Floor of approximately 2,600 Sq.Ft. for the Lobby and Guest Services Work Room along with exterior renovations for new drive up window along the east side of the building. See Plan 'S' for Areas of Work.

	Low Range Cost	Low Range/SF	High Range Cost	High Range/SF
Construction Cost	\$769,300	\$296	\$846,230	\$325
- Renovations				
- Site Work				
- Design & Construction Contingency				
- CM Fees				
- Escalation				
Soft Costs	\$104,076	\$40	\$114,484	\$44
- Temporary Moves				
- Permits				
- Furniture, Fixturee & Equipment				
- A & E Design Fees				
- Owners Builders Risk Insurance				
Project Total	\$873,376	\$336	\$960,714	\$370

MEDIUM

M Interior renovations on the 1st & 3rd Floors of approximately 17,451 Sq.Ft. for the Lobby, Guest Services Work Room, Youth Services Work Room and Large Open Area, and Third Floor total renovations along with exterior renovations for new drive up window along the east side of the building. See Plan 'M' for Areas of Work.

	Low Range Cost	Low Range/SF	High Range Cost	High Range/SF
Construction Cost	\$2,572,500	\$147	\$2,778,300	\$159
- Renovations				
- Site Work				
- Design & Construction Contingency				
- CM Fees				
- Escalation				
Soft Costs	\$502,348	\$29	\$542,536	\$31
- Temporary Moves				
- Permits				
- Furniture, Fixturee & Equipment				
- A & E Design Fees				
- Owners Builders Risk Insurance				
Project Total	\$3,074,848	\$176	\$3,320,836	\$190

LARGE

L Interior renovations on the 1st, 2nd, & 3rd Floors of approximately 38,095 Sq.Ft. for the Vestibule, Lobby, Guest Services Work Room, Youth Services Work Room and Large Open Area, Second Floor Renovations and Third Floor total renovations along with exterior renovations for new drive up window along the east side of the building. See Plan 'L' for Areas of Work.

	Low Range Cost	Low Range/SF	High Range Cost	High Range/SF
Construction Cost	\$6,719,860	\$176	\$7,190,250	\$189
- Renovations				
- Site Work				
- Design & Construction Contingency				
- CM Fees				
- Escalation				
Soft Costs	\$1,449,048	\$38	\$1,550,481	\$41
- Temporary Moves				
- Permits				
- Furniture, Fixturee & Equipment				
- A & E Design Fees				
- Owners Builders Risk Insurance				
Project Total	\$8,168,908	\$214	\$8,740,731	\$229

Addison Public Library

Balance Sheet as of December 31, 2023

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1050 - Cash in Bank - Illinois Funds E-Pay	159,310.44	739.67	160,050.11
10-11-1055 - Cash in Bank - Illinois National Bank E-Pay	5,000.00	0.00	5,000.00
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,479.23	(950.12)	8,529.11
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	129,673.58	96,007.54	225,681.12
10-11-1085 - Cash in Bank - Ehlers	14,715,398.90	120,620.95	14,836,019.85
10-11-1095 - Cash in Bank - Harris Bank MM	6,812,235.71	(423,485.64)	6,388,750.07
10-11-2000 - Allocated Cash	(14,937,734.61)	0.00	(14,937,734.61)
10-12-0100 - Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
10-12-0101 - Due from State	198.16	0.00	198.16
	<u>12,725,084.64</u>	<u>(207,067.60)</u>	<u>12,518,017.04</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	143,658.76	(29,188.57)	114,470.19
10-22-0255 - Other Insurance Withholding Payable	(134.73)	134.73	0.00
10-22-0260 - Def Annuity Withholding Payable	(2,840.00)	0.00	(2,840.00)
10-22-0390 - Accrued Payroll	60,088.37	0.00	60,088.37
10-24-0300 - Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>6,029,746.14</u>	<u>(29,053.84)</u>	<u>6,000,692.30</u>
<u>Fund Balance</u>			
10-30-2920 - Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
10-30-2930 - Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
10-30-2940 - Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
10-30-2950 - Reserved - Liability Insurance	(343.96)	0.00	(343.96)
10-30-2960 - Reserved - Audit	7,092.22	0.00	7,092.22
10-30-2965 - Reserved - Workers Comp	23,994.40	0.00	23,994.40
10-30-2970 - Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
10-30-2990 - Unreserved Fund Balance	5,482,902.05	0.00	5,482,902.05
	<u>3,475,833.46</u>	<u>0.00</u>	<u>3,475,833.46</u>
Total Liabilities and Fund Balance	<u>9,505,579.60</u>	<u>(29,053.84)</u>	<u>9,476,525.76</u>
 Excess Revenues Over Expenses	<u>3,219,505.04</u>	<u>(178,013.76)</u>	<u>3,041,491.28</u>

See Accountants' Compilation Report

Addison Public Library Balance Sheet as of December 31, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	449,396.10	173,755.43	623,151.53
80-11-2000 - Allocated Cash	<u>14,935,947.58</u>	<u>0.00</u>	<u>14,935,947.58</u>
	<u>15,385,343.68</u>	<u>173,755.43</u>	<u>15,559,099.11</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
	<u>15,796,094.08</u>	<u>0.00</u>	<u>15,796,094.08</u>
Total Liabilities and Fund Balance	<u><u>15,796,094.08</u></u>	<u><u>0.00</u></u>	<u><u>15,796,094.08</u></u>
Excess Revenues Over Expenses	<u><u>(410,750.40)</u></u>	<u><u>173,755.43</u></u>	<u><u>(236,994.97)</u></u>

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

Addison Public Library

Balance Sheet as of December 31, 2023

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Total All Funds <hr/>			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash in Bank - Illinois Funds E-Pay	159,310.44	739.67	160,050.11
Cash in Bank - Illinois National Bank	5,000.00	0.00	5,000.00
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,479.23	(950.12)	8,529.11
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	129,673.58	96,007.54	225,681.12
Cash in Bank - Ehlers	14,715,398.90	120,620.95	14,836,019.85
Cash in Bank - Harris Bank MM	6,812,235.71	(423,485.64)	6,388,750.07
Cash in Bank - Ill Metropolitan	449,396.10	173,755.43	623,151.53
Property Taxes Receivable	5,828,973.74	0.00	5,828,973.74
Due from State	198.16	0.00	198.16
	<u>28,112,215.35</u>	<u>(33,312.17)</u>	<u>28,078,903.18</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	143,658.76	(29,188.57)	114,470.19
Other Insurance Withholding Payable	(134.73)	134.73	0.00
Def Annuity Withholding Payable	(2,840.00)	0.00	(2,840.00)
Accrued Payroll	60,088.37	0.00	60,088.37
Deferred Property Taxes	5,828,973.74	0.00	5,828,973.74
	<u>6,029,746.14</u>	<u>(29,053.84)</u>	<u>6,000,692.30</u>
 Fund Balance			
Reserved - F.I.C.A.	(2,274,029.65)	0.00	(2,274,029.65)
Reserved - I.M.R.F.	71,683.47	0.00	71,683.47
Reserved - Unemployment Comp.	11,892.77	0.00	11,892.77
Reserved - Liability Insurance	(343.96)	0.00	(343.96)
Reserved - Audit	7,092.22	0.00	7,092.22
Reserved - Workers Comp	23,994.40	0.00	23,994.40
Reserved - Per Capita Grant	152,642.16	0.00	152,642.16
Unreserved Fund Balance	5,484,689.08	0.00	5,484,689.08
Reserved for Capital Projects	15,796,094.08	0.00	15,796,094.08
	<u>19,273,714.57</u>	<u>0.00</u>	<u>19,273,714.57</u>
Total Liabilities & Fund Balance	<u>25,303,460.71</u>	<u>(29,053.84)</u>	<u>25,274,406.87</u>
Excess Revenues Over Expenditures	<u>2,808,754.64</u>	<u>(4,258.33)</u>	<u>2,804,496.31</u>

See Accountants' Compilation Report

Addison Public Library Balance Sheet as of December 31, 2023

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

**Addison Public Library
Revenue Report
For the 8 Months Ended December 31, 2023**

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Taxes</u>					
10-41-3201 - Property Current - General	64,105.11	5,389,496.18	5,408,932.09	19,435.91	99.64
10-41-3202 - Property Current - F.I.C.A.	900.50	75,707.21	75,980.23	273.02	99.64
10-41-3203 - Property Current - I.M.R.F.	2,735.47	229,978.49	230,807.86	829.37	99.64
10-41-3205 - Property Current - Liability Insurance	713.60	59,994.41	60,210.75	216.34	99.64
10-41-3206 - Property Current - Audit	67.96	5,713.77	5,734.36	20.59	99.64
10-41-3207 - Property Current - Unemployment	67.96	5,713.77	5,734.36	20.59	99.64
10-41-3208 - Property Current - Workers Compensation	67.96	5,713.77	5,734.26	20.49	99.64
10-41-3301 - Replacement Taxes	7,604.99	108,660.33	135,000.00	26,339.67	80.49
10-41-3400 - Aggregate Refunds	<u>424.76</u>	<u>35,710.94</u>	<u>35,839.73</u>	<u>128.79</u>	<u>99.64</u>
	<u>76,688.31</u>	<u>5,916,688.87</u>	<u>5,963,973.64</u>	<u>47,284.77</u>	<u>99.21</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	429.47	3,412.10	5,000.00	1,587.90	68.24
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	52.00	0.00	(52.00)	0.00
10-42-3012 - Nonresident Fees	0.00	3,097.36	2,000.00	(1,097.36)	154.87
10-42-3016 - Scanner Fees	773.01	6,498.04	7,500.00	1,001.96	86.64
10-42-3023 - Activity Fees	0.00	4.80	0.00	(4.80)	0.00
10-42-3099 - Printing and Other Fees	<u>794.60</u>	<u>5,118.94</u>	<u>5,000.00</u>	<u>(118.94)</u>	<u>102.38</u>
	<u>1,997.08</u>	<u>18,183.24</u>	<u>19,500.00</u>	<u>1,316.76</u>	<u>93.25</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
	<u>0.00</u>	<u>52,660.45</u>	<u>52,692.00</u>	<u>31.55</u>	<u>99.94</u>
<u>Interest</u>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	62.62	0.00	(62.62)	0.00
10-46-3028 - Other Interest Income	6,296.56	33,474.96	0.00	(33,474.96)	0.00
10-46-3029 - Interest on TD Ameritrade	<u>120,620.95</u>	<u>428,968.96</u>	<u>0.00</u>	<u>(428,968.96)</u>	<u>0.00</u>
	<u>126,917.51</u>	<u>462,506.54</u>	<u>0.00</u>	<u>(462,506.54)</u>	<u>0.00</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	0.00	50.60	0.00	(50.60)	0.00
10-47-3015 - RAILS Catalog Membership Grant Agreement	0.00	33,174.00	0.00	(33,174.00)	0.00
10-47-3016 - Back to School Fair Donations	0.00	9,600.00	0.00	(9,600.00)	0.00
10-47-3024 - Other Income	0.00	2,141.00	0.00	(2,141.00)	0.00
10-47-3030 - Friends of Addison Public Library	<u>1,108.10</u>	<u>8,598.72</u>	<u>0.00</u>	<u>(8,598.72)</u>	<u>0.00</u>
	<u>1,108.10</u>	<u>53,564.32</u>	<u>0.00</u>	<u>(53,564.32)</u>	<u>0.00</u>
Total Non-Tax Revenues	<u>130,022.69</u>	<u>586,914.55</u>	<u>72,192.00</u>	<u>(514,722.55)</u>	<u>812.99</u>
Total General Fund Revenues	<u>206,711.00</u>	<u>6,503,603.42</u>	<u>6,036,165.64</u>	<u>(467,437.78)</u>	<u>107.74</u>

**Addison Public Library
Revenue Report
For the 8 Months Ended December 31, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<u>Other</u>					
80-46-3029 - Interest on IMET	173,755.43	19,295.04	0.00	(19,295.04)	0.00
80-47-3019 - Capital Donations	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>0.00</u>
	<u>173,755.43</u>	<u>19,295.04</u>	<u>100,000.00</u>	<u>80,704.96</u>	<u>19.30</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>173,755.43</u>	<u>19,295.04</u>	<u>100,000.00</u>	<u>80,704.96</u>	<u>19.30</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>380,466.43</u>	<u>6,522,898.46</u>	<u>6,136,165.64</u>	<u>(386,732.82)</u>	<u>106.30</u>

**Addison Public Library
Expense Report
For the 8 Months Ended December 31, 2023**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	211,961.46	1,803,050.50	3,150,000.00	1,346,949.50	57.24	42.76
10-50-2200 - Employer F.I.C.A. Expense	15,942.53	135,741.60	251,070.00	115,328.40	54.07	45.93
10-50-2300 - Employer I.M.R.F. Expense	13,353.52	114,401.83	206,211.00	91,809.17	55.48	44.52
10-50-2400 - Health Insurance	31,209.09	290,445.78	515,000.00	224,554.22	56.40	43.60
10-50-2450 - Employee Assistance Program	0.00	3,250.00	3,250.00	0.00	100.00	0.00
10-50-2500 - Recruiting	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>272,466.60</u>	<u>2,346,889.71</u>	<u>4,126,531.00</u>	<u>1,779,641.29</u>	<u>56.87</u>	<u>43.13</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	5,415.45	40,001.70	72,000.00	31,998.30	55.56	44.44
10-52-3900 - Children Other Expenditures	<u>1,229.27</u>	<u>18,282.46</u>	<u>31,000.00</u>	<u>12,717.54</u>	<u>58.98</u>	<u>41.02</u>
	<u>6,644.72</u>	<u>58,284.16</u>	<u>103,000.00</u>	<u>44,715.84</u>	<u>56.59</u>	<u>43.41</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	15,308.38	105,214.03	166,000.00	60,785.97	63.38	36.62
10-54-3900 - Adult Other Expenditures	<u>10,878.72</u>	<u>51,055.07</u>	<u>88,000.00</u>	<u>36,944.93</u>	<u>58.02</u>	<u>41.98</u>
	<u>26,187.10</u>	<u>156,269.10</u>	<u>254,000.00</u>	<u>97,730.90</u>	<u>61.52</u>	<u>38.48</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	27.50	9,348.00	11,000.00	1,652.00	84.98	15.02
10-55-3500 - Online Databases	24,528.50	152,470.44	221,000.00	68,529.56	68.99	31.01
10-55-3860 - E-Books	792.95	46,940.50	75,000.00	28,059.50	62.59	37.41
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>3,250.00</u>	<u>46,000.00</u>	<u>42,750.00</u>	<u>7.07</u>	<u>92.93</u>
	<u>25,348.95</u>	<u>212,008.94</u>	<u>353,000.00</u>	<u>140,991.06</u>	<u>60.06</u>	<u>39.94</u>
Total Library Materials	<u>58,180.77</u>	<u>426,562.20</u>	<u>710,000.00</u>	<u>283,437.80</u>	<u>60.08</u>	<u>39.92</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	0.00	2,415.84	12,000.00	9,584.16	20.13	79.87
10-56-4410 - Collection Agency Fees	0.00	1,596.05	3,500.00	1,903.95	45.60	54.40
10-56-4420 - Equipment Rental & Leasing	149.85	1,008.12	4,000.00	2,991.88	25.20	74.80
10-56-4450 - Accounting Service Fees	2,020.00	15,970.00	23,000.00	7,030.00	69.43	30.57
10-56-4500 - Payroll Service Fees	4,333.42	33,325.79	55,500.00	22,174.21	60.05	39.95
10-56-4600 - Audit Service Fees	0.00	3,850.00	8,400.00	4,550.00	45.83	54.17
10-56-4900 - Other Contracts	<u>347.06</u>	<u>24,825.90</u>	<u>50,000.00</u>	<u>25,174.10</u>	<u>49.65</u>	<u>50.35</u>
	<u>6,850.33</u>	<u>82,991.70</u>	<u>156,400.00</u>	<u>73,408.30</u>	<u>53.06</u>	<u>46.94</u>

Addison Public Library Expense Report For the 8 Months Ended December 31, 2023

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	0.00	11,383.81	25,000.00	13,616.19	45.54	54.46
10-58-5120 - Water Service	591.20	2,374.65	3,500.00	1,125.35	67.85	32.15
10-58-5310 - Refuse Disposal Service	0.00	2,446.55	5,000.00	2,553.45	48.93	51.07
10-58-5320 - Cleaning Service	<u>5,400.00</u>	<u>51,804.00</u>	<u>75,000.00</u>	<u>23,196.00</u>	<u>69.07</u>	<u>30.93</u>
	<u>5,991.20</u>	<u>68,009.01</u>	<u>108,500.00</u>	<u>40,490.99</u>	<u>62.68</u>	<u>37.32</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	68.71	3,851.21	11,500.00	7,648.79	33.49	66.51
10-58-5570 - Leased Internet Access Line	<u>472.44</u>	<u>3,809.08</u>	<u>6,000.00</u>	<u>2,190.92</u>	<u>63.48</u>	<u>36.52</u>
	<u>541.15</u>	<u>7,660.29</u>	<u>17,500.00</u>	<u>9,839.71</u>	<u>43.77</u>	<u>56.23</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	3,204.04	24,778.81	35,000.00	10,221.19	70.80	29.20
10-58-5620 - HVAC	440.00	14,922.50	35,000.00	20,077.50	42.64	57.36
10-58-5690 - Other Building Materials & Repair	1,490.00	2,446.60	22,000.00	19,553.40	11.12	88.88
10-58-5710 - Equipment Maintenance & Repair	<u>4,017.03</u>	<u>59,668.16</u>	<u>75,000.00</u>	<u>15,331.84</u>	<u>79.56</u>	<u>20.44</u>
	<u>9,151.07</u>	<u>101,816.07</u>	<u>167,000.00</u>	<u>65,183.93</u>	<u>60.97</u>	<u>39.03</u>
Total Physical Services	<u>15,683.42</u>	<u>177,485.37</u>	<u>293,000.00</u>	<u>115,514.63</u>	<u>60.58</u>	<u>39.42</u>
<u>Automation</u>						
10-61-4800 - System Development	0.00	38,120.00	49,000.00	10,880.00	77.80	22.20
10-61-6100 - ILS Services	0.00	19,258.68	54,733.00	35,474.32	35.19	64.81
10-61-6110 - OCLC	(290.46)	290.46	7,655.00	7,364.54	3.79	96.21
10-61-6200 - Software/Licenses	<u>1,363.02</u>	<u>52,162.64</u>	<u>80,000.00</u>	<u>27,837.36</u>	<u>65.20</u>	<u>34.80</u>
	<u>1,072.56</u>	<u>109,831.78</u>	<u>191,388.00</u>	<u>81,556.22</u>	<u>57.39</u>	<u>42.61</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	2,332.70	2,000.00	(332.70)	116.64	(16.64)
10-62-7420 - Information Technology	0.00	725.56	1,600.00	874.44	45.35	54.65
10-62-7430 - Guest Services	0.00	983.00	1,500.00	517.00	65.53	34.47
10-62-7440 - Adult Services	0.00	1,237.03	1,680.00	442.97	73.63	26.37
10-62-7450 - Children Services	0.00	632.60	1,830.00	1,197.40	34.57	65.43
10-62-7455 - Teen Services	0.00	235.88	1,000.00	764.12	23.59	76.41
10-62-7460 - Materials Management	0.00	844.48	2,700.00	1,855.52	31.28	68.72
10-62-7470 - Staff In-Service	0.00	2,262.64	7,500.00	5,237.36	30.17	69.83
10-62-7480 - Board	0.00	1,450.00	2,500.00	1,050.00	58.00	42.00
10-62-7500 - Community Engagement	332.84	2,350.23	3,500.00	1,149.77	67.15	32.85
10-62-7510 - Memberships (Staff & Board)	699.42	7,427.42	11,000.00	3,572.58	67.52	32.48
10-62-7550 - In-State Travel	181.01	5,139.81	7,500.00	2,360.19	68.53	31.47
10-62-7560 - Out-of-State Travel	1,123.98	4,516.77	15,765.00	11,248.23	28.65	71.35
10-62-7600 - Tuition Reimbursement	<u>1,892.00</u>	<u>4,628.67</u>	<u>6,500.00</u>	<u>1,871.33</u>	<u>71.21</u>	<u>28.79</u>
	<u>4,229.25</u>	<u>34,766.79</u>	<u>66,575.00</u>	<u>31,808.21</u>	<u>52.22</u>	<u>47.78</u>

