



**Tuesday, November 18, 2025**

Regular Board Meeting

6:30 PM

Addison Village Hall

1 Friendship Plaza

Board Room

Addison, IL 60101

1. **Call to Order**

2. **Roll Call**

Establishment of a quorum

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

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

**Revenue**

Received in October: \$205,388.03

YTD Revenue: \$6,433,122.41

**Expenditures**

Expended in October: \$1,088,400.35

YTD Expenditures: \$6,480,429.09

**Disbursements**

\$831,623.82 + October Payroll \$270,867.58

Grand Total for October Disbursements: \$1,102,491.40

7. **Consent Agenda**

A. Approval of Minutes

B. Approval of Bills & Disbursements

8. **Reports**

A. Director & Staff Reports

B. Statistics

C. Building Project Report

9. **New Business**

A. ACTION ITEM: Audit Services RFP

The Board will review the proposals received in response to the Request for Proposals put out by the Library for audit services and consider which firm to hire based on factors including price, experience, and qualifications.

B. ACTION ITEM: Updated Compensation Structure

The Board will review the final report on the Market Benchmarking & Compensation Structure Development Project that was recently completed and will be asked to approve a new compensation structure to take effect on May 1, 2026.

C. ACTION ITEM: 2026 Library Closure Dates

D. DISCUSSION ITEM: Illinois Public Library Standards - Marketing & Promotion

The library is meeting the highest standards in nearly every area of this section. We do need to spend some time in the coming year reviewing PDF documents posted for the public for ADA compliance.

- E. DISCUSSION ITEM: Illinois Public Library Standards - Programming  
We are currently meeting all standards under Programming.
- F. DISCUSSION ITEM: Illinois Public Library Standards — Safety & Emergency Preparedness  
The library meets all core standards and most intermediate and advanced standards in the Safety & Emergency Preparedness section.
- G. DISCUSSION ITEM: Illinois Public Library Standards - Technology  
We are currently meeting all standards for the Technology section.

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

11. **Correspondence & Announcements**

- A. Patron Communication
- B. Other Correspondence

12. **Additional Discussion**

13. **Adjournment**



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5. **Public Comment**
6. **Treasurer's Report**
7. **Consent Agenda**
  - A. Approval of Minutes
  - B. Approval of Bills & Disbursements
8. **Reports**
  - A. Director & Staff Reports
  - B. Statistics
  - C. Building Project Report
9. **New Business**
  - A. ACTION ITEM: Audit Services RFP
  - B. ACTION ITEM: Updated Compensation Structure
  - C. ACTION ITEM: 2026 Library Closure Dates
  - D. DISCUSSION ITEM: Illinois Public Library Standards - Marketing & Promotion
  - E. DISCUSSION ITEM: Illinois Public Library Standards - Programming
  - F. DISCUSSION ITEM: Illinois Public Library Standards - Safety & Emergency Preparedness
  - G. DISCUSSION ITEM: Illinois Public Library Standards - Technology
10. **Closed Session (if needed)**
11. **Correspondence & Announcements**
  - A. Patron Communication
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12. **Additional Discussion**
13. **Adjournment**

## Addison Public Library

### Balance Sheet as of October 31, 2025

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <b>General Fund</b> <hr/>			
<b><u>Assets</u></b>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,781.16	(9,781.16)	0.00
10-11-1075 - Cash in Bank - Harris Bank Comingled	609,127.06	1,806.40	610,933.46
10-11-1085 - Cash in Bank - Ehlers	12,711,599.84	(987,858.07)	11,723,741.77
10-11-1105 - Cash in Bank - Wintrust Bank Tax Account	7,117,481.65	(475,648.60)	6,641,833.05
10-11-1106 - Cash in Bank - Wintrust Bank Librarian's Fund	2,000.00	0.00	2,000.00
10-11-1107 - Cash in Bank - Wintrust Bank General Fund	106,085.97	202,552.64	308,638.61
10-11-1108 - Cash in Bank - Wintrust Bank Friends	577.28	9,775.51	10,352.79
10-11-2000 - Allocated Cash	(12,470,578.56)	1,028,773.96	(11,441,804.60)
10-12-0100 - Property Taxes Receivable	5,992,137.05	0.00	5,992,137.05
10-12-0101 - Due from State	52,858.61	0.00	52,858.61
10-13-0100 - Prepaid Items	39,278.76	0.00	39,278.76
	<u>14,170,898.31</u>	<u>(230,379.32)</u>	<u>13,940,518.99</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	125,765.62	(13,653.06)	112,112.56
10-22-0230 - Employee I.M.R.F. Payable	9,835.40	24.23	9,859.63
10-22-0260 - Def Annuity Withholding Payable	(5,675.00)	(900.00)	(6,575.00)
10-22-0270 - Roth 457 Payable	5,550.00	900.00	6,450.00
10-22-0390 - Accrued Payroll	92,749.80	0.00	92,749.80
10-24-0300 - Deferred Property Taxes	5,992,137.05	0.00	5,992,137.05
10-24-0301 - Deferred Revenue - Per Capita Grant	52,660.45	0.00	52,660.45
	<u>6,273,023.32</u>	<u>(13,628.83)</u>	<u>6,259,394.49</u>
<b><u>Fund Balance</u></b>			
10-30-2920 - Reserved - F.I.C.A.	(43,418.80)	0.00	(43,418.80)
10-30-2930 - Reserved - I.M.R.F.	287,303.67	0.00	287,303.67
10-30-2940 - Reserved - Unemployment Comp.	18,437.12	0.00	18,437.12
10-30-2950 - Reserved - Liability Insurance	21,179.61	0.00	21,179.61
10-30-2960 - Reserved - Audit	9,784.00	0.00	9,784.00
10-30-2965 - Reserved - Workers Comp	14,316.79	0.00	14,316.79
10-30-2970 - Reserved - Per Capita Grant	235,973.10	0.00	235,973.10
10-30-2990 - Unreserved Fund Balance	3,441,242.77	0.00	3,441,242.77
	<u>3,984,818.26</u>	<u>0.00</u>	<u>3,984,818.26</u>
<b>Total Liabilities and Fund Balance</b>	<u>10,257,841.58</u>	<u>(13,628.83)</u>	<u>10,244,212.75</u>
 <b>Excess Revenues Over Expenses</b>	<u>3,913,056.73</u>	<u>(216,750.49)</u>	<u>3,696,306.24</u>

## Addison Public Library

### Balance Sheet as of October 31, 2025

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr/> <b>Capital Improvement Fund</b> <hr/>			
<b><u>Assets</u></b>			
80-11-1110 - Cash in Bank - Ill Metropolitan	676,619.37	2,363.08	678,982.45
80-11-2000 - Allocated Cash	12,468,791.53	(1,028,773.96)	11,440,017.57
	<u>13,145,410.90</u>	<u>(1,026,410.88)</u>	<u>12,119,000.02</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
80-21-2750 - Accounts Payable	1,032,108.56	(360,545.11)	671,563.45
	<u>1,032,108.56</u>	<u>(360,545.11)</u>	<u>671,563.45</u>
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	<u>15,190,653.13</u>	<u>0.00</u>	<u>15,190,653.13</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>16,222,761.69</u></u>	<u><u>(360,545.11)</u></u>	<u><u>15,862,216.58</u></u>
<b>Excess Revenues Over Expenses</b>	<u><u>(3,077,350.79)</u></u>	<u><u>(665,865.77)</u></u>	<u><u>(3,743,216.56)</u></u>

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

## Addison Public Library

### Balance Sheet as of October 31, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Total All Funds</b> <hr/>			
<b><u>Assets</u></b>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,781.16	(9,781.16)	0.00
Cash in Bank - Harris Bank Comingled	609,127.06	1,806.40	610,933.46
Cash in Bank - Ehlers	12,711,599.84	(987,858.07)	11,723,741.77
Cash in Bank - Wintrust Bank Tax Account	7,117,481.65	(475,648.60)	6,641,833.05
Cash in Bank - Wintrust Bank Librarian's Fund	2,000.00	0.00	2,000.00
Cash in Bank - Wintrust Bank General Fund	106,085.97	202,552.64	308,638.61
Cash in Bank - Wintrust Bank Friends	577.28	9,775.51	10,352.79
Cash in Bank - Ill Metropolitan	676,619.37	2,363.08	678,982.45
Property Taxes Receivable	5,992,137.05	0.00	5,992,137.05
Due from State	52,858.61	0.00	52,858.61
Prepaid Items	39,278.76	0.00	39,278.76
	<u>27,318,096.24</u>	<u>(1,256,790.20)</u>	<u>26,061,306.04</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	1,157,874.18	(374,198.17)	783,676.01
Employee I.M.R.F. Payable	9,835.40	24.23	9,859.63
Def Annuity Withholding Payable	(5,675.00)	(900.00)	(6,575.00)
Roth 457 Payable	5,550.00	900.00	6,450.00
Accrued Payroll	92,749.80	0.00	92,749.80
Deferred Property Taxes	5,992,137.05	0.00	5,992,137.05
Deferred Revenue - Per Capita Grant	52,660.45	0.00	52,660.45
	<u>7,305,131.88</u>	<u>(374,173.94)</u>	<u>6,930,957.94</u>
 <b>Fund Balance</b>			
Reserved - F.I.C.A.	(43,418.80)	0.00	(43,418.80)
Reserved - I.M.R.F.	287,303.67	0.00	287,303.67
Reserved - Unemployment Comp.	18,437.12	0.00	18,437.12
Reserved - Liability Insurance	21,179.61	0.00	21,179.61
Reserved - Audit	9,784.00	0.00	9,784.00
Reserved - Workers Comp	14,316.79	0.00	14,316.79
Reserved - Per Capita Grant	235,973.10	0.00	235,973.10
Unreserved Fund Balance	3,443,029.80	0.00	3,443,029.80
Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	<u>19,177,258.42</u>	<u>0.00</u>	<u>19,177,258.42</u>
 <b>Total Liabilities &amp; Fund Balance</b>	 <u>26,482,390.30</u>	 <u>(374,173.94)</u>	 <u>26,108,216.36</u>
 <b>Excess Revenues Over Expenditures</b>	 <u>835,705.94</u>	 <u>(882,616.26)</u>	 <u>(46,910.32)</u>

## Addison Public Library

### Balance Sheet as of October 31, 2025

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<b>General Capital Assets Fund</b>			
<b><u>Assets</u></b>			
95-14-0400 - Building Improvements	1,060,653.18	0.00	1,060,653.18
95-14-0410 - Construction in Progress	3,271,496.00	0.00	3,271,496.00
95-14-0450 - Books and Materials	3,322,737.89	0.00	3,322,737.89
95-14-0480 - Office Equipment	<u>1,201,525.00</u>	<u>0.00</u>	<u>1,201,525.00</u>
	<u>8,856,412.07</u>	<u>0.00</u>	<u>8,856,412.07</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
95-20-1000 - Accumulated Depreciation	<u>2,751,842.00</u>	<u>0.00</u>	<u>2,751,842.00</u>
	<u>2,751,842.00</u>	<u>0.00</u>	<u>2,751,842.00</u>
<b><u>Net Capital Assets</u></b>			
95-30-0600 - Net Capital Assets	<u>6,104,570.07</u>	<u>0.00</u>	<u>6,104,570.07</u>
	<u>6,104,570.07</u>	<u>0.00</u>	<u>6,104,570.07</u>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>8,856,412.07</u></u>	<u><u>0.00</u></u>	<u><u>8,856,412.07</u></u>

**Addison Public Library  
Revenue Report  
For the 6 Months Ended October 31, 2025**

<u>General Fund</u>	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<b><u>Taxes</u></b>					
10-41-3201 - Property Current - General	108,205.65	5,223,670.21	5,285,321.00	61,650.79	98.83
10-41-3202 - Property Current - F.I.C.A.	6,162.75	297,509.22	301,020.48	3,511.26	98.83
10-41-3203 - Property Current - I.M.R.F.	6,162.75	297,509.22	301,020.48	3,511.26	98.83
10-41-3205 - Property Current - Liability Insurance	1,259.78	60,816.78	61,534.57	717.79	98.83
10-41-3206 - Property Current - Audit	136.19	6,574.80	6,652.39	77.59	98.83
10-41-3207 - Property Current - Unemployment	102.15	4,931.09	4,989.29	58.20	98.83
10-41-3208 - Property Current - Workers Compensation	102.15	4,931.09	4,989.29	58.20	98.83
10-41-3301 - Replacement Taxes	9,118.07	46,813.11	75,000.00	28,186.89	62.42
10-41-3400 - Aggregate Refunds	<u>544.78</u>	<u>26,299.17</u>	<u>26,609.55</u>	<u>310.38</u>	<u>98.83</u>
	<u>131,794.27</u>	<u>5,969,054.69</u>	<u>6,067,137.05</u>	<u>98,082.36</u>	<u>98.38</u>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	281.90	2,152.49	6,000.00	3,847.51	35.87
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	2,245.33	1,000.00	(1,245.33)	224.53
10-42-3012 - Nonresident Fees	0.00	1,676.84	1,500.00	(176.84)	111.79
10-42-3016 - Scanner Fees	1,034.76	4,571.67	7,500.00	2,928.33	60.96
10-42-3099 - Printing and Copying Fee	<u>705.45</u>	<u>5,649.33</u>	<u>5,000.00</u>	<u>(649.33)</u>	<u>112.99</u>
	<u>2,022.11</u>	<u>16,295.66</u>	<u>21,000.00</u>	<u>4,704.34</u>	<u>77.60</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	0.00	52,660.45	52,660.00	(0.45)	100.00
10-43-3015 - Wellness Initiatives	<u>0.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>56,360.45</u>	<u>56,360.00</u>	<u>(0.45)</u>	<u>100.00</u>
<b><u>Interest</u></b>					
10-46-3028 - Other Interest Income	24,968.68	73,336.25	50,000.00	(23,336.25)	146.67
10-46-3029 - Ehlers Interest	<u>44,170.49</u>	<u>301,923.59</u>	<u>200,000.00</u>	<u>(101,923.59)</u>	<u>150.96</u>
	<u>69,139.17</u>	<u>375,259.84</u>	<u>250,000.00</u>	<u>(125,259.84)</u>	<u>150.10</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	0.00	57.91	100,000.00	99,942.09	0.06
10-47-3024 - Other Income	0.00	545.24	6,500.00	5,954.76	8.39
10-47-3030 - Friends of Addison Public Library	<u>68.55</u>	<u>1,422.12</u>	<u>5,000.00</u>	<u>3,577.88</u>	<u>28.44</u>
	<u>68.55</u>	<u>2,025.27</u>	<u>111,500.00</u>	<u>109,474.73</u>	<u>1.82</u>
Total Non-Tax Revenues	<u>71,229.83</u>	<u>449,941.22</u>	<u>438,860.00</u>	<u>(11,081.22)</u>	<u>102.53</u>
Total General Fund Revenues	<u>203,024.10</u>	<u>6,418,995.91</u>	<u>6,505,997.05</u>	<u>87,001.14</u>	<u>98.66</u>

**Addison Public Library  
Revenue Report  
For the 6 Months Ended October 31, 2025**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Improvement Fund</u>					
<b><u>Other</u></b>					
80-46-3029 - Interest on IMET	2,363.08	14,125.65	0.00	(14,125.65)	0.00
80-47-3019 - Capital Donations	<u>0.85</u>	<u>0.85</u>	<u>0.00</u>	<u>(0.85)</u>	<u>0.00</u>
	<u>2,363.93</u>	<u>14,126.50</u>	<u>0.00</u>	<u>(14,126.50)</u>	<u>0.00</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>2,363.93</u>	<u>14,126.50</u>	<u>0.00</u>	<u>(14,126.50)</u>	<u>0.00</u>
<u>Rebillables Fund</u>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>205,388.03</u>	<u>6,433,122.41</u>	<u>6,505,997.05</u>	<u>72,874.64</u>	<u>98.88</u>

**Addison Public Library  
Expense Report  
For the 6 Months Ended October 31, 2025**

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>General Fund</u></b>						
<b><u>Staffing</u></b>						
10-50-1100 - Staff Salaries and Wages	238,687.20	1,539,771.03	3,452,600.00	1,912,828.97	44.60	55.40
10-50-2200 - Employer F.I.C.A. Expense	17,891.16	115,688.92	264,124.00	148,435.08	43.80	56.20
10-50-2300 - Employer I.M.R.F. Expense	14,289.22	78,130.59	190,000.00	111,869.41	41.12	58.88
10-50-2400 - Health Insurance	37,242.24	221,261.87	512,000.00	290,738.13	43.22	56.78
10-50-2450 - Employee Assistance Program	0.00	3,755.00	3,755.00	0.00	100.00	0.00
10-50-2500 - Recruiting	0.00	58.00	3,500.00	3,442.00	1.66	98.34
10-50-2600 - Wellness Initiatives EXP	<u>(3,700.10)</u>	<u>(3,700.10)</u>	<u>3,700.00</u>	<u>7,400.10</u>	<u>(100.00)</u>	<u>200.00</u>
	<u>304,409.72</u>	<u>1,954,965.31</u>	<u>4,429,679.00</u>	<u>2,474,713.69</u>	<u>44.13</u>	<u>55.87</u>
<b><u>Library Materials</u></b>						
<b><u>Children Services</u></b>						
10-52-3100 - Children Books	5,276.81	29,297.02	71,000.00	41,702.98	41.26	58.74
10-52-3900 - Children Other Expenditures	<u>2,098.37</u>	<u>11,976.46</u>	<u>28,000.00</u>	<u>16,023.54</u>	<u>42.77</u>	<u>57.23</u>
	<u>7,375.18</u>	<u>41,273.48</u>	<u>99,000.00</u>	<u>57,726.52</u>	<u>41.69</u>	<u>58.31</u>
<b><u>Adult Services</u></b>						
10-54-3110 - Adult Books	4,161.13	44,513.02	167,000.00	122,486.98	26.65	73.35
10-54-3900 - Adult Other Expenditures	<u>4,965.30</u>	<u>34,781.55</u>	<u>80,500.00</u>	<u>45,718.45</u>	<u>43.21</u>	<u>56.79</u>
	<u>9,126.43</u>	<u>79,294.57</u>	<u>247,500.00</u>	<u>168,205.43</u>	<u>32.04</u>	<u>67.96</u>
<b><u>Other Library Materials</u></b>						
10-55-3400 - Magazines/News	966.55	8,944.46	10,500.00	1,555.54	85.19	14.81
10-55-3500 - Online Databases	9,849.00	108,128.43	223,000.00	114,871.57	48.49	51.51
10-55-3860 - E-Books	7,026.85	24,403.30	75,000.00	50,596.70	32.54	67.46
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>4,200.00</u>	<u>46,000.00</u>	<u>41,800.00</u>	<u>9.13</u>	<u>90.87</u>
	<u>17,842.40</u>	<u>145,676.19</u>	<u>354,500.00</u>	<u>208,823.81</u>	<u>41.09</u>	<u>58.91</u>
Total Library Materials	<u>34,344.01</u>	<u>266,244.24</u>	<u>701,000.00</u>	<u>434,755.76</u>	<u>37.98</u>	<u>62.02</u>
<b><u>General Contractual Services</u></b>						
10-56-4100 - Legal Fees	434.38	6,439.25	8,500.00	2,060.75	75.76	24.24
10-56-4410 - Collection Agency Fees	0.00	1,141.60	3,500.00	2,358.40	32.62	67.38
10-56-4420 - Equipment Rental & Leasing	0.00	614.70	4,000.00	3,385.30	15.37	84.63
10-56-4450 - Accounting Service Fees	1,850.00	11,050.00	24,500.00	13,450.00	45.10	54.90
10-56-4500 - Payroll Service Fees	4,720.36	25,320.10	58,575.00	33,254.90	43.23	56.77
10-56-4600 - Audit Service Fees	0.00	7,002.00	7,050.00	48.00	99.32	0.68
10-56-4900 - Other Contracts	<u>396.06</u>	<u>22,500.36</u>	<u>50,000.00</u>	<u>27,499.64</u>	<u>45.00</u>	<u>55.00</u>
	<u>7,400.80</u>	<u>74,068.01</u>	<u>156,125.00</u>	<u>82,056.99</u>	<u>47.44</u>	<u>52.56</u>

# Addison Public Library Expense Report For the 6 Months Ended October 31, 2025

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Physical Services</u></b>						
<b><u>Utilities and Services</u></b>						
10-58-5100 - Natural Gas Service	531.87	1,524.12	25,000.00	23,475.88	6.10	93.90
10-58-5120 - Water Service	551.42	1,780.68	4,200.00	2,419.32	42.40	57.60
10-58-5310 - Refuse Disposal Service	0.00	2,016.85	4,265.00	2,248.15	47.29	52.71
10-58-5320 - Cleaning Service	<u>4,813.00</u>	<u>33,691.00</u>	<u>78,040.00</u>	<u>44,349.00</u>	<u>43.17</u>	<u>56.83</u>
	<u>5,896.29</u>	<u>39,012.65</u>	<u>111,505.00</u>	<u>72,492.35</u>	<u>34.99</u>	<u>65.01</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	833.70	3,576.62	11,000.00	7,423.38	32.51	67.49
10-58-5570 - Leased Internet Access Line	<u>576.40</u>	<u>3,348.96</u>	<u>10,700.00</u>	<u>7,351.04</u>	<u>31.30</u>	<u>68.70</u>
	<u>1,410.10</u>	<u>6,925.58</u>	<u>21,700.00</u>	<u>14,774.42</u>	<u>31.92</u>	<u>68.08</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	4,291.51	19,043.44	45,000.00	25,956.56	42.32	57.68
10-58-5620 - HVAC	0.00	0.00	20,000.00	20,000.00	0.00	100.00
10-58-5690 - Other Building Materials & Repair	0.00	637.01	11,000.00	10,362.99	5.79	94.21
10-58-5710 - Equipment Maintenance & Repair	<u>5,596.44</u>	<u>33,248.64</u>	<u>65,000.00</u>	<u>31,751.36</u>	<u>51.15</u>	<u>48.85</u>
	<u>9,887.95</u>	<u>52,929.09</u>	<u>141,000.00</u>	<u>88,070.91</u>	<u>37.54</u>	<u>62.46</u>
Total Physical Services	<u>17,194.34</u>	<u>98,867.32</u>	<u>274,205.00</u>	<u>175,337.68</u>	<u>36.06</u>	<u>63.94</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	2,000.00	3,584.00	39,000.00	35,416.00	9.19	90.81
10-61-6100 - ILS Services	15,242.50	30,485.00	62,000.00	31,515.00	49.17	50.83
10-61-6200 - Software/Licenses	<u>1,243.82</u>	<u>52,454.84</u>	<u>105,000.00</u>	<u>52,545.16</u>	<u>49.96</u>	<u>50.04</u>
	<u>18,486.32</u>	<u>86,523.84</u>	<u>206,000.00</u>	<u>119,476.16</u>	<u>42.00</u>	<u>58.00</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	28.52	1,233.52	3,000.00	1,766.48	41.12	58.88
10-62-7420 - Information Technology	0.00	0.00	800.00	800.00	0.00	100.00
10-62-7430 - Guest Services	0.00	440.00	1,000.00	560.00	44.00	56.00
10-62-7440 - Adult Services	838.61	2,652.99	4,300.00	1,647.01	61.70	38.30
10-62-7450 - Children Services	0.00	385.00	1,000.00	615.00	38.50	61.50
10-62-7455 - Teen Services	0.00	560.00	1,200.00	640.00	46.67	53.33
10-62-7460 - Materials Management	0.00	630.10	2,000.00	1,369.90	31.51	68.49
10-62-7470 - Staff In-Service	0.00	3,074.47	10,400.00	7,325.53	29.56	70.44
10-62-7480 - Board	320.00	1,670.00	3,500.00	1,830.00	47.71	52.29
10-62-7500 - Community Engagement	19.97	613.18	2,254.00	1,640.82	27.20	72.80
10-62-7510 - Memberships (Staff & Board)	275.00	5,979.00	12,000.00	6,021.00	49.83	50.17
10-62-7550 - In-State Travel	608.19	1,175.02	15,200.00	14,024.98	7.73	92.27
10-62-7560 - Out-of-State Travel	0.00	(1,460.70)	14,000.00	15,460.70	(10.43)	110.43
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>836.21</u>	<u>7,500.00</u>	<u>6,663.79</u>	<u>11.15</u>	<u>88.85</u>
	<u>2,090.29</u>	<u>17,788.79</u>	<u>78,154.00</u>	<u>60,365.21</u>	<u>22.76</u>	<u>77.24</u>

# Addison Public Library Expense Report For the 6 Months Ended October 31, 2025

	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>	<u>Prct.</u> <u>Remain.</u>
<b><u>Programs</u></b>						
10-64-8100 - Adult Services Programs	1,670.88	8,728.55	32,000.00	23,271.45	27.28	72.72
10-64-8110 - Adult Computer Programs	0.00	47.98	0.00	(47.98)	0.00	100.00
10-64-8120 - Children Services Programs - General	113.70	2,835.57	18,500.00	15,664.43	15.33	84.67
10-64-8160 - Teen Program	598.90	6,352.10	19,000.00	12,647.90	33.43	66.57
10-64-8165 - Community Engagement Program	599.24	3,069.63	8,250.00	5,180.37	37.21	62.79
10-64-8170 - IT Programs	<u>460.76</u>	<u>3,249.22</u>	<u>7,000.00</u>	<u>3,750.78</u>	<u>46.42</u>	<u>53.58</u>
	<u>3,443.48</u>	<u>24,283.05</u>	<u>84,750.00</u>	<u>60,466.95</u>	<u>28.65</u>	<u>71.35</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	7,853.09	22,402.15	55,380.00	32,977.85	40.45	59.55
10-64-8220 - Flyers/Brochures	210.00	2,486.01	16,475.00	13,988.99	15.09	84.91
10-64-8910 - Other Promotions	<u>29.00</u>	<u>6,881.25</u>	<u>16,000.00</u>	<u>9,118.75</u>	<u>43.01</u>	<u>56.99</u>
	<u>8,092.09</u>	<u>31,769.41</u>	<u>87,855.00</u>	<u>56,085.59</u>	<u>36.16</u>	<u>63.84</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	653.42	3,569.27	6,500.00	2,930.73	54.91	45.09
10-66-9220 - Guest Services Supplies	24.98	927.65	6,085.00	5,157.35	15.24	84.76
10-66-9230 - Adult Services Supplies	32.55	690.55	1,500.00	809.45	46.04	53.96
10-66-9240 - Children Services Supplies	264.62	1,240.05	2,500.00	1,259.95	49.60	50.40
10-66-9245 - Teen Services Supplies	0.00	776.51	1,000.00	223.49	77.65	22.35
10-66-9250 - Materials Management Supplies	2,304.42	8,152.51	30,500.00	22,347.49	26.73	73.27
10-66-9260 - Public Relations Supplies	0.00	34.51	0.00	(34.51)	0.00	100.00
10-66-9270 - Information Technology Supplies	865.22	13,751.34	44,000.00	30,248.66	31.25	68.75
10-66-9290 - Postage	1,000.00	5,900.00	8,500.00	2,600.00	69.41	30.59
10-66-9300 - Library Wide Supplies	525.54	3,249.11	11,000.00	7,750.89	29.54	70.46
10-66-9330 - Community Engagement Supplies	<u>23.99</u>	<u>3,149.72</u>	<u>5,550.00</u>	<u>2,400.28</u>	<u>56.75</u>	<u>43.25</u>
	<u>5,694.74</u>	<u>41,441.22</u>	<u>117,135.00</u>	<u>75,693.78</u>	<u>35.38</u>	<u>64.62</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	421.37	1,031.42	5,000.00	3,968.58	20.63	79.37
10-66-9520 - Workers' Compensation Insurance	(216.00)	11,181.00	11,500.00	319.00	97.23	2.77
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>46,253.31</u>	<u>64,000.00</u>	<u>17,746.69</u>	<u>72.27</u>	<u>27.73</u>
	<u>205.37</u>	<u>58,465.73</u>	<u>80,500.00</u>	<u>22,034.27</u>	<u>72.63</u>	<u>27.37</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	<u>11,964.52</u>	<u>28,371.67</u>	<u>52,660.00</u>	<u>24,288.33</u>	<u>53.88</u>	<u>46.12</u>
	<u>11,964.52</u>	<u>28,371.67</u>	<u>52,660.00</u>	<u>24,288.33</u>	<u>53.88</u>	<u>46.12</u>

**Addison Public Library  
Expense Report  
For the 6 Months Ended October 31, 2025**

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Budgeted Amount</u>	<u>Budgeted Remain.</u>	<u>Prct. Expend.</u>	<u>Prct. Remain.</u>
<b><u>Other Expenses</u></b>						
10-66-9910 - Hardware	5,904.54	35,783.86	55,000.00	19,216.14	65.06	34.94
10-66-9920 - Furniture and Equipment	0.00	407.71	10,000.00	9,592.29	4.08	95.92
10-66-9930 - Reciprocal Borrowing Expense	70.00	120.00	750.00	630.00	16.00	84.00
10-66-9940 - Cable Broadcast	0.00	450.00	5,400.00	4,950.00	8.33	91.67
10-66-9960 - Friends of the Library	29.99	143.27	4,000.00	3,856.73	3.58	96.42
10-66-9970 - FUNshine Committee	98.92	1,673.84	4,800.00	3,126.16	34.87	65.13
10-66-9980 - Staff Recognition	345.46	1,322.40	10,000.00	8,677.60	13.22	86.78
10-66-9985 - Sam's Lab	0.00	0.00	100,000.00	100,000.00	0.00	100.00
	<u>6,448.91</u>	<u>39,901.08</u>	<u>189,950.00</u>	<u>150,048.92</u>	<u>21.01</u>	<u>78.99</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>24,313.54</u>	<u>168,179.70</u>	<u>440,245.00</u>	<u>272,065.30</u>	<u>38.20</u>	<u>61.80</u>
Total General Fund Expenditures	<u>419,774.59</u>	<u>2,722,689.67</u>	<u>6,458,013.00</u>	<u>3,735,323.33</u>	<u>42.16</u>	<u>57.84</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	9,717.45	15,767.45	135,000.00	119,232.55	11.68	88.32
80-55-1905 - Renovation Project	<u>658,512.25</u>	<u>3,741,575.61</u>	<u>10,000,000.00</u>	<u>6,258,424.39</u>	<u>37.42</u>	<u>62.58</u>
	<u>668,229.70</u>	<u>3,757,343.06</u>	<u>10,135,000.00</u>	<u>6,377,656.94</u>	<u>37.07</u>	<u>62.93</u>
<b><u>RFID Project</u></b>						
80-65-1940 - RFID Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total Capital Improvement Fund Expenditures	<u>668,229.70</u>	<u>3,757,343.06</u>	<u>10,135,000.00</u>	<u>6,377,656.94</u>	<u>37.07</u>	<u>62.93</u>
<b><u>Rebillables Fund</u></b>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
Total All Funds	<u>1,088,004.29</u>	<u>6,480,032.73</u>	<u>16,593,013.00</u>	<u>10,112,980.27</u>	<u>39.05</u>	<u>60.95</u>

**Addison Public Library  
Check Register**

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Ale Ramirez 10-64-8160	Teen Program	Void Check 21705	-150.00	21705	10/31/25	<u>(150.00)</u>
ADP, LLC #110146 10-56-4500	Payroll Service Fees	INV #702390179	4,320.16	21829	10/22/25	<u>4,720.36</u>
10-56-4500	Payroll Service Fees	CREDIT #203751160	-2,000.00			
10-56-4500	Payroll Service Fees	INV #702390190	400.20			
10-56-4500	Payroll Service Fees	INV #702391299	2,000.00			
Amsterdam 112405 10-66-9210	Office Supplies	Inv #7935409	165.82	21830	10/22/25	<u>165.82</u>
Land's End Business Outfitters 10-64-8910	Other Promotions	INV #SIN12846883A	29.00	21831	10/22/25	<u>29.00</u>
Library Furniture International 221920 80-55-1905	Renovation Project	INV #2026-373-Dep (50% Deposit)	2,966.25	21832	10/22/25	<u>2,966.25</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct #66-89-55-1902 4	531.87	21833	10/22/25	<u>531.87</u>
Verizon 10-58-5570	Leased Internet Access Line	INV #6125363457	100.20	21834	10/22/25	<u>100.20</u>
Village of Addison - HSA 10-50-2400	Health Insurance	HSA EE/ER Contribution for 10/22/25 Payroll	2,536.06	21835	10/22/25	<u>2,536.06</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica September 2025	240.01	21836	10/22/25	<u>240.01</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Worksite Benefits 11/25 Mutual of Omaha	582.85	21837	10/22/25	<u>582.85</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Self Bill Life/AD&D 11/25 Mutual of Omaha	864.43	21838	10/22/25	<u>864.43</u>
Village of Addison: Misc Exp 500010				21839	10/22/25	<u>88.00</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal November 2025	88.00			
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate November 2025	85.65	21840	10/22/25	<u>85.65</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS November 2025	34,321.39	21841	10/22/25	<u>34,321.39</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental November 2025	2,431.90	21842	10/22/25	<u>2,431.90</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP November 2025	319.53	21843	10/22/25	<u>319.53</u>
Illinois State Treasurer's Office 192247 10-64-8100	Adult Services Programs	Unclaimed Property-Check #38635	125.00	21844	10/30/25	<u>125.00</u>
Illinois State Treasurer's Office 192247 10-64-8100	Adult Services Programs	Unclaimed Property-Check #36262	50.00	21845	10/30/25	<u>50.00</u>
Illinois State Treasurer's Office 192247 10-50-1100	Staff Salaries and Wages	Unclaimed Property-Check36820	21.36	21846	10/30/25	<u>21.36</u>
Illinois State Treasurer's Office 192247 10-64-8100	Adult Services Programs	Unclaimed Property-Check #36034	200.00	21847	10/30/25	<u>200.00</u>
Limricc Unemployment Comp 290227 10-66-9510	Unemployment Compensation Insurance	Unemployment 3rd Quar, 2025	421.37	21848	10/30/25	<u>421.37</u>
Illinois Coalition For Immigrant and Refugee Right 10-64-8100	Adult Services Programs	Void Check 36034	-200.00	36034	10/31/25	<u>(200.00)</u>
Ana Vitek 112415 10-64-8100	Adult Services Programs	Void Check 36262	-50.00	36262	10/31/25	<u>(50.00)</u>
Erica Sanchez 281523 10-50-1100	Staff Salaries and Wages	Void Check 36820	-21.36	36820	10/31/25	<u>(21.36)</u>
Phalen Consulting, Inc 10-64-8100	Adult Services Programs	Void Check 38635	-125.00	38635	10/31/25	<u>(125.00)</u>

**Addison Public Library  
Check Register**

All Bank Accounts  
October 2025

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Marti LaHood 281914 10-64-8100	Adult Services Programs	Marti LaHood 281914	80.00	39238	10/31/25	<u>80.00</u>
CDS Office Technologies 131476 10-64-8120	Children Services Programs - General	Void Check 39338	-340.31	39338	10/31/25	<u>(340.31)</u>
Douglas Fischer 161980 80-55-1905	Renovation Project	Void Check 39935	-6,300.00	39935	10/31/25	<u>(6,300.00)</u>
Amazon Capital Services 112300 10-64-8160	Teen Program	Inv# 1WGY-FFDG-MHJX	169.68	39990	11/06/25	<u>688.55</u>
10-64-8120	Children Services Programs - General	Inv# 1WFF-7W6L-H3HH	71.01			
10-54-3110	Adult Books	Inv# 1PTK-VNLD-JQYW	14.97			
10-54-3110	Adult Books	Inv# 1X6T-LN9D-M4RR	20.27			
10-54-3110	Adult Books	Inv# 1PC6-CD64-M1RV	17.99			
10-54-3900	Adult Other Expenditures	Inv# 1V7M-7GF1-L9NC	19.20			
10-54-3900	Adult Other Expenditures	Inv# 1MYG-DH4Q-LKMG	21.83			
10-54-3900	Adult Other Expenditures	Inv# 16CJ-3V74-HVX3	11.40			
10-66-9240	Children Services Supplies	Inv# 13G7-WFK1-LTY1	191.32			
10-66-9270	Information Technology Supplies	Inv# 1RTN-WNY9-LVGQ	92.94			
10-64-8170	IT Programs	Inv# 1NKY-NL3G-L3TD	57.94			
BMO Harris Bank N.A. 22301 10-61-6200	Software/Licenses	ZOHO Corp, Inv# 50101151599	155.00	39991	11/06/25	<u>485.10</u>
10-61-6200	Software/Licenses	Cyberfox, Inv# 092065	87.50			
10-61-6200	Software/Licenses	Lightspeed, Inv# 957941	189.00			
10-61-6200	Software/Licenses	ScreenConnect, Trans# 121276706813	41.00			
10-61-6200	Software/Licenses	SRFax, Inv# 5610371	12.60			
CMRS-FP 132402 10-66-9290	Postage	Postage for FP meter	1,000.00	39992	11/06/25	<u>1,000.00</u>
Comcast 132548 10-58-5510	Telephone	Acct# 8771201830148973; 10.29.25-11.28.25	76.27	39993	11/06/25	<u>76.27</u>
Comcast 132554 10-58-5510	Telephone	Inv# 255320841	405.43	39994	11/06/25	<u>405.43</u>
Elan Financial Services 10-66-9210	Office Supplies	Sam's Club - Halloween Candy	12.24	39995	11/06/25	<u>4,925.86</u>

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9840	Per Capita Grant - Current Year	Eventbrite, Order# 13454854863	28.52			
10-66-9840	Per Capita Grant - Current Year	ILA Parking Fees - Mary, Yesenia	60.00			
10-66-9840	Per Capita Grant - Current Year	ILA Legislative Lunch, Inv# 324540	60.00			
10-66-9840	Per Capita Grant - Current Year	PLA Registration - Brooke Sievers	364.00			
10-61-6200	Software/Licenses	Adobe, Inv# 3239083515	358.72			
10-66-9970	FUNshine Committee	Sam's Club - Halloween Candy	79.94			
10-64-8160	Teen Program	Sam's Club - Halloween Candy	129.22			
10-62-7480	Board	HR Source, Order# 65392.00	200.00			
10-64-8100	Adult Services Programs	Sam's Club - Halloween Candy	195.90			
10-58-5610	Building Supplies	ROTOVac Corp, Order# 0144639	102.00			
10-58-5610	Building Supplies	PETCO, Trans# 186440	37.96			
10-64-8120	Children Services Programs - General	UniversalYums, Order# 15840001	39.00			
10-54-3110	Adult Books	US Govt. Books, Order# 25100800028	183.00			
10-54-3900	Adult Other Expenditures	Mobile Beac. Inv# A-007454-20251009-1413	1,080.00			
10-55-3400	Magazines/News	SmallCap Informer, Order# 1627000	299.00			
10-58-5710	Equipment Maintenance & Repair	Gordon Flesch, Inv# IN15199754	530.45			
10-62-7410	Administration	Eventbrite, Order# 13454968073	28.52			
10-62-7550	In-State Travel	ILA Parking 10.13.25-10.16.25	60.00			
10-66-9220	Guest Services Supplies	Sam's Club - Halloween Candy	24.98			
10-66-9270	Information Technology Supplies	Monoprice, Order# 24656917	36.39			
10-66-9270	Information Technology Supplies	B&H Photo, Order# 914020579	155.52			
10-64-8220	Flyers/Brochures	StickerGiant, Order# 30451433	210.00			
10-64-8170	IT Programs	Michaels, Order# 5000108173529337	268.58			
10-64-8165	Community Engagement Program	Michaels, Order# 6100110002696441	75.40			
10-64-8165	Community Engagement Program	Sam's Club - Halloween Candy	128.22			
10-64-8165	Community Engagement Program	Creative Craft Vinyl, Order# 50647	90.99			
10-64-8165	Community Engagement Program	SpinningDesigns Inc, 10.9.25	87.31			
Paddock Publications 141147				39996	11/06/25	<u>33.35</u>
10-56-4100	Legal Fees	Inv# 356078	33.35			
Robbins Schwartz 282514				39997	11/06/25	<u>401.03</u>
10-56-4100	Legal Fees	Client# 8872, July Services	401.03			
Speedy Tamales Mexican Cuisine				39998	11/06/25	<u>244.00</u>
10-66-9980	Staff Recognition	Inv# 1, Staff Outing 11.9.25	244.00			

## Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison - HSA 10-58-5120	Water Service	Acct# 5433070004-001, Meter 89463499	551.42	39999	11/06/25	<u>551.42</u>
Village of Addison - HSA 10-58-5120	Water Service	To void Check# 39999	-551.42	39999	11/06/25	<u>(551.42)</u>
Village of Addison - HSA 10-50-2400	Health Insurance	Payroll 11.5.25 EE/ER Contributions	2,536.06	40000	11/06/25	<u>2,536.06</u>
Village of Addison: Misc Exp 500010 10-64-8210	Newletter	Inv# 2026-00000009	1,130.56	40001	11/06/25	<u>1,130.56</u>
Vital Records Control 10-66-9210	Office Supplies	Inv# 5286629	175.00	40002	11/06/25	<u>175.00</u>
Village of Addison: Misc Exp 500010 10-58-5120	Water Service	Acct# 5433070004-001, Meter 89463499	551.42	40003	11/06/25	<u>551.42</u>
Ale Ramirez 10-64-8160	Teen Program	Program 12.1.25	150.00	40004	11/18/25	<u>150.00</u>
Ale Ramirez 10-64-8160	Teen Program	Program 12.15.25	150.00	40005	11/18/25	<u>150.00</u>
Ale Ramirez 10-64-8160	Teen Program	Program 11.19.25	150.00	40006	11/18/25	<u>150.00</u>
Amazon Capital Services 112300 10-66-9970	FUNshine Committee	Inv# 191Y-1RY1-1VVM	6.99	40007	11/18/25	<u>741.15</u>
10-64-8100	Adult Services Programs	Inv# 14TR-RFVV-YHYT	10.98			
10-52-3100	Children Books	Inv# 1KQY-TR7P-Y4HV	23.97			
10-54-3110	Adult Books	Inv# 1G3Y-7Y93-1XNN	13.17			
10-54-3110	Adult Books	Inv# 1R3F-YXWT-3NHV	164.13			
10-54-3110	Adult Books	Inv# 14Y9-9YFD-1K6P	-9.69			
10-54-3110	Adult Books	Inv# 1YGJ-NFXF-1YDJ	41.98			
10-54-3900	Adult Other Expenditures	Inv# 1K63-WLYH-39XF	21.84			
10-66-9270	Information Technology Supplies	Inv# 1WXN-MCT9-3H1V	17.53			
10-66-9270	Information Technology Supplies	Inv# 1CXK-PDML-3NVL	290.89			
10-64-8170	IT Programs	Inv# 1X3V-9X3P-1Y6W	57.90			

## Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9980	Staff Recognition	Inv# 1KFN-QJP9-1QY3	101.46			
Amazon Capital Services 112300				40008	11/18/25	<u>638.91</u>
10-66-9970	FUNshine Committee	Inv# 1FQY-LPNV-47TG	11.99			
10-52-3100	Children Books	Inv# 1CCP-31D9-3W1R	121.57			
10-52-3100	Children Books	Inv# 1T7T-3NKF-47XT	23.97			
10-52-3900	Children Other Expenditures	Inv# 1CD9-64JH-1TQ3	11.50			
10-52-3900	Children Other Expenditures	Inv# 13VG-HVJL-3R1X	27.99			
10-52-3900	Children Other Expenditures	Inv# 1DQP-DPMM-3YMD	256.34			
10-54-3110	Adult Books	Inv# 1PYC-1T1Y-WFHH	59.44			
10-54-3110	Adult Books	Inv# 1KQY-TR7P-VYNR	16.95			
10-54-3900	Adult Other Expenditures	Inv# 1D3Q-9YM3-3RLF	35.96			
10-54-3900	Adult Other Expenditures	Inv# 1V49-V4JX-1V9X	14.23			
10-66-9270	Information Technology Supplies	Inv# 1FQY-LPNV-47TG	14.99			
10-66-9270	Information Technology Supplies	Inv# 1CNQ-C6QN-3GMG	43.98			
Amber Zamora Gomez				40009	11/18/25	<u>325.00</u>
10-64-8100	Adult Services Programs	Student Intern Program 11.25.25	325.00			
Amber Zamora Gomez				40010	11/18/25	<u>325.00</u>
10-64-8100	Adult Services Programs	Student Intern Program 12.4.25	325.00			
American Library Association				40011	11/18/25	<u>125.00</u>
10-62-7510	Memberships (Staff & Board)	Member# 2040226 - Lock	125.00			
Ana Beltran 892191				40012	11/18/25	<u>30.40</u>
10-62-7550	In-State Travel	ILA Conference 22 miles, Parking	30.40			
Anderson Lock Company, Ltd				40013	11/18/25	<u>2,171.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	2,171.00			
Aurelio's Pizza 113172				40014	11/18/25	<u>169.17</u>
10-64-8100	Adult Services Programs	Book Group 10.14.25	37.02			
10-64-8100	Adult Services Programs	ELL Books and Bites 10.9.25	44.05			
10-64-8100	Adult Services Programs	Books and Bites 10.16.25	44.05			
10-64-8100	Adult Services Programs	Books and Bites 10.23.25	44.05			
Baker & Taylor 120310				40015	11/18/25	<u>6.93</u>
10-54-3110	Adult Books	Inv# 2039288840	43.35			
10-66-9250	Materials Management Supplies	Credit# 0003318330	-15.00			
10-66-9250	Materials Management Supplies	Inv# 2039288841	1.19			
10-66-9250	Materials Management Supplies	Credit# 000338329	-22.61			

**Addison Public Library  
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<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
Betsi Beltran 10-62-7550 10-62-7550	In-State Travel In-State Travel	G Stanley Hall Elem. 11.9 miles ILA Conference 40.4 miles, Parking	8.33 58.28	40016	11/18/25	<u>66.61</u>
Bibliotheca, LLC 121830 80-55-1900	Asset Replacement Expense	Inv# INV-US82406	3,842.45	40017	11/18/25	<u>3,842.45</u>
Built Rite Construction LLC 80-55-1905	Renovation Project	Payment 11, 10.31.25	127,840.00	40018	11/18/25	<u>127,840.00</u>
CatWatch Newsletter 10-55-3400	Magazines/News	Newsletter 1 year Renewal	29.00	40019	11/18/25	<u>29.00</u>
CDS Office Technologies 131476 10-66-9840 10-58-5710	Per Capita Grant - Current Year Equipment Maintenance & Repair	Inv# INV1733284 Inv# INV1728933	2,292.00 541.77	40020	11/18/25	<u>2,833.77</u>
Cengage Learning 131563 10-55-3500 10-55-3500	Online Databases Online Databases	Inv# 999101646834 Inv# 999100660079	2,850.00 4,500.00	40021	11/18/25	<u>7,350.00</u>
Center Point Publishing 131571 10-54-3110	Adult Books	Inv# 2201663	426.09	40022	11/18/25	<u>426.09</u>
Chicago Filter Supply 131842 10-58-5610	Building Supplies	Inv# 2025-SO-13433	674.20	40023	11/18/25	<u>674.20</u>
Christina LePage 10-62-7440	Adult Services	Supervision Hours November 2025	400.00	40024	11/18/25	<u>400.00</u>
Christina LePage 10-62-7440	Adult Services	Supervision Hours December 2025	400.00	40025	11/18/25	<u>400.00</u>
Cintas Fire Protection 131961 10-58-5710	Equipment Maintenance & Repair	Receipt No# 0F94763963	1,841.86	40026	11/18/25	<u>1,841.86</u>
Claire Bartlett 10-62-7550	In-State Travel	Community Rec Center 2.8 miles	1.96	40027	11/18/25	<u>1.96</u>
Colley Elevator 132555 10-58-5710	Equipment Maintenance & Repair	Inv# 288807	703.00	40028	11/18/25	<u>703.00</u>

## Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv# C31557	4,813.00	40029	11/18/25	<u>4,813.00</u>
Crimson Multimedia Dist. 132835 10-52-3900	Children Other Expenditures	Inv# 024606	35.00	40030	11/18/25	<u>1,640.55</u>
10-52-3900	Children Other Expenditures	Inv# 024607	40.00			
10-52-3900	Children Other Expenditures	Inv# 024694	636.32			
10-54-3900	Adult Other Expenditures	Inv# 024610	40.00			
10-54-3900	Adult Other Expenditures	Inv# 024608	167.12			
10-54-3900	Adult Other Expenditures	Inv# 024696	292.11			
10-54-3900	Adult Other Expenditures	Inv# 024695	110.00			
10-54-3900	Adult Other Expenditures	Inv# 024697	180.00			
10-54-3900	Adult Other Expenditures	Inv# 024609	140.00			
D&Z House of Books Inc 143662 10-52-3100	Children Books	Inv# 2025/I003909	60.08	40031	11/18/25	<u>843.68</u>
10-54-3110	Adult Books	Inv# 2025/I005288	469.68			
10-54-3110	Adult Books	Inv# 2025/I005015	313.92			
Deborah Sanchez 829116 10-62-7550	In-State Travel	Misc. 17 miles	11.90	40032	11/18/25	<u>11.90</u>
Dell 141554 10-66-9270	Information Technology Supplies	Inv# 10844107407	212.98	40033	11/18/25	<u>212.98</u>
DogWatch Newsletter 10-55-3400	Magazines/News	Subscription Renewel - 1 year	29.00	40034	11/18/25	<u>29.00</u>
Donna Quick 273141 10-62-7550	In-State Travel	Annual Treasurer's Report Filing - 26 miles	18.20	40035	11/18/25	<u>18.20</u>
Ebsco Information Services 151271 10-55-3500	Online Databases	Inv# 91011032902	1,200.00	40036	11/18/25	<u>1,200.00</u>
Eco Lighting Services and Technology LLC 151341 80-55-1905	Renovation Project	Payment 11, 10.31.25	254,295.00	40037	11/18/25	<u>254,295.00</u>
Elizabeth Freebairn 10-62-7550	In-State Travel	Aurelio's Pizza 4.4 miles 10.09.25	3.08	40038	11/18/25	<u>14.00</u>
10-62-7550	In-State Travel	Aurelio's Pizza 4.4 miles 10.14.25	3.08			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7550	In-State Travel	Aurelio's Pizza 4.4 miles 10.16.25	3.08			
10-62-7550	In-State Travel	Aurelio's Pizza 4.4 miles 10.23.25	3.08			
10-62-7550	In-State Travel	Food Pantry 2.4 miles	1.68			
Elizabeth Lynch 892107				40039	11/18/25	<u>30.00</u>
10-62-7550	In-State Travel	ILA Conference Parking	30.00			
Erica Reckamp- Job Search Like a Pro 281521				40040	11/18/25	<u>200.00</u>
10-64-8165	Community Engagement Program	Leadership and Exec Readiness 12.10.25	200.00			
Erika Ochoa 281526				40041	11/18/25	<u>150.00</u>
10-64-8100	Adult Services Programs	Zumba 12.8.25	150.00			
Frederick Quinn Corporation 162815				40042	11/18/25	<u>55,337.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	55,337.00			
Gabriela Tafolla 162821				40043	11/18/25	<u>33.76</u>
10-62-7550	In-State Travel	Misc. 26.8 miles, Rose. Conv. Center Parking	33.76			
GALE/CENGAGE Learning 171152				40044	11/18/25	<u>55.49</u>
10-54-3110	Adult Books	Inv# 999101445026	25.49			
10-54-3110	Adult Books	Inv# 999101546645	30.00			
Grainger 333337				40045	11/18/25	<u>411.84</u>
10-58-5610	Building Supplies	Inv# 9688030130	373.35			
10-58-5610	Building Supplies	Inv# 9671915727	38.49			
Hallett Movers 182563				40046	11/18/25	<u>2,941.00</u>
80-55-1905	Renovation Project	Inv# 68495	901.00			
80-55-1905	Renovation Project	Inv# 68601	1,020.00			
80-55-1905	Renovation Project	Inv# 68494	1,020.00			
Hargrave Builders, Inc. 181171				40047	11/18/25	<u>25,056.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	25,056.00			
Heitkotter, Inc. 181547				40048	11/18/25	<u>23,688.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	23,688.00			
HR Source 231161				40049	11/18/25	<u>9,160.00</u>
10-66-9840	Per Capita Grant - Current Year	Inv# 22871	9,160.00			

# Addison Public Library Check Register

All Bank Accounts  
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
IL Library Association 192210				40050	11/18/25	<u>270.00</u>
10-62-7480	Board	Legislative Lunch - Willis - Inv# 324605	60.00			
10-62-7480	Board	Legislative Lunch - Reboletti - Inv# 324586	60.00			
10-62-7510	Memberships (Staff & Board)	Member# 840173, Kaiser	150.00			
Imperial Dade 12800				40051	11/18/25	<u>1,973.31</u>
10-58-5610	Building Supplies	Inv# 39365720	1,973.31			
Ingram Library Services 192453				40052	11/18/25	<u>5,800.03</u>
10-61-6200	Software/Licenses	Inv# 91439081	350.00			
10-52-3100	Children Books	Inv# 91163749	11.44			
10-52-3100	Children Books	Inv# 91163745	64.69			
10-52-3100	Children Books	Inv# 91175233	146.12			
10-52-3100	Children Books	Inv# 91070042	14.29			
10-52-3100	Children Books	Inv# 91163750	5.31			
10-52-3100	Children Books	Inv# 9163744	6.07			
10-52-3100	Children Books	Inv# 91070038	104.99			
10-52-3100	Children Books	Inv# 91070039	67.06			
10-52-3100	Children Books	Inv# 91054273	25.02			
10-52-3100	Children Books	Inv# 90911016	89.66			
10-52-3100	Children Books	Inv# 91163746	91.28			
10-52-3100	Children Books	Inv# 91554294	42.69			
10-52-3100	Children Books	Inv# 91568316	272.84			
10-52-3100	Children Books	Inv# 91402192	173.54			
10-52-3100	Children Books	Inv# 91339380	20.75			
10-52-3100	Children Books	Inv# 91568315	10.28			
10-52-3100	Children Books	Inv# 91583580	13.16			
10-52-3100	Children Books	Inv# 91339384	154.73			
10-52-3100	Children Books	Inv# 91339385	29.92			
10-52-3100	Children Books	Inv# 91278959	15.42			
10-52-3100	Children Books	Inv# 91238145	25.58			
10-52-3100	Children Books	Inv# 91554293	53.57			
10-52-3100	Children Books	Inv# 91163753	35.72			
10-52-3100	Children Books	Inv# 91381432	109.60			
10-52-3100	Children Books	Inv# 91433729	246.02			
10-52-3100	Children Books	Inv# 91554298	12.59			
10-52-3100	Children Books	Inv# 91514900	25.02			
10-52-3100	Children Books	Inv# 91339381	11.41			
10-52-3100	Children Books	Inv# 91339382	11.43			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3100	Children Books	Inv# 91238137	7.50			
10-52-3100	Children Books	Inv# 91238138	98.36			
10-52-3100	Children Books	Inv# 91238140	63.70			
10-52-3100	Children Books	Inv# 91417340	12.77			
10-52-3100	Children Books	Inv# 91417341	10.55			
10-52-3100	Children Books	Inv# 91381433	11.44			
10-52-3100	Children Books	Inv# 91238143	519.73			
10-52-3900	Children Other Expenditures	Inv# 90911017	34.35			
10-54-3110	Adult Books	Inv# 91381435	35.08			
10-54-3110	Adult Books	Inv# 91238139	14.13			
10-54-3110	Adult Books	Inv# 91402195	19.95			
10-54-3110	Adult Books	Inv# 91433728	119.56			
10-54-3110	Adult Books	Inv# 91381437	56.74			
10-54-3110	Adult Books	Inv# 91381436	56.98			
10-54-3110	Adult Books	Inv# 91381434	20.54			
10-54-3110	Adult Books	Inv# 91339383	89.24			
10-54-3110	Adult Books	Inv# 91568318	60.80			
10-54-3110	Adult Books	Inv# 91568317	27.17			
10-54-3110	Adult Books	Inv# 91238142	708.12			
10-54-3110	Adult Books	Inv# 91238136	16.83			
10-54-3110	Adult Books	Inv# 91238141	17.57			
10-54-3110	Adult Books	Inv# 91402191	26.50			
10-54-3110	Adult Books	Inv# 91402193	143.88			
10-54-3110	Adult Books	Inv# 91163752	16.97			
10-54-3110	Adult Books	Inv# 91554295	76.69			
10-54-3110	Adult Books	Inv# 91554296	475.53			
10-54-3110	Adult Books	Inv# 91554299	18.64			
10-54-3110	Adult Books	Inv# 91175232	137.55			
10-54-3110	Adult Books	Inv# 91175231	34.68			
10-54-3110	Adult Books	Inv# 91175230	9.63			
10-54-3110	Adult Books	Inv# 91163748	13.16			
10-54-3110	Adult Books	Inv# 90911015	94.42			
10-54-3110	Adult Books	Inv# 91070040	11.36			
10-54-3110	Adult Books	Inv# 91163747	28.67			
10-66-9250	Materials Management Supplies	Inv# 91278960	0.64			
10-66-9250	Materials Management Supplies	Inv# 91339386	19.84			
10-66-9250	Materials Management Supplies	Inv# 91514901	1.28			
10-66-9250	Materials Management Supplies	Inv# 91554300	1.28			
10-66-9250	Materials Management Supplies	Inv# 90763859	247.04			
10-66-9250	Materials Management Supplies	Inv# 90929419	2.56			
10-66-9250	Materials Management Supplies	Inv# 91402194	1.28			
10-66-9250	Materials Management Supplies	Inv# 91163754	2.56			

## Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9250	Materials Management Supplies	Inv# 91568319	19.20			
10-66-9250	Materials Management Supplies	Inv# 91583581	0.64			
10-66-9250	Materials Management Supplies	Inv# 91238146	1.28			
10-66-9250	Materials Management Supplies	Inv# 91554297	28.80			
10-66-9250	Materials Management Supplies	Inv# 91163751	12.80			
10-66-9250	Materials Management Supplies	Inv# 91175234	17.28			
10-66-9250	Materials Management Supplies	Inv# 91070043	0.64			
10-66-9250	Materials Management Supplies	Inv# 91070041	10.88			
10-66-9250	Materials Management Supplies	Inv# 91417342	0.64			
10-66-9250	Materials Management Supplies	Inv# 91238144	74.88			
10-66-9250	Materials Management Supplies	Inv# 91402196	0.64			
10-66-9250	Materials Management Supplies	Inv# 91381438	14.72			
10-66-9250	Materials Management Supplies	Inv# 91433730	9.60			
10-66-9250	Materials Management Supplies	Inv# 90911018	1.92			
10-66-9250	Materials Management Supplies	Inv# 91054274	0.64			
J&M Decorating Inc. 80-55-1905	Renovation Project	Payment 11, 10.31.25	17,294.00	40053	11/18/25	<u>17,294.00</u>
JanWay Company USA, Inc 201169 10-66-9250	Materials Management Supplies	Inv# 254332	935.00	40054	11/18/25	<u>935.00</u>
Jenny Cuevas 892155 10-62-7550	In-State Travel	Rose. Conv. Center 44 miles, Parking, Meal	92.50	40055	11/18/25	<u>92.50</u>
Judson University 10-66-9930	Reciprocal Borrowing Expense	Inv# 20251010	70.00	40056	11/18/25	<u>70.00</u>
Ketchum & Walton Co. 211532 80-55-1900	Asset Replacement Expense	Inv# H-03420DGO	5,875.00	40057	11/18/25	<u>5,875.00</u>
Kiplinger's Investing for Income 211960 10-55-3400	Magazines/News	Personal Finance Issues - 1 year	29.95	40058	11/18/25	<u>29.95</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv# 11184	1,850.00	40059	11/18/25	<u>1,850.00</u>
Len's Ace Hardware, Inc. 221567 10-58-5610 10-58-5610 10-58-5610	Building Supplies Building Supplies Building Supplies	Inv# 539886/1 Inv# 539610/1 Inv# 539140/1	11.69 130.97 6.80	40060	11/18/25	<u>149.46</u>

## Addison Public Library Check Register

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lesley Cyrier 892152				40061	11/18/25	<u>65.65</u>
10-62-7440	Adult Services	Yesenia & Lesley Meals	38.61			
10-62-7550	In-State Travel	ILA Conference 9.4 miles, Parking	21.58			
10-62-7550	In-State Travel	Aurelio's Pizza 4.4 miles	3.08			
10-62-7550	In-State Travel	Kiwanis Event 3.4 miles	2.38			
Libraria 131861				40062	11/18/25	<u>2,433.27</u>
10-52-3100	Children Books	Inv# 267866	29.00			
10-52-3100	Children Books	Inv# 267820	14.95			
10-52-3100	Children Books	Inv# 267755	198.35			
10-52-3100	Children Books	Inv# 267756	1,494.14			
10-52-3100	Children Books	Inv# 264355	696.53			
10-66-9250	Materials Management Supplies	Inv# 267757	0.30			
Library Market 221989				40063	11/18/25	<u>2,000.00</u>
10-61-4800	System Development	Inv# 4448	2,000.00			
Marti LaHood 281914				40064	11/18/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Chair Yoga 12.11.25	80.00			
Mary Medjo ME Zengue 833455				40065	11/18/25	<u>18.20</u>
10-62-7550	In-State Travel	Treasurer's Annual Report - 26 miles	18.20			
Matthew Williams 892182				40066	11/18/25	<u>119.17</u>
10-62-7550	In-State Travel	Outreach, Kiwanis Misc. 26.7 miles, Parking, Meals	81.88			
10-64-8165	Community Engagement Program	Outreach, Kiwanis Misc. 26.7 miles, Parking, Meals	17.32			
10-62-7500	Community Engagement	Outreach, Kiwanis Misc. 26.7 miles, Parking, Meals	19.97			
MG Mechanical Contracting, Inc 231980				40067	11/18/25	<u>106,840.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	106,840.00			
Midwest Tape 231925				40068	11/18/25	<u>5,337.61</u>
10-52-3900	Children Other Expenditures	Inv# 507885247	29.98			
10-52-3900	Children Other Expenditures	Inv# 507885941	14.24			
10-52-3900	Children Other Expenditures	Inv# 507923221	137.95			
10-52-3900	Children Other Expenditures	Inv# 507923232	68.96			
10-52-3900	Children Other Expenditures	Inv# 507923225	15.74			
10-52-3900	Children Other Expenditures	Inv# 507923229	14.99			

# Addison Public Library Check Register

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 507923230	18.74			
10-54-3900	Adult Other Expenditures	Inv# 507923226	41.98			
10-54-3900	Adult Other Expenditures	Inv# 507922959	119.09			
10-54-3900	Adult Other Expenditures	Inv# 507923227	213.60			
10-54-3900	Adult Other Expenditures	Inv# 507923231	234.62			
10-54-3900	Adult Other Expenditures	Inv# 507923224	72.47			
10-54-3900	Adult Other Expenditures	Inv# 507923223	22.49			
10-54-3900	Adult Other Expenditures	Inv# 507923222	44.23			
10-54-3900	Adult Other Expenditures	Inv# 507923220	18.74			
10-54-3900	Adult Other Expenditures	Inv# 507927415	80.99			
10-54-3900	Adult Other Expenditures	Inv# 507860068	131.93			
10-54-3900	Adult Other Expenditures	Inv# 507860066	251.19			
10-54-3900	Adult Other Expenditures	Inv# 507860065	151.42			
10-54-3900	Adult Other Expenditures	Inv# 507860069	129.70			
10-54-3900	Adult Other Expenditures	Inv# 507846510	390.92			
10-54-3900	Adult Other Expenditures	Inv# 507923233	46.48			
10-54-3900	Adult Other Expenditures	Inv# 507885942	79.15			
10-54-3900	Adult Other Expenditures	Inv# 507885945	29.98			
10-54-3900	Adult Other Expenditures	Inv# 507885940	16.49			
10-54-3900	Adult Other Expenditures	Inv# 507885249	71.22			
10-54-3900	Adult Other Expenditures	Inv# 507885248	145.45			
10-54-3900	Adult Other Expenditures	Inv# 507885246	275.04			
10-54-3900	Adult Other Expenditures	Inv# 507875505	65.24			
10-54-3900	Adult Other Expenditures	Inv# 507875504	42.99			
10-54-3900	Adult Other Expenditures	Inv# 507875502	117.97			
10-54-3900	Adult Other Expenditures	Inv# 507885944	19.49			
10-66-9250	Materials Management Supplies	Inv# 5507974497	462.86			
10-66-9250	Materials Management Supplies	Inv# 507819495	354.17			
10-55-3860	E-Books	Inv# 507922681	1,337.12			
10-55-3860	E-Books	Inv# 507979361	69.99			
Midwest Wrecking Co, Inc 231979				40069	11/18/25	<u>5,999.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	5,999.00			
Natalie Hernandez				40070	11/18/25	<u>2.17</u>
10-62-7550	In-State Travel	Club Fitness 3.1 miles	2.17			
Nelson Fire Protection				40071	11/18/25	<u>12,533.00</u>
80-55-1905	Renovation Project	Payment 11, 10.31.25	12,533.00			
NobleTec LLC				40072	11/18/25	<u>7,533.90</u>
10-58-5710	Equipment Maintenance & Repair	Inv# C21083	1,629.36			

## Addison Public Library Check Register

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9910	Hardware	Inv# C21083	5,904.54			
OCLC Inc 251352				40073	11/18/25	<u>5,619.74</u>
10-55-3860	E-Books	Inv# 1000471072	5,619.74			
ODP Business Solutions 251353				40074	11/18/25	<u>29.99</u>
10-66-9960	Friends of the Library	Inv# 442882029001	29.99			
OTC Brands, Inc 252842				40075	11/18/25	<u>402.05</u>
10-64-8120	Children Services Programs - General	Inv# 73922813301	328.75			
10-66-9240	Children Services Supplies	Inv# 73922917502	16.58			
10-66-9240	Children Services Supplies	Inv# 73922917501	56.72			
Patti Gebala 892144				40076	11/18/25	<u>15.40</u>
10-62-7550	In-State Travel	Outreach Misc. 22 miles	15.40			
Playaway Products 262219				40077	11/18/25	<u>775.01</u>
10-52-3900	Children Other Expenditures	Inv# 515312	609.05			
10-52-3900	Children Other Expenditures	Inv# 514419	63.23			
10-52-3900	Children Other Expenditures	Inv# 514313	102.73			
Polonia Bookstore Inc 262556				40078	11/18/25	<u>579.60</u>
10-55-3400	Magazines/News	Inv# 81255	579.60			
Product Architecture + Design 262850				40079	11/18/25	<u>12,000.00</u>
80-55-1905	Renovation Project	Inv# 1650.0975	12,000.00			
Quill 273145				40080	11/18/25	<u>916.08</u>
10-66-9210	Office Supplies	Inv# 45913732	3.17			
10-66-9210	Office Supplies	Inv# 45923607	142.19			
10-66-9300	Library Wide Supplies	Inv# 46150834	352.85			
10-66-9300	Library Wide Supplies	Inv# 46061509	68.62			
10-66-9300	Library Wide Supplies	Inv# 46304207	41.25			
10-66-9300	Library Wide Supplies	Inv# 46294720	62.82			
10-64-8100	Adult Services Programs	Inv# 45923607	71.17			
10-66-9230	Adult Services Supplies	Inv# 45923607	32.55			
10-66-9250	Materials Management Supplies	Inv# 45913545	26.99			
10-66-9250	Materials Management Supplies	Inv# 45914180	90.48			
10-66-9330	Community Engagement Supplies	Inv# 45617476	23.99			
Rachel Kaiser 892154				40081	11/18/25	<u>50.58</u>
10-62-7550	In-State Travel	Glen House Food Pantry 9.1 miles	12.74			

## Addison Public Library Check Register

All Bank Accounts  
October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-62-7550	In-State Travel	ILA Conference 11.2 miles, Parking	37.84			
Samantha Thompson 10-64-8100	Adult Services Programs	Loom Beading Program 12.1.25	340.00	40082	11/18/25	<u>340.00</u>
Sara Lock 10-62-7550	In-State Travel	Club Fitness 6.1 miles	4.27	40083	11/18/25	<u>31.87</u>
10-62-7550	In-State Travel	ILA Conference 18 miles, Parking	27.60			
Sarah Vanderheyden 892177 10-62-7550	In-State Travel	ILA Conference Parking	15.00	40084	11/18/25	<u>15.00</u>
Selene Gonzalez-Carillo 10-64-8120	Children Services Programs - General	Viviendo y Aprendiendo Snacks	15.25	40085	11/18/25	<u>15.25</u>
Sen Source 10-61-6200	Software/Licenses	Inv# 64536	360.00	40086	11/18/25	<u>360.00</u>
Sir Speedy Printing 291970 10-66-9210	Office Supplies	Inv# 91542	155.00	40087	11/18/25	<u>155.00</u>
Swan 293316 10-61-6100	ILS Services	Inv# 12138, 10.1.25-12.31.25	15,242.50	40088	11/18/25	<u>15,242.50</u>
Technology Management Revolving Fund 132558 10-58-5570	Leased Internet Access Line	Inv# T2604840	476.20	40089	11/18/25	<u>476.20</u>
TN Marketing, LLC 301510 10-55-3500	Online Databases	Inv# INV00000000005297	1,299.00	40090	11/18/25	<u>1,299.00</u>
Todays Business Solutions, Inc 302521 10-58-5510	Telephone	Inv# 102325-03	352.00	40091	11/18/25	<u>352.00</u>
Twin Oaks Landscaping, Inc. 80-55-1905	Renovation Project	Payment 11, 10.31.25	15,852.00	40092	11/18/25	<u>15,852.00</u>
Uline 312246 10-58-5610	Building Supplies	Inv# 199242459	942.74	40093	11/18/25	<u>942.74</u>
Unique Management Services Inc 312430 10-61-6200	Software/Licenses	Inv# 6146754	40.00	40094	11/18/25	<u>40.00</u>

# Addison Public Library

## Check Register

All Bank Accounts

October 2025

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
VisoGraphic 322200 10-64-8210	Newletter	Inv# 248149	6,722.53	40095	11/18/25	<u>6,722.53</u>
Yesenia Benavidez 892185 10-62-7550	In-State Travel	Food Pantry 9.6 miles	6.72	40096	11/18/25	<u>6.72</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	Plan #306740 10/22/25 Payroll	3,807.07	ACH	10/23/25	<u>3,807.07</u>
					<b>Check List Total</b>	<u><u>831,227.46</u></u>