See Accountants' Compilation Report

Addison Public Library Expense Report For the 8 Months Ended December 31, 2023

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	1,566.89	14,724.60	23,000.00	8,275.40	64.02	35.98
10-64-8120 - Children Services Programs - General	856.99	8,704.30	15,000.00	6,295.70	58.03	41.97
10-64-8160 - Teen Program	1,108.18	8,908.76	19,000.00	10,091.24	46.89	53.11
10-64-8165 - Community Engagement Program	687.48	2,615.29	5,000.00	2,384.71	52.31	47.69
10-64-8170 - IT Programs	<u>0.00</u>	<u>2,201.43</u>	<u>8,000.00</u>	<u>5,798.57</u>	<u>27.52</u>	<u>72.48</u>
	<u>4,219.54</u>	<u>37,154.38</u>	<u>70,000.00</u>	<u>32,845.62</u>	<u>53.08</u>	<u>46.92</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	6,722.53	33,834.46	48,000.00	14,165.54	70.49	29.51
10-64-8220 - Flyers/Brochures	58.80	2,810.01	6,500.00	3,689.99	43.23	56.77
10-64-8910 - Other Promotions	<u>442.87</u>	<u>12,364.25</u>	<u>17,100.00</u>	<u>4,735.75</u>	<u>72.31</u>	<u>27.69</u>
	<u>7,224.20</u>	<u>49,008.72</u>	<u>71,600.00</u>	<u>22,591.28</u>	<u>68.45</u>	<u>31.55</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	315.20	3,986.28	10,000.00	6,013.72	39.86	60.14
10-66-9220 - Guest Services Supplies	1,121.99	2,179.12	4,000.00	1,820.88	54.48	45.52
10-66-9230 - Adult Services Supplies	335.33	559.11	1,000.00	440.89	55.91	44.09
10-66-9240 - Children Services Supplies	225.01	1,744.72	3,500.00	1,755.28	49.85	50.15
10-66-9245 - Teen Services Supplies	0.00	547.33	1,000.00	452.67	54.73	45.27
10-66-9250 - Materials Management Supplies	3,889.71	16,595.41	35,000.00	18,404.59	47.42	52.58
10-66-9270 - Information Technology Supplies	2,083.99	17,151.57	20,000.00	2,848.43	85.76	14.24
10-66-9290 - Postage	32.30	5,758.73	10,000.00	4,241.27	57.59	42.41
10-66-9300 - Library Wide Supplies	(1,279.54)	8,151.38	10,500.00	2,348.62	77.63	22.37
10-66-9330 - Community Engagement Supplies	<u>150.52</u>	<u>3,284.34</u>	<u>5,000.00</u>	<u>1,715.66</u>	<u>65.69</u>	<u>34.31</u>
	<u>6,874.51</u>	<u>59,957.99</u>	<u>100,000.00</u>	<u>40,042.01</u>	<u>59.96</u>	<u>40.04</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	0.00	1,030.33	5,000.00	3,969.67	20.61	79.39
10-66-9520 - Workers' Compensation Insurance	0.00	9,100.00	12,000.00	2,900.00	75.83	24.17
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>47,933.00</u>	<u>65,000.00</u>	<u>17,067.00</u>	<u>73.74</u>	<u>26.26</u>
	<u>0.00</u>	<u>58,063.33</u>	<u>82,000.00</u>	<u>23,936.67</u>	<u>70.81</u>	<u>29.19</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	1,662.40	12,881.30	52,692.00	39,810.70	24.45	75.55
10-66-9885 - RAILS Catalog Membership Grant Agreement Expense	<u>0.00</u>	<u>13,000.00</u>	<u>0.00</u>	<u>(13,000.00)</u>	<u>0.00</u>	<u>100.00</u>
	<u>1,662.40</u>	<u>25,881.30</u>	<u>52,692.00</u>	<u>26,810.70</u>	<u>49.12</u>	<u>50.88</u>

**Addison Public Library
Expense Report
For the 8 Months Ended December 31, 2023**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<u>Other Expenses</u>						
10-66-9910 - Hardware	3,174.36	21,732.14	50,000.00	28,267.86	43.46	56.54
10-66-9920 - Furniture and Equipment	222.60	330.39	10,000.00	9,669.61	3.30	96.70
10-66-9930 - Reciprocal Borrowing Expense	0.00	139.41	1,000.00	860.59	13.94	86.06
10-66-9940 - Cable Broadcast	400.00	2,800.00	4,800.00	2,000.00	58.33	41.67
10-66-9945 - Back to School Fair Expenses	0.00	9,449.22	0.00	(9,449.22)	0.00	100.00
10-66-9950 - Donations	0.00	0.00	500.00	500.00	0.00	100.00
10-66-9955 - PLA Digital Literacy Workshop Incentive	200.00	2,547.02	0.00	(2,547.02)	0.00	100.00
10-66-9960 - Friends of the Library	2,000.00	12,760.00	15,000.00	2,240.00	85.07	14.93
10-66-9970 - FUNshine Committee	116.46	1,601.17	3,800.00	2,198.83	42.14	57.86
10-66-9980 - Staff Recognition	147.76	2,159.52	9,000.00	6,840.48	23.99	76.01
10-66-9990 - Contingency	0.00	0.00	100.00	100.00	0.00	100.00
	<u>6,261.18</u>	<u>53,518.87</u>	<u>94,200.00</u>	<u>40,681.13</u>	<u>56.81</u>	<u>43.19</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>14,798.09</u>	<u>197,421.49</u>	<u>328,892.00</u>	<u>131,470.51</u>	<u>60.03</u>	<u>39.97</u>
Total General Fund Expenditures	<u>384,724.76</u>	<u>3,462,112.14</u>	<u>6,014,386.00</u>	<u>2,552,273.86</u>	<u>57.56</u>	<u>42.44</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	250,000.00	250,000.00	0.00	100.00
80-55-1905 - FY 24 Renovation Project	0.00	256,290.01	10,000,000.00	9,743,709.99	2.56	97.44
	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<u>RFID Project</u>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>256,290.01</u>	<u>10,250,000.00</u>	<u>9,993,709.99</u>	<u>2.50</u>	<u>97.50</u>
<u>Rebillables Fund</u>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>384,724.76</u>	<u>3,718,402.15</u>	<u>16,264,386.00</u>	<u>12,545,983.85</u>	<u>22.86</u>	<u>77.14</u>

See Accountants' Compilation Report

Addison Public Library Check Register

All Bank Accounts
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Addison Public Library 500004				1288	12/01/23	<u>2,000.00</u>
10-66-9960	Friends of the Library	Addison Public Library 500004	2,000.00			
Albertsons - Safeway 112213				21261	12/12/23	<u>219.63</u>
10-66-9970	FUNshine Committee	11/10/23	112.61			
10-64-8160	Teen Program	11/29/23 Lunch Bunch	17.98			
10-64-8100	Adult Services Programs	11/17/23 Free Time Friday	13.97			
10-64-8100	Adult Services Programs	11/10/23	15.96			
10-64-8100	Adult Services Programs	12/6/23	13.15			
10-64-8120	Children Services Programs - General	12/1/23 Las Posadas	9.07			
10-66-9330	Community Engagement Supplies	11-15-23	11.89			
10-66-9980	Staff Recognition	11/20/23	25.00			
Albertsons - Safeway 112213				21261	12/12/23	<u>(219.63)</u>
10-66-9970	FUNshine Committee	TO VOID CHECK #21261	-112.61			
10-64-8160	Teen Program	TO VOID CHECK #21261	-17.98			
10-64-8100	Adult Services Programs	TO VOID CHECK #21261	-13.97			
10-64-8100	Adult Services Programs	TO VOID CHECK #21261	-15.96			
10-64-8100	Adult Services Programs	TO VOID CHECK #21261	-13.15			
10-64-8120	Children Services Programs - General	TO VOID CHECK #21261	-9.07			
10-66-9330	Community Engagement Supplies	TO VOID CHECK #21261	-11.89			
10-66-9980	Staff Recognition	TO VOID CHECK #21261	-25.00			
Nicor Gas 241916				21262	12/12/23	<u>(2,366.01)</u>
10-58-5100	Natural Gas Service	TO VOID CHECK #21262	-2,366.01			
Nicor Gas 241916				21262	12/12/23	<u>2,366.01</u>
10-58-5100	Natural Gas Service	Acct #6689551902 4	2,366.01			
ADP, LLC #110146				21263	12/12/23	<u>4,333.42</u>
10-56-4500	Payroll Service Fees	Inv #648573109	3,964.92			
10-56-4500	Payroll Service Fees	Inv #648572536	368.50			
Albertsons - Safeway 112213				21264	12/12/23	<u>219.63</u>
10-66-9970	FUNshine Committee	11/10/23	112.61			
10-64-8160	Teen Program	11/29/23	17.98			
10-64-8100	Adult Services Programs	12/6/23	13.15			
10-64-8100	Adult Services Programs	11/17/23	13.97			
10-64-8100	Adult Services Programs	11/10/23	15.96			
10-64-8120	Children Services Programs - General	12/1/23 Las Posadas	9.07			
10-66-9330	Community Engagement Supplies	11/15/23	11.89			

Addison Public Library Check Register

All Bank Accounts
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9980	Staff Recognition	11/20/23	25.00			
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #6689551902 4	2,366.01	21265	12/12/23	<u>2,366.01</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	2,715.00	21266	12/18/23	<u>2,715.00</u>
Village of Addison - HSA 10-50-2400	Health Insurance	ER & EE HSA Contribution for 12/20/23 Payroll	1,411.81	21267	12/18/23	<u>1,411.81</u>
Verizon 10-58-5570	Leased Internet Access Line	Inv #9951096822	94.14	21268	12/22/23	<u>94.14</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS January 2024	28,194.70	21269	12/22/23	<u>28,194.70</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental January 2024	2,024.82	21270	12/22/23	<u>2,024.82</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP January 2024	279.69	21271	12/22/23	<u>279.69</u>
4imprint, Inc. 162600 10-66-9220	Guest Services Supplies	Inv# 12023372	431.02	37923	01/04/24	<u>1,117.69</u>
10-64-8160	Teen Program	Inv# 11992778	206.50			
10-64-8100	Adult Services Programs	Inv# 11992778	200.00			
10-66-9920	Furniture and Equipment	Inv# 11992778	222.60			
10-64-8165	Community Engagement Program	Inv# 11992778	57.57			
Addison Public Library 500004 10-11-1070	Cash in Bank - Harris Bank Librarian	Reimbursement	0.40	37924	01/04/24	<u>0.40</u>
Addison Public Library 500004 10-11-1065	Cash in Bank - Harris Bank Friends	Addison Public Library 500004	0.32	37925	01/04/24	<u>1.12</u>
10-11-1065	Cash in Bank - Harris Bank Friends	Addison Public Library 500004	0.80			
Addison Public Library 500004 10-11-1065	Cash in Bank - Harris Bank Friends	TO VOID CHECK #37925	-0.32	37925	01/04/24	<u>(1.12)</u>
10-11-1065	Cash in Bank - Harris Bank Friends	TO VOID CHECK #37925	-0.80			

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All Bank Accounts
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Amazon Capital Services 112300				37926	01/04/24	<u>690.77</u>
10-66-9240	Children Services Supplies	Inv# 1Y17-WDHT-WD9P	37.97			
10-66-9970	FUNshine Committee	Inv# 143K-GG61-7CP1	7.99			
10-66-9970	FUNshine Committee	Inv# 1JNY-QGHV-W3G9	46.52			
10-66-9300	Library Wide Supplies	Inv# 17KC-V4RP-6DRJ	-27.59			
10-66-9300	Library Wide Supplies	Inv# 1XWD-X9KH-QHR3	286.66			
10-64-8160	Teen Program	Inv# 143K-GG61-7CP1	40.42			
10-64-8100	Adult Services Programs	Inv# 143K-GG61-7CP1	40.42			
10-64-8120	Children Services Programs - General	Inv# 143K-GG61-7CP1	7.99			
10-66-9270	Information Technology Supplies	Inv# 1YF9-WT17-VRPM	44.99			
10-66-9270	Information Technology Supplies	Inv# 1JR3-RJQF-WDCM	154.56			
10-64-8165	Community Engagement Program	Inv# 143K-GG61-7CP1	40.42			
10-54-3110	Adult Books	Inv# 11DT-4DFQ-VTXH	10.42			
Amazon Capital Services 112300				37927	01/04/24	<u>290.68</u>
10-52-3900	Children Other Expenditures	Inv# 1DK3-JTYK-VWMP	42.95			
10-54-3110	Adult Books	Inv# 1CWK-41D4-TWCN	35.74			
10-54-3110	Adult Books	Inv# 1Q6C-CJVC-WHXT	165.88			
10-54-3110	Adult Books	Inv# 1QFV-WYG3-WWWW	20.13			
10-54-3900	Adult Other Expenditures	Inv# 1DK3-JTYK-VWMP	25.98			
Blackstone Publishing, Inc 122220				37928	01/04/24	<u>721.03</u>
10-54-3900	Adult Other Expenditures	Inv# 2133219	721.03			
BMO Harris Bank N.A. - Payments 122301				37929	01/04/24	<u>6,777.03</u>
10-55-3500	Online Databases	New Readers Press	162.50			
10-58-5690	Other Building Materials & Repair	GexPro	1,490.00			
10-62-7560	Out-of-State Travel	SouthWest	632.38			
10-62-7560	Out-of-State Travel	American Airlines	213.80			
10-62-7560	Out-of-State Travel	Computers in Libraries Conference 2024	277.80			
10-66-9240	Children Services Supplies	JoAnn Plus	84.32			
10-66-9210	Office Supplies	Twisted Cookies	122.72			
10-66-9210	Office Supplies	HR Source	61.12			
10-64-8910	Other Promotions	AD Studio	77.87			
10-66-9840	Per Capita Grant - Current Year	Illinois Notary Workshops	135.60			
10-66-9840	Per Capita Grant - Current Year	Illinois Notary Workshops	135.60			
10-66-9840	Per Capita Grant - Current Year	Illinois Notary Workshops	135.60			
10-66-9840	Per Capita Grant - Current Year	Illinois Notary Workshops	135.60			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Zoho	123.50			
10-61-6200	Software/Licenses	Screenconnect	36.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-61-6200	Software/Licenses	Adobe	320.04			
10-61-6200	Software/Licenses	Zoom	15.99			
10-61-6200	Software/Licenses	Lightspeed	94.50			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	SMTP2Go	15.00			
10-61-6200	Software/Licenses	Zoho	115.00			
10-66-9970	FUNshine Committee	Sam's Club	23.94			
10-66-9970	FUNshine Committee	Mediterranean Kitchen	16.19			
10-66-9300	Library Wide Supplies	Sam's Club	13.08			
10-64-8160	Teen Program	Sam's Club	123.60			
10-64-8160	Teen Program	Sam's Club	35.91			
10-64-8100	Adult Services Programs	Sam's Club	35.91			
10-64-8100	Adult Services Programs	Sam's Club	88.06			
10-58-5610	Building Supplies	Petco	79.94			
10-62-7510	Memberships (Staff & Board)	ALA Division	35.42			
10-66-9290	Postage	USPS	32.30			
10-64-8165	Community Engagement Program	Dollar Tree	24.47			
10-66-9330	Community Engagement Supplies	Signs	114.76			
10-66-9330	Community Engagement Supplies	Sam's Club	35.76			
10-66-9980	Staff Recognition	Portillos	90.78			
10-66-9980	Staff Recognition	Portillos	56.98			
10-54-3900	Adult Other Expenditures	Mobile Beacon	930.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon	600.00			
CDS Office Technologies 131476				37930	01/04/24	<u>1,155.00</u>
10-66-9270	Information Technology Supplies	Inv# INV1579551	1,155.00			
CDW Government 131480				37931	01/04/24	<u>1,948.10</u>
10-54-3900	Adult Other Expenditures	Inv# NN98030	1,948.10			
Center Point Publishing 131571				37932	01/04/24	<u>97.08</u>
10-54-3110	Adult Books	Inv# 2063127	97.08			
Children's Plus, Inc. 131861				37933	01/04/24	<u>2,469.95</u>
10-52-3100	Children Books	Inv# 238629	2,469.95			
Cintas Fire Protection 131961				37934	01/04/24	<u>3,707.78</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 0F94077753	3,707.78			
Comcast 132548				37935	01/04/24	<u>68.71</u>
10-58-5510	Telephone	Acct# 8771201830148973	68.71			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Dell 141554 10-66-9910	Hardware	Inv# 10720028381	3,174.36	37936	01/04/24	<u>3,174.36</u>
Demco Inc 141551 10-66-9220	Guest Services Supplies	Inv# 7412069	105.97	37937	01/04/24	<u>105.97</u>
Dupage Children Museum 10-64-8120	Children Services Programs - General	DCM Pop-Up Deposit - 02.10.24	100.00	37938	01/04/24	<u>100.00</u>
Ebsco Information Services 151271 10-55-3500	Online Databases	Inv# 1000218634-1	2,549.00	37939	01/04/24	<u>2,549.00</u>
Encyclopaedia Britannice, Inc 152251 10-55-3500	Online Databases	Inv# Q-86026-1	2,700.00	37940	01/04/24	<u>2,700.00</u>
Francotyp-Postalia, Inc 162817 10-56-4420	Equipment Rental & Leasing	Inv#RI106022902	149.85	37941	01/04/24	<u>149.85</u>
Home Life, Inc 262700 10-55-3400	Magazines/News	Inv# Siever16-2023	27.50	37942	01/04/24	<u>27.50</u>
IL Library Association 192210 10-62-7510	Memberships (Staff & Board)	Inv# 260155	100.00	37943	01/04/24	<u>100.00</u>
Libraries First 192468 10-66-9840 10-66-9840	Per Capita Grant - Current Year Per Capita Grant - Current Year	Inv#8554 Inv#8555	560.00 560.00	37944	01/04/24	<u>1,120.00</u>
Library Supply Solutions 221925 10-66-9250	Materials Management Supplies	Inv# 21948-23	3,054.00	37945	01/04/24	<u>3,054.00</u>
Manufacturers News Inc 231168 10-54-3110	Adult Books	Inv# A11446-00	238.90	37946	01/04/24	<u>238.90</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Mission Square Plan#306740 - 01.03.24	2,715.00	37947	01/04/24	<u>2,715.00</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Pat Trampas, Essentrics - 01.17.24	80.00	37948	01/04/24	<u>80.00</u>
Playaway 262219				37949	01/04/24	<u>583.93</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3900	Children Other Expenditures	Inv# 449016	583.93			
Quill 273145				37950	01/04/24	<u>686.54</u>
10-66-9230	Adult Services Supplies	Inv#36196776	14.06			
10-66-9230	Adult Services Supplies	Inv#36186947	70.32			
10-66-9210	Office Supplies	Inv#35928232	109.99			
10-66-9210	Office Supplies	Inv#35881958	4.39			
10-66-9300	Library Wide Supplies	Inv#36186947	47.84			
10-66-9300	Library Wide Supplies	Inv#35958330	25.67			
10-66-9300	Library Wide Supplies	Inv#36045953	50.85			
10-66-9300	Library Wide Supplies	Inv#36028365	39.59			
10-66-9300	Library Wide Supplies	Inv#36045786	253.45			
10-66-9300	Library Wide Supplies	Inv#35846488	70.38			
Royal Publishing Inc 282526				37951	01/04/24	<u>365.00</u>
10-64-8910	Other Promotions	Inv# 8107242	365.00			
Sir Speedy Printing 291970				37952	01/04/24	<u>99.00</u>
10-64-8120	Children Services Programs - General	Inv#87475	99.00			
Village of Addison - HSA				37953	01/04/24	<u>2,347.28</u>
10-50-2400	Health Insurance	HSA - Payroll 01.03.24	2,347.28			
Village of Addison: Misc Exp 500010				37954	01/04/24	<u>1,534.68</u>
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - January 2024	88.00			
10-22-0255	Other Insurance Withholding Payable	January 2024 Insurance	27.90			
10-22-0255	Other Insurance Withholding Payable	TransAmerica November 2023	158.15			
10-22-0255	Other Insurance Withholding Payable	Misc List Bill - January 2024	564.77			
10-22-0255	Other Insurance Withholding Payable	Standard Self Bill - January 2024	695.86			
Village of Addison: Water Ser 500013				37955	01/04/24	<u>591.20</u>
10-58-5120	Water Service	Acct# 5433070004-001 - Bil Date: 12.20.23	591.20			
Allie Mendelson 892180				37956	01/16/24	<u>13.10</u>
10-62-7550	In-State Travel	BMO Bank - 12.27.23	13.10			
Amazon Capital Services 112300				37957	01/16/24	<u>1,447.48</u>
10-66-9230	Adult Services Supplies	Inv# 1YX7-M3MC-RN36	250.95			
10-66-9240	Children Services Supplies	Inv# 17MQ-YPGF-KQQ1	102.72			
10-66-9210	Office Supplies	Inv# 1T3T-4P6V-KWQ3	16.98			
10-66-9250	Materials Management Supplies	Inv# 1L6R-MHV4-L6NK	41.98			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9270	Information Technology Supplies	Inv# 1Q19-3CQK-KJN1	630.90			
10-66-9270	Information Technology Supplies	Inv# 1QF9-HHXV-RR6X	98.54			
10-64-8165	Community Engagement Program	Inv# 139K-DQQD-TC33	45.24			
10-52-3100	Children Books	Inv# 1NC1-FNGJ-TJKC	14.77			
10-54-3110	Adult Books	Inv# 1D71-7DPF-RYP7	74.03			
10-54-3110	Adult Books	Inv# 1MFT-3DFD-RD7J	96.13			
10-54-3900	Adult Other Expenditures	Inv# 1MFT-3DFD-RD7J	17.26			
10-54-3900	Adult Other Expenditures	Inv# 17YK-RTMM-TNTG	57.98			
Amazon Capital Services 112300				37958	01/16/24	<u>54.92</u>
10-52-3900	Children Other Expenditures	Inv# 16LN-XPPN-LF33	14.99			
10-54-3110	Adult Books	Inv# 1L3L- JX6F-VCRX	39.93			
American Library Association				37959	01/16/24	<u>881.00</u>
10-62-7510	Memberships (Staff & Board)	ALA# 0171705	317.00			
10-62-7510	Memberships (Staff & Board)	ALA# 1272604	247.00			
10-62-7500	Community Engagement	ALA# 1189553	317.00			
Ana Beltran 892191				37960	01/16/24	<u>1,028.00</u>
10-62-7600	Tuition Reimbursement	Tuition Reimbursement - 12.28.23	1,028.00			
Andertoons 231182				37961	01/16/24	<u>350.00</u>
10-64-8160	Teen Program	Drawing Instructor - 01.18.24	350.00			
Angelo Sorce Productions 112417				37962	01/16/24	<u>400.00</u>
10-66-9940	Cable Broadcast	Inv# 0875	400.00			
Baker & Taylor 120230				37963	01/16/24	<u>36.69</u>
10-52-3900	Children Other Expenditures	Inv# 2037999450	36.69			
Baker & Taylor 120290				37964	01/16/24	<u>1,352.46</u>
10-66-9250	Materials Management Supplies	Inv# 2037994787	2.38			
10-66-9250	Materials Management Supplies	Inv# 2037994561	77.35			
10-66-9250	Materials Management Supplies	Inv# 2037996628	16.66			
10-66-9250	Materials Management Supplies	Inv# 2037974899	1.19			
10-66-9250	Materials Management Supplies	Inv# 2037946229	1.19			
10-66-9250	Materials Management Supplies	Inv# 2038008394	26.18			
10-52-3100	Children Books	Inv# 2037994786	736.56			
10-52-3100	Children Books	Inv# 2037974898	17.43			
10-52-3100	Children Books	Inv# 2037946228	30.87			
10-52-3100	Children Books	Inv# 2038008393	442.65			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Baker & Taylor 120300				37965	01/16/24	<u>1,423.82</u>
10-66-9250	Materials Management Supplies	Inv# 2037994823	292.74			
10-66-9250	Materials Management Supplies	Inv# 20237970173	7.14			
10-54-3900	Adult Other Expenditures	Inv# 2037970172	29.14			
10-54-3900	Adult Other Expenditures	Inv# 2037994822	1,094.80			
Baker & Taylor 120310				37966	01/16/24	<u>13,255.19</u>
10-66-9250	Materials Management Supplies	Inv# 2037994565	54.74			
10-66-9250	Materials Management Supplies	Inv# 2038008439	23.80			
10-66-9250	Materials Management Supplies	Inv# 2038004629	44.03			
10-66-9250	Materials Management Supplies	Inv# 2037971297	1.19			
10-66-9250	Materials Management Supplies	Inv# 2037996431	90.44			
10-66-9250	Materials Management Supplies	Inv# 2037996350	122.57			
10-66-9250	Materials Management Supplies	Inv# 2037994812	32.13			
10-54-3110	Adult Books	Inv# 2038004628	1,185.03			
10-54-3110	Adult Books	Inv# 2037994564	657.26			
10-54-3110	Adult Books	Inv# 2037996430	3,998.05			
10-54-3110	Adult Books	Inv# 2037996349	2,987.86			
10-54-3110	Adult Books	Inv# 2037994811	3,364.39			
10-54-3110	Adult Books	Inv# 2037971296	28.29			
10-54-3110	Adult Books	Inv# 2038008438	665.41			
Brigit Goudie 892136				37967	01/16/24	<u>150.00</u>
10-64-8120	Children Services Programs - General	Watercolor Painting - 02.08.24	150.00			
Brooke Sievers 829192				37968	01/16/24	<u>20.60</u>
10-62-7550	In-State Travel	Asst. Directors Lunch -12.15.23	20.60			
CDS Office Technologies 131476				37969	01/16/24	<u>309.25</u>
10-58-5710	Equipment Maintenance & Repair	Inv# INV1580998	309.25			
Children's Plus, Inc. 131861				37970	01/16/24	<u>1,289.70</u>
10-52-3100	Children Books	Inv# 239566	231.45			
10-52-3100	Children Books	Inv# 239217	1,058.25			
Chris Pudelek 829225				37971	01/16/24	<u>10.74</u>
10-62-7550	In-State Travel	Legislative Lunch - ILA - 12.19.23	10.74			
Complete Cleaning 132523				37972	01/16/24	<u>5,400.00</u>
10-58-5320	Cleaning Service	Inv# C26025	5,400.00			
Crimson Multimedia Dist. 132835				37973	01/16/24	<u>528.77</u>

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10-54-3900	Adult Other Expenditures	Inv# 012996	60.00			
10-54-3900	Adult Other Expenditures	Inv# 012993	356.33			
10-54-3900	Adult Other Expenditures	Inv# 012994	112.44			
D&Z House of Books Inc 143662				37974	01/16/24	<u>1,159.08</u>
10-52-3100	Children Books	Inv#2023/I162315	413.52			
10-54-3110	Adult Books	Inv# 2023/I162314	745.56			
Gabriela Tafolla 162821				37975	01/16/24	<u>119.78</u>
10-64-8165	Community Engagement Program	Program Materials & Books for Book Bike - 12.29.23	119.78			
GALE/CENGAGE Learning 171152				37976	01/16/24	<u>860.49</u>
10-54-3110	Adult Books	Inv# 83075865	860.49			
Ingram Library Service 192452				37977	01/16/24	<u>37.80</u>
10-54-3110	Adult Books	Inv# 79688593	18.93			
10-54-3110	Adult Books	Inv# 79688592	18.87			
Jenny Cuevas 892155				37978	01/16/24	<u>20.96</u>
10-62-7550	In-State Travel	BMO Bank - 12.29.23	20.96			
Jodi Gianakopoulos 892160				37979	01/16/24	<u>42.50</u>
10-64-8100	Adult Services Programs	Freetime Fridays/ AS Programs - 12.12.23	42.50			
John M Elliott 20521				37980	01/16/24	<u>100.00</u>
10-64-8100	Adult Services Programs	John Elliot - Birds In Winter 01.22.24	100.00			
Karen Dini 814196				37981	01/16/24	<u>15.72</u>
10-62-7550	In-State Travel	BMO Bank - 12.27.23	15.72			
Kranz, Inc. 212800				37982	01/16/24	<u>2,936.07</u>
10-58-5610	Building Supplies	Order# 1795579-00	2,936.07			
Krystyna Jaroc 201175				37983	01/16/24	<u>500.00</u>
10-64-8120	Children Services Programs - General	Valentine's Day Craft W/ Krystyna - 02.06.24	500.00			
Lauterbach&Amen LLP 172582				37984	01/16/24	<u>2,020.00</u>
10-56-4450	Accounting Service Fees	Inv# 86343	1,750.00			
10-56-4450	Accounting Service Fees	Inv# 85621	270.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Len's Ace Hardware, Inc. 221567				37985	01/16/24	<u>247.39</u>
10-66-9300	Library Wide Supplies	Inv# 510218/1	59.36			
10-58-5610	Building Supplies	Inv# 510685/1	28.77			
10-58-5610	Building Supplies	Inv# 509603/1	39.56			
10-58-5610	Building Supplies	Inv# 510590/1	91.84			
10-58-5610	Building Supplies	Inv# 510656/1	27.86			
Lesley Cyrier 892152				37986	01/16/24	<u>24.57</u>
10-62-7550	In-State Travel	Kiwanis - 12.19.23	2.75			
10-66-9970	FUNshine Committee	Farewell Gift for Nick Erdman - 12.10.23	21.82			
Library Ideas 221922				37987	01/16/24	<u>43.96</u>
10-52-3900	Children Other Expenditures	Inv#105573	43.96			
LinkedIn Corporation				37988	01/16/24	<u>7,000.00</u>
10-55-3500	Online Databases	Inv# 10112160707	7,000.00			
Marilyn Williams 823600				37989	01/16/24	<u>18.34</u>
10-62-7550	In-State Travel	BMO Bank - 01.02.24	18.34			
Marti LaHood - 281914				37990	01/16/24	<u>160.00</u>
10-64-8100	Adult Services Programs	Chair Yoga - 01.11 & 01.25	160.00			
Matthew Williams 892182				37991	01/16/24	<u>60.05</u>
10-62-7550	In-State Travel	Deliver Promotional Materials, Presentation, Kiwanis Meeting - 12.29.23	44.21			
10-62-7500	Community Engagement	Deliver Promotional Materials, Presentation, Kiwanis Meeting - 12.29.23	15.84			
Midwest Tape 231925				37992	01/16/24	<u>4,449.38</u>
10-55-3860	E-Books	Inv# 504837673	792.95			
10-52-3900	Children Other Expenditures	Inv# 504865231	37.49			
10-52-3900	Children Other Expenditures	Inv# 504837139	469.26			
10-54-3900	Adult Other Expenditures	Inv# 504837138	2,781.30			
10-54-3900	Adult Other Expenditures	Inv# 504737634	57.73			
10-54-3900	Adult Other Expenditures	Inv# 504741975	48.73			
10-54-3900	Adult Other Expenditures	Inv# 504781842	47.23			
10-54-3900	Adult Other Expenditures	Inv# 504862639	46.48			
10-54-3900	Adult Other Expenditures	Inv# 504819317	67.49			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 504837136	100.72			
Morningstar Inc 232576 10-55-3500	Online Databases	Subcriptiond ID# 36388785	12,117.00	37993	01/16/24	<u>12,117.00</u>
Nardi's Pizza 241172 10-64-8160	Teen Program	Inv# 408409 - 12.14.23	92.25	37994	01/16/24	<u>351.75</u>
10-64-8160	Teen Program	Inv# 210653 - 12.21.23	91.75			
10-64-8160	Teen Program	Inv# 408407 - 11.30.23	97.25			
10-64-8160	Teen Program	Inv# 408408 - 12.07.23	70.50			
Nelly Mancilla 301828 10-64-8100	Adult Services Programs	Learn Spanish with the Language Lab - Jan 8, 15, 22, 29, 2024	425.00	37995	01/16/24	<u>425.00</u>
Paul Rubio 10-62-7550	In-State Travel	BMO Bank - 12.27.23	7.86	37996	01/16/24	<u>7.86</u>
Playaway 262219 10-54-3900	Adult Other Expenditures	Inv# 449189	1,775.98	37997	01/16/24	<u>1,775.98</u>
Ra'am Integration Solutions 10-58-5620	HVAC	Inv# 1447	440.00	37998	01/16/24	<u>440.00</u>
Samantha Parkison 892193 10-62-7550	In-State Travel	Middleterranean - 12.29.23	2.88	37999	01/16/24	<u>2.88</u>
Sherie C Shapiro 291967 10-64-8100	Adult Services Programs	Timeless Fitnerss -01.18.24	75.00	38000	01/16/24	<u>75.00</u>
Sidecar Publications LLC 291920 10-61-6200	Software/Licenses	Inv# INV-3388	588.00	38001	01/16/24	<u>588.00</u>
Steven Krage 212700 10-62-7600	Tuition Reimbursement	Tuition Reimbursement - 12.20.23	864.00	38002	01/16/24	<u>864.00</u>
Susan Eilers 815196 10-62-7550	In-State Travel	BMO Bank - 12.27.23	19.65	38003	01/16/24	<u>19.65</u>
Team One Repair, Inc. 301514 10-66-9220	Guest Services Supplies	Inv# 1502908	585.00	38004	01/16/24	<u>585.00</u>

Addison Public Library

Check Register

All Bank Accounts
December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	Inv# T2408166	378.30	38005	01/16/24	<u>378.30</u>
Very Smart People LLC 261825 10-66-9955	PLA Digital Literacy Workshop Incentive	Share Photos Online - 01.25.24	200.00	38006	01/16/24	<u>200.00</u>
Victoria Rayel 321919 10-64-8165	Community Engagement Program	Crafting Your Unique Brand to Elevate your Job Search- 01.31.24	200.00	38007	01/16/24	<u>200.00</u>
Victoria Rayel 321919 10-64-8165	Community Engagement Program	Unlocking Success Discovering Your Job Search - 02.07.24	200.00	38008	01/16/24	<u>200.00</u>
Violeta Trujeque Del Rivero 321962 10-64-8100	Adult Services Programs	Violet Velvet Cooking Classes LLC - 02.05.24	320.00	38009	01/16/24	<u>320.00</u>
VisoGraphic 322200 10-64-8210 10-64-8220	Newletter Flyers/Brochures	Inv# 239475 Inv# 239451	6,722.53 58.80	38010	01/16/24	<u>6,781.33</u>
Yesenia Benavidez 892185 10-62-7550 10-62-7550	In-State Travel In-State Travel	AELC Festival of Trees - 12.29.23 Food for the Soul Community Pantry - 12.29.23	3.41 0.79	38011	01/16/24	<u>4.20</u>