**Addison Public Library****Check List**

All Bank Accounts

October 1, 2025 - November 18, 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
<b>Vendor Checks</b>			
21705	10/31/25	Ale Ramirez	(150.00)
21829	10/22/25	ADP, LLC #110146	4,720.36
21830	10/22/25	Amsterdam 112405	165.82
21831	10/22/25	Land's End Business Outfitters	29.00
21832	10/22/25	Library Furniture International 221920	2,966.25
21833	10/22/25	Nicor Gas 241916	531.87
21834	10/22/25	Verizon	100.20
21835	10/22/25	Village of Addison - HSA	2,536.06
21836	10/22/25	Village of Addison: Misc Exp 500010	240.01
21837	10/22/25	Village of Addison: Misc Exp 500010	582.85
21838	10/22/25	Village of Addison: Misc Exp 500010	864.43
21839	10/22/25	Village of Addison: Misc Exp 500010	88.00
21840	10/22/25	Village of Addison: Misc Exp 500010	85.65
21841	10/22/25	Village of Addison:Health Ins 500011	34,321.39
21842	10/22/25	Village of Addison:Health Ins 500011	2,431.90
21843	10/22/25	Village of Addison:Health Ins 500011	319.53
21844	10/30/25	Illinois State Treasurer's Office 192247	125.00
21845	10/30/25	Illinois State Treasurer's Office 192247	50.00
21846	10/30/25	Illinois State Treasurer's Office 192247	21.36
21847	10/30/25	Illinois State Treasurer's Office 192247	200.00
21848	10/30/25	Limricc Unemployment Comp 290227	421.37
36034	10/31/25	Illinois Coalition For Immigrant and Refugee Right	(200.00)
36262	10/31/25	Ana Vitek 112415	(50.00)
36820	10/31/25	Erica Sanchez 281523	(21.36)
38635	10/31/25	Phalen Consulting, Inc	(125.00)
39238	10/31/25	Marti LaHood 281914	80.00
39338	10/31/25	CDS Office Technologies 131476	(340.31)
39935	10/31/25	Douglas Fischer 161980	(6,300.00)
39990	11/06/25	Amazon Capital Services 112300	688.55
39991	11/06/25	BMO Harris Bank N.A. 22301	485.10
39992	11/06/25	CMRS-FP 132402	1,000.00
39993	11/06/25	Comcast 132548	76.27
39994	11/06/25	Comcast 132554	405.43
39995	11/06/25	Elan Financial Services	4,925.86
39996	11/06/25	Paddock Publications 141147	33.35
39997	11/06/25	Robbins Schwartz 282514	401.03
39998	11/06/25	Speedy Tamales Mexican Cuisine	244.00
39999	11/06/25	Village of Addison - HSA	551.42
39999	11/06/25	Village of Addison - HSA	(551.42)
40000	11/06/25	Village of Addison - HSA	2,536.06
40001	11/06/25	Village of Addison: Misc Exp 500010	1,130.56
40002	11/06/25	Vital Records Control	175.00
40003	11/06/25	Village of Addison: Misc Exp 500010	551.42
40004	11/18/25	Ale Ramirez	150.00
40005	11/18/25	Ale Ramirez	150.00
40006	11/18/25	Ale Ramirez	150.00
40007	11/18/25	Amazon Capital Services 112300	741.15
40008	11/18/25	Amazon Capital Services 112300	638.91
40009	11/18/25	Amber Zamora Gomez	325.00
40010	11/18/25	Amber Zamora Gomez	325.00
40011	11/18/25	American Library Association	125.00
40012	11/18/25	Ana Beltran 892191	30.40
40013	11/18/25	Anderson Lock Company, Ltd	2,171.00
40014	11/18/25	Aurelio's Pizza 113172	169.17
40015	11/18/25	Baker & Taylor 120310	6.93
40016	11/18/25	Betsi Beltran	66.61
40017	11/18/25	Bibliotheca, LLC 121830	3,842.45

**Addison Public Library****Check List**

All Bank Accounts

October 1, 2025 - November 18, 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
40018	11/18/25	Built Rite Construction LLC	127,840.00
40019	11/18/25	CatWatch Newsletter	29.00
40020	11/18/25	CDS Office Technologies 131476	2,833.77
40021	11/18/25	Cengage Learning 131563	7,350.00
40022	11/18/25	Center Point Publishing 131571	426.09
40023	11/18/25	Chicago Filter Supply 131842	674.20
40024	11/18/25	Christina LePage	400.00
40025	11/18/25	Christina LePage	400.00
40026	11/18/25	Cintas Fire Protection 131961	1,841.86
40027	11/18/25	Claire Bartlett	1.96
40028	11/18/25	Colley Elevator 132555	703.00
40029	11/18/25	Complete Cleaning 132523	4,813.00
40030	11/18/25	Crimson Multimedia Dist. 132835	1,640.55
40031	11/18/25	D&Z House of Books Inc 143662	843.68
40032	11/18/25	Deborah Sanchez 829116	11.90
40033	11/18/25	Dell 141554	212.98
40034	11/18/25	DogWatch Newsletter	29.00
40035	11/18/25	Donna Quick 273141	18.20
40036	11/18/25	Ebsco Information Services 151271	1,200.00
40037	11/18/25	Eco Lighting Services and Technology LLC 151341	254,295.00
40038	11/18/25	Elizabeth Freebairn	14.00
40039	11/18/25	Elizabeth Lynch 892107	30.00
40040	11/18/25	Erica Reckamp- Job Search Like a Pro 281521	200.00
40041	11/18/25	Erika Ochoa 281526	150.00
40042	11/18/25	Frederick Quinn Corporation 162815	55,337.00
40043	11/18/25	Gabriela Tafolla 162821	33.76
40044	11/18/25	GALE/CENGAGE Learning 171152	55.49
40045	11/18/25	Grainger 333337	411.84
40046	11/18/25	Hallett Movers 182563	2,941.00
40047	11/18/25	Hargrave Builders, Inc. 181171	25,056.00
40048	11/18/25	Heitkotter, Inc. 181547	23,688.00
40049	11/18/25	HR Source 231161	9,160.00
40050	11/18/25	IL Library Association 192210	270.00
40051	11/18/25	Imperial Dade 12800	1,973.31
40052	11/18/25	Ingram Library Services 192453	5,800.03
40053	11/18/25	J&M Decorating Inc.	17,294.00
40054	11/18/25	JanWay Company USA, Inc 201169	935.00
40055	11/18/25	Jenny Cuevas 892155	92.50
40056	11/18/25	Judson University	70.00
40057	11/18/25	Ketchum & Walton Co. 211532	5,875.00
40058	11/18/25	Kiplinger's Investing for Income 211960	29.95
40059	11/18/25	Lauterbach&Amen LLP 172582	1,850.00
40060	11/18/25	Len's Ace Hardware, Inc. 221567	149.46
40061	11/18/25	Lesley Cyrier 892152	65.65
40062	11/18/25	Libraria 131861	2,433.27
40063	11/18/25	Library Market 221989	2,000.00
40064	11/18/25	Marti LaHood 281914	80.00
40065	11/18/25	Mary Medjo ME Zengue 833455	18.20
40066	11/18/25	Matthew Williams 892182	119.17
40067	11/18/25	MG Mechanical Contracting, Inc 231980	106,840.00
40068	11/18/25	Midwest Tape 231925	5,337.61
40069	11/18/25	Midwest Wrecking Co, Inc 231979	5,999.00
40070	11/18/25	Natalie Hernandez	2.17
40071	11/18/25	Nelson Fire Protection	12,533.00
40072	11/18/25	NobleTec LLC	7,533.90
40073	11/18/25	OCLC Inc 251352	5,619.74
40074	11/18/25	ODP Business Solutions 251353	29.99
40075	11/18/25	OTC Brands, Inc 252842	402.05

# Addison Public Library

## Check List

All Bank Accounts

October 1, 2025 - November 18, 2025

Check Number	Check Date	Payee	Amount
40076	11/18/25	Patti Gebala 892144	15.40
40077	11/18/25	Playaway Products 262219	775.01
40078	11/18/25	Polonia Bookstore Inc 262556	579.60
40079	11/18/25	Product Architecture + Design 262850	12,000.00
40080	11/18/25	Quill 273145	916.08
40081	11/18/25	Rachel Kaiser 892154	50.58
40082	11/18/25	Samantha Thompson	340.00
40083	11/18/25	Sara Lock	31.87
40084	11/18/25	Sarah Vanderheyden 892177	15.00
40085	11/18/25	Selene Gonzalez-Carillo	15.25
40086	11/18/25	Sen Source	360.00
40087	11/18/25	Sir Speedy Printing 291970	155.00
40088	11/18/25	Swan 293316	15,242.50
40089	11/18/25	Technology Management Revolving Fund 132558	476.20
40090	11/18/25	TN Marketing, LLC 301510	1,299.00
40091	11/18/25	Todays Business Solutions,Inc 302521	352.00
40092	11/18/25	Twin Oaks Landscaping, Inc.	15,852.00
40093	11/18/25	Uline 312246	942.74
40094	11/18/25	Unique Management Services Inc 312430	40.00
40095	11/18/25	VisoGraphic 322200	6,722.53
40096	11/18/25	Yesenia Benavidez 892185	6.72
ACH	10/23/25	Mission Square 231901	3,807.07
<b>Vendor Check Total</b>			<u>831,227.46</u>
<b>Check List Total</b>			<u><u>831,227.46</u></u>

Check count = 137

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

**Board Meeting**            11/18/2025

<u>Description</u>	<u>Amount</u>
Payroll	\$270,867.58

**Approved by Board of Trustees**

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

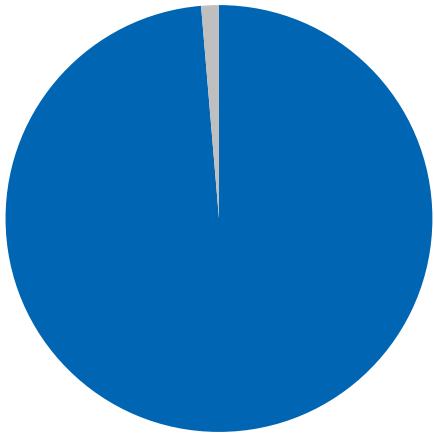
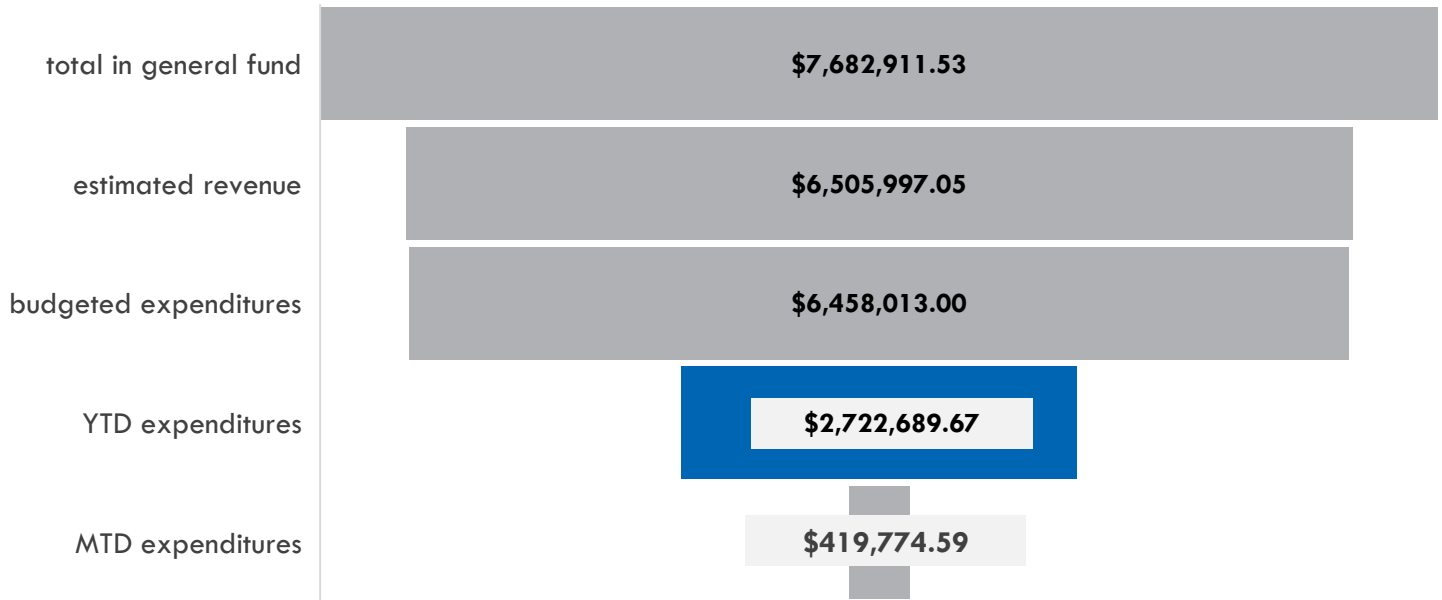
\_\_\_\_\_  
**Date**

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

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

# October 2025 Financial Highlights

# General Fund



We have received 99% of our estimated revenue for the fiscal year including \$203,024.10 this month.

At this point last year, we had received 99% of our estimated revenue for FY25.



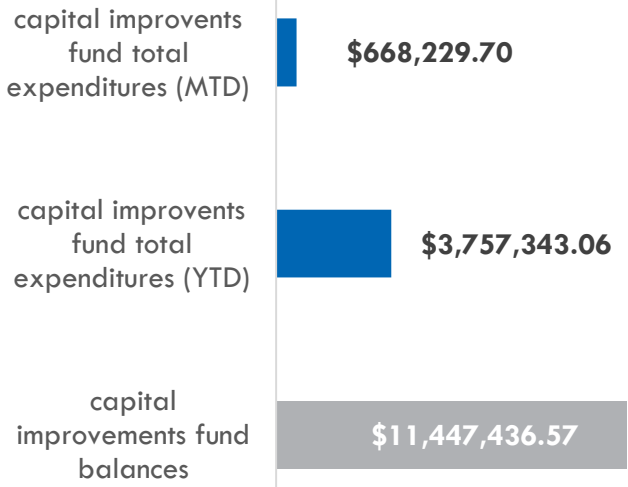
The general fund decreased from \$7.9 million to \$7.68 million from 10/1/2025 to 10/31/2025.

This is a result of \$203k revenue coming in, \$429k (general fund + asset replacemen) expended.

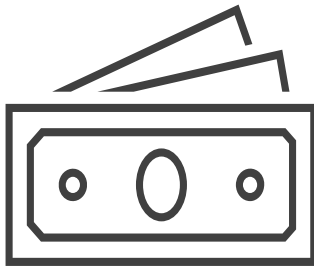
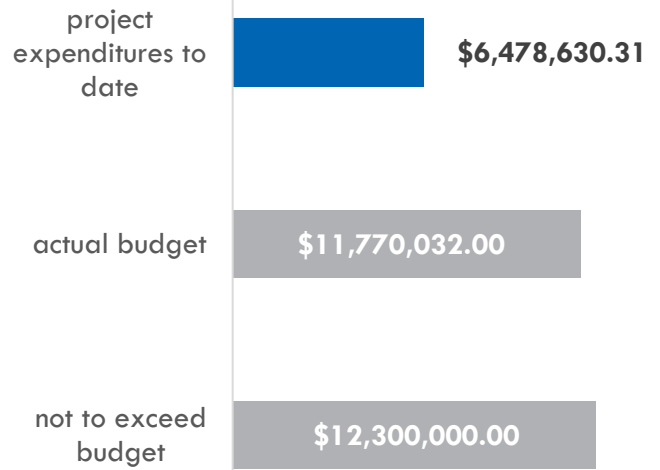
# October 2025 Financial Highlights

# General Fund

## building project + asset replacement (FY26)



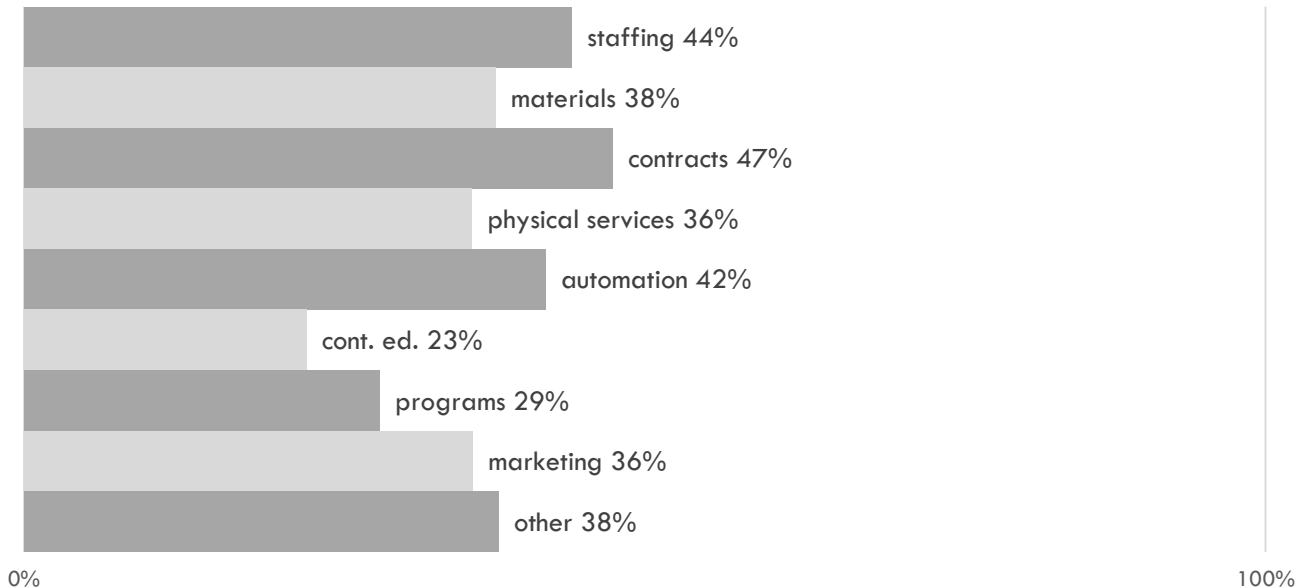
## building project (January 2024 - present)



We have spent 42% of our estimated budget.

At this point last year, we had spent 42% of our estimated budget for FY25, so we're in line with the previous year's spending.

## Year-to-date spending by budget group





## Director's Report – October 2025

**Personnel** – Jessica Hernandez, current Guest Services Associate, has transitioned from her former 17-hour per week position to the vacant 26.25-hour per week position in Guest Services. Theresa Azure has been hired to fill the other vacant 26.25 hour per week Guest Services Associate position. She will begin on December 1. Jessica's former 17-hour per week position is now vacant and will be filled at a later date.

IT Associate Eddie Garcia resigned from his part-time position at APL after securing a full-time job at the Palatine Public Library. Sundae and Yabin have been interviewing applicants to fill this vacancy, and we hope to have someone hired soon.

**Village Benefits Plan** – The Village of Addison held their annual Benefits Day at Village Hall on Tuesday 11/4. This is a time for their employees and ours to meet with representatives from our various insurance carriers (medical, dental, vision, life, pet, etc.) as well as with Mission Square, our 457 Deferred Compensation Plan provider. This year, because of the switch from Blue Cross Blue Shield to Aetna, there was also a special presentation from Aetna in the Village Hall boardroom to introduce employees to our new health plan. The presentation was recorded for those who were unable to attend.

Open enrollment for the 2026 calendar year began on Monday, November 3 and ends on Friday, November 14. Employees complete this process on their own by logging into our insurance broker's portal and selecting the benefits they want for the coming year. Kudos to Sundae, our HR Coordinator, who also met with multiple staff to answer questions and provide guidance on the open enrollment process and options available to us this year, and who has done an excellent job of pushing out the information from the Village and from our insurance brokers on this topic.

**Food Insecurity in our Community** – On 10/31 (while technically still on vacation in Wisconsin) I participated in a conference call with Mayor Hundley and the administrators of the other local taxing bodies to discuss ways we might be able to work together to address the growing problem of food insecurity in Addison. The discussion continued at a 5 PM meeting held on 11/5, prior to the intergovernmental meeting that was scheduled for 6 pm that evening. In addition to the usual intergovernmental partners, Alfredo Diaz, owner of La Huerta Supermercado, and his daughter Lydia participated in the meeting. Ultimately, 3 categories of community needs were identified. Insecurity is a primary issue but stems from a broader issue of economic struggles for local residents. Mayor Hundley also expressed strong concern about the economic losses our local businesses have seen in recent months, but Mr. Diaz felt strongly that the focus should remain on

residents for now. The other two categories were the mental health needs and trauma experienced by residents and the loss of trust in government. To address the primary issue of food insecurity, the Township has increased their pantry hours from 1 to 2 hours and are now open 4 hours per week. They've seen a 40% increase in pantry clients in recent weeks. Mayor Hundley and Village Manager Joe Maranowicz announced that the Village will be making a \$10,000 donation to the Township food pantry to help bolster their efforts. There is also concern about some residents who are fearful of going out right now due to the ICE presence in the community, and so some of the funds from the Village donation will be used to provide food boxes that can be delivered to those individuals and families. Addison Township, in collaboration with La Huerta and using the funds provided by the Mayor and VOA, can secure enough food for families for up to two months. The plan right now is to box up 1 month worth of food at a time to provide families twice. The packages will contain dry goods and a \$10 gift certificate to La Huerta. In addition, the Library along with other agencies will be hosting food drives and promoting the need for volunteers at the Township to support their expanded efforts. Because we have had such a strong partnership with the Food for the Souls food pantry at Good Samaritan we are going to collect food for both pantries. Discussions will continue on how we can work together to address the other issues that were identified at this meeting.

**DuPage High School District 88** – I was invited to a meeting with Dr. Jean Barbanente, Superintendent of District 88 on Tuesday 11/4. At that meeting she shared with me that their District is planning a referendum for November 2026 when they will ask voters to allow them to issue bonds to fund ongoing maintenance needs. The bonds from their 2007 referendum will be paid off in 2027 and if this referendum passes, it will allow them to secure new funding without raising taxes. They will just continue to tax at their current rate to cover the new bond payments. The new funding would go toward a variety of things including upgraded safety and security systems at all their facilities, and improvements to the automotive and construction trade facilities at Addison Trail which are needed to conform with 21<sup>st</sup> century technology to ensure student success. Dr. Barbanente knows that this will be a big ask for district voters. They will be seeking support from community leaders, and she expressed interest in talking with some of you as they prepare their campaign. Please watch your library email accounts for an invitation to meet with Dr. Barbanente and/or someone from the D88 board.



**ADDISON**  
PUBLIC LIBRARY

# ADULT SERVICES – OCTOBER 2025

## SNAPSHOT



Current and former APL staff at the ILA opening session!

October in Adult Services was all about presentations and spooky season!

On October 14, Lesley, Ana, Yesenia, and Sara attended ILA. Sara presented on her Read & Write in Spanish program along with her Elmhurst University counterpart. Ana and Matt from Community Engagement also presented on their Pathways to Success program. Rather than presenting, Yesenia was presented with the Crossman Memorial Award for New Library Workers! Yesenia, Diana, and Lesley also had the pleasure of presenting at the October Library Board meeting on social work at APL.

Perfectly timed to coincide with Halloween, Jodi partnered with the Addison Historical Society to host *Ghosts of Addison: Voices from the Past*. *Ghosts of Addison* featured local ghost hunter telling tales of local lore and sharing videos from St. Paul's Cemetery and the Century House. 78 people showed up at Village Hall for

the presentation! It was a big hit, with one patron sharing, "The event was exactly what I expected and what it was advertised to be. It was spooktacular!" Another said, "Entertaining and fun. I have been doing ghost tours in every city I visit on vacation, so it was fun to do something similar in my own hometown for free!"