Check List Total 158,109.41

Plus December payroll for 2023: \$241,257.51

Grand Total: \$399,366.92

Addison Public Library**Check List**

All Bank Accounts

December 1, 2023 - January 16, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
1288	12/01/23	Addison Public Library 500004	2,000.00
21261	12/12/23	Albertsons - Safeway 112213	219.63
21261	12/12/23	Albertsons - Safeway 112213	(219.63)
21262	12/12/23	Nicor Gas 241916	(2,366.01)
21262	12/12/23	Nicor Gas 241916	2,366.01
21263	12/12/23	ADP, LLC #110146	4,333.42
21264	12/12/23	Albertsons - Safeway 112213	219.63
21265	12/12/23	Nicor Gas 241916	2,366.01
21266	12/18/23	Mission Square 231901	2,715.00
21267	12/18/23	Village of Addison - HSA	1,411.81
21268	12/22/23	Verizon	94.14
21269	12/22/23	Village of Addison:Health Ins 500011	28,194.70
21270	12/22/23	Village of Addison:Health Ins 500011	2,024.82
21271	12/22/23	Village of Addison:Health Ins 500011	279.69
37923	01/04/24	4imprint, Inc. 162600	1,117.69
37924	01/04/24	Addison Public Library 500004	0.40
37925	01/04/24	Addison Public Library 500004	1.12
37925	01/04/24	Addison Public Library 500004	(1.12)
37926	01/04/24	Amazon Capital Services 112300	690.77
37927	01/04/24	Amazon Capital Services 112300	290.68
37928	01/04/24	Blackstone Publishing, Inc 122220	721.03
37929	01/04/24	BMO Harris Bank N.A. - Payments 122301	6,777.03
37930	01/04/24	CDS Office Technologies 131476	1,155.00
37931	01/04/24	CDW Government 131480	1,948.10
37932	01/04/24	Center Point Publishing 131571	97.08
37933	01/04/24	Children's Plus, Inc. 131861	2,469.95
37934	01/04/24	Cintas Fire Protection 131961	3,707.78
37935	01/04/24	Comcast 132548	68.71
37936	01/04/24	Dell 141554	3,174.36
37937	01/04/24	Demco Inc 141551	105.97
37938	01/04/24	Dupage Children Museum	100.00
37939	01/04/24	Ebsco Information Services 151271	2,549.00
37940	01/04/24	Encyclopaedia Britannice, Inc 152251	2,700.00
37941	01/04/24	Francotyp-Postalia, Inc 162817	149.85
37942	01/04/24	Home Life, Inc 262700	27.50
37943	01/04/24	IL Library Association 192210	100.00
37944	01/04/24	Libraries First 192468	1,120.00
37945	01/04/24	Library Supply Solutions 221925	3,054.00
37946	01/04/24	Manufacturers News Inc 231168	238.90
37947	01/04/24	Mission Square 231901	2,715.00
37948	01/04/24	Patricia Trampas 261181	80.00
37949	01/04/24	Playaway 262219	583.93
37950	01/04/24	Quill 273145	686.54
37951	01/04/24	Royal Publishing Inc 282526	365.00
37952	01/04/24	Sir Speedy Printing 291970	99.00
37953	01/04/24	Village of Addison - HSA	2,347.28
37954	01/04/24	Village of Addison: Misc Exp 500010	1,534.68
37955	01/04/24	Village of Addison: Water Ser 500013	591.20
37956	01/16/24	Allie Mendelson 892180	13.10
37957	01/16/24	Amazon Capital Services 112300	1,447.48
37958	01/16/24	Amazon Capital Services 112300	54.92
37959	01/16/24	American Library Association	881.00
37960	01/16/24	Ana Beltran 892191	1,028.00
37961	01/16/24	Andertoons 231182	350.00
37962	01/16/24	Angelo Sorce Productions 112417	400.00
37963	01/16/24	Baker & Taylor 120230	36.69
37964	01/16/24	Baker & Taylor 120290	1,352.46

Addison Public Library

Check List

All Bank Accounts

December 1, 2023 - January 16, 2024

Check Number	Check Date	Payee	Amount
37965	01/16/24	Baker & Taylor 120300	1,423.82
37966	01/16/24	Baker & Taylor 120310	13,255.19
37967	01/16/24	Brigit Goudie 892136	150.00
37968	01/16/24	Brooke Sievers 829192	20.60
37969	01/16/24	CDS Office Technologies 131476	309.25
37970	01/16/24	Children's Plus, Inc. 131861	1,289.70
37971	01/16/24	Chris Pudelek 829225	10.74
37972	01/16/24	Complete Cleaning 132523	5,400.00
37973	01/16/24	Crimson Multimedia Dist. 132835	528.77
37974	01/16/24	D&Z House of Books Inc 143662	1,159.08
37975	01/16/24	Gabriela Tafolla 162821	119.78
37976	01/16/24	GALE/CENGAGE Learning 171152	860.49
37977	01/16/24	Ingram Library Service 192452	37.80
37978	01/16/24	Jenny Cuevas 892155	20.96
37979	01/16/24	Jodi Gianakopoulos 892160	42.50
37980	01/16/24	John M Elliott 20521	100.00
37981	01/16/24	Karen Dini 814196	15.72
37982	01/16/24	Kranz, Inc. 212800	2,936.07
37983	01/16/24	Krystyna Jaroc 201175	500.00
37984	01/16/24	Lauterbach&Amen LLP 172582	2,020.00
37985	01/16/24	Len's Ace Hardware, Inc. 221567	247.39
37986	01/16/24	Lesley Cyrier 892152	24.57
37987	01/16/24	Library Ideas 221922	43.96
37988	01/16/24	LinkedIn Corporation	7,000.00
37989	01/16/24	Marilyn Williams 823600	18.34
37990	01/16/24	Marti LaHood - 281914	160.00
37991	01/16/24	Matthew Williams 892182	60.05
37992	01/16/24	Midwest Tape 231925	4,449.38
37993	01/16/24	Morningstar Inc 232576	12,117.00
37994	01/16/24	Nardi's Pizza 241172	351.75
37995	01/16/24	Nelly Mancilla 301828	425.00
37996	01/16/24	Paul Rubio	7.86
37997	01/16/24	Playaway 262219	1,775.98
37998	01/16/24	Ra'am Integration Solutions	440.00
37999	01/16/24	Samantha Parkison 892193	2.88
38000	01/16/24	Sherie C Shapiro 291967	75.00
38001	01/16/24	Sidecar Publications LLC 291920	588.00
38002	01/16/24	Steven Krage 212700	864.00
38003	01/16/24	Susan Eilers 815196	19.65
38004	01/16/24	Team One Repair, Inc. 301514	585.00
38005	01/16/24	Technology Management Revolving Fund 132558	378.30
38006	01/16/24	Very Smart People LLC 261825	200.00
38007	01/16/24	Victoria Rayel 321919	200.00
38008	01/16/24	Victoria Rayel 321919	200.00
38009	01/16/24	Violeta Trujeque Del Rivero 321962	320.00
38010	01/16/24	VisoGraphic 322200	6,781.33
38011	01/16/24	Yesenia Benavidez 892185	4.20
Vendor Check Total			<u>158,109.41</u>
Check List Total			<u><u>158,109.41</u></u>

Check count = 104

Addison Public Library
Payroll Distribution Summary

Board Meeting **1/16/2024**

<u>Description</u>	<u>Amount</u>
Payroll	\$241,257.51

Approved by Board of Trustees

President

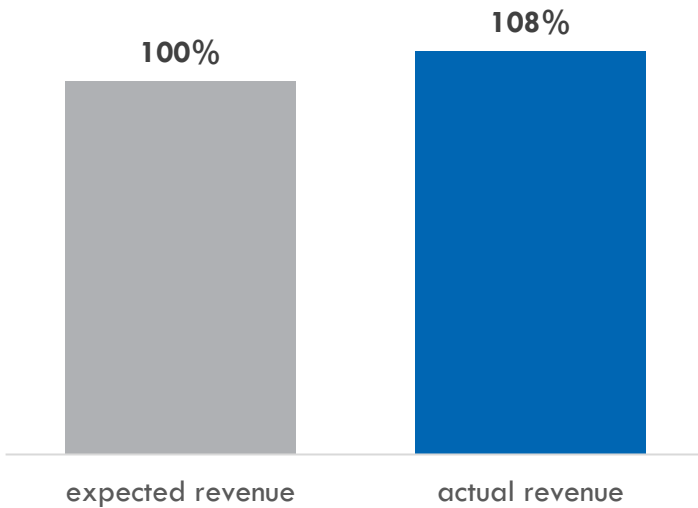
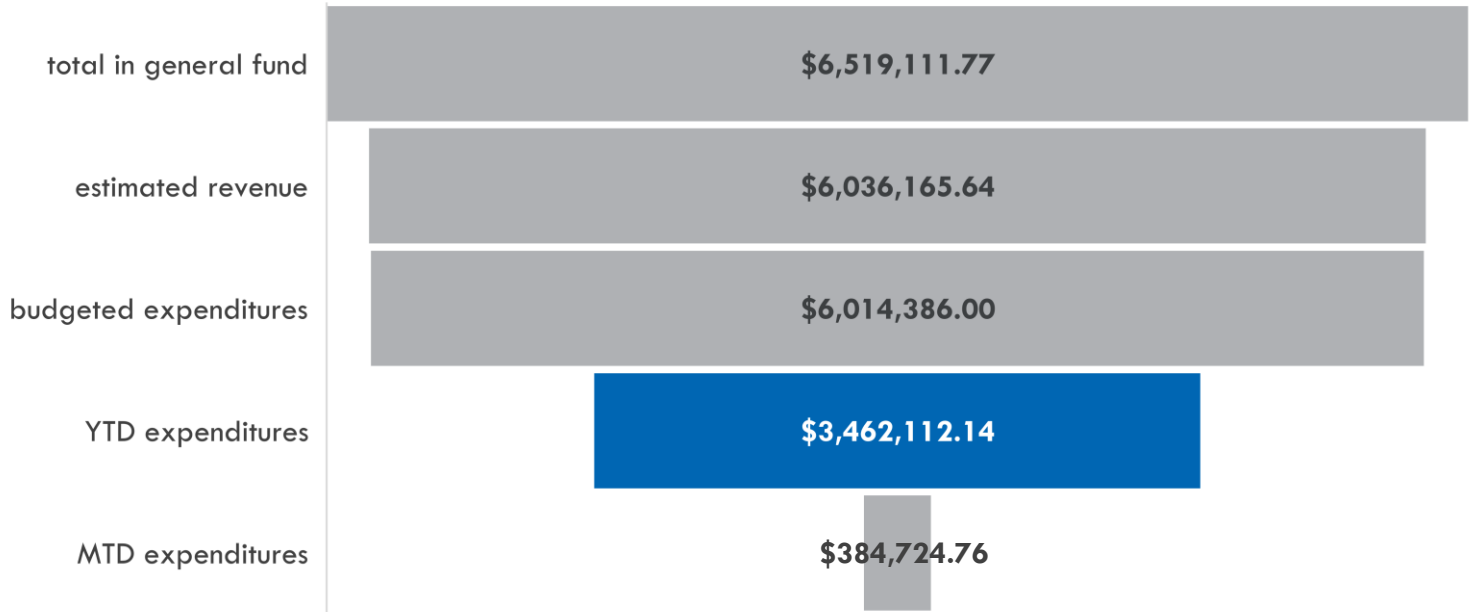
Date

Secretary

Date

December 2023 Financial Highlights

General Fund



We have received 108% of our estimated revenue for the fiscal year including \$206,711.00 this month.

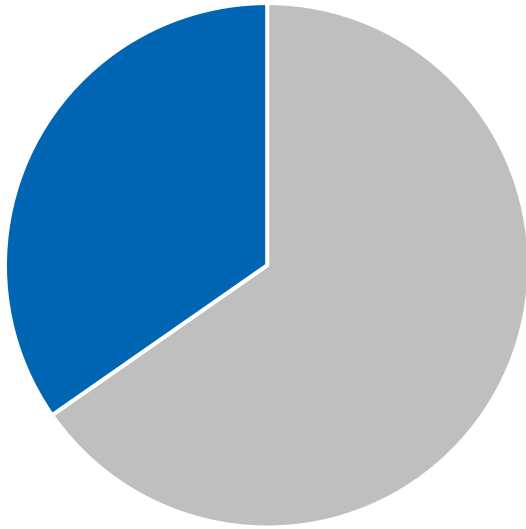
At this point last year, we had received 100% of our estimated revenue for FY23.

\$6.7 million

\$6.52 million

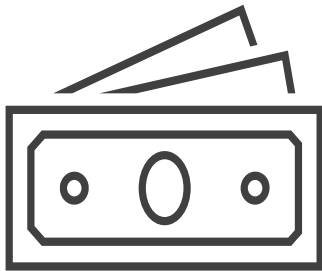
The general fund decreased from \$6.7 million to \$6.52 million from 12/1/2023 to 12/31/2023.

This is a result of \$207k revenue coming in and \$385k (general fund + asset replacement) expended.



53% has been spent out of the general fund. We are 67% through the fiscal year.

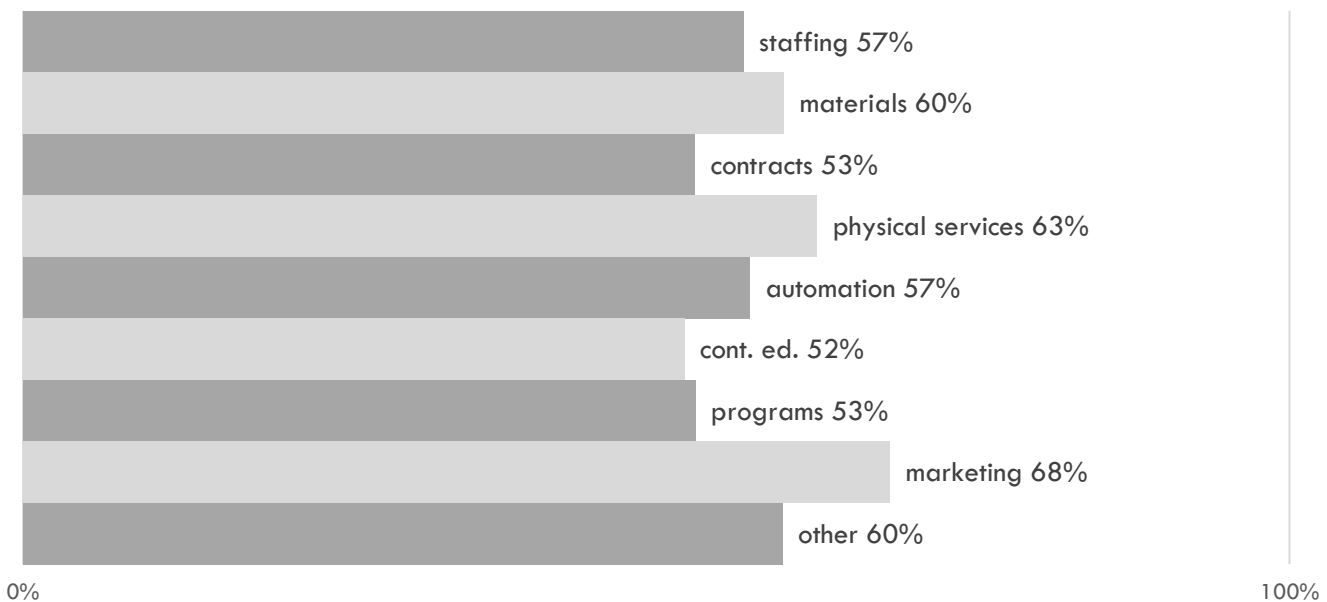
We have budgeted to spend 92% of what is currently in the general fund.



We have spent 58% of our estimated budget.

At this point last year, we had spent 56% of our estimated budget for FY23, so we're ahead of the previous year's spending.

Year-to-date spending by budget group





DIRECTOR'S REPORT – DECEMBER 2023

PERSONNEL – We continue to complete our annual performance reviews and goal setting with staff. I have met with most of the staff who report to me but have a couple left to complete this month.

Priyanka Tiwari has been hired to fill the Library Aide vacancy and Jose Gomez has been hired to fill one of the IT Associate vacancies.

Three employees have tendered their resignations since last month:

Linda Diego, a part-time IT Associate

Kate Diego, a part-time Community Engagement Assistant

Ana Tovar, a part-time Guest Services Associate

Brooke and I have temporarily taken on a more active role in the hiring process, working with supervisors, while Laurie catches up on some other HR-related projects.

Current vacancies are:

- FT Cataloging Specialist
- PT Adult Services Specialist
- PT Community Engagement Assistant
- PT IT Associate
- PT Guest Services Associate

SURVEY – I completed a survey this month which investigates how libraries of all types partner with emergency response organizations during community-wide crises from natural disasters such as extreme weather or flooding, to pandemics, water crises, homelessness, and other emergency situations. The survey is a part of *Libraries as Partners for Emergency Preparedness and Response in Times of Crisis*, a grant-funded project awarded to the Illinois Fire Service Institute Library through the Institute of Museum and Library Services. Both the Illinois State Library and our regional library system (RAILS) reached out to encourage my participation in this survey.

EMERGENCY PROCEDURES – Brooke and I met this month with Deputy Police Chief Jose Gonzalez and Commander Kevin Dempsey from the Addison Police Department. They have recently completed a thorough review of our emergency procedures manual and while they felt our procedures were quite comprehensive and well written, they did have a few suggestions on how we might improve. Some of these were things we were already aware of. For example, our existing procedure on bomb threats focused on threats received over the phone and did not address the possibility of threats received via our chat reference service as we experienced last fall. We were glad to find out that they agreed the procedure itself should be the same, no matter how the threat is communicated, so we will update our handbook to indicate this, but the procedure in place which staff have already been trained on will not change. Other minor changes included re-ordering the steps of response to an emergency situation, as in calling 911 first and then rendering first aid. We discussed the fact that in most cases, these things might

happen simultaneously as more than one staff member is likely to be involved in an emergency response, but since this is not clear in our written procedures, we will add clarifying language. Deputy Chief Gonzalez told us during the meeting that he wanted to reiterate his high praise for our response to the bomb threats we did receive last fall and to reiterate the Police Department's dedication to continuing to work with us on issues such as this to ensure the safety of everyone who comes to the library.

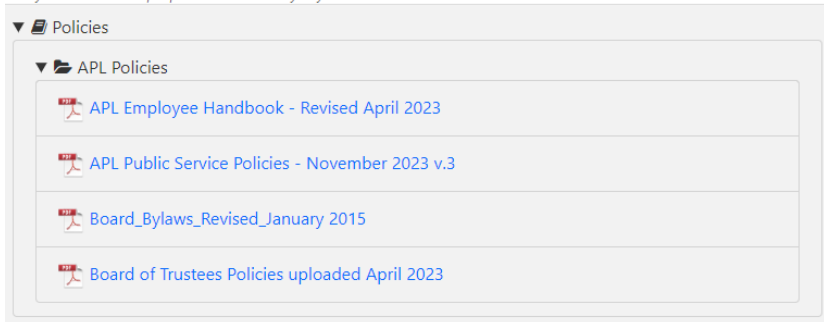
During the meeting, we also briefly discussed the active shooter training session that they will be offering for our staff at our next Staff Development Day on February 23.

BUDGET – We are in the early stages of planning for the FY25 budget. Every Department Head has submitted a budget request report to me indicating the financial needs for the coming year for their department. Admin staff have also been helping me by reaching out to vendors to gather information on price increases for the coming year and identifying projects and organizational needs we should plan for in next year's budget. I have a draft spreadsheet to plug all of this data into and will then start comparing it to our anticipated revenue to calculate where we have wiggle room and where we may need to cut back. I'd like to schedule a meeting with the Finance Committee in February to start discussing the budget. I'll then have a preliminary draft to review with the Committee and/or the full Board in March and then we can plan to have the final vote for the full board to approve next year's budget at the April board meeting.

BOARDBOOK DOCUMENTS ARCHIVE

Books (Policies, Handbooks, etc.)

Although these Books (Policies, Handbooks, etc.) are believed to be free of any virus or other defect that might affect any computer system in to which it is opened, it is the responsibility of the user to ensure that it is virus free and no responsibility from its use is accepted by Addison Public Library or BoardBook or Sparq Data Solutions in any way.

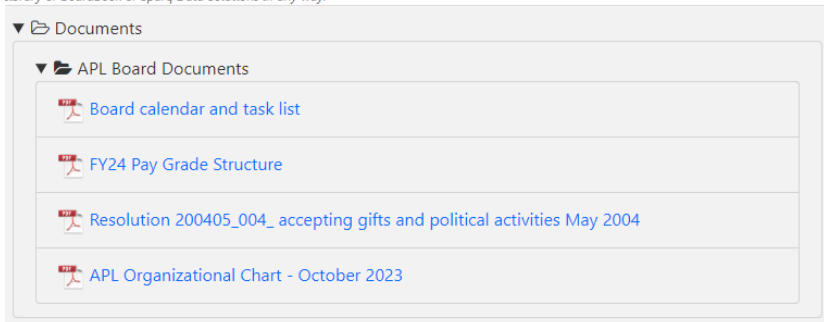


The screenshot shows a web interface for BoardBook. At the top, there is a dropdown menu labeled 'Policies'. Below it, a folder icon is labeled 'APL Policies'. Underneath the folder, there are four document entries, each with a red document icon and a blue text link: 'APL Employee Handbook - Revised April 2023', 'APL Public Service Policies - November 2023 v.3', 'Board_Bylaws_Revised_January 2015', and 'Board of Trustees Policies uploaded April 2023'.

Please remember to review the Documents section of BoardBook to review the policy manuals and other documents that have been provided there, and let me know if there are other documents you would find useful. We are hoping to include everything you might need here to make things efficient for you and to eliminate your need to access Jostle, which is a platform really intended for communication among library staff. There is so much there that you, as Trustees, don't need access to, I know it can be overwhelming and hard to find and keep track of the few things there that were for you. By moving all of your documents to BoardBook it is also one less platform, username, and password you'll need to keep track of!

Stores (Archived, Saved, Cached, etc.)

Although these Stores (Archived, Saved, Cached, etc.) are believed to be free of any virus or other defect that might affect any computer system in to which it is opened, it is the responsibility of the user to ensure that it is virus free and no responsibility from its use is accepted by Addison Public Library or BoardBook or Sparq Data Solutions in any way.



The screenshot shows a web interface for BoardBook. At the top, there is a dropdown menu labeled 'Documents'. Below it, a folder icon is labeled 'APL Board Documents'. Underneath the folder, there are four document entries, each with a red document icon and a blue text link: 'Board calendar and task list', 'FY24 Pay Grade Structure', 'Resolution 200405_004_ accepting gifts and political activities May 2004', and 'APL Organizational Chart - October 2023'.



ADULT SERVICES – DECEMBER 2023

SNAPSHOT

December and the holiday season had the AS department feeling festive and accomplished as they completed some large goals, prepared for a new year, and celebrated the season!

After months of research, planning, and marketing, immigration services returned to APL! Immigration Consultations are now conducted by World Relief. On December 5, two bilingual attorneys conducted 10 appointments, serving 15 patrons. The next round of consultations is scheduled for May 2024.

The first session of Read & Write in Spanish wrapped up in December as well. This course is made possible by a partnership with Elmhurst University. The next session will begin in January, and will be taught by Mateo, an Elmhurst student who is also an Addison resident!

In December our Wednesday night ESL conversation group welcomed Randy from the Addison Fire Protection District to learn about fire safety and all the services the AFPD has available to them. Later in the month they also made vision boards to prepare for 2024.

Our patrons were also in a festive mood and the most popular program in December was “It’s Christmastime in the City: Chicago’s Yule Time Contributions and Traditions.” Patrons of all ages also enjoyed our passive program, voting on their favorite hot cocoa topping – whipped cream, marshmallows, or both! Our Free Time Friday participants were also ready to decorate for the holidays with their handmade winter garland.



Success Stories

A patron came in and needed help signing into an account online and filling out forms to renew her driver’s license. She said her daughter was not available to help her so she came to the library. After working with Angela for a bit she was very appreciative and couldn’t wait to tell her daughter how easy it was to get done!



Elizabeth held a one-on-one with a patron who had attended part one of our Internet Basics class. The patron felt that he would benefit from some more time and individual attention to fully master the material. While working with Elizabeth, the patron received an email about a job that he had applied for. They used that email to practice logging in to his email (on his phone and a library computer), forwarding an e-mail, replying to an e-mail and printing an email. The patron left more confident in his abilities than when he arrived and was looking forward to attending the second part of the Internet Basics class.

Several months ago, Yesenia assisted a family who had only been in the U.S. for a few days. They were seeking a wide range of services. Yesenia connected them with the service providers they needed and

let them know when they were ready for the next step (getting their own place) to come back, and she would continue to assist them. They returned in November sharing they have jobs, a stable income and have adjusted well and now have funds to get their own place! However, they had no furniture or funds to purchase any. Yesenia was able to submit a referral to Sharing Connections, but the patron informed her there were no appointments to pick up furniture until February. The family was going to be without furniture for 2 months as they were moving into their apartment in mid-December. Yesenia reached out the Sharing Connections Program Director and was able to get them an appointment for the following Monday. They were able to move and fully furnish their apartment and just in time for Christmas!

CHILDREN'S SERVICES – DECEMBER 2023

SNAPSHOT

We celebrated the season with a variety of programs and activities both onsite and offsite, including:

- Christmas Craft with Krystyna: Patrons enjoyed creating a Christmas-themed craft with local artist and presenter Krystyna Jaroc.
- Betsi presented stories and a piñata craft to celebrate Las Posadas.
- Julia planned a DIY Holiday Cards program that was enjoyed by both children and parents alike.
- Brittany presented a Christmas-themed story time entitled Christmas Classics.
- Christmas Capers: Performer Dave Herzog presented a Santa Claus story with puppets, captivating an audience of all ages.
- Louise visited Army Trail's 1st grade classes to present holiday stories and a gingerbread man craft.
- Alejandra, Julia, and Debbie visited Wesley Elementary to talk to students about Winter Reading, as well as presented read alouds and book talks. Louise sent a thank-you e-mail to Wesley's principal after the visit, and the principal responded: "You're all so kind. Really, I thank YOU for coming today. This staff is always so engaging with our students and I hear such great feedback from our teachers."
- Artsy Craftsy: Debbie prepared winter-themed crafts for participants to do on Dec. 26.
- Maria put together a fantastic bulletin board for the program room that included a three-dimensional tree!



STATISTICS

Continuing Education: 8.66 hours total

Children's Programs: 19 programs, 460 participants (includes onsite and offsite programs)

Multigenerational Programs: 2 programs, 42 participants

Passive Programs: 4 passive programs; 439 participants | Appointments: 10

Reference Questions: 153 | Scan/Fax Questions: 77 | Directional Questions: 73 | Teacher Resource Room: 12

Book Displays: Winter Holidays & Fun (Opto), Community Helpers, Pie Month, If You Like ... Greenglass House.

COMMUNITY ENGAGEMENT

DECEMBER 2023



SNAPSHOT

- Kate resigned from her role as one of our Community Engagement Assistants, but not before hosting a lively puzzle exchange earlier in the month.
- Gaby & Matt served as judges at the Indian Trail Junior High's Great Shake Competition. During this 3rd round, teachers pretended to be difficult customers demanding refunds for items they no longer wanted, and students worked together to provide the best store experience.
- Matt presented at WorkNet DuPage headquarters on various library resources: Reference Solutions to create a target company list, Udemy and Gale Courses for Continuing Education, and JobNow as a resource for resume assistance. After the presentation, Matt met with participants for brief one-on-one sessions.
- Social media reach (the number of accounts that the post was shown to) on both Instagram and Facebook has increased by almost 40% compared to the month prior. This month, our top three highest performing Facebooks posts were Small Business Saturday (a roundup of business owner photos), the staff group photo from the anniversary recognition at the board meeting, and a great photo of Eva and Socorro using our holiday photo booth.
- Patti created a template for an elf door hanger to distribute at the ASD4 Elves Festival.
- Gaby coordinated the ASD4 Giving Tree program and delivered over 30 gifts on December 5th.

PROJECTS

- **Welcome Wagon:** Welcome Wagon is a marketing company that contacts new homeowners and provides them with coupons and advertisements from local businesses. After discovering that we will be reaching approximately 50-60 new households in Addison per month, we decided to move forward with this opportunity. We should be seeing our ads in Welcome Wagon beginning in 2024!

STATISTICS

- The CE department participated in 5 outreach events & connected with 483 community members!
- Number of New Job Toolkits distributed: 13 (Grand total of 259 in 2023)
- 17 one-on-one appointments with Job Seekers & Business Owners
- Business Library Accounts: 1 new library card



From Left to Right: Family picking up a take home craft & spinning for a prize at the Festival of the Elves; Staff posing in front of our 2nd floor photobooth; Patrons excited searching for a fresh design at the Puzzle Exchange.



ADDISON
PUBLIC LIBRARY

GUEST SERVICES – DECEMBER 2023

SNAPSHOT

Eva and Socorro took a picture at the first-floor photo booth for the photo booth contest in January.



Guest Services staff is still getting used to SWAN policies and procedures and are practicing in Workflows.

Patrons commented on how nice the library looked all lit up with the snowflakes for winter.

For the 5:00PM Daily Pull List on Monday-Thursday, Guest Services staff did a time study and on average there were 32 items on the list, it took about 46 minutes to complete the list. This information will help when making staffing decisions in the evenings on these days.

SWAN ran the National Change of Address report with Unique Management in November/December. Reports and results became available in January 2024. There is some maintenance that needs to be done for Addison patrons.

STATISTICS

There were 7 curbside pick-ups in December.

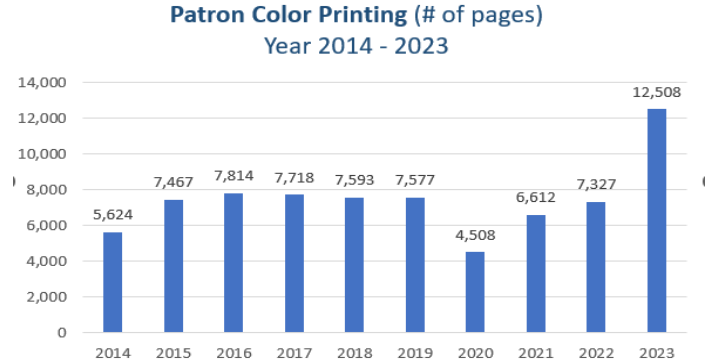
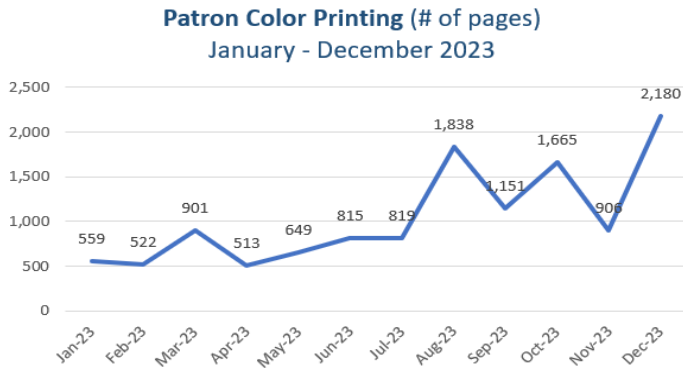
2 items were found from the 10-Day Overdue List that was on shelf but still checked out to the patrons.

Due to the holidays on Wednesday, January 3, there were 14 bins ready for RAILS to go out. Typically we send out 5 bins a day and receiving about 4-5 bins.

IT SERVICES – December 2023

SNAPSHOT (Color Printing Service)

Thanks to our Board of Trustees’ decision in June 2023 about reducing the fees charged to patrons for color printing, patron usage of this service has been increasing. Throughout the entire year of 2023, patrons printed out a total of 12,508 color pages, exceeding the pre-pandemic level by 60%.



PROJECTS

IT Services Associates

- Worked extra shifts to cover the Tech Help Desk, as we lost two Associates in December.
- Swapped out network cables with new blue ones.

The Creative Services Coordinator

- Had 22 one-on-one appointments, with 18 from the “Creative Studio: Open Labs.”
- Performed good statistical analysis (see the STATISTICS section at the bottom of this page).

The IT System administrator

- Responded to a total of 24 requests, including an extremely challenging issue with Microsoft 365 login/session.
- Re-configured spine label printers for Materials Management during SWAN migration.
- Replaced a Guest Services computer, installing a new barcode scanner and a receipt printer along with it.
- Configured and deployed two staff laptops.
- Updated servers and board laptops.
- Filled in at the Tech Help Desk 5 times during the month.

The Head of IT Services

- Worked on budget planning for FY25, adjusting most budget lines to meet the changing needs of IT Services.
- Conducted interviews with HR, hoping to fill the vacant positions soon.
- Performed end-of-the year clean-up tasks regarding Microsoft 365 accounts and groups.
- Performed end-of-the-year backup for various systems.

STATISTICS

Creative Studio: Open Labs	Total Patron Attendance	Total Number of Open Labs	Average Patrons per Session
Year 2023	18	14	1.2
Year 2022	22	10	2.2

- “Regular” patrons purchased their own equipment, resulting in a decline in attendance.
- Most patrons in December were brand new to the Creative Studio.
- More families (an adult with a child) came to work together on a project.
- This year, the first 10 “Open Labs” had less than 1 patron per session on average. The final 4 “Open Labs” leading to Christmas had 10 patrons in total, averaging 2.5 patrons per session.



MATERIALS MANAGEMENT – DECEMBER 2023

SNAPSHOT

Ordering is finally back up and working again! Steven has been busy with catching up on all orders and receiving them as well. We received about 31 boxes of Baker and Taylor in one day! We are glad to finally order materials for our patrons again.

Now that we are ordering and receiving items, we are finally able to evaluate our workflow and processes. There have been adjustments made, and staff continue to look for other ways to get things done.

Karen and Jenny were busy this month with getting staff annual evaluations done.

Jenny continues to work on clean up projects due to the migration; and Karen has been working with SWAN in updating and testing all the databases for Open Athens authentication.

PROJECTS

Karen started keeping track of the time it took Library Aides to do the holds lists. The stats were kept for a few weeks but then the SWAN holds lists evened out to being between 70-80 in the morning, on a normal day, and between 35-50 in the afternoon.

Jenni worked on curating and putting up two displays: Holiday Cozies and Get Wrapped Up in a Good Book for the December displays on the stack by the Adult Programming room.

Allie put up “In the Snow” crime endcap and a Spirituality and Religion Spanish nonfiction endcap.

Sue created a spreadsheet of all items in Sierra (our old ILS) containing all the information she could think of that we might want to look back on when considering the fate of items in our collections. And she also created spreadsheets of all the movies in WorkFlows that were identified as combo packs, so that SWAN can fix them since we don't circulate combo pack movies.

STATISTICS

MM staff completed 0.75 hours of CE.

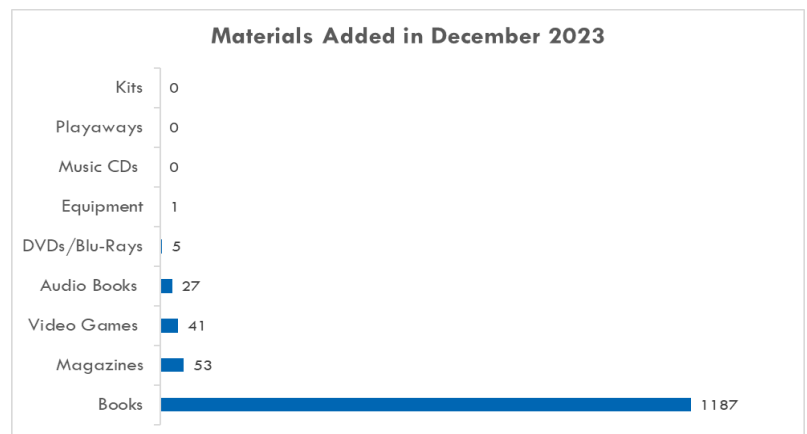
MM staff withdrew 4,530 items.

Library Aides shelved 252 carts.

APL patrons borrowed 7 items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: 6.71 days.

APL sent 30 items to other libraries through interlibrary loan.





TEEN SERVICES – DECEMBER 2023

SNAPSHOT

A teacher brought his students for a tour and was amazed by our Library of Things. He said to his students, "Wow, you guys, this is so great for you. I wish I lived in Addison."

A teen patron got house shoes for Christmas and put them on at the library. Rachel said she should save them to wear at home and she responded, "But this is my second home."

Courtney has been working with a high school student after school throughout the year and he needed extra help studying for finals. He often gets stuck organizing his thoughts and feels overwhelmed when he doesn't know what to do next. Courtney has worked with him on several strategies, like outlining. When he came in to tell Courtney how the final went, he explained how he used the strategies she taught him. "Yeah, that actually works! I was stuck at one part today, and I just thought 'What would Courtney say' and I was able to get through it!"

STATISTICS

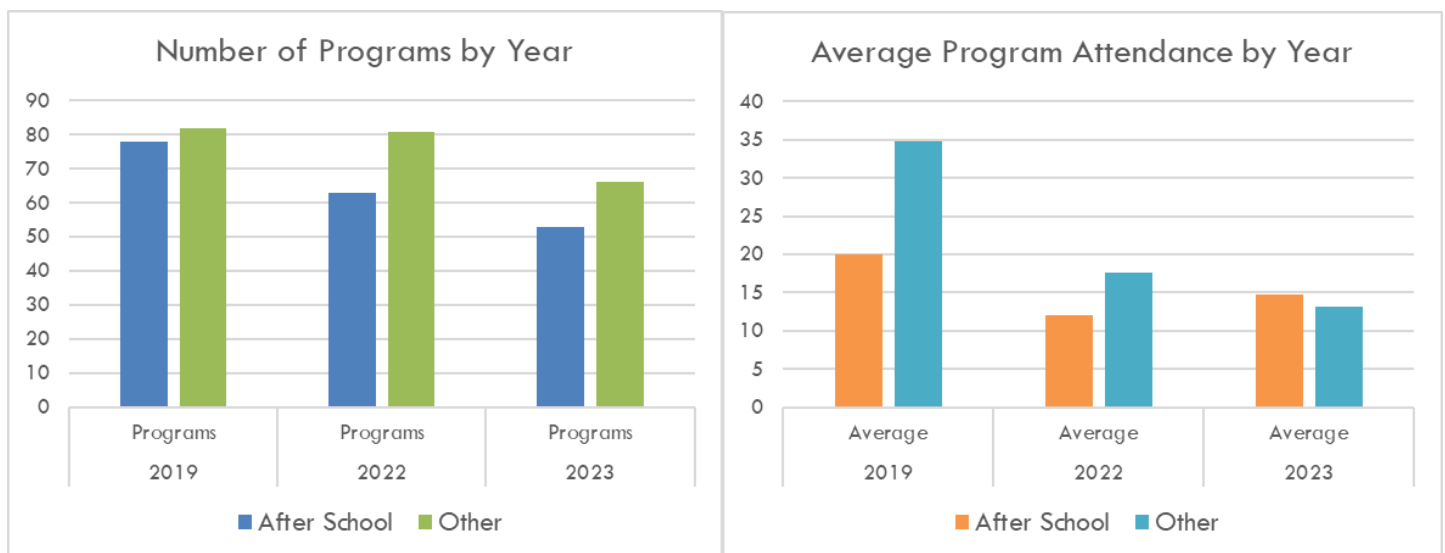
Below are graphs comparing our programming during the fall semester (September – December) over several years. 2021 was excluded as most of our programming was remote. After school programming is separated from "Other," which includes school visits, Lunch Bunch, special events like International Gaming Day, and night programs.