In addition to these great special events and presentations, there are many projects in the works to enhance the library experience, virtually and in-person! Sophia has been hard at work bringing back the shelf-talkers and adding in-shelf displays to the adult collection. These tools provide passive recommendations and make our collection even more visually appealing for browsers. Elizabeth has been working to develop our new "Build Your Own Book Club" webpage. The page will share library created book discussion guides, resources, and highlight our book discussion collection. The page is scheduled to go live shortly after the book discussion collection is moved into its new home along with the completion of this construction phase.

### Interesting Question

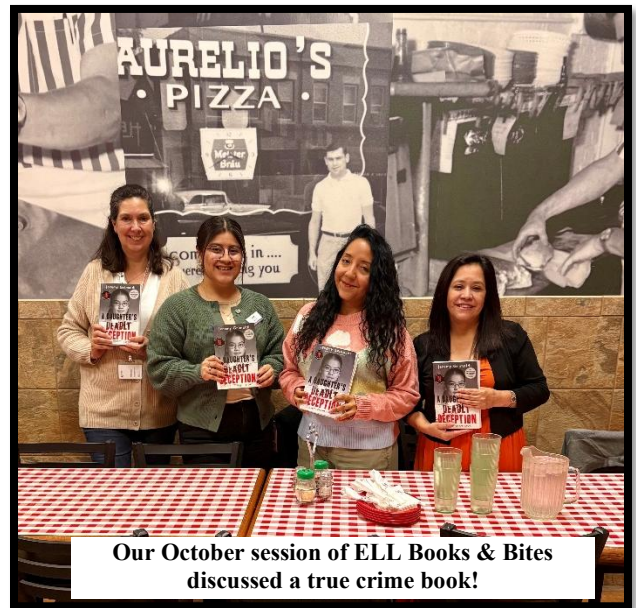
**Question:** Do you have any non-fiction books about coyotes?

**Answer:** Yes! Megan found the following titles in our collection for them: *Coyotes Among Us* by Stanley Gehrt and *Canids of the World* by Jose Castello.

### Success Stories

A patron came in and asked for books about sourdough bread. Katrina asked a few more questions about what prior experience the patron had with bread baking and learned that they had just retired and this would be their first attempt at making bread. Katrina pulled some sourdough books, but also recommended books for basic breadmaking since sourdough is a longer process and they wanted to start baking right away. Katrina gave the patron her email in case they wanted further book recommendations and the patron emailed her a few days later saying that they made their first successful loaf of bread and will return when they are ready to attempt a sourdough loaf!

In the Read and Write in Spanish class, intern Amber reported that the students are now reading sentences. She shared how excited and proud the students are as they never thought they would be able to do that!



Our October session of ELL Books & Bites discussed a true crime book!

# CHILDREN'S SERVICES – OCTOBER 2025

## SNAPSHOT

- Betsi attended the ILA Annual Conference and the RAILS Libraries Count conference and came away with new ideas for programming, working with families and community organizations, and how to better organize our department's statistics.
- Fall Reading wrapped up on Oct. 30. We had a total of 19 finishers.
- We celebrated Halloween in a variety of ways, including two programs for older children, Great Glow-in-the-Dark Bones and DIY Haunted House. Staff also put together craft kits featuring ghosts, pumpkins, and Frankenstein.
- Stories & More @ the Fire Department: Betsi & Debbie worked with Randy Ahlgrim from the Addison Fire Protection District to do a storytime and tour of the department on Addison Road for families. We were happy to have this opportunity to collaborate with Randy and families enjoyed doing a deep dive into all things fire safety.
- To celebrate Hispanic Heritage Month, Niki and Betsi put together a scavenger hunt that included both flags and fun facts about different Latin American countries.
- To commemorate Día de los muertos, Claire created a take-home nicho craft for families to do. As Claire explained in their instructions for the craft, "Nichos are frame boxes often seen placed on altars during Día de los muertos celebrations. They are used as decorations to honor and remember our loved ones who have passed away."
- October's session of Viviendo y Aprendiendo featured a concha (Mexican sweet bread) felt craft activity and a take home activity packet for families featuring the library's online resources and math lessons (including Tumblr Math and ABC World Food), a book display with titles featuring math, and edible conchas for participants to enjoy. We had a great turnout, thanks to Selene's efforts.
- Claire attended the AELC Scarecrow Fest with Head of Community Engagement Gaby Tafolla on Oct. 25. Participants enjoyed the sensory bin and ring toss game library staff had put together.



## STATISTICS

Children's Programs: 22 programs, 411 participants | Multigenerational Programs: 1 program, 18 participants

Asynchronous Programs: 8 programs; 652 participants | Appointments: 9 | Continuing Education: 9.25

Reference Questions: 191 | Directional Questions: 193 | Teacher Resource Room: 10

Book Displays: Computer Learning Month; Celebrate Italian American Heritage Month; Banned Books Week; Celebrate Diwali; Spooky Reads; Misterios y espías; If You Like ... *Eerie Elementary*.

# COMMUNITY ENGAGEMENT OCTOBER 2025



**ADDISON**  
PUBLIC LIBRARY

## SNAPSHOT

The Community Engagement department put the “out” in outreach at...

- Addison Business Exchange’s monthly networking event, where they collaborated with the Village of Addison to celebrate Manufacturing Month!
- Addison Fire Department’s Annual Open House, where they used the prize wheel to test the community’s fire safety knowledge.
- Indian Trail Jr. High’s first round of the Great Shake, representing the library on the panel of judges.
- Clarendale’s Memory care unit. This month’s theme was Spooky Chicago and Addison Stories. Ghost stories off the Drake Hotel, Hull House, and the Eastland Disaster were told along with Addison’s local lore of the Corn Cob Man. The seniors closed out the session with a sing along to “Ghostbusters.”
- Spooky fall events hosted by the Park District (Candy Carnival), Addison Early Learning Center (Scarecrow Fest), Addison Township (Trunk or Treat), and Addison Trail High School’s Letterman Club (Trunk or Treat)!

The Illinois Library Association picked up and shared the press release Samantha wrote on the Court Navigator Program at the library highlighting the work Sara L. & Lesley (Adult Services) in this collaboration with the Illinois Secretary of State.

Staff also made an appearance at the Illinois Library Association Conference. Matt was there for the full conference, presenting on 2 different days, and Gaby met with the RAILS Catalyst Cohort, a new leadership program comprised of 40 participants from a variety of libraries across Illinois.

## PROJECTS / COMMITTEES

**Trunk or Treat Prep:** This year’s construction theme for Trunk or Treat-ing was a great way to encourage questions from the community about the library’s building project. Samantha created personalized mini sticker sheets, Natalie prepared a sensory bin with Claire’s guidance (Youth Services) and converted the most worn Trail Tale signs into bright construction signs. As for the costumes, staff received a shout-out from the Addison Park District via Facebook, highlighting the themed earrings shared by Patti.

**Friends of the Library (FOL):** Patti worked with the IT department to regain access to the group’s email account ([friends@addisonlibrary.org](mailto:friends@addisonlibrary.org)) as they work on recruiting more members and connected the newly elected officers to the Open Meetings Act training to stay in compliance. Behind the scenes, member Ken Erickson coordinated the installation of the refreshed Little Free Library at Community Park.

**Ad Season!:** Samantha put together two half-page ads for the ATHS Theatre Boosters and the Addison Park District. The Theatre ad promoted the October *Illinois Libraries Present* event featuring Marissa Bode, actress from the *Wicked* films. And the Park District ad, which is printed in the APD program guide, promoted the Kanopy service with a simple word search puzzle for a fun, interactive element.

## STATISTICS

- The CE connected with **1279** community members at **8** outreach events!
- **12** New Job Toolkits distributed, **14** one-on-one appointments with Job Seekers & Business Owners, and **0** new business library cards.
- Matt & Gaby notarized a total of **82** signatures this month.



Top to bottom: Patti reading scary stories to members of Clarendale’s Memory Care unit; Screenshot of the Park District’s Facebook costume appreciation post; Video screenshot of Matt reading a book in the Teen space, used for Small Business Saturday promo.



# GUEST SERVICES – OCTOBER 2025

## SNAPSHOT

Staffing: Jessica accepted one of two open 26.25-hour IMRF positions and started her new hours on October 20. Theresa Azure accepted the other position and will start December 1. October 2 was Liz M.'s 13<sup>th</sup> anniversary with APL.

105 patrons were purged in October and \$45.00 in charges waived.

One of the highlights of the month was staff being able to sign a beam that will be in the wall of the Guest Services space.

Staff also enjoyed getting to tour the 1<sup>st</sup> and 2<sup>nd</sup> floor construction spaces and seeing the progress being made.

A couple of Guest Services staff traveled internationally in October, and it was great hearing about their travels.

Kathy attended ILA for 2 days and enjoyed learning and networking with staff from other libraries.

Kathy met with Nate from Bibliotheca and learned how to customize our self-check machines including icons, colors, themes, etc.

Kathy enjoyed the ILA theme You Belong Here because it is true everyone belongs at the library. The opening and closing keynote speakers really exemplified this.

One of the sessions was The Power of Recognition: Engaging and Retaining Your Team. Kathy will use what she learned from this session, as well as from the session Management Lessons from Michael Scott, to engage Guest Services Associates and recognize their contributions to the department and the library.

Most staff completed the October Monthly Meet-up about Freedom to Read. As one of our values, this is always timely training to refresh how important it is that we support patrons' freedom to read (or watch movies, play video games, listen to music, etc.).

Javier joined the Time Capsule Committee and is talking to community organizations about the project.

Kathy completed one-on-one check-ins with all Guest Services Associates. Everyone has either completed their annual goals and continuing education requirements or is on track to finish them by the end of the year.

Kathy coordinated with Lesley and Yesenia to attend Guest Services' December staff meeting and present on social services at APL and specifically what Yesenia does.

## STATISTICS

There were 5 curbside pickups this month.

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

27 patrons are new adults in October. Their accounts will be updated in November.

Guest Services completed 12.75 hours of Continuing Education.

18 non-SWAN ILLs were checked out this month.

Kathy did 0 notarizations.

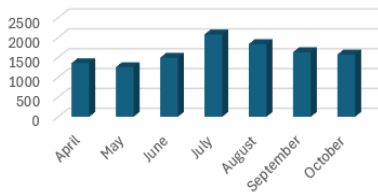
The self-check percentage was 27%.

# IT Services – October 2025

## SNAPSHOT – Usage Statistics of the Temporary Computer Lab

- Computer sessions by patrons in October decreased 4% compared to September.
- Pages printed by patrons decreased 5% compared to September.
- Pages scanned by patrons increased 6% compared to September.

**Computer Sessions by Patrons**  
(April - October 2025)



**Pages Printed by Patrons**  
(April - October 2025)



**Pages Scanned by Patrons**  
(April - October 2025)



## PROJECTS

### The IT Services Associates

- Answered a total of 680 patron queries, a 7% increase from September.
- Worked with the Head of IT Services to devise new shift patterns.

### The Creative Services Coordinator

- Presented at ILA Annual Conference 2025 in Rosemont about library career pathways.
- Hosted 4 asynchronous programs and 4 in-person programs.
- Compiled a list of classes for FY 27 for all the new makerspace equipment and expected costs of supplies to get a head start on FY 27 budget planning.

### The IT System Administrator

- Responded to and resolved a total of 21 IT tickets, compared to 14 in September and 36 in August.
- Upgraded patron computers to Microsoft Office 2024.
- Replaced Guest Services RFID pad & handheld scanner.

### The Head of IT Services

- Worked with IT Associates on upcoming changes in shift patterns.
- Worked with low voltage technicians on wiring in preparation for upcoming renovations phases.
- Worked with HR Coordinator to interview candidates for an IT Associate position.



# MATERIALS MANAGEMENT – OCTOBER 2025

## SNAPSHOT

With the announcement of Baker and Taylor closing, staff dedicated significant time to reviewing materials that were canceled from Baker and Taylor and reordering them through Ingram. Jenny handled the cancellations and shared the list of titles with the selectors. The selectors then reviewed the list and decided which titles to reorder, and Raghda placed the new orders. In total, over 1,600 titles were canceled from Baker and Taylor.

The last staff quarterly one-on-one meetings for the year wrapped up this month. Staff will now begin working on their Staff Input Forms, which are used for annual evaluations.

## PROJECTS

Library Aides worked on locating items from the missing list, which is run twice a year. Many titles were found, possibly due to Hallett moving collections back into place.

Marilyn helped with withdrawing materials from the collections, and Matt has been helping with receiving materials from Ingram.

Staff were happy to have Carly, one of our Library Aides, shadow the department's workflows and processes.

Kristina met Teen Services to discuss rearranging their collections on the shelves and discussed creating an Indian Trails Battle of the Books collection. Paul then worked on updating the call numbers for titles in that collection.

Eden is currently cleaning up our Library of Things bibliographic records due to the creation of our new series pages for this collection in the catalog.

Sue discovered a way to import ISBN lists directly into Ingram, making the reordering process much easier for everyone. She also created a new browse category in the catalog called Spooky Stories.

Karen has started curating titles for the upcoming Creative collection which will be outside of Sam's Lab.

Jenny attended two sessions at the ILA Conference that focused on web content accessibility and strategies for making digital content more inclusive.

## STATISTICS

MM staff completed **19** hours of CE.

MM staff added **1,461** items.

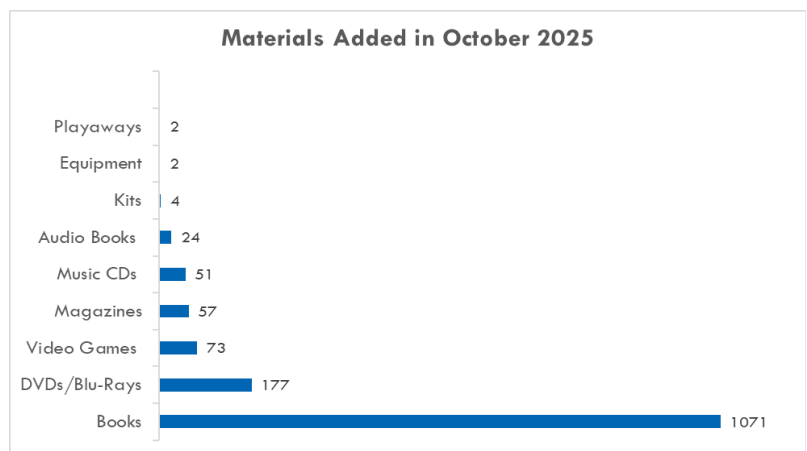
MM staff withdrew **2,378** items.

Library Aides shelved **257** carts.

APL patrons borrowed **21** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **8** days.

APL sent **172** items to other libraries through interlibrary loan.



## TEEN SERVICES – OCTOBER 2025

### SNAPSHOT



We are serving an average of 92 snacks a day.

At the end of the month, Indian Trail and the rest of District 4 went into a "secure" environment in response to a nearby threat. After school events were canceled and students had to be picked up directly from the school before they could be released. Indian Trail requested the help of library staff, so Elizabeth, Rachel, and Cal immediately went across the street. We talked with worried students and helped maintain calm as pickups were coordinated. Several teachers and administrators thanked us for our quick response and for building such strong bonds with the students. "I'm so glad we have this kind of relationship," one teacher said.

Elizabeth and Rachel both presented at this year's Illinois Library Association Conference. Elizabeth presented "Book Bans and Intellectual Freedom for Trustees." Rachel presented "Resumania: Incorporating Job Skills and Programs for Teens at Your Library" with Matt in Community Engagement. We received lots of positive feedback on our presentations and the excellent work we're doing at Addison Public Library.

At one of this month's Art Deep Dive meetings, a teen got so into the discussion about the work that they jumped up and declared, "I have a theory. I have a theory. I have a THEORY!"

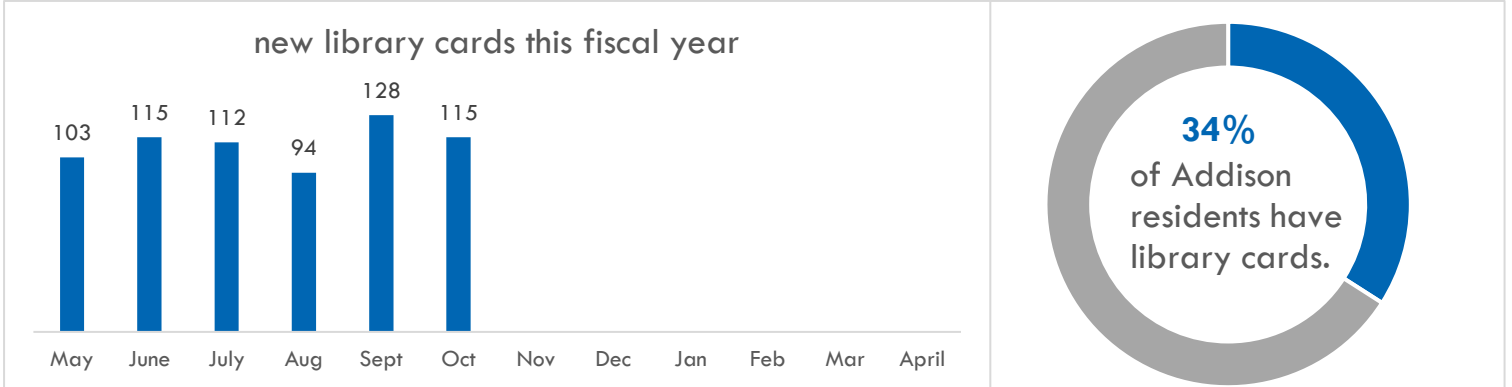
This month we introduced "Dewey Races" and "Book Scavenger Hunts" after school. We give teens a call number in our YA section or the title of a book and challenge them to find it for candy. Once they have mastered finding books in our catalog and by call number, we step up the difficulty. We'll ask them to find a book in a particular setting, with a character trope, or that sparks a certain emotion. They have really risen to the challenge and come every day to ask for more books to find...even when we stop giving out candy!

# October 2025 Library Usage Report

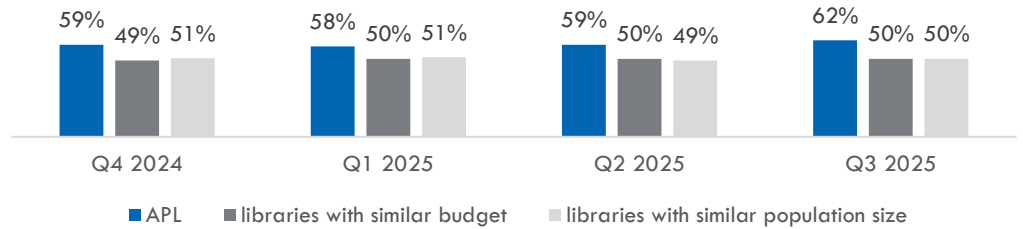


## Library Cards

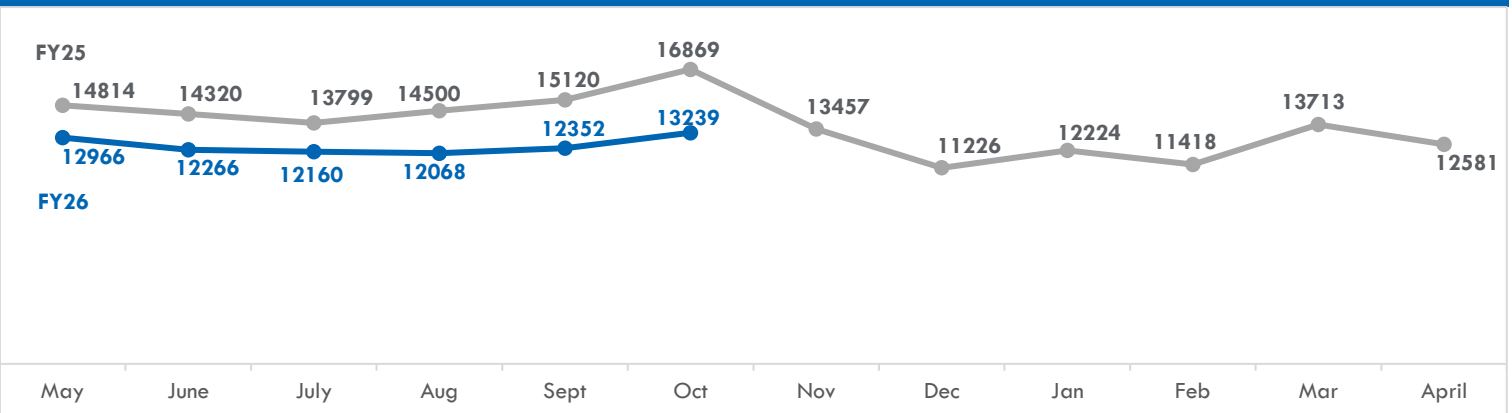
115 new library cards this month.