A few takeaways from these numbers:

We are not hosting the same number of programs or seeing the same average attendance that we did in 2019. 2019 was both the last year before COVID and our busiest year ever. There were more programs and higher attendance than in any of the previous five years.

The number of programs we are offering after school and at other times is down from 2022. We are working hard to be more efficient after school, to decrease preparation time and free up staff for monitoring. Last year we also provided tours to every class at Indian Trail, which accounts for a significant number of the "Other" programs and also the higher average attendance at "Other" programs.

However, average attendance at after school programs is up, which indicates that our lean, efficient approach is working.

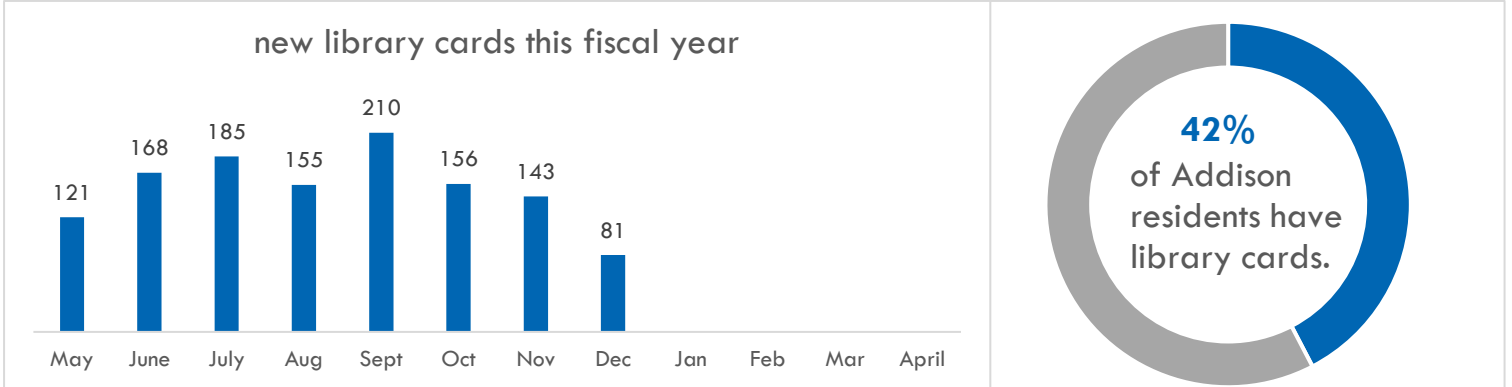


December 2023 Library Usage Report

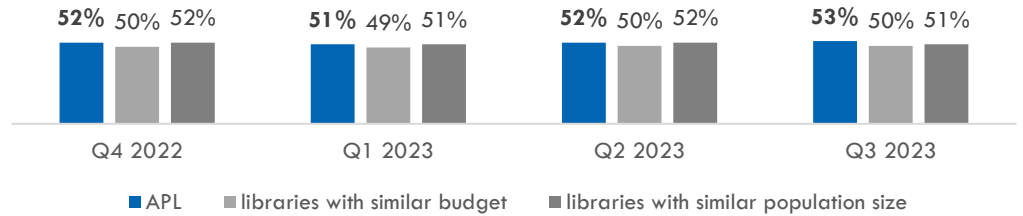


Library Cards

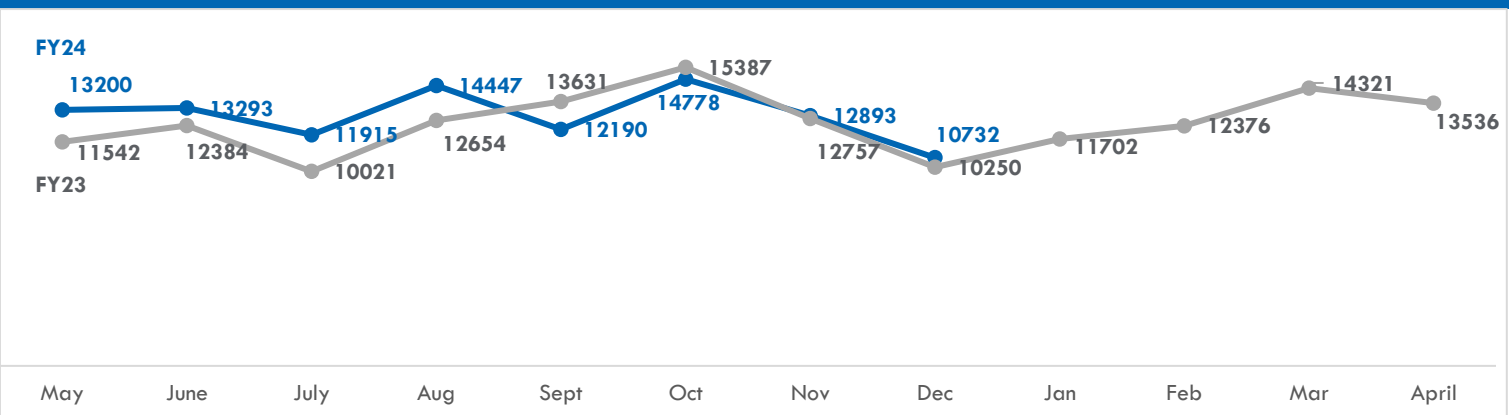
81 new library cards this month.



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

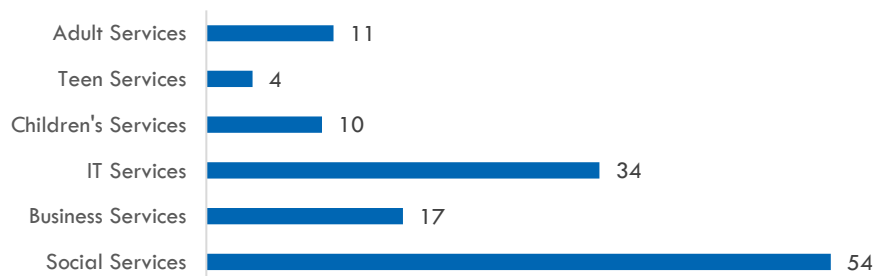


Library Visits



1-on-1 appointments

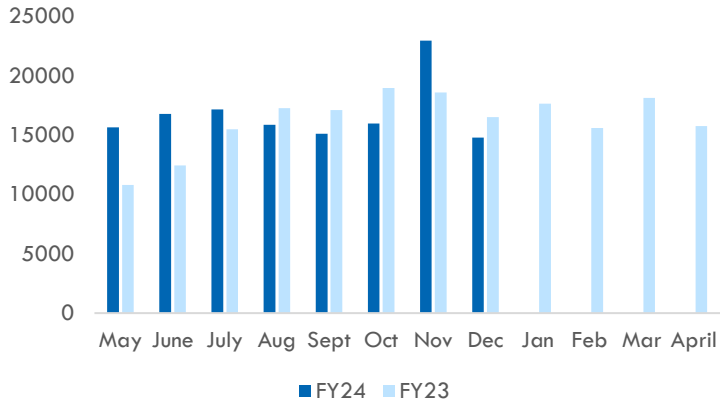
- 130 1-on-1 appointments
- 1923 computer logins
- 876 wifi sessions
- 38 large meeting room bookings
- 563 study room bookings
- 15 Creative Studio bookings
- 47 Sound Studio bookings



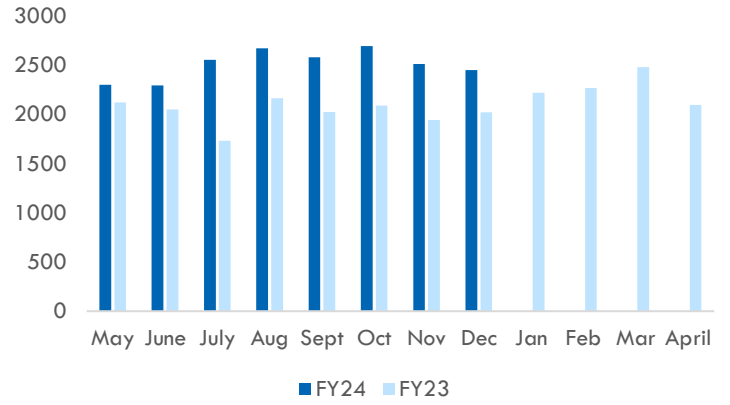
Circulation

17239 total checkouts this month.

physical item checkouts

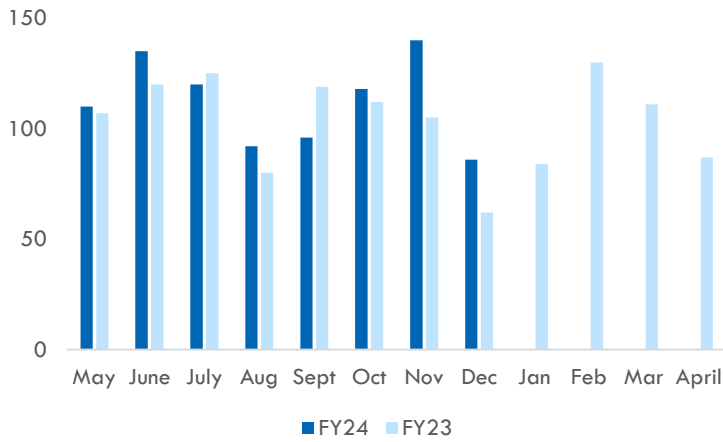


digital checkouts

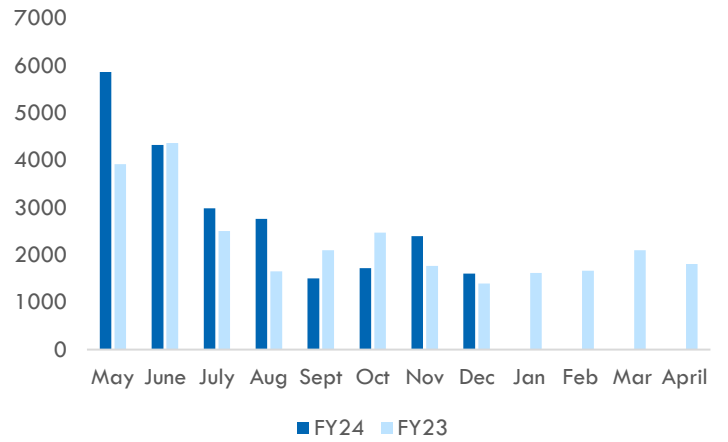


Programs & Outreach

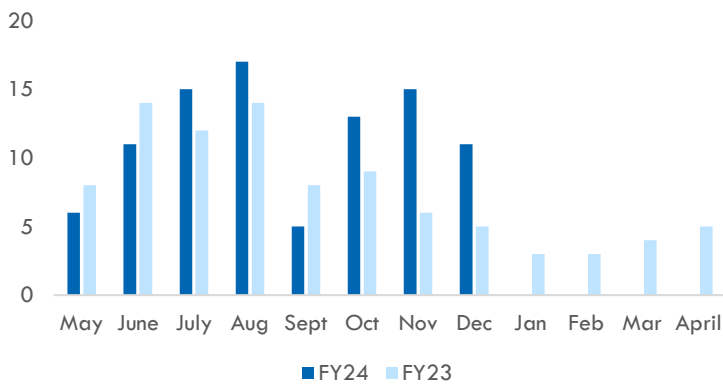
programs held



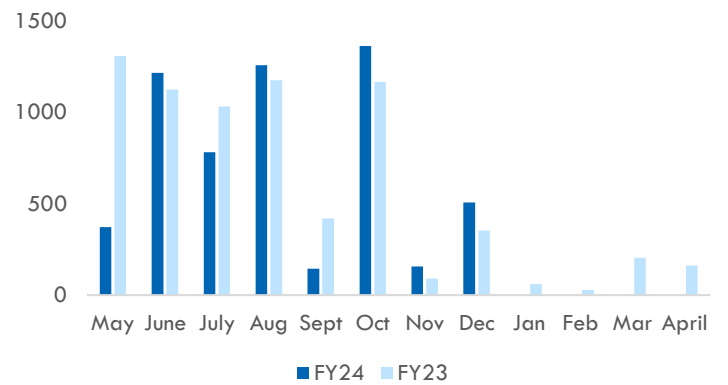
program attendees



outreach events held



people engaged at outreach events



Date: 12-19-2023

To: Mary Medjo Me Zengue, Director

From:

Contact:

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

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

I work for the parks dept and appreciate the effort that the mobile bike & librarians out in the parks. Nice job wish it were better attended by the citizens.

Jeff Spruce
Hudson Park Dist.

Date: 12/08/2023

To: Mary Medjo Me Zengue, Director

From:

Contact:



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

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

I wanted to express my sincere appreciation for the outstanding activities organized by Ana Beltrian for the English Conversation Group. Participant, myself included, have found Ms. Ana Beltrian to be an excellent facilitator. Her approach is not only educational but encouraging making everyone feel comfortable to participate and express themselves English. My Pl. convey my gratitude to her and the library staff for their dedication to providing valuable resources and opportunities for personal growth. She's undoubtable assets for any organization.

Date: 1-5-24

To: Mary Medjo Me Zengue, Director

From:

Con:

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

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

the classes of 1 on 1 by Sarah in Creative design was the best. She is very patient and thorough with showing & explaining to make sure you understand what she's teaching you.

Thank you
for the service.

Wendy Shea

Date: 12-20-23

To: Mary Medjo Me Zengue, Director

From:

Contact:

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

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

LUCAS helps me so much
Very kind considerate
& so nice - he's great

^{all} the girls on Main level - Louise
& girls at desk always so kind
& helpful - Thks!

Marybeth
Costello

Hi to Karen Trini too!

Mary Medjo Me Zengue

From: LynnR <laser7277@yahoo.com>
Sent: Tuesday, December 19, 2023 9:18 AM
To: Mary Medjo Me Zengue
Subject: Misc SWAN observations

You don't often get email from laser7277@yahoo.com. [Learn why this is important](#)

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

Good morning

I thought I would share with you some of my library and SWAN notes.

1. Your staff is fantastic and so helpful and timely with their responses and follow ups.
2. I continue to really enjoy using Cloud Library. Thank you for this additional reading option.

SWAN stuff

1. I'm enjoying the changes to My Account View.
2. I've used the Hold option from other libraries and so far working great.
3. I'm missing 4 week circulation for New Large Print books. This changed to only 2 weeks. And yes, I know I can renew these books, but overall time is still a lot less.
4. I'm missing the emails that you used to send when books were due/auto renewed. This ceased with Swan.
5. I'm missing, sort of, the emails I used to receive from Library Elf. Again, this ceased with Swan implementation. This isn't a big deal, but they were helpful heads up to me.
6. I'm missing the weekly emails I used to receive on Monday mornings regarding Library notifications of new arrivals that might be of interest to me. As I recall that was a relic leftover from a feature from years back when there was a list of popular authors where patrons could indicate which authors were of interest to them.

Happy holidays
Lynn Rappaport

Sent from my iPad

Addison leaders to take resident questions at town hall

Posted January 02, 2024 2:51 pm
Daily Herald report



Addison Mayor Richard 'Rich' Veenstra

Addison Mayor Rich Veenstra and other village leaders will hold a town-hall meeting later this month.

The annual “Shape of Addison” program is set for 7 to 9 p.m. Thursday, Jan. 25, in the board room of village hall, 1 Friendship Plaza.

Speakers from seven Addison taxing bodies will give reports, including: Dave Williams, Addison Elementary District 4 school board president; Daniel Olson, DuPage High School District 88 board vice president; Addison Park District board President Mike Capizzano; Christopher Pudelek, Addison Public Library board president; Joe Saverino, Addison Fire Protection District board secretary; and Addison Township Supervisor Dennis Reboletti.

After the presentations, a Q-and-A session will be moderated by Jack Mensching, board chairman of Itasca Bank & Trust Company, and the sponsor of the event. Residents may submit questions to officials until 8:30 p.m. Jan. 25.

Viewers watching the program live on Addison Community Television or online via AddisonAdvantage.org or [YouTube/VillageAddison](https://www.youtube.com/VillageAddison) also may call (630) 693-7975 or e-mail ShapeofAddison@Addison-il.org to submit a question.

Daily Herald

Suburban Chicago's News Source

‘Draws the kids in’: Light wall and play floor highlight Arlington Heights library’s new children’s section

Posted January 09, 2024 5:15 am

[Christopher Placek](#)



Arlington Heights Memorial Library’s \$745,000 transformation of its children's department - highlighted by

an interactive digital wall feature and virtual play floor - was formally opened Monday.

The 4-by-8-foot Everbright wall, which harkens to the Lite Brite toy of the 1960s, and nearby floor projection system are centerpieces of the library's Kids' World area, where officials held morning and afternoon celebrations to mark completion of a three-month renovation project.

“That wall really draws the kids in,” said Executive Director Mike Driskell. “The point of conversation as people are passing through that entryway is, ‘What is going on back there?’ It’s really cool.”

In selecting features for refresh of the space, Driskell and his team looked at what other libraries have in their children's departments. Virtual play floors - which sense movement and interact with a projector mounted above - also are in place at the Barrington Area Library and Naperville's Nichols Library.



Arty Kaempfen, 2 of Palatine, enjoys an interactive play area at the Arlington Heights Memorial Library, where officials on Monday opened its recently renovated children's department, called Kids' World. Arty was at the library with his grandfather, Randy Kaempfen of Arlington Heights.

Paul Valade pvalade@dailyherald.com

Arlington Heights' Friends of the Library donated the floor projection system, and the Arlington Heights Memorial Library Foundation paid for the light wall.

“These were really the two big ones,” Driskell said. “We felt these are really going to make an impact. These are the things that kids are really going to like.”

Another addition includes a “tween space” for kids in grades 4-6. The foundation also donated a maker table for crafts and do-it-yourself projects.

For the youngest learners, there is also a “baby garden” with soft play toys.



An arched entryway leads to the Arlington Heights Memorial Library new children's department, called Kids' World.

Paul Valade
pvalade@dailyherald.com

The Lindsey Room was updated with new flooring, paint and a two-faucet sink, which will allow library officials to move more art programming there. The foundation also provided a “Tinker Cart” for arts and crafts creations of kids in grades K-3.

Construction crews built out a new oval entryway to the kids’ department, providing a clear visual path to the back wall with Everbright and projection system, Driskell said.

They also added an all-gender bathroom and wellness room, which is a quiet area for nursing mothers or anyone who needs a calming space.

And just to the left of the entry, there’s a new snack area.

Officials said they had enough money left in the budget to replace worn flooring in the library’s primary vending cafe and add two conference rooms to The Hub, which is the space for teens in grades 7-12.

Arlington Heights Memorial Library patrons checked out the new Tween Space in the Kids’ World on Monday.