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

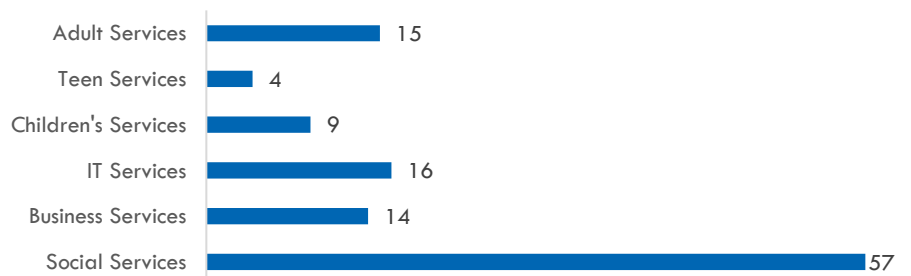


## Library Visits



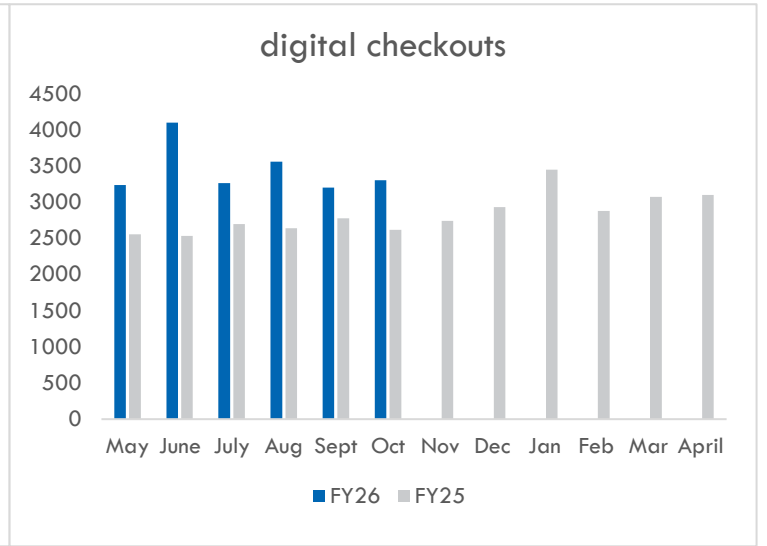
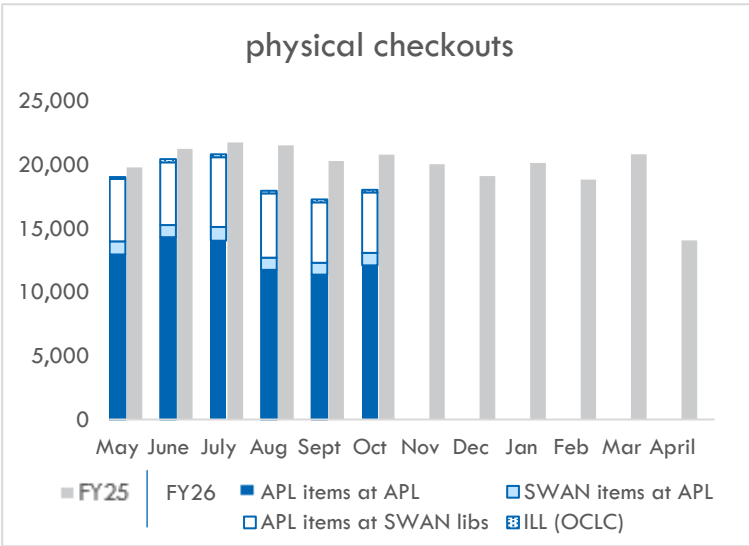
## 1-on-1 appointments

- 115 1-on-1 appointments
- 1569 computer logins
- 847 wifi sessions
- 0 large meeting room bookings
- 139 study room bookings
- 0 Creative Studio bookings
- 13 Sound Studio bookings

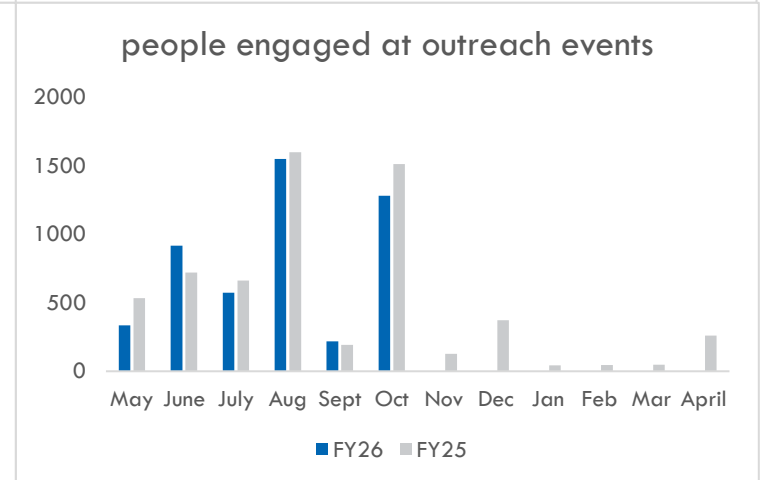
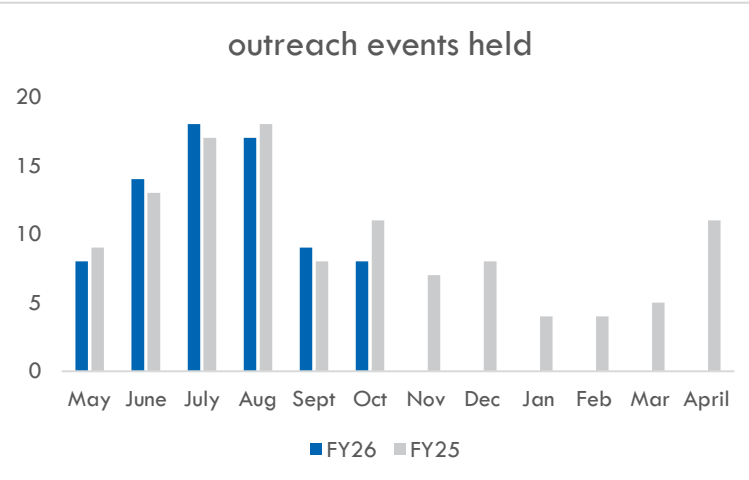
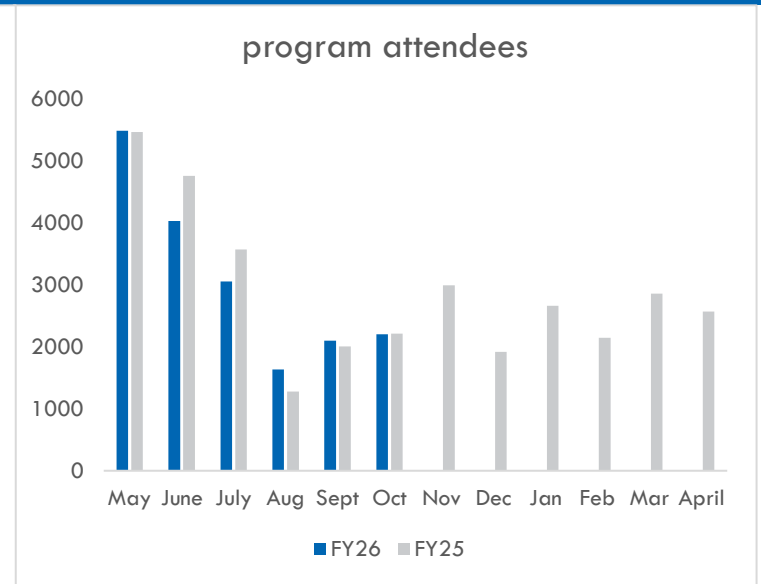
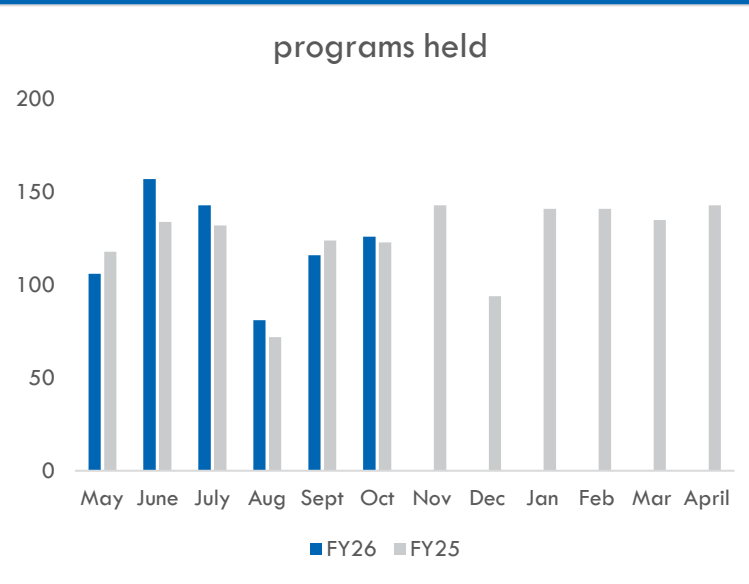


# Circulation

21346 total checkouts this month



# Programs & Outreach





### Meetings

- 10/23, 10/30, 11/6, 11/13: Mary, Brooke, and Greg attend OAC meetings. We review the schedule, progress so far, and what will happen in the next three weeks. PA+D attends these meetings every other week.
- FQC, PA+D, and Chicago Scenic met to review the plans for the youth gate, youth trees, baby garden, and play structure on 10/9. It was 2+ hour meeting that was very productive. We discussed lots of small details such as how the edges of pieces would be finished, the kind of balls and pegs used in the play structure, and the finishes used on specific areas.

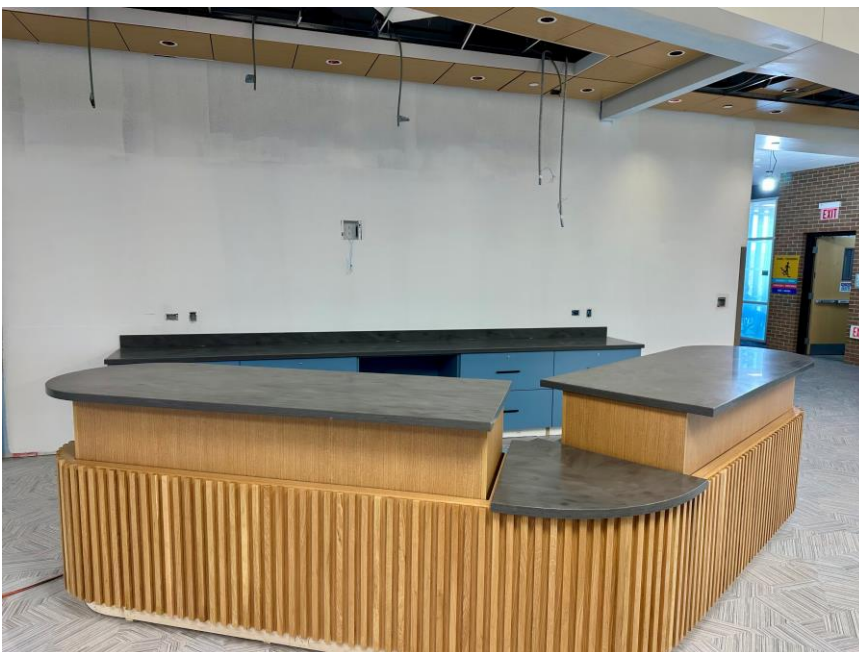
### APL project work

- We continue to work on manually controlling the temperature throughout the building. Our system will be balanced at the end of the project. Until the system is balanced, Greg C. is closing monitoring the temperatures and adjusting where he can.
- We've been making plans for how to move staff from their temporary work areas back to the 2<sup>nd</sup> floor workroom. The temporary walls on the 2<sup>nd</sup> floor are expected to come down on Friday, November 21<sup>st</sup>.
- We are in the process of disposing of furniture to make room for all the new furniture that is arriving in November – December!

### Construction progress

- Punch list items for Phases 1 and 2 continue to be addressed. Phase 3 is wrapping up with flooring, millwork, data, lighting, and more installation work! It has been busy behind the walls!
- The glass walls for the study rooms and front of Sam's Lab have been delayed until late December. We will still be using these spaces but are waiting to see what they feel like before opening reservations.
- Flooring in the southeast corner of Children's is in progress!

### New Adult Services Desk raised to standing height.



### Millwork in the 2<sup>nd</sup> floor workroom



**Bid Proposal for  
Addison Public Library**

**Fiscal Year Ending  
April 30, 2026, 2027, 2028, 2029, and 2030**



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CHRIS CHRISTENSEN  
JESSIKA MCGARVEY

CERTIFIED PUBLIC ACCOUNTANTS

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October 16, 2025

Addison Public Library  
Mary Medjo Me Zengue, Director  
4 Friendship Plaza  
Addison, IL 60101

Dear Mrs. Medjo Me Zengue:

Mack & Associates P.C. is pleased to introduce our firm and submit the following bid proposal for auditing services to Addison Public Library for year ending April 30, 2026, with options for 2027 through 2030. As outlined in the following proposal, we prove that our experienced staff will be committed to providing the highest quality of service.

This proposal illustrates why Mack & Associates, P.C. is qualified to serve as the external auditors for Addison Public Library. Mack & Associates, P.C. is a local firm that is dedicated to providing clients with small firm attention and large firm experience.

Having over 27 years of experience performing audits, I am confident my staff and I are the best suited to be of service to you within the required time frame. All accountants and CPAs on staff are qualified to perform audits and each staff member has met the continuing professional education requirements prescribed by Government Auditing Standards to enhance our proficiency to perform audits.

As accounting and auditing standards are changing, requirements for public accountants are increasing. We participate in on-going peer reviews to ensure we are compliant with all regulations.

Mack & Associates, P.C. will audit Addison Public Library's financial statements for the year ending April 30, 2026, with options for 2027 through 2030. Our audit will be executed in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. We will prepare the Annual Financial Report and other deliverables as required by the due dates outlined in the attached proposal.

Mack & Associates, P.C. is fully committed to providing Addison Public Library with superior service. We appreciate the opportunity to submit this proposal. This proposal is being submitted by Tawnya R. Mack, who is authorized to negotiate and execute a contract with Addison Public Library. If you have any questions, please feel free to contact me at (815) 942-3306, extension 221.

Sincerely,

*Tawnya R. Mack, CPA*

Tawnya R. Mack, CPA  
Mack & Associates, P.C.

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## **Firm Profile**

### **Firm History**

Our firm was founded by Marvin Smith in 1965. Marvin's son, Tim, continued to serve the community as TJ Smith & Associates where, now owner, Tawnya Mack began working in 1998. In 2003, Tawnya took ownership of the firm and now operates as Mack & Associates, P.C. Tawnya is a certified public accountant, a member of the American Institute of Certified Public Accountants (AICPA), the Illinois Certified Public Accountant's Society (ICPAS) and is licensed in the State of Illinois.

### **License to Practice in Illinois**

Mack & Associates, P.C. is licensed to practice in the State of Illinois, under license number 066-005100. In addition, all key professional staff assigned are properly licensed.

### **Quality Control**

To ensure quality, Mack & Associates, P.C. is subject to a Peer Review of our audits every three years. Mack & Associates, P.C. review organization is Meyer & Associates, CPA's, P.C. in Marion, Illinois.

Neither our firm nor any members of our staff have been involved in any disciplinary action during the past three years with state regulatory bodies, professional organizations or litigation.

### **Professional Standards Associations and Regulatory Organizations**

- American Institute of Certified Public Accountants (AICPA)
- Illinois CPA Society (ICPAS)
- AICPA's Governmental Quality Control Center

### **Key Partner and Supervisory Personnel**

At Mack & Associates, P.C., one of our missions is to provide an atmosphere that will help our employees learn as individuals and as professionals. As long as our employees are growing, so is Mack & Associates, P.C. Our proposed engagement team is qualified to provide Addison Public Library with excellent customer service. Our work will be done in a timely manner, and we will be available to Addison Public Library year-round.

Mack & Associates, P.C. strives to create long-term relationships with our clients to demonstrate our commitment to them. We treat our clients with the utmost respect and integrity. Firm policy is that phone calls and emails are promptly returned. Mack & Associates, P.C. also has an in-house staff that is always in the office to take calls, access e-mails and assist with any audit team requests.

The proposed engagement team will consist of one Partner, one Manager, one In-charge, and staff accountants as needed. They will be responsible for audit approach implementation. All members have an outstanding record of client service with the organizations they serve. The following individuals are the key partner and supervisory personnel who may be assigned to Addison Public Library’s audit engagement.

TEAM MEMBER	ROLE
Tawnya R. Mack, CPA	Engagement Partner
Lauri Pope, CPA	Partner
Cate Moulton, CPA	Senior Manager/Quality Control
Chris Christensen	Senior Manager
Madison Scheel, CPA	Staff Accountant
Carter Rodman, CPA	Staff Accountant
Jessika McGarvey	Staff Accountant

Please see **Exhibit A** for detailed educational background, work experience, and professional affiliations of our engagement staff team members.

**Continuing Professional Education**

All personnel assigned to the engagement have completed continuing professional education (CPE) requirements. This includes CPE specific to governmental audits. Personnel have also attended in-house training specific to auditing requirements. Throughout the past few years, team members have completed classes in the following audit areas: Governmental Report Review, Documenting and Reviewing Field Work, Auditor’s Risk Assessment Process, Governmental Accounting & Auditing, Materiality, Sampling, Tests of Controls and have attended the annual ICPAS Government Conference.

**Independence**

Standards require that we be without bias with respect to your operations. Our firm is independent of Addison Public Library as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Offices (GAO) *Governmental Auditing Standards*.

Since Mack & Associates, P.C. is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audit. In addition, Mack & Associates, P.C. shall give Addison Public Library written notice of any relevant professional relationships entered into during the period of this agreement.

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## Continuity

To provide an efficient work environment, Mack & Associates, P.C. stresses the importance of strong client relationships to our employees. Mack & Associates, P.C.'s auditing staff works year-round to ensure that our clients are building quality and continuous relationships with their engagement team. Mack & Associates, P.C. also encourages to employees to become familiar with all clients in case of absence of a teammate. This also applies if and when a teammate needs to be replaced. Since all engagement employees are involved in classes, seminars and in-house training; qualifications and skills are comparable.

## References

**Coal City Public Library District**

85 N. Garfield St.  
Coal City, IL 60416  
Leah Bill, Director  
(815) 634-4552

**Manteno Public Library District**

10 S. Walnut St.  
Manteno, IL 60950  
Jamie Lockwood, Director  
(815) 468-3323

**Three Rivers Public Library District**

25207 W. Channahon Drive  
Channahon, IL 60410  
Lauren Offerman, Director  
(815) 467-6200

**Charles B. Phillips Public Library District**

6 N. Jackson St.  
Newark, IL 60541  
Lynette Heiden, Director  
(815) 695-5851

**Shorewood-Troy Public Library**

650 Deerwood Dr.  
Shorewood, IL 60404  
Jennie Mills, Director  
(815) 725-1715

**Manhattan-Elwood Public Library District**

240 Whitson Street  
PO Box 53  
Manhattan, IL 60442  
Ashley Hopper, Director  
(815) 478-3987

**Peotone Public Library District**

515 N. First St.  
Peotone, IL 60468  
Sarah Ehlers, Director  
(815) 258-3436

**Plano Public Library District**

15 W. North St..  
Plano, IL 60545  
Deanna Howard, Director  
(630) 552-2009

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## Detailed Proposal

### Scope of Services

We agree to provide the following services to Addison Public Library during the course of this engagement:

- Audit the Library's annual financial statements in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) and the standards stated in AICPA publication *Audits of State and Local Governmental Units*.
- Perform the audit in accordance with audit standards established by the Comptroller General of the United States as described in the publication titled *Standards for Audits of Governmental Organizations, Programs, Activities and Functions* that are applicable to the financial and compliance elements.

We are available year-round for routine inquiries at no additional cost. Any work required outside of the general scope of our agreement would be billed at an hourly rate of \$150 and would be discussed prior to completion of services.

### Audit Deliverables

Mack & Associates P.C. audit process is efficiently designed by providing an emphasis on planning and timely draft delivery of the financial statements. Final financial statements are generally issued no more than five working days after the draft is approved. Our office will print and prepare all final copies of the audit deliverables for the District.

Deliverable reports will include the following:

- 10 bound copies and one searchable pdf of the annual financial report, including Auditors' opinion on the financial statements
- 10 copies and one searchable pdf of the Auditors' Management letter on internal accounting control and on opportunities to improve operational effectiveness and efficiency that were noted during the audit
- 1 copy and 1 PDF copy and electronic filing of the Annual Financial Report (AFR) for the State Comptroller's Office
- 1 Copy of the auditors' adjusting journal entries, if applicable.
- Any and all reports/documents required under auditing standards either at the time of entering into the contract for services with the District subsequent thereof.

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## **Audit Approach**

Mack & Associates, P.C. takes a risk-based approach to auditing. Our firm has invested in auditing software and training, which provides the staff with the most up-to-date knowledge and guidelines for each of our audits.

Prior to the fiscal year end, preliminary audit work will include assessment of risks and documentation of internal controls, and will consist primarily of inquiries, interviews and observations of Addison Public Library staff. Based on the results of these procedures, we will identify risk areas and develop a detailed audit testing plan specific to Addison Public Library. During this phase, we will request certain financial reports from staff in order to assist in planning of our audit procedures.

Account analysis and other detailed audit procedures (including Single Audit procedures) will be performed by the entire engagement staff during audit fieldwork and will consist of analytical procedures and examinations of supporting documentation in order to verify year-end account balances and significant transactions during the year under audit.

Procedures for Library audits typically include:

- Examination of monthly and year-end bank statements and reconciliations
- Review of the Library's general ledger detail
- Analytic review of revenue and expense account balances and related accruals
- Vouching and confirmation of revenues and testing of subsequent receipts
- Examination of significant disbursements and a sample of random disbursements as deemed necessary
- Compliance testing, as deemed necessary based on preliminary information obtained.
- Analysis of payroll and related account balances and accruals, including detailed testing of payroll transactions as deemed necessary
- Substantiation of outstanding debt and general fixed asset balances.
- Examination of other documentation significant to the Library's activities during the year under audit.

Audit wrap-up and preparation of financial reports will be performed by audit staff at our offices immediately after final auditing procedures, and drafts of all required reports will be delivered by the deadlines agreed upon.

Auditing software will be used throughout the engagement for purposes of tracking audit adjustments (if any), performing analytical comparisons, and drafting audit reports. Hard copies of some of the Library's supporting documentation and financial reports will be required. However, certain documents will be requested to be provided electronically.

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**Proposed Timing of Services**

The following proposed timing of services shall be completed by auditor no later than the date indicated. Exact dates shall be agreed upon at the beginning of each annual audit.

- Planning and interim testing: March
- Meeting with the Administration team to discuss the audit plan: February/March
- Submission of a list of client-provided documents and requests: March
- Begin Fieldwork: May
- Financial statement draft for management review: May/June
- Presentation of draft audit report and comments to the Library's Administration team and Board of Trustees: June
- Issue final audit report: June

**Professional Liability Insurance**

Mack & Associates P.C. maintains professional liability insurance with Hanover Insurance Company. We carry coverage of \$1,000,000 per claim and \$1,000,000 in the aggregate, protecting our firm and clients against claims arising from potential errors or omissions in the performance of our services. The firm confirms that there have been no professional liability claims made against our firm

**Contractual Agreement**

Between

**Mack & Associates, P.C.**

And

**Addison Public Library**

We, the undersigned, being a principal with the auditing firm named above accept the specification for auditing services and agree to perform the outlined auditing services for the amounts indicated below:

- 04/30/2026     04/30/2027     04/30/2028     04/30/2029     04/30/2030
- \$ 7,800            \$ 8,030            \$ 8,270            \$ 8,520            \$ 8,775

Please check all that apply. Any additional work that may need to be completed beyond the scope of engagement is billed at a rate of \$150/hour. Fees will be billed upon completion of report.

<u>Tawnya R. Mack, CPA</u>		<u>10/16/2025</u>			
Tawnya R. Mack, CPA		Date		Addison Public Library	Date
Mack & Associates, P.C.					

*\*All proposal contents and fees are guaranteed for ninety (90) days.*

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Exhibit A: Resumes

Exhibit B: Current Engagements

Exhibit C: Peer Review

**EXHIBIT A:**

## **Tawnya R. Mack, CPA, Principal Partner**

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Tawnya R. Mack, CPA has been practicing public accounting since 1998 and auditing governmental and non-profit entities for 26 years. She has been a partner since 2004 and has over 26 years experience in tax planning and preparation for individual, estate, gift tax and corporate clients. Tawnya also has extensive knowledge of state statutes and compliance requirements including reporting for TIF districts and Property Tax Extension Limitation Law (PTELL). She also has a vast knowledge of county statutes and reporting requirements including budget and tax levy preparation.



Phone: 815-942-3306 Ext. 221  
Fax: 815-942-9430  
E-mail: [tmack@mackcpas.com](mailto:tmack@mackcpas.com)

**Education**

Bachelor of Business Administration, Accounting  
University of St. Francis, Joliet, IL

**Titles, Memberships**

Certified Public Accountant (CPA), 2000  
Member of Illinois CPA Society (ICPAS)  
Member of American Institute of Certified Public Accountants (AICPA)

**Experience**

Mack & Associates, P.C.  
Echols, Mack & Associates, P.C.  
TJ Smith & Associates, P.C.

## **Lauri Pope, CPA, Managing Partner**

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Lauri Pope, CPA has been practicing public and private accounting since 1996, including 12 years in the private sector for a Fortune 500 Company. Lauri has been with Mack & Associates, P.C. since 2009. She has managed more than 70 audits over the past year. Lauri specializes in audits of local governments, focusing mainly on School Districts, Cities, and Villages. She is also a QuickBooks ProAdvisor.



Phone: 815-942-3306 Ext. 218

Fax: 815-942-9430

E-mail: [lpope@mackcpas.com](mailto:lpope@mackcpas.com)

### **Education**

Bachelor of Business Administration, Accounting  
University of St. Francis, Joliet, IL

### **Titles, Memberships**

Certified Public Accountant (CPA), 1997

Member of Illinois CPA Society (ICPAS)

Member of American Institute of Certified Public Accountants (AICPA)

### **Experience**

Mack & Associates, P.C.

Echols, Mack & Associates, P.C.

McDonald's Corporation

Smith & Dyer, P.C.

## Cate Moulton, CPA, Senior Manager

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Cate Moulton, CPA has been practicing public accounting since 1999 and auditing governmental and not-for-profit entities for 24 years. Cate specializes in audits of local governments, focusing mainly on Villages, Park Districts, Fire Districts and Library Districts. She has assisted numerous governments in obtaining the GFOA Certificate of Achievement for Excellence in Financial Reporting. She also has 21 years' experience with in individual and corporate tax preparation.