Paul Valade
pvalade@dailyherald.com





Amid statewide law prohibiting book bans, Evanston Public Library continues diversifying collection

Anavi Prakash, Assistant Audio Editor

Even when the content was “harsh,” Evanston resident Heather Jean said she always encouraged her two children to explore all types of literature when they were growing up.

Much of that literature came from the Evanston Public Library, which became a helpful resource when Jean’s daughter came out as queer.

“If she didn’t want to necessarily talk to me about something, she could figure it out herself,” Jean said, “She’d had resources here that she could use.”

Now, all Illinois residents will have access to these resources because of a new law that went into effect on Jan. 1.

Illinois House Bill 2789 outlaws the banning of books in public libraries, making the state the first to pass such legislation. The bill was introduced by Alexi Giannoulias, Illinois secretary of state and state librarian.

Giannoulias introduced the bill after 69 books were challenged in Illinois in 2022. In 2023, between January and August, 98 titles were challenged in the state, according to the American Library Association.

The law largely targets public libraries, mandating they must adopt the ALA’s Library Bill of Rights or create their own statement ensuring an “adequate collection” of literature that serves the needs of Illinois residents, or risk losing their state funding.

At EPL, this legislation led to the adoption of the current ALA Library Bill of Rights, according to Tracy Fulce, president of EPL’s board of trustees.

According to EPL Marketing and Communications Manager Jenette Sturges, the library passed an older version of the ALA Library Bill of Rights years ago.



Illustration by Beatrice Villaflor

Evanston Public Library aims to continue diversifying its collection as legislation in Illinois outlaws book bans in public libraries.

Sturges said EPL uses the Library Bill of Rights as a framework for “highly trained” librarians to choose materials without political or other types of interference.

“Adopting that standard many years ago gives us a backstop against interference from people who maybe don’t have that kind of skill set trying to come in and tell us which kinds of books belong on our shelves,” Sturges said.

The ALA Library Bill of Rights is mainly used when purchasing materials for EPL, and since 2005, there have only been two book challenges at the library, Sturges said. The first was a children’s book called “Pinkerton, Behave!” Some parents thought a picture of a robber with a gun was “too violent,” she said.

The second was in 2023, with a “Geronimo Stilton” book, a children’s series that follows the life of a mouse. A resident thought a sneak peek of the next book in the series contained racist imagery.

Neither book was taken off the shelf and the referenced “Geronimo Stilton” book was not purchased because it isn’t “high literature,” Sturges said.

To challenge a book at EPL, a person must be an Evanston resident. This policy is one way EPL keeps books accessible, Sturges said.

For the last two years, in an effort to expand diversity, equity and inclusion in their collection, the library has been using a program called collectionHQ, Sturges said. The program collects data and identifies library materials that represent a specific identity. EPL uses the data to buy materials featuring a more diverse range of voices, Sturges said.

Such efforts have caught the eyes of new Evanston resident and SESP Prof. Paula Hooper.

After participating in an educators’ workshop on technology, Hooper said she really appreciated EPL’s emphasis on diverse participation.

“I know that the commitment to diversity and to equitable living is really embedded in the way that (EPL) does its programs as well as shares books,” Hooper said. “And I know that the library has a lot of programs where they try to represent and support the growth of all kinds of ways of thinking and validate all different types of lifestyles.”

Email: anaviprakash2027@u.northwestern.edu

Twitter: [@anavi_52](https://twitter.com/anavi_52)

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— Evanston Public Library celebrates 150th anniversary with yearlong programming Evanston Public Library celebrates 150th anniversary

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Minor Renovations Planned For Mount Prospect Library To Join Catalog Consortium

By [Journal Staff](#) on January 10, 2024



Rendering of the lobby inside the Mount Prospect Library after renovations are completed.

The Mount Prospect Public Library (MPPL) plans to join the Cooperative Computer Services (CCS) catalog consortium in October 2024 and minor building renovations are expected to occur this year in order for that to occur.

The consortium is a group of 30 libraries that share the same catalog and can easily, quickly, and automatically share physical items with each other. MPPL will be the 31st library in the consortium.

“We are excited to announce this expansion of our offering,” Mount Prospect Library Executive Director Su Reynders said. “The biggest benefit to the Mount Prospect community is that joining CCS will provide residents with quick and easy access to over seven million items.”

Library usage and patron input led to the decision to join the consortium.

“We are thrilled to report that MPPL circulated over 1 million items in 2023, which is the first time this has happened since 2014. I am excited to see library usage increasing and am looking forward to this next big step in the library’s future,” Library Board President Marie Bass said.

Feedback from the community survey during the 2022 strategic planning process uncovered a preference to join the consortium, library officials said.

“I often find books I’m looking to borrow are available from nearby libraries but not in Mount Prospect’s catalog ... it would be nice if there was a library share,” said one Mount Prospect resident. Another resident suggested, “My father’s library lets them request things from a bunch of other libraries, right in their catalog. I wish we could do that.”

Some residents were familiar with the consortium and requested that Mount Prospect consider joining: “Other libraries are able to get that book for me because they are members of a large consortium of libraries that books can be requested from. Please consider paying for this service.”

According to library officials, benefits for Mount Prospect cardholders include reduced wait time, ease of use, and greater availability. Currently patrons must work with MPPL staff and wait 7-10 days to receive an item borrowed from another library. With CCS, patrons can place their own holds, and the first available copy will be automatically sent to MPPL in about 48 hours.

The new catalog software system used by the consortium’s libraries, Polaris, is more

modern and easier to use for both patrons and staff, library officials said, adding that participating in a consortium is also less expensive than maintaining a singular system.

In preparation, the library is renovating a section of the northeast corner of the library to handle the increased circulation of materials.

During the renovation, patrons will see a temporary wall on one side of the lobby. No other areas of the library will be affected.

The public space improvements will include expanded lobby space for more holds, more items in the Library of Things collection, and more Lucky Day materials. Behind the scenes, the reconfiguration of the Circulation and Technical Services staff workrooms will accommodate a larger automated materials handler, which will help manage the increased number of materials that will come with the integration into CCS.

The construction timeline will be from May through August, with minimal to no disruption to regular library services. The new catalog will go live on Oct. 1.

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The total estimated cost of the physical renovations is about \$3 million. MPPL received a Catalog Membership grant from the Reaching Across Illinois Library System (RAILS) in the amount of \$73,800 to support the project.

Area member CCS libraries include Des Plaines, Ela (Lake Zurich), Glenview, Indian Trails (Wheeling), Lake Forest, Nilis-Maine, Northbrook, Palatine, Park Ridge, and Prospect Heights.

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LAKE FORESTER

Lake Bluff Library cutting back hours, closing Sundays; ‘We thought it would be financially responsible’

By Daniel I. Dorfman
Pioneer Press

Published: Jan 09, 2024 at 1:21 pm

Facing sparse attendance and budget issues, Lake Bluff Library officials are reducing the hours at its building — including closing on Sundays — for at least the next six months.

This month, new hours of operation went into effect for the library at 123 E. Scranton in downtown Lake Bluff.

In addition to closing on Sundays, the building will now close at 6 p.m. on Mondays and Wednesdays, and 5 p.m. on Fridays. It will stay open until 9 p.m. on Tuesdays and Thursdays. A closing time of 5 p.m. on Saturdays will remain in place.

The library will open at 10 a.m. Mondays through Saturdays.

The decision to reduce the hours of operation followed data provided by recently implemented attendance-tracking software. Officials said it spotlighted poor attendance at several times during the week.

“That was very eye-opening to see where there were hours when there were zero visits, or maybe one or two visits,” Library Board president Bonnie Shaul said. “We thought it would be financially responsible to not have the library open with such low visit counts.”

The library had an operating budget of nearly \$1.16 million in the 2023-24 fiscal year, officials said.

Library executive director Renee Grassi also expressed concern regarding staffing levels, as there were not many employees in the building at certain points in the day.

“There were times when I was really concerned from a safety standpoint if we had enough staff in the building,” she said. “Reducing the amount of hours allows us to not only give better, more reliable service, it ensures from an operational standpoint we have the staff necessary to be available to the community if something were to happen, as we are a public place.”

She added 12 programs were canceled in 2023 due to staffing issues.

“That is not the level of service we want or need to provide to the community,” Grassi said.

Grassi said there would not be any job losses, as library employees will have their schedules adjusted to the new hours.

Shaul said the board will evaluate the situation over the next few months, and then will make a decision on whether to maintain the hours introduced in the pilot program.

Meanwhile, patrons can access many of its services and materials online, she noted.

“COVID caused an increase of an adoption of e-borrowing of audio books, e-books, music, movies,” she said. “While we are disappointed we can’t keep the library open, it is open 24/7 in that it does provide e-borrowing.”

In 2023, there were 50,665 visits to the library, according to Grassi.

The pilot program introduction comes ahead of an expected building evaluation and accessibility report from an architectural firm assessing the state of the building, which will be used for planning future capital projects.

Grassi said that report is expected to be formally delivered to the library board in February.

The New York Times

Mychal Threets Wants Everyone to Experience ‘Library Joy’



The 33-year-old librarian from California has become popular on TikTok and Instagram with his upbeat take on libraries.

Mychal Threets is the supervising librarian at the Fairfield Civic Center Library in Solano County, Calif., the same public library he frequented when he was home-schooled as a child.

Credit...NBC Bay Area

By [Orlando Mayorquin](#)

Jan. 1, 2024

However relevant the stereotypical, silence-enforcing librarian remains in the popular imagination, Mychal Threets wants to dispel any lingering notion of the library as a dry, humorless place, lorded over by rigid pedants.

In fact, Mr. Threets has leveraged the power of social media to show that the public library is as joy-inspiring as it is welcoming, and that librarians — in his case, a 33-year-old man who sports quirky threads, tattoos and an Afro — are “so happy you’re here.”

Mr. Threets has taken on that mission by sharing videos of what he calls “library joy” on TikTok, Instagram and other platforms, telling stories about the everyday happenings at the Fairfield Civic Center Library in Solano County in Northern California, where he is the supervising librarian.

His videos have collectively garnered millions of views and hundreds of thousands of followers across his social media accounts.

“Most of the time I’m either just retelling library interactions, library stories,” Mr. Threets said. “And then, apart from that, I just try to give people messages of hope.”

In a recent video, Mr. Threets shared an anecdote about a “library kid” who, cash in hand, was trying to return a late book only to find out that the library was a fine-free zone.

“I was like, ‘You’re good to go, you can start checking out more books,’” Mr. Threets said in the video. “And this kid just gets a gigantic grin on their face and just goes, ‘Really? I’ll be right back.’”

The child, he explained, went to get his grandmother from the parking lot where she had been waiting, and he immediately returned to browsing the shelves.

“That’s the importance of libraries being fine-free — it’s telling people we want them to come back to the library,” Mr. Threets concluded in the video. “They belong in their local library.”

Those experiences are what Mr. Threets means by “library joy,” he said in a phone interview. “It’s being able to see people love their local library and just have the wholesome moments.”

Library joy, Mr. Threets said, is what has kept him going since almost as long as he can remember. A “true library kid,” he received his first library card when he was 5.

He was home-schooled by his mother through most of grade school using the resources at his local library — the same one that he now runs. And his earliest friends, he said, were the books, and voices, on the shelves.

“They’ve always meant the world to me,” Mr. Threets said. “They are how I kept on going day after day.”

He has adopted a line from one of his favorite childhood characters, Arthur Read, a mild-mannered aardvark from a book and animated series: “Having fun isn’t hard when you have a library card.” Mr. Threets even has Arthur Read’s library card tattooed on his arm.

Several years ago, Mr. Threets thought that his observations from the library could encourage other people to frequent the stacks, so he began sharing his vignettes in posts on Facebook.

During the coronavirus pandemic, he transitioned to uploading short videos on TikTok and Instagram, where they resonated with many people. His first viral hit came in March 2023.

Apart from offering a dose of joy, the videos remind people that libraries offer much more than a collection of books on shelves.

There is something in them for everybody, he said.

People can access the internet, check out instruments, check out video games or even obtain baking equipment. People without a place to stay can turn to libraries to protect themselves from the elements. They can spend time on their own, Mr. Threets said, or befriend new people.

The library is a “place for everybody to exist,” Mr. Threets said.

“Without the library, many people wouldn’t survive,” he added. “Many people wouldn’t be in the position they’re in to better their lives and have the ultimate future that they’re capable of.”

Jamie Nakamura, a former Solano County librarian, said Mr. Threets was “raising up the image of the whole library staff.”

“Mychal doesn’t just talk about himself,” she said. “He talks about his peers and how great they are and how much they want you in the library.”

On social media, Mr. Threets makes it a point to talk about the intersection of his two passions: the library and mental health.

He has long been open with his followers about his own mental health struggles, and wants the library to be a place where people can feel free to express that same level of vulnerability.

“I’m always talking about how you can bring your anxiety, you can bring your depression into the library,” Mr. Threets said. “You don’t have to leave it outside of the building.”

Library patrons and his online followers know to expect the routine “mental health check” from Mr. Threets, who constantly preaches that “it’s OK not to be fine.”

Mr. Threets’s peers have recognized his work. He is well known in library circles and was nominated by his colleagues for an award from the American Library Association.

Last year, he was one of 10 librarians who were selected from a nationwide pool of 1,400 nominees to win the association’s [I Love My Librarian Award for Outstanding Public Service](#). They will be honored at a ceremony later this month.

Some of his followers have likened him to the eponymous host of “Mister Rogers’ Neighborhood” or to LeVar Burton in “Reading Rainbow.”

Recently, Mr. Threets [made a video](#) about someone who came into the library to thank him for “saving” their dad’s life.

The person told Mr. Threets that their father had come into the library one day. Mr. Threets recalled the person telling him: “And you came by and you were pushing in chairs, and you said, ‘Hi, my friend, how is it going?’ And my dad told you he was not doing well. And you said, ‘Thank you for coming to the library. Thank you for being here. Never be afraid to ask for help. That’s what the library is for. We’re here to help you.’” He said the person told him, “And that meant the world to my dad.”

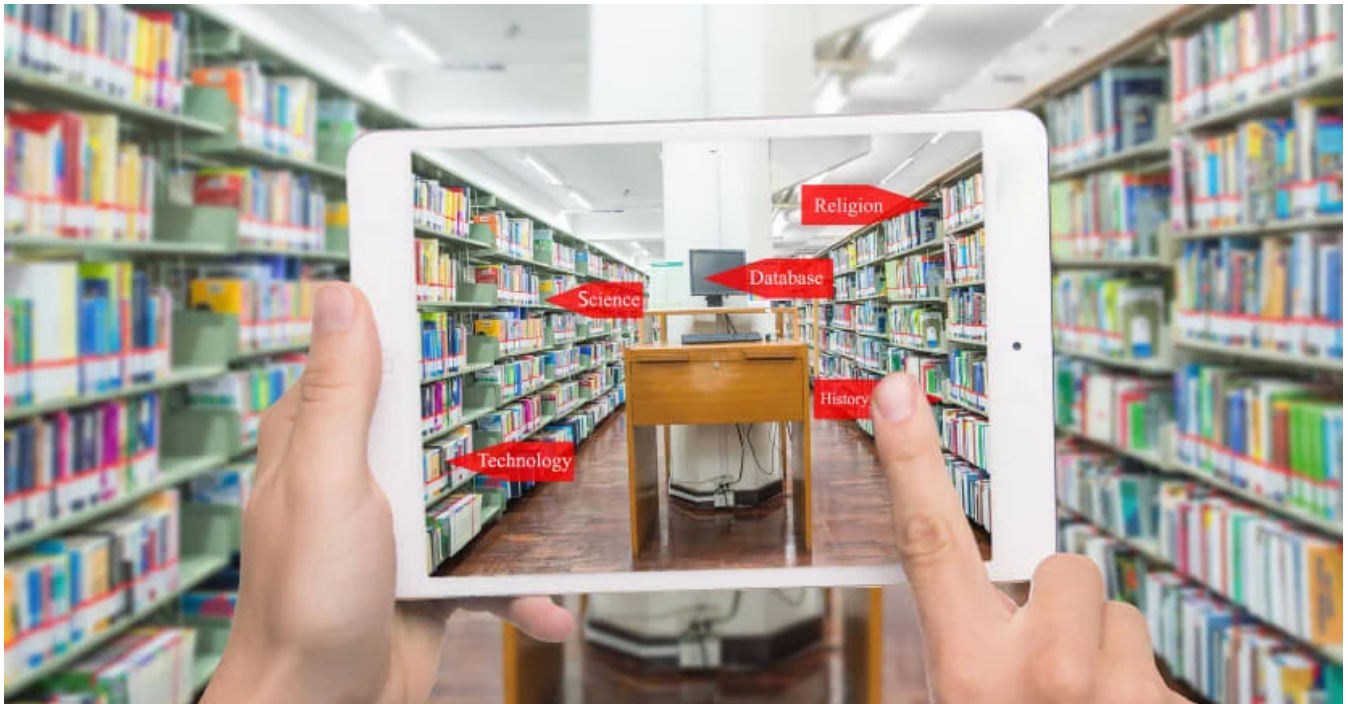
The father began to go to therapy and work on mending a broken relationship with his family, the person told Mr. Threets.

“And I’m telling you this story because I didn’t save that person’s life,” Mr. Threets said in the video. “The library did. The library is here to help you. Never be afraid to ask for help.”

[Orlando Mayorquin](#) is a general assignment and breaking news reporter based in New York. [More about Orlando Mayorquin](#)

A new dimension: augmented reality in libraries

2023-12-11 | IN FEATURED, LIBRARIES, LIBRARY TRENDS, HIGHLIGHTS, READING, INSIGHTS, TECHNOLOGY
| BY PRESSREADER TEAM



Since the dawn of the written word, libraries have played an instrumental role in humanity's quest for knowledge and have driven our species' collective efforts in the dissemination of education and information. The Great Library of Alexandria in Egypt, for example, is still considered one of the most significant man-made structures ever to fall prey to fire.

Over the centuries, the venerable institution has evolved. From stacks of books to digital repositories of knowledge, the humble public library has adapted dramatically in response to changing technology. Libraries are poised to embrace yet another transformative influence more fully: augmented reality technology.

An innovative approach to this emerging tech promises to revolutionize the library learning experience, enhancing education in ways that were hitherto unimaginable.

See also:

- *Should your library have a virtual reality center?*
- *How digital resources at libraries can create a better experience for patrons*
- *Practical, responsible and human-centered: the future of AI in libraries*

AR technology augments physical libraries



Most modern libraries underwent a revolution as the internet came into being, becoming a bridge between the physical and digital realms. Augmented reality (AR), as the name suggests, augments this connection by overlaying digital information onto the physical world, creating a seamless fusion of the two.

This augmentation can take various forms, most commonly holographic displays, interactive maps and 3D models.

One notable example of AR in academic libraries comes from the [Delft University of Technology Library](#) in the Netherlands, which has implemented AR apps to help users find books and other resources.

Using their smartphones or AR glasses, visitors can simply follow virtual arrows and signs that appear in their field of view, making navigating the vast collection effortless and fun.

Enhancing education with AR in libraries



Education has long been at the heart of libraries. In today's digital world, AR can be a potent tool to enhance the educational aspects of today's libraries, to create engaging learning opportunities and an interactive experience.

For instance, AR can be used to create virtual laboratories, enabling students in disciplines such as astrophysics and medical sciences to conduct experiments safely and conveniently within a sandbox of sorts in the library.

The Singapore National Library typifies this application. It introduced an [AR program](#) that allows users to explore the solar system and several other resources in 3D, providing an immersive educational experience that transcends traditional textbooks. Such immersive experiences make learning more captivating, in keeping with the modern preference for visual and interactive learning materials.

AR in libraries: a new chapter in storytelling



Storytelling is as old as civilization, and libraries have long been sanctuaries for literature and narratives. Augmented reality in libraries allows patrons to virtually step into the worlds of their favorite books and explore narratives in a totally unique way.

In the US, The University of Maryland Libraries in College Park harnessed AR's capabilities to [create such interactive exhibits and displays](#). These exhibits provide additional

information and multimedia content related to its collections, enhancing visitors' understanding and driving better engagement.

Examples of augmented reality in libraries

Here are some cases from around the world that highlight the diverse uses of AR:

University of California, San Diego (UCSD) Libraries

The prestigious University of California, San Diego (UCSD) Libraries utilized AR to craft immersive virtual tours for students. These tours allow young minds to explore the library's collections and resources in a fully immersive environment.

National Library of Medicine, USA

The National Library of Medicine in Bethesda, Maryland, leverages AR technology to create interactive displays and exhibits. These offer additional information and multimedia content related to library collections, particularly the History of Medicine Division's popular "Doorway to the Past" exhibit.

This thoughtful application of augmented reality provides valuable context and information about historical medical artifacts.

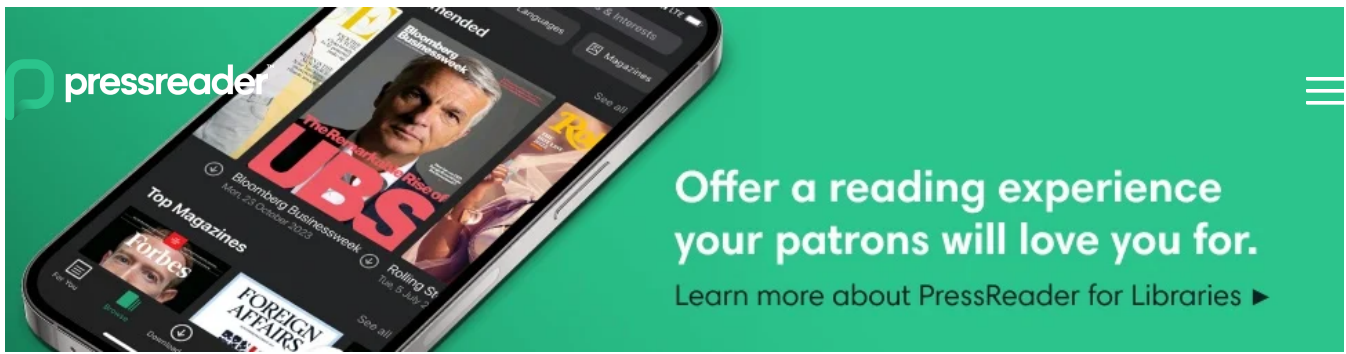
National Library of Korea, ROK

In Seoul, South Korea, the National Library of Korea incorporated augmented reality some years ago to create richer and more interactive displays and exhibits.

An outstanding example is the "History of Korean Medicine" exhibit; it employs AR technology to deliver further insights and information to visitors, besides fostering a deeper understanding of Korean medical heritage.

National Library of Sweden

Librarians at the National Library of Sweden in Stockholm embraced AR to create its beautifully curated and intensely immersive "Treasures of the National Library" exhibit.



Augmented reality in medical libraries

In the context of medical-only libraries, augmented reality presents a remarkable advancement in the visualization and comprehension of complex medical concepts. Its potential benefits include:

- 1. Enhanced visualization of medical concepts:** AR technology can offer interactive 3D models of anatomy and medical procedures. This approach allows medical students and professionals to engage with intricate topics far more effectively. The three-dimensional visualizations aid in comprehending anatomical structures with unprecedented clarity.
- 2. Efficient access to medical resources:** AR streamlines and simplifies access to very specific information about medical resources. By simply pointing their devices at a QR code on specific book or journal covers, users can instantly retrieve relevant information. Such access saves time and facilitates efficient research while benefiting both students and medical professionals.
- 3. Real-time guidance during medical procedures:** Medical practitioners can utilize AR technology to provide real-time guidance during operations and other procedures. Critical information, such as the location of veins or other anatomical structures, can be projected onto a patient's body. This assists medical professionals in performing procedures with extreme precision and heightened confidence.

Does AR have the edge over VR in libraries?



While **both AR and VR offer immersive experiences** and are constituents of "extended reality" (or XR) technology, AR holds certain advantages for application in libraries. Unlike VR, which entirely replaces the physical world with a digital environment, AR simply enhances the real-world environment by overlaying digital images within the user's view.

Here are some key benefits that augmented reality in libraries has over VR:

- 1. Better integration with physical collections:** AR seamlessly integrates with collections in physical libraries. Patrons can use AR applications to access supplementary information about books, artifacts or artworks while browsing the physical shelves.
- 2. Collaboration and social interaction:** Libraries are also hubs of community engagement and learning. AR encourages social interaction by allowing multiple users to experience digital content *together* while remaining in the same physical space.
- 3. Superior accessibility and inclusivity:** AR experiences are accessible to a much wider audience, including individuals with disabilities, as they rely on real-world physical elements. Libraries can use AR to provide inclusive learning opportunities where everyone can participate.
- 4. Cost-efficient:** Implementing AR can be more cost-effective than VR, as it often requires fewer specialized devices and can run on standard smartphones or tablets. Libraries can offer AR experiences without substantial financial investments. This aspect is a great leveler as even **smaller and rural libraries** can join the technological revolution AR promises.

Limitations of AR implementation in libraries



While AR offers several major benefits, it comes with a few limitations and implementation challenges.

Common difficulties libraries might encounter include:

1. **Lack of proper technical infrastructure:** To fully harness AR's potential, libraries must have robust technical infrastructure. This includes high-speed internet access, XR-compatible devices, and the capacity to handle AR content. Libraries in underserved areas may struggle to meet these requirements.
2. **Content creation and curation:** Creating and curating AR content tailored to library resources demands time and expertise. Libraries must allocate resources for content development or collaborate with content creators to ensure high-quality augmented experiences.
3. **Privacy concerns:** AR applications often collect user info, raising privacy concerns. Libraries must establish clear policies for data collection, storage, and usage to **safeguard patron information**. These concerns are still to be addressed in Europe, where — more than five years after the General Data Privacy Regulation came into effect — few libraries still know what to do.
4. **User Training:** Both patrons and library staff may require training on using AR applications effectively. Libraries are already investing in user learning and support services to bridge this knowledge gap.

How will AI impact AR usage?



Since both technologies are still works in progress, nobody is quite sure how AR use in public and university libraries will be affected by artificial intelligence.

Most experts believe that large language models and other **AI technologies will play a significant role** in the libraries of the future. Libraries can leverage ChatGPT, for instance, to provide virtual assistants that guide patrons through AR experiences, answer questions and offer personalized recommendations. This synergy between AR and AI enhances the learning and exploration journey for library visitors.

Moreover, the integration of ChatGPT can extend beyond the library's physical walls. Libraries can offer virtual library services, providing access to resources, research assistance and superior knowledge diffusion through AI-powered chatbots, making information more accessible than ever before. There is great potential for academic libraries in particular to use AI to **improve their services**.

An ongoing evolution



Augmented reality represents a transformative force in the world of libraries, offering unique advantages over virtual reality, innovative ways to engage patrons and the potential for seamless integration with AI-driven technology tools like ChatGPT and Bard.

While libraries must navigate implementation challenges, the benefits — such as enhanced integration with physical collections and cost-efficiency — make AR a

compelling addition to a library's offerings.

PressReader
The global perspective of the [International Federation of Library Associations and Institutions \(IFLA\)](#) strongly underscores the importance of shared experiences and collaborative efforts in the adoption of AR:

While AR is still relatively new in the library domain, the rapid pace of technological advancement suggests that the implementation of AR in libraries will continue to accelerate, ushering in a new era of engaging and interactive library experiences.

More and more libraries around the globe are joining the AR revolution, and this technology holds the power to redefine the future of knowledge dissemination, education and community engagement. Augmented reality in libraries is writing a new and promising chapter in the ongoing story of an ages-old institution.

As libraries harness the power of augmented reality to create engaging, interactive and educational experiences for their patrons, services like [PressReader](#) play a pivotal role in bridging the gap between the physical and digital worlds. This integration not only enriches the library experience but also empowers users with a wealth of knowledge at their fingertips, further solidifying the library's position as a hub for learning, exploration and innovation in the digital age.

PressReader provides searchable, up-to-date editorial content from around the globe. [Click here](#) to learn how we can help serve the needs of your local communities.

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More Americans are Reading for Pleasure

by Kate Larson



The

pandemic restructured the way we learn, work, care for family, and engage with friends. It also changed how we read.

Book sales were up in both 2020 and 2021, and last year libraries loaned a record number of e-books — over half a billion! Not only are people buying and borrowing more books, but the types of books they're reading have also changed, with increased sales in adult and young adult fiction (+25%) and graphic novels (+65%). Coming out of the pandemic spike in anxiety, Americans are eager to escape, explore new worlds, and get lost in a good story.

Library professionals are taking notice. Since reopening to the public in June 2021, “[We’ve] seen a huge increase in the number of patrons coming in for leisure reading materials,” notes Bailey Anderson, Black Earth (WI) Public Library Director. “We’ve also been bringing in folks that either haven’t been in for a long time or ever, including younger folks and families.” Along with marketing efforts, Anderson credits “the uptick in leisure reading” as one of the drivers of this increased traffic.

How are libraries adapting to these shifts? Read on to see how Anderson and Black Earth Public Library updated their approach to embrace current trends and create a welcoming environment for all readers.

Clearing space: Decluttering makes it easier to fall in love with a new title

With more people reading for pleasure, patrons are engaging differently with the library from the minute they walk in the door. Anderson started by clearing shelf space and updating the way collections flowed to make it easier for readers to peruse options. Many new visitors have only a theme or genre in mind; taking a merchandising approach can provide implicit guidance for their exploration.

“Less clutter promotes organic browsing and doesn’t produce as much overwhelm when patrons are not looking for something specific,” she explains. In addition, Anderson has created a prominent display of recommended reads near the library’s entrance, and she rotates titles frequently. Patrons now go “right to the newest items when they come in the door,” she observes, “or stop on their way out and double back to check it out.” It turns out that giving books room to breathe eases pressure on library users as they hunt for their next great read.

Making space for literary conversations: What libraries can learn from BookTok

Some patrons are drawing inspiration from outside the library: specifically, from TikTok. The video-sharing app hosts a fervent community of readers (known as BookTok, a tag with over 140 billion views worldwide) who share their latest reads and recommendations. “In my opinion, BookTok is one of the biggest driving factors of increases in leisure reading, especially in younger people,” Anderson says. “I think people are definitely being more open about their reading habits and vocal about what they like about certain books or authors, or what they don’t like, because even if they themselves aren’t TikTok users, the trends... that originate on TikTok do trickle into other platforms and spaces.”

Taking their enthusiasm for books into their offline lives, younger readers are now finding their way into libraries. And once they’re there, librarians can capitalize on the space to spark new conversations about books. Many libraries are using their wall and display space in eye-catching ways to get patrons talking — and reading. Others are including more BookTok-like content on their social media accounts, such as a librarian finding books to match a random prompt, suggestions for “short books to help you reach your reading goal,” and even ‘read-alikes’ for books with long hold lists.

Connecting through space: Offering personalized book recommendations

Once someone is at the library, librarians can offer a wealth of knowledge and experience to guide them to books they’ll love. And plenty of visitors are looking for that advice: a recent survey of America’s reading habits found that 54% of readers choose their books based on the recommendation of a family member, friend, or someone else they trust. One Black Earth staff member writes a weekly book review called “The Book Nook” for the local newspaper and, Anderson says, “I hear often from patrons that they’re reading a book based on her review and recommendation.”

But the library can also be a space for readers to suggest books to each other. “Going forward, I’d like to focus more on user-generated content both digitally and in-library,” Anderson notes. “I’m hoping to be able to do more shelf-talkers that are based on reviews from patrons, posts featuring patron reviews, and an ‘Unbook Club’ type model with no required reading.” She notes that the more the library becomes a place for recommending books, the more her patrons share their ideas. Her staff has always been “extremely open about what they’re reading and how they’re choosing it ... and modeling that behavior has created a culture in the community that’s very open as well.”

Designing library space for patrons who are increasingly reading for pleasure

The increase in library use, growth in book sales, and shift to lighter genres like fantasy and romance since the start of the pandemic all point to a widespread need for relaxation and connection. Fortunately, libraries continue to be a place where readers can discover new titles, chat about books, and build like-minded communities.

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Author



Kate Larson

Kate is a writer and researcher with a background in nonprofit communications. She has planned financial literacy workshops in Kenya, spent late nights writing grant applications, and distributed hands-on K-8 science resources to teachers across the U.S. She is particularly interested in the ways that language drives behavior change through education, awareness-building, and the power of an irresistible narrative.

June 7, 2023 [Blog](#)

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January 8, 2024

PAC Opinion Reminds Public Bodies to Approve Closed Minutes in Open Session

On December 1, 2023, the Illinois Attorney General's Public Access Counselor (PAC) issued a [binding opinion](#) finding that the Village of Skokie (the "Village") violated Section 2(e) of the Illinois Open Meetings Act (the "OMA") by voting to approve closed session minutes during a closed session.

Pursuant to Section 2(a) of the OMA, public bodies are required to conduct public business during a meeting open to the public, unless one of the exceptions found in Section 2(c) of the OMA applies. One such exception allows a public body to hold a closed session to discuss "minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06." However, Section 2(e) of the OMA prohibits a public body from taking final action during a closed session. In addition, Section 2(e) of the OMA also requires a public body to provide a public recital (and other information) regarding the item under consideration before any final action is taken by the public body.

In this case, the Village discussed and approved closed session minutes during a closed session. The PAC found that Section 2(c) of the OMA allowed the Village to enter a closed session to discuss whether to approve the closed session minutes, but Section 2(e) of the OMA required the Village to return to an open session to take final action on the closed session minutes. The Village was directed to take corrective action by placing the

approval of the closed session minutes on the agenda for its next regular meeting and taking appropriate action in open session.

For any questions relating to compliance with the Open Meetings Act, please contact your Robbins Schwartz attorneys.

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January 5, 2024

New Bonding and Retainage Requirements under the Public Construction Bond Act

The Public Construction Bond Act, 30 ILCS 550/1 *et seq.* (the “Bond Act”) was recently amended by Public Act 103-570, effective January 1, 2024. The Bond Act requires all public bodies to provide performance and payment bonds on public works projects of a certain amount. Prior to Public Act 103-570, performance and payment bonds were required for public works projects over \$50,000. As of January 1, 2024, the public body’s duty to require performance and payment bonds is now triggered when a public works project exceeds \$150,000. 30 ILCS 550/1. Local government units, which include every county, township, municipality, municipal corporation, community college district, school district, forest preserve district, park district, fire protection district, sanitary district, and library district, may require bonds for projects \$150,000 and lower, provided the agency requires the bonds by resolution or ordinance. *Id.* As an important note, changes to the Bond Act as outlined in this paragraph are valid through January 1, 2029, at which time the dollar amount triggering the bond requirement reverts to projects over \$50,000. *Id.*

The Bond Act also now sets forth certain limits on amounts that can be withheld by a public body from payments due to contractors, or “retainage”. Those limits apply to all public work projects over \$150,000. Both the owner and the contractors on a public works project over \$150,000 must comply with the following retainage limits when issuing payment: (1) prior to completion of 50% of the contract, the public body and contractor may not withhold more than 10% retainage; (2) upon 50% completion of the contract, retainage must be reduced so that no more than 5% is held; and (3) after 50% completion of the contract, no more than 5% of any subsequent payments made under

the contract may be withheld. 30 ILCS 550/1. *Id.* Prior to this amendment to the Bond Act, there were no limitations or restrictions on how public bodies used retainage.

Please contact your Robbins Schwartz attorney with any questions regarding the recent amendments to the Public Construction Bond Act, 30 ILCS 550/1 *et seq.*

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Municipal Minute

[PAC Finds Public Body in Violation of OMA for Improper Closed Session](#)

Just when we thought we had reported on all of the 2023 PAC binding opinions, the PAC issued one more opinion in late December.

After a parent filed an objection to a book's inclusion in a school district's curriculum, the school superintendent determined that using the book did not violate board policy. The parent subsequently appealed the superintendent's decision to the full school board, which discussed the matter in closed session at its May 22, 2023 meeting, and then voted in open session to add a second book as an alternative option to the controversial book in question. At a later meeting, the board decided to pull the book from its curriculum altogether after returning from closed session at its August 7, 2023 meeting. In response to a request for review challenging the board's basis for entering closed session to discuss the book at its August 7, 2023 meeting, the PAC concluded that the board violated the OMA by holding an improper closed session discussion regarding removing the book from its curriculum. [PAC Op. 23-016](#).

Specifically, the PAC rejected the board's arguments that it properly entered closed session at its August 7, 2023 meeting to discuss issues involving the book pursuant to OMA exceptions 2(c)(1), 2(c)(4), 2(c)(10), and 2(c)(11).

The PAC rejected the board's argument that it properly cited OMA exception 2(c)(1) to discuss a grievance against specific employees in connection with teaching the book, finding that the board's argument did not align with the substance of its closed session discussion, which centered on the merits of having the book as part of its curriculum. Although the board briefly alluded to the parent who filed the grievance, the parent's child, and certain school employees, the board never deliberated about performance issues or relative merits of specific employees. Nor did the board demonstrate that its discussion about the appropriateness of the book was inextricably intertwined with its overarching discussion about employment-related topics about specific employees.

The PAC also determined that the board's discussion during its closed session meeting fell outside the scope of OMA exception 2(c)(4), because the board's discussion focused on the appropriateness of the book as part of its curriculum and did not constitute evidence or testimony in an open hearing or a closed hearing specifically authorized by law. Indeed, the PAC noted that the board was not specifically authorized by law to act as a quasi-judiciary body with respect to deciding whether to remove a book from its curriculum.

The PAC also determined that the board's discussion during closed session fell outside the scope of OMA exception 2(c)(10), which narrowly pertains to individual student matters. While the board momentarily alluded to an individual student, its discussion generally focused on the appropriateness of the book and broader curriculum issues impacting many students.

Finally, the board acknowledged it did not actually utilize the OMA's "pending or imminent" litigation exception in section 2(c)(11) during its closed session meeting.

Post Authored by Eugene Bolotnikov, Ancel Glink

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



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