Phone: 815-942-3306 Ext. 220  
Fax: 815-942-9430  
E-mail: [cmoulton@mackcpas.com](mailto:cmoulton@mackcpas.com)

### **Education**

Bachelor of Science in Business Administration  
University of Illinois, Urbana-Champaign, IL

### **Titles, Memberships**

Certified Public Accountant (CPA), 2000  
Member of Illinois CPA Society (ICPAS)  
Member of Illinois Government Finance Officers  
Associa (IGFOA)

### **Experience**

Mack & Associates, P.C.  
Sikich LLP  
Knutte & Associates, P.C.

## Chris Christensen, Senior Manager

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Chris Christensen joined our firm in 2008. He serves as an in-charge on over 40 audits annually. Chris also has 12 years' experience in individual and corporate tax preparation.



Phone: 815-942-3306 Ext. 212

Fax: 815-942-9430

E-mail: [cchristensen@mackcpas.com](mailto:cchristensen@mackcpas.com)

### **Education**

Associates of Arts in Agricultural Business  
Joliet Junior College, Joliet, IL

### **Experience**

Mack & Associates, P.C.

Echols, Mack & Associates, P.C.

## **Madison Scheel, CPA, Staff Accountant**

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Madison Scheel, CPA began her career at Mack & Associates, P. C. as a staff accountant in 2022. Madison has experience with governmental audits including Townships, Fire Districts, School Districts, Counties, and Non-Profits.



Phone: 815-942-3306 Ext. 216  
Fax: 815-942-9430  
E-mail: [mscheel@mackcpas.com](mailto:mscheel@mackcpas.com)

### **Education**

Master of Business Administration, Accounting  
University of St. Francis, Joliet, IL

Bachelor of Business Administration, Accounting  
University of St. Francis, Joliet, IL

### **Titles, Memberships**

Certified Public Accountant (CPA), 2022  
Member of Illinois CPA Society (ICPAS)  
Member of American Institute of Certified Public Accountants (AICPA)

### **Experience**

Mack & Associates, P.C.

## **Carter Rodman, CPA, Staff Accountant**

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Carter Rodman, CPA joined the firm in 2024. Carter has experience with personal and corporate tax preparation as well as governmental audits including Townships, Fire Districts, School Districts, Counties and Non-Profits. Carter also has experience handling bookkeeping for several clients, both For-Profit and Non-Profit.



Phone: 815-942-3306 Ext. 217  
Fax: 815-942-9430  
E-mail: [crodman@mackcpas.com](mailto:crodman@mackcpas.com)

### **Education**

Bachelor of Arts in Public Accounting &  
Business Administration  
COE College, Cedar Rapids, IA

### **Titles, Memberships**

Certified Public Accountant (CPA), 2023

### **Experience**

Mack & Associates, P.C.  
Pearson & Virlee, P.C.  
RSM US LLP

## Jessika McGarvey, Staff Accountant

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Jessika McGarvey joined the firm in 2023 as a full-time staff accountant and has been practicing accounting since 2017. Jessika has experience with personal, corporate, and tax-exempt tax preparation as well as governmental audits including Townships, Fire Districts, Library Districts, Villages, and Non-Profits.



Phone: 815-942-3306 Ext. 214

Fax: 815-942-9430

E-mail: [jmccgarvey@mackcpas.com](mailto:jmccgarvey@mackcpas.com)

### **Education**

Bachelor of Business Administration, Accounting  
University of St. Francis, Joliet, IL

### **Titles, Memberships**

Member of Illinois CPA Society (ICPAS)

### **Experience**

Mack & Associates, P.C.

Brian Zabel & Associates, P.C.

## EXHIBIT B:

### Audit Proposal

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## Engagements

Below is a listing of Mack & Associates' engagement clients.

### County & Component Units

#### Client Name

#### Contact Name

#### **County of Grundy, Illinois**

Grundy County Circuit Clerk  
Grundy County Emergency Telephone System Board  
Grundy County Insurance Trust  
Grundy County Public Building Commission  
Grundy County Transit

Matt Melvin  
Corri Trotter  
Jen Stein  
Matt Melvin  
Matt Melvin  
Matt Melvin

#### **County of Kendall, Illinois**

Kendall County Circuit Clerk  
Kendall County Forest Preserve  
Kendall County Public Building Commission  
Kendall County Transit  
Kendall County Public Safety Dispatch (KenCom)

Jill Ferko  
Matthew Prochaska  
David Guritz  
Jill Ferko  
Pamela Hurtig  
Jill Ferko

#### **County of LaSalle, Illinois**

LaSalle County Circuit Clerk  
LaSalle County Insurance Trust

Stephanie Jo Thompson  
Greg Vaccaro  
Stephanie Jo Thompson

#### **County of Livingston, Illinois**

Livingston County Circuit Clerk

Diane Schwahn  
Jacquelyn Gragson

## Engagements (Continued)

### City

**Client Name**

City of Morris, Illinois

City of Peru, Illinois

**Contact Name**

Lori Werden

Tracy Mitchell, CPA

### Town & Village

**Client Name**

Town of Chatsworth, Illinois

Village of Braceville, Illinois

Village of Carbon Hill, Illinois

Village of Dwight, Illinois

Village of East Brooklyn, Illinois

Village of Essex, Illinois

Village of Gardner, Illinois

Village of Lisbon, Illinois

Village of Newark, Illinois

Village of Seneca, Illinois

Village of Sheridan, Illinois

Village of South Wilmington, Illinois

**Contact Name**

Mindy Sue Meyer

Jen Williams

Jennifer Hamerla

Crissy Livingston

Larry Elliot

Laura Reeb

Pat Malinowski

Rebecca Golden

Ashley Hartman

Shelly Figgins

Cathy Grimwood

Terry Schultz

### Multi-Township

**Client Name**

Braceville Maine Multi-Township

Dimmick, Waltham, Wallace Multi Township

Paw Paw Shabbona Multi Township

Rooks Creek Multi Township

Round Grove Multi Township

Sunbury-Nevada-Esmen #1 Multi Township

**Contact Name**

Doug Boresi

Tom Lyons

Judy Svedsen

Chris Clement

Dan Hogan

Mike Sullivan

## Engagements (Continued)

### Township

<b><u>Client Name</u></b>	<b><u>Contact Name</u></b>
Braceville Township	Doug Boresi
Bristol Township	Kate Werges
Broughton Township	Jennifer Tjelle
Clinton Township	Mary Ann Erickson
Eppards Point Township	Anne Bourgeois
Esmen Township	Cole Lambert
Fall River Township	Tammy Blacklaw
Garfield Township	Jake Olson
Goodfarm Township	Don Pfeifer
Gooselake Township	Rick Onsen
Greenfield Township	Chris Halpin
Kendall Township	Steve Gengler
Lisbon Township	James Horton
Maine Township	Pam Hazzard
Miller Township	Rob Maierhofer
Oswego Township	Donna Stanley
Paw Paw Township	Judith Svendsen
Pontiac Township	Pamela Lyons
Rooks Creek	Chris Clement
Round Grove Township	Dan Hogan
Saratoga Township	Eric Rasmusson
*Schaumburg Township	Melissa Williams
Sunbury Township	Mike Sullivan
Victor Township	Mary Kohler

*\*Awarded Certificate of Achievement for Excellence in Financial Reporting for its ACFR from the Government Finance Officers Association.*

## Engagements (Continued)

### School District/Educational

**Client Name**

Allen-Otter Creek CCSD 65  
Ball-Chatham CUSD 5  
Braceville Elementary School District #75  
Canton Union School District 66  
Coal City CUSD 1  
Cornell CCSD 426  
Earlville CUSD 9  
Gardner South Wilmington High School District #73  
Indian Valley Vocational Center  
LaSalle/Putnam Co. Educational Alliance for Spec. Ed.  
Mazon-Verona-Kinsman District 2C  
Miller Township CCSD 210  
Morris Elementary School District 54  
Morris Community High School District 101  
Newark CCSD 66  
Newark Community High School District 18  
Odell CCSD 435  
Sandwich CUSD 430  
Saratoga CCSD 60C  
Southern Will Co. Cooperative for Special Education  
\*Summit Hill CUSD 161  
Three Rivers Education for Employment System  
Wilco Area Career Center  
Wilmington CUSD 209-U

**Contact Name**

Lindsey Paul  
Becca Lamon  
Sue Avery  
Rolf Silversten  
Jason Smith  
Melitsa Marxman  
Melissa Aviles  
Sue Avery  
Joe Barbic  
Kathy Fox  
Tony Di Nello  
Kristin Heredia  
Marie Stover  
Craig Ortiz  
Demetra Turman  
Lane Abrell  
Mark Hettmansberger  
Ryan Janisch  
Ashley Ringler  
Tiffany Frey  
Julie Stearns  
Holly Camerano  
Elizabeth Kaufman  
Kevin Feeney

*\*Awarded Certificate of Excellence in Financial Reporting for its ACFR from the Association of School Business Officials International.*

## Engagements (Continued)

### Fire Protection District & Firefighters' Pension Fund

**Client Name**

Bristol-Kendall Fire Protection District & Firefighters'  
Pension Fund  
East Joliet Fire Protection District  
Elwood Fire Protection District & Firefighters' Pension Fund  
Emington-Campus Fire Protection District  
Gardner Fire Protection District  
Homer Township Fire Protection District  
Little Rock Fox Fire Protection District  
Montgomery & Countryside Fire Protection District  
Morris Fire Protection District & Firefighters' Pension Fund  
Pontiac Rural Fire Protection District  
Rockdale Fire Protection District  
Seneca Fire Protection District  
South Wilmington Fire Protection District  
York Center Fire Protection District

**Contact Name**

Jeremy Messersmith  
Kirk Kelly  
Jillian Deaville  
Nick Stipanovich  
Becky Pasternak  
Kevin Doyle  
Donald Brummel  
Thomas Meyers  
Kathy Lambros  
Chris Clement  
Dave Brady  
Jim Johnson  
Dave Doglio  
Thomas Bauer

## Engagements (Continued)

### Miscellaneous/Non-Profit

**Client Name**

Fox Valley YMCA  
Godley Park District  
Godley Public Water District  
Grundy County Chamber of Commerce  
Grundy County Housing Authority  
Newark Sanitary District  
Oswegoland Seniors  
Reed Township Mosquito Abatement District  
SWEB Sanitary District  
Vermilion Valley Regional Emergency Communications  
Center Joint 911 Authority  
We Care of Grundy County

**Contact Name**

Wendy Hess  
Ken Sorensen  
Joe Cosgrove  
Christina Van-Yperen  
Brent Newman  
Nancy Ness  
Susan Schauer  
Michelle Serena  
Dave Doglio  
  
Diane Schwahn  
Eric Fisher

### Library District

**Client Name**

Charles B. Phillips Public Library District  
Coal City Public Library District  
Manhattan-Elwood Public Library District  
Manteno Public Library District  
Peotone Public Library District  
Plano Community Library District  
Shorewood-Troy Public Library District  
Three-Rivers Public Library District

**Contact Name**

Lynette Heiden  
Leah Bill  
Ashley Hopper  
Jamie Lockwood  
Sarah Ehlers  
Deanna Howard  
Jennie Mills  
Lauren Offerman



# Meyer & Associates CPA, LLC

## CERTIFIED PUBLIC ACCOUNTANT

1800 W. Boulevard, Suite A

Marion, IL 62959

(618) 993-5553

Fax: (618) 993-3394

kmeyer@meyercpallc.com

July 17, 2024

To the Partners of Mack & Associates, CPA P.C. and the  
Peer Review Committee of the Peer Review Alliance:

We have reviewed the system of quality control for the accounting and auditing practice of Mack & Associates, CPA P.C.(the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Mack & Associates, CPA P.C. in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mack & Associates, CPA P.C. has received a peer review rating of *pass*.

Meyer & Associates CPA, LLC  
Kim D. Meyer, CPA



Administering peer reviews for the following:

[Illinois CPA Society](#) | [Indiana CPA Society](#) | [Iowa Society of CPAs](#) | [Kentucky Society of CPAs](#)  
[South Carolina Association of CPAs](#) | [West Virginia Society of CPAs](#) | [Wisconsin Institute of CPAs](#)

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August 29, 2024

Tawnya Mack  
Mack & Associates, CPA, PC  
116 E Washington St Ste 1  
Morris, IL 60450-2288

Dear Tawnya Mack:

It is my pleasure to notify you that on August 29, 2024, the Peer Review Alliance Committee accepted the report on the most recent System Review of your firm. The due date for your next review is June 30, 2027. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*Peer Review Committee*

Peer Review Committee

peerreview@icpas.org  
800.993.0407, then dial 4

cc: Kim Meyer

Firm Number: 900004284431

Review Number: 606911

The background of the cover features a photograph of a classical building with columns and an American flag flying. A teal geometric pattern is overlaid on the left side, and a dark blue vertical bar is at the bottom left.

# SERVICE PROPOSAL

AUDITING SERVICES FOR  
ADDISON PUBLIC LIBRARY

**SUBMITTED BY:**

**Sikich**

Nick Bava, CPA, MAS  
Principal  
630.210.3092  
nick.bava@sikich.com

1415 W. Diehl Rd.  
Suite 400  
Naperville, IL 60563

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## TRANSMITTAL LETTER

The Honorable President  
Members of the Board of Trustees  
Addison Public Library  
C/O. Ms. Mary Medjo Me Zengue  
Director  
4 Friendship Plaza  
Addison, Illinois 60101

April 3, 2025

Ladies and Gentlemen,

Sikich is pleased to be considered for the reappointment as independent auditors for the Addison Public Library (the Library). We believe that our qualifications, experience and expertise are clearly distinguishable as indicated in the following proposal. The expertise we possess in the local government industry is demonstrated by our clients' successes, our staff's involvement in the industry and our leadership roles in various government associations. Our clients receive the quality and timeliness only available from a company of our caliber.

We are prepared to commit the resources necessary to provide services to the Library. We will not only perform the audit, but we will also provide governmental accounting and financial reporting expertise and technical assistance throughout the year. We understand the scope of the work to be performed and the timing requirements and are committed to performing the specified services within that timeframe.

We appreciate the opportunity to present this proposal, which is a company and irrevocable offer for 60 days and look forward to the possibility of continuing to serve the Library.

Sincerely,



Nick Bava, CPA, MAS  
Principal, Local Government

# EXECUTIVE SUMMARY

SIKICH'S NUMBER ONE GOAL IS TO STRENGTHEN THE ADDISON PUBLIC LIBRARY. WE'LL ACHIEVE THIS BY COMBINING CUSTOMIZED SOLUTIONS WITH OUR TEAM'S DEEP EXPERTISE AND THE LATEST TOOLS AND TECHNOLOGY IN ORDER TO ACHIEVE LONG-TERM SUCCESS, AS YOU DEFINE IT.

## UNDERSTANDING YOUR CURRENT CHALLENGES

Before we can make recommendations or start any engagement, it's essential that we have a full understanding of the challenges you're facing and the goals you want to achieve. We understand that you are looking to partner with a company that will keep up with the ever-changing standards from the Governmental Accounting Standards Board. We have decades of experience serving the local government industry and look forward to the opportunity to partner with you to help meet your objectives and to drive your organization forward.

## DEFINING YOUR FUTURE SUCCESS

Collaboration is at the core of our work. Our priority is to serve as your trusted advisor and provide meaningful advice and support to your accounting function. The strategies we outline in this proposal are uniquely crafted for you, as we believe they will produce meaningful results and position your organization for success.

## GET TO KNOW US

Sikich is comprised of one of the country's top 30 Certified Public Accounting firms and a top 10 value-added reseller of technology products. We've reached this caliber of service by investing in our people.

By prioritizing talent and arming them with innovative technology, we create a dynamic, top-notch team. Your engagement team is comprised of senior-level local government experts that will stop at nothing to exceed your expectations and help your organization succeed.

## SCOPE

Our scope of services is outlined in this proposal. In addition to these services, we're committed to a synergistic, lasting relationship with the Library.

## HERE TO HELP YOU UNCOVER SUCCESS

Sikich combines deep industry knowledge, dedicated client service and cutting-edge technology to drive results for our clients. Our team of more than 1,900 experts – serving clients across all 50 states – offers a range of professional services to support any need. We look forward to uncovering solutions to your challenges and supporting the lasting success of the Library.



# SIKICH EXPERTS

WE LIKE SOLVING COMPLEX PROBLEMS. MOST IMPORTANTLY, **WE BASK IN THE ABILITY TO HELP OUR CLIENTS THRIVE.**

A crucial component to your success is working with a team that is completely dedicated to the government industry, ensuring that those individuals understand your challenges and what it takes to realize success. The Library will receive unparalleled levels of expertise, insights, and responsiveness from a team of senior professionals who have significant experience working with government entities. Our company offers several employee retentions programs, including tuition reimbursement, CPA review and exam assistance, a computer purchase program, travel assistance and more. We have been named as a Best Place to Work for several years, both on a local and national level. We make every effort to recruit and retain quality staff.

## STATEMENT OF INDEPENDENCE

Sikich has evaluated its independence from the Library in accordance with generally accepted auditing standards, the Governmental Auditing Standards, 2018 revision, published by the U.S. General Accounting Office, and the AICPA Code of Professional Conduct. Based upon our evaluation, Sikich is free of any personal and external impairment with respect to the Library and is independent with respect to any non-attest services provided to the Library, both in fact and in appearance to any knowledgeable third party.

## LICENSE TO PRACTICE IN ILLINOIS

Sikich CPA LLC is a licensed Public Accountant Limited Liability Company in Illinois (license #066.005528). All of the partners assigned to this engagement are licensed Certified Public Accountants (CPAs) in Illinois.

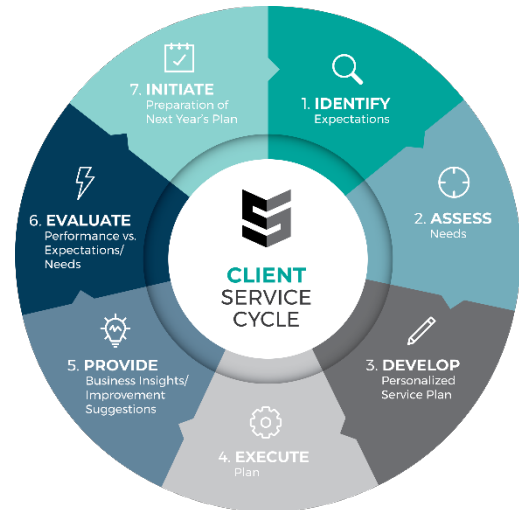


# OUR CLIENT SERVICE APPROACH

## COLLABORATION IS A TWO-WAY STREET

We work closely with you from the start. From setting expectations to executing the plan and preparing for next year, communication and collaboration are always front and center.

- Our approach starts with obtaining an understanding of your expectations and your operational and strategic objectives. We will design our approach to exceed your expectations.
- We utilize our experience to ensure that your engagement is tailored to the risks inherent in your organization and the environment in which you operate, with eyes on identifying financial and operational improvements.
- Communication is key to collaboration; we will seek to avoid any surprises and keep you apprised of our progress and any findings on a timely basis.



## OUR AUDIT APPROACH

At the core of our business, we have been and always will be an organization with a focused audit methodology supported by a robust technology platform. We're proud to boast the latest technological resources, world-class subject-matter experts and sought-after credentials to support your audit team.

Measure twice and cut once. Sound planning on the front-end of the engagement allows our team to plan and create efficiencies that benefit you. Our multi-faceted approach will begin prior to your year-end with certain preliminary and planning procedures, such as an internal controls assessment and documentation, tests of controls and audit correspondence. The conclusion of our planning efforts will be the development of detailed audit programs for all significant elements of the financial statements, as well as significant compliance matters. Our detailed audit programs will include procedures designed to obtain maximum audit efficiencies. The second phase, our substantive fieldwork, will be performed after year-end on a schedule that is flexible to your needs and reporting requirements.



Sikich's audit approach includes, but is not limited to, the following procedures:

- Audit plan development
- Determination of materiality
- Audit risk evaluation
- Interviews with management to provide information for detailed documentation of the internal control structure
- Interviews and analysis of audit evidence to identify and assess risks that may result in material misstatement due to fraud
- Measurement of accounting presentation and compliance reporting by identifying and focusing on areas sensitive to organizations like the Library
- Performance of testing to evaluate your organization's internal control structure
- Confirmation of various accounts, performance of substantive testing and analytical procedures
- Performance of additional testing, as necessary

## **AUDIT STANDARDS**

The objective of our audit is to issue an unmodified opinion on the Library's governmental activities, each major fund and the aggregate remaining fund information that collectively comprise the Library's basic financial statements. The audit will be conducted in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and, if necessary, generally accepted government auditing standards issued by the United States Government Accountability Office (GAO, 2018), the Single Audit Act of 1996 and the Uniform Guidance. We will issue an opinion on the basic financial statements and will subject the combining and individual fund financial statements and schedules and any other supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

In addition, we will apply certain limited procedures to the Required Supplementary Information. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Wherever possible, we will utilize your schedules to maximize efficiencies and contain audit costs. We request that the Library provide us with the basic information required for our audit.



## **PRACTICAL AND CONSTRUCTIVE MANAGEMENT LETTER COMMENTS**

We believe the management letter is an important part of the engagement, and we encourage all members of our engagement team to give thoughtful consideration toward developing constructive comments within the constraints of the overall engagement. Our policies regarding management letters adhere to the Professional Standards of the AICPA. If significant deficiencies and material weaknesses in internal controls are noted during the audit, they are required to be communicated in writing to those charged with governance. Items of an immaterial nature (i.e., clerical problems, minor procedures or reporting problems, etc.) are communicated to management. In both cases, we adhere to a strict company policy that all comments and recommendations are discussed in preliminary form with appropriate personnel prior to their communication. This allows for clarification of misunderstandings, miscommunication or compensating controls or factors which may be in place.

## **QUALITY CONTROL**

At Sikich, we are committed to providing the highest quality audits in the industry. The Library can be assured of receiving the highest level of quality and ethical professional services. Quality control is so important to us that our company has been a member of the Private Companies Practice Section of the Division for CPA Firms of the AICPA since our formation in 1982. As such, we have voluntarily submitted our audit and accounting practice to quality control reviews of our compliance with professional standards as established by the AICPA and, more recently, by the United States Government Accountability Office, for more than 30 years. Since our company's inception, our CPA firm and its predecessor parties have received unmodified ("pass") peer review reports. As required by professional standards, we undergo a peer review every three years. A "pass" peer review report is the highest level of recognition conferred upon a public accounting firm for its quality control systems. Also, we go beyond the external reviews and maintain strong internal reviews of procedures and processes with oversight by our Quality Assurance Committee. Please refer to the Exhibits section for a copy of our most recent peer review which included a review of specific government engagements since this accounts for a significant segment of our practice.

In addition, our local government reports have been reviewed by numerous federal and state oversight bodies and professional organizations. Sikich has not been the subject of any disciplinary action or inquiry during the past five years. Sikich is a member of the AICPA's Governmental Audit Quality Center (GAQC), which is a company-based voluntary membership center designed to promote the importance of quality governmental audits and the value of these audits to purchasers of government audit services. As a member of the GAQC, Sikich has access to key information and comprehensive resources that we use to help ensure our compliance with appropriate professional standards and laws and regulations that affect our audits. Through our membership in the GAQC, we also adhere to membership requirements designed to enhance the quality of our audit practice.



# WHY SIKICH

WE STAND OUT IN OUR INDUSTRY AND WE ARE PROUD OF THAT FACT. WHAT STARTED IN HUMBLE BEGINNINGS AS A SMALL ACCOUNTING FIRM HAS GROWN INTO AN INDUSTRY-LEADING, TECHNOLOGY-ENABLED COMPANY OF THE FUTURE. AND WE'RE NOT LETTING OFF THE GAS.

IN SHORT, HERE'S WHAT WE BRING TO YOU:

## INDUSTRY EXPERIENCE

Sikich's local government team provides services to more than 450 units of local government. Many of these have been long-standing clients and are evidence of our dedication to the local government industry and our ability to provide high quality, timely services within this specialized industry. These clients and related work have enabled our company to develop an extensive nationally recognized expertise in governmental accounting, auditing and financial reporting procedures and practices.

Senior members of our government services team presently hold memberships and are actively involved in numerous governmental organizations, including:

- AICPA Government Audit Quality Center
- American Institute of Certified Public Accountants (AICPA)
- Central Association of College and University Business Officers (CACUBO)
- GFOA Special Review Committee (SRC)
- Government Finance Officers Association of Missouri (GFOA-MO)
- Government Finance Officers Association of the United States and Canada (GFOA)
- Illinois CPA Society Governmental Report Review Committees
- Illinois Government Finance Officers Association (IGFOA) Technical Accounting Review Committee
- Illinois Association of County Board Members and Commissioners (IACBMC)
- Illinois Association of Fire Protection Districts (IAFPD)
- Illinois Association of Park Districts (IAPD)
- Illinois Association of School Business Officials (IASBO)
- Illinois City/County Management Association (ILCMA)
- Illinois County Treasurers' Association (ICTA)
- Illinois CPA Society (ICPAS)
- Illinois Government Finance Officers Association (IGFOA)
- Illinois Library Association (ILA)
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Parks and Recreation Association (IPRA)
- Missouri City/County Management Association (MOCMA)
- Missouri Government Finance Officers Association (MOGFOA)
- Missouri Society of CPAs (MOCPA)



## ACCESS TO SENIOR RESOURCES

You will gain confidence in your operations by working with a team of articulate professionals who have received the highest recognition in their fields. To demonstrate the importance of our relationship, we pledge to provide you with unparalleled access to our most senior resources. Our principals are available year-round for direct consultation as issues occur.

## 360 DEGREE VIEW

Many professional services companies look alike, but we pride ourselves in being different. We bring 360 degrees of business acumen to our approach, which means you have access to experts in a multitude of disciplines. Our teams don't just care about providing timely work product, we care about your organization's goals, your legacy, your people—and we have a deep bench of experts to help with any challenge you have. Nothing makes us happier than to see our clients succeed and your organization flourish.

## A COMPANY ROOTED IN CORE VALUES

Our core values aren't just artfully crafted statements that we put on the wall. Our culture and vision are rooted in Innovation, Trust, Diversity and Growth. This is how we drive our business and support the communities where we live, work and play.

## ACCESS TO EDUCATION

The Library will remain aware of regulatory changes and best organizational practices as Sikich's team receives ongoing continuing education they will directly apply to the Library's engagement. We accomplish this by anticipating your needs based on our experience with you and your industry and using a variety of communication channels: timely responses to your questions; informal discussions; thought leadership on topics of interest to you; and relevant seminars, all of which are complimentary for our clients. Past topics of thought leadership have included:

- Governmental Accounting and Financial Reporting Update
- GASB Statement No. 87 Leases
- GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements
- GASB Statement No. 96, Subscription- Based Information Technology Arrangements (SBITA)
- GASB Statement No. 100, Accounting Changes and Error Corrections
- GASB Statement No. 101, Compensated Absences
- GASB Statement No. 102, Risk Disclosure
- GASB Statement No. 103, Financial Reporting Model Improvements
- Accounting & Report for Cash and Investments
- Preparing a Management's Discussion and Analysis
- Capital Assets including Asset Retirement Obligations and Impairments
- Long-Term Debt and Leases
- Financial Reporting Entity
- Accounting for Insurance and Employee Benefits
- Payroll Reporting for Government Entities
- Year-End Payroll Updates
- Leveraging AI in Human Resources
- Fraud and Internal Controls
- Fraud and Cybersecurity in the Remote Environment
- Workforce Violence Prevention Fundamentals



## **IT'S PERSONAL FOR US**

We approach every engagement with a dedicated team, built from our deep bench of industry experts and designed for optimal performance. We treat our clients like family and build relationships that survive the test of time. Don't believe us? Ask our clients!

## **EXPERIENCE IN GOVERNMENT OPERATIONS**

Because of our large, diverse client base and our ability to attract talent from a variety of professional backgrounds, Sikich has an established reputation as one of the leading providers of professional services governmental entities. Our team of professionals specializes in the management, operations and financing of general-purpose local governments. This focus and our exemplary reputation assure the Library the highest quality work and the most cost-effective delivery of services.



# OUR PROACTIVE **APPROACH**

ONE OF OUR STRENGTHS AT SIKICH IS OUR NEED TO BE PROACTIVE. WE FIND POTENTIAL ISSUES BEFORE YOU HAVE TO WORRY ABOUT THEM, BECAUSE WE'RE READY WITH A SOLUTION.

## **INITIATIVE FOR CUSTOMIZED SOLUTIONS**

One-on-one, you will receive customized solutions based on your unique needs, and only your unique needs. You will find that achieving financial stability and growth, as well as uncovering new opportunities to improve performance, is possible through the strategies that Sikich experts will recommend and on which they will educate you.

After a more thorough review of your operations and local government-specific matters, we may uncover other opportunities. As part of our ongoing service and commitment to the Library we keep you informed of regulatory changes and best practices to ensure we identify crucial opportunities that will benefit the Library.

## **INITIATIVE FOR YOUR SATISFACTION**

The Library success is built upon the quality services and value you feel you receive from Sikich, which is why we will continually gauge your satisfaction to enhance our relationship. At various checkpoints during the engagement, a Sikich representative will meet with you to discuss how satisfied you have been with our services, our team and the value we provide. Areas stressed during these meetings will include:

- What can we do to make our services more valuable to you?
- What specific part of our service exceeded your expectations?
- In which areas do you feel we need improvement?
- Do you feel like a valued client of the company?
- What is your vision for the Library?



# SCOPE OF SERVICES

NOW FOR THE PART THAT YOU'VE BEEN WAITING FOR! WE'LL BRING YOU THE TEAM AND THE PROCESS TO DELIVER RESULTS, AIMING TO EXCEED EXPECTATIONS EVERY STEP OF THE WAY. **OUR SCOPE AND FEES ARE CLEAR, UP-FRONT AND ALWAYS FAIR.**

We are proposing to provide the following services to the Library consistent with prior years:

- Audit of basic financial statements of the Library for the fiscal year ending April 30, 2026 through 2028.
- Preparation of twelve (12) bound copies and an electronic copy (pdf) of the annual financial report (MD&A and certain statistical data to be provided by the Library);
- Preparation of twelve (12) bound copies and an electronic copy (pdf) of the management letter for the Library, communicating any material weaknesses and significant deficiencies found during the audit and our recommendations for improvement;
- Retain workpapers for seven (7) years in accordance with company standards;
- Reporting to the Board of Trustees in accordance with generally accepted auditing standards; and
- Exit conference(s) with Library Officials to present the completed audit and related materials.



## IDENTIFICATION OF POTENTIAL AUDIT PROBLEMS

Our company's approach to resolving any problems that arise during the audit is the same as our overall approach to the audit—professionalism. Professionalism in performing the audit is the cornerstone to our philosophy during all phases of the audit. Any problems encountered during the audit, except for irregularities and illegal acts, will be discussed and documented with the appropriate individuals as defined in our professional standards. The timing of this discussion will provide the Library with ample time to rectify any situations that may otherwise result in the issuance of a qualified audit opinion. If Irregularities and illegal acts are detected or we become aware of such acts, we will communicate, in writing, to the appropriate level as defined in our professional standards.

Our company's philosophy on additional fees and/or billings is based on an understanding between Sikich and the client of the scope of the work to be performed. We have proposed a "not-to-exceed fee" for the audit, the scope and timing of which was specified by the Library. The billings for the audit would not exceed this fee unless the Library specifically requests that the scope of the engagement be expanded and the Library and Sikich reach a mutual agreement, in writing, as to the expanded scope of the engagement and the fee, if any, for the expanded scope.

Sikich will comply with all relevant rules and regulations of authoritative bodies and the AICPA Code of Professional Conduct regarding access to our working papers and audit documentation. Reasonable requests for access will not be denied.



## FEE PROPOSAL

### PROPOSAL COST SUMMARY

	2026	2027	2028
Library Audit	\$ 10,000	\$ 10,800	\$ 11,665

### ADDITIONAL CONSIDERATIONS

If a single audit or GAGAS opinion (for State of Illinois GATA compliance) is required, we will reach a mutual agreement, in writing, as to the expanded scope and fee associated with these services and the related deliverables.

The fees proposed do not include the cost of assisting with implementing any new GASB pronouncements. If the Library specifically requests this type of service, Sikich and the Library would reach a mutual agreement, in writing, as to the expanded scope and fee associated with these services.

These fees assume that the Library will provide the auditors with electronic copies of adjusted trial balances by individual funds, a year-to-date general ledger with details of postings to all accounts, subsidiary ledgers that agree or are reconciled to the general ledger and will prepare certain schedules of account analysis and confirmations of account balances.

We invoice our clients on a monthly basis as services are provided. Payments for all services are due in accordance with applicable state statutes.



# ADDITIONAL RESOURCES & SERVICES

**WITH A COMPREHENSIVE SUITE OF SERVICES,** OUR AREAS OF EXPERTISE ARE OFTENTIMES COMPLEMENTARY OF ONE ANOTHER. HOW ELSE CAN WE HELP YOU STRENGTHEN THE LIBRARY?

Many times, the challenges for which you enlist Sikich's help may be faced more effectively by integrating several of our services. Take a look at what we offer and talk to your engagement principal about how these services may complement what you are already seeking.

## **DISPUTE ADVISORY**

Disputes of any kind or size can be difficult to handle on your own. For example, what would happen if you began suspecting employee fraud within your organization? A dispute advisory expert can handle every aspect, from insurance claim preparation and being the liaison with law authorities, to creating a fraud prevention program and improving your organization's internal controls.

## **HUMAN RESOURCES**

Your people are a large part of what makes up your organization. Recruiting, training and retaining employees are vital parts of ensuring your organization continues to provide only the best for your clients. With services such as recruiting and onboarding, compensation and compliance, employee benefits and more, you can better understand what will keep your employees happy and productive.

## **THE AGENCY AT SIKICH**

Position your brand for optimal coverage across your client base, industry and target audience all while telling a captivating story that builds relationships and enhances customer retention. From design and website development to media coverage and product launches, your organization deserves ample opportunity to boost brand awareness and reach a wide range of future, long-term consumers.

## **NOT-FOR-PROFIT SERVICES**

Funding challenges, increased demand from stakeholders and changing trends and policies can make it difficult for not-for-profit organizations to reach their goals. For those common challenges and others more specific to your organization, you need a professional services partner with an industry-dedicated team to deliver the accounting, advisory and technology services that will help you work toward your mission.

## **TECHNOLOGY: IT SERVICES**

Staying ahead of, or even simply keeping up with, continually changing and complex technology developments can be challenging. Business management software, cloud solutions, strategic information technology and IT consulting can all drive your organization toward increased productivity and profits—if implemented the right way.



## **TECHNOLOGY: SECURITY AND COMPLIANCE**

Keeping your organization safe from data breaches and other information security concerns is critical, especially given the vast number of organizations that have been compromised in the last couple of years. Understand where the vulnerabilities in your network lie by obtaining independent, unbiased and technically qualified security assessments—from penetration testing to forensic analyses.

## **WORKFORCE RISK MANAGEMENT**

Reduce your risk while protecting your people and enhancing the quality and performance of your workplace by creating or improving proactive violence prevention policies, programs and training. Add a layer of assurance and readiness through active threat management capabilities – both internally and through urgent expert threat support.



# PROPOSAL **EXHIBITS**

WE KNOW YOU LIKELY HAVE MANY MORE QUESTIONS FOR US. TAKE A LOOK AT THE ATTACHED DOCUMENTS FOR ADDITIONAL INFORMATION ABOUT SIKICH AND THOSE WHO WILL WORK WITH YOU.

## **ENGAGEMENT TEAM BIOGRAPHIES**

- Nick Bava, CPA, MAS
- Bradley Johnson, CPA
- Gina King, MPA

## **SIKICH RESOURCES**

## **LOCAL GOVERNMENT SERVICES**

## **COMPANY PROFILE**

## **PEER REVIEW**



## NICK BAVA

CPA, MAS

*Principal*

Nick Bava, CPA, MAS, is an audit principal at Sikich, where he provides assurance and advisory services to a variety of governmental entities, with a focus on cities, villages, and park districts. He also works with not-for-profit entities including community colleges. He is responsible for providing technical services to Sikich's government clients in all areas of governmental accounting, auditing, financial reporting, budget development, internal controls, revenue and expenditure forecasting, and cash and debt management. Acting as the liaison between the client and engagement team, Nick conducts audit engagements, prepares and reviews financial statements, and assesses clients' business processes.

### SERVICE AREAS

- Governmental Audit, Accounting
- Governmental Financial Reporting
- Not-for-Profit Audit, Accounting

### AFFILIATIONS

- Illinois Government Finance Officers Association, Conference Planning Committee
- Illinois CPA Society
- Government Finance Officers Association
- Metro West Council of Government
- Illinois City/County Management Association

### EDUCATION

- Bachelor's Degree in Accounting, Illinois State University
- Master of Accounting Sciences, Northern Illinois University



### LOCATION:

#### NAPERVILLE OFFICE

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## BRADLEY JOHNSON

CPA

*Audit Manager*

Bradley Johnson, CPA, is an audit manager at Sikich, where he provides assurance and advisory services to a variety of governmental entities and manufacturing and distribution companies. Bradley is also responsible for managing the execution of audit engagements, supervising the audit team, and preparing and reviewing financial statements.

### SERVICE AREAS

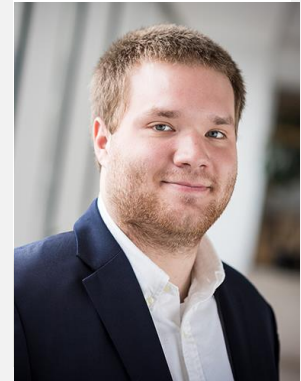
- Audit and Assurance Services
- Governmental Audit and Accounting
- Governmental Financial Reporting
- Manufacturing and Distribution Services

### AFFILIATIONS

- Illinois CPA Society
- Illinois Government Finance Officers Association
- American Institute of Certified Public Accountants

### EDUCATION

- Bachelor's Degree in Accounting, Bradley University
- Master's Degree in Accountancy, Bradley University



### LOCATION:

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## GINA KING

MPA

*Audit Manager*

Gina King, MPA, is an audit manager at Sikich with experience auditing a variety of industries including governmental entities and not-for-profit organizations. Specifically, Gina specializes in serving community colleges, school districts, and villages. She has worked in the public accounting industry since 2014 and is responsible for performing key audit procedures and internal control evaluations, report preparation, and the supervision of audit fieldwork teams.

### SERVICE AREAS

- Assurance and Advisory Services
- Governmental Audit, Accounting
- Governmental Financial Reporting
- Not-for-Profit Audit, Accounting

### AFFILIATIONS

- Illinois CPA Society
- Illinois Government Finance Officers Association

### EDUCATION

- Bachelor's Degree in Accounting, Illinois State University
- Master of Professional Accountancy, Illinois State University



### LOCATION:

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# LOCAL GOVERNMENT RESOURCES



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# LOCAL GOVERNMENT SERVICES

## Government agencies experience increasing pressure to be more effective, efficient and transparent.

As a government leader, you know how important it is to find a professional services partner that can strategize, plan and implement solutions to meet the goals of your organization.

### SERVICES SIKICH PROVIDES:

- Accounting, Audit, Assurance & Tax
- Business Valuation
- Fraud Services for Governments
- ERP & CRM Software
- Human Capital Management & Payroll
- Insurance Services
- IT Services
- Marketing & Communications
- Pension Fund Accounting & Consulting Services
- Retirement Planning

Whether you represent a general purpose local government or special district, Sikich will help you meet your goals by providing professional guidance in your accounting, marketing, human resources, technology and other advisory functions.

Experience unparalleled commitment and high-quality, timely services when you partner with the experts at Sikich. For more than 30 years, we have provided:

- A highly skilled staff and management team entirely dedicated to government services
- An in-depth understanding of the governmental fiscal, management, operating and regulatory environments
- Timely and cost-effective service delivery

### WHO WE SERVE:

Our government clients represent a wide range of industry sectors including:

- Counties
- Cities
- Villages
- Townships
- Other Special Districts
- Pension Plans
- Park Districts
- Forest Preserve Districts
- Public Libraries
- Community Colleges
- School Districts
- Water Authorities
- Water Reclamation Districts

## LOCAL GOVERNMENT AUDIT LEADER



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PRINCIPAL

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## WHY SELECT SIKICH?

Our team works devotedly with units of local government like yours to provide the resources required to help you focus on managing your organization, while we take care of everything behind-the-scenes.



# LOCAL GOVERNMENT SERVICES

## OUR EXPERTS



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*Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.*

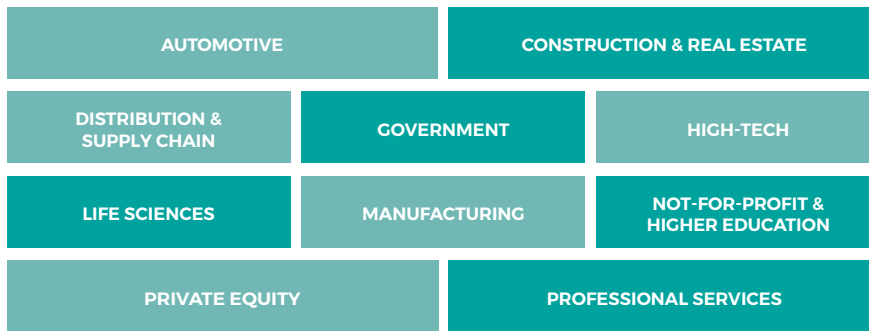


## Sikich is a global company specializing in technology-enabled professional services.

Now with more than 1,900 employees, Sikich draws on a diverse portfolio of technology solutions to deliver transformative digital strategies and ranks as one of the largest CPA firms in the United States. From corporations and not-for-profits to state and local governments and federal agencies, Sikich clients utilize a broad spectrum of services and products to help them improve performance and achieve long-term, strategic goals.

## INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:



## SPECIALIZED SERVICES

### ACCOUNTING, AUDIT, TAX & CONSULTING SERVICES

- Outsourced Accounting
- Audit & Assurance
- Consulting Services
- Employee Benefit Plan Audits
- International Tax
- Tax

### TECHNOLOGY

- Business Application
- Cloud & Infrastructure
- Consulting & Implementation
- Cybersecurity & Compliance
- Digital Transformation Consulting

### ADVISORY

- Forensic & Valuation Services
- Governance, Risk & Compliance Services
- Human Capital Management & Payroll Consulting
- Insurance Services
- Investment Banking
- Marketing & Communications
- Retirement Plan Services
- Regulatory, Quality & Compliance
- Site Selection & Business Incentives
- Succession Planning
- Supply Chain
- Transaction Advisory Services
- Wealth Management
- Workforce Risk Management

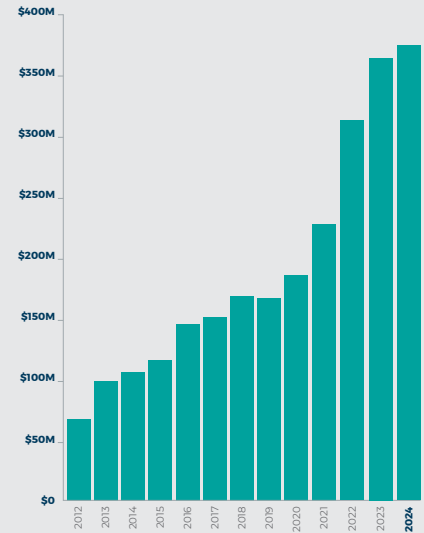
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*Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC. Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.*

## WHO WE ARE

TOTAL PERSONNEL ..... **1,900+**  
 2024 REVENUE ..... **\$375M**



## OFFICE LOCATIONS

- |                         |                         |
|-------------------------|-------------------------|
| <b>Ahmedabad, GJ</b>    | <b>Los Angeles, CA*</b> |
| <b>Alexandria, VA</b>   | 877.279.1900            |
| 703.836.1350            | <b>Sacramento, CA*</b>  |
| 703.836.6701            | 925.577.5144            |
| <b>Bangalore, KA</b>    | <b>Milwaukee, WI</b>    |
| <b>Boston, MA</b>       | 262.754.9400            |
| 508.485.5588            | <b>Naperville, IL</b>   |
| <b>Chattanooga, TN</b>  | 630.566.8400            |
| 423.954.3007            | <b>Peoria, IL</b>       |
| <b>Chicago, IL</b>      | 309.694.4251            |
| 312.648.6666            | <b>Princeton, NJ</b>    |
| <b>Cleveland, OH</b>    | 609.285.5000            |
| 330.864.6661            | <b>Springfield, IL</b>  |
| <b>Coimbatore, TN</b>   | 217.793.3363            |
| <b>Decatur, IL</b>      | <b>St. Louis, MO</b>    |
| 217.423.6000            | 314.275.7277            |
| <b>Indianapolis, IN</b> |                         |
| 317.842.4466            |                         |

*\*Perform only Technology and Advisory services*

### CULTURE

Our dynamic work culture fosters learning, growth and innovation, attracting top-notch team members who see the big picture. Sikich's culture is built on a flexible, trusting work environment and the key pillars of Absolute Integrity, Bias for Action, Continuous Innovation and Servant Leadership. We believe our people are our greatest asset and work hard to ensure that all team members feel empowered, comfortable and valued.



### CERTIFICATIONS & AWARDS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the **American Institute of Certified Public Accountants' Governmental Audit Quality Center** and the **Employee Benefit Plan Audit Quality Center**.

We adhere to the strict requirements of membership, which assure we meet the highest standards of audit quality. **In 2023, Sikich received its 12th consecutive unmodified ("pass") peer review report**, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

Sikich ranks among the **top 30 firms nationally** on the **Accounting Today Top 100 Firms list**.



Sikich is among the **50 firms that place on Inside Public Accounting's 2024 Best of the Best Firms**, an exclusive list that ranks organizations on key areas of management, growth and strategic vision.



Sikich is a **Microsoft Dynamics' 2023/2024 Inner Circle** award recipient, a recognition that places Sikich in the **top 1% of all Microsoft Business Applications partners globally**.



We also maintain the **Oracle NetSuite 5 Star Award** and are among the **top three U.S. partners of Oracle NetSuite**.



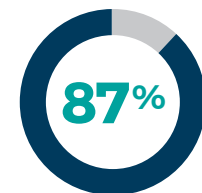
Sikich ranks on the **Redmond Channel Partner Magazine's top 350 Microsoft partners in the U.S.**, **CRN's Top 500 Managed Service Providers**, **CRN's Top 500 Solution Providers** and **Channel Futures' MSP 501**.



### NET PROMOTER SCORE

**The firm's overall Net Promoter Score (NPS) is 87%.**

This is a measure of our clients' willingness to recommend Sikich's services and products. An NPS of 50% is considered excellent, and 70% NPS is considered world-class.



# PEER REVIEW REPORT



## Report on the Firm's System of Quality Control

August 30, 2023

To the Partners of Sikich LLP  
and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Sikich LLP (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <http://www.aicpa.org/prsummary>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included (engagements performed under *Government Audit Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, and examinations of service organizations [SOC 1 and SOC 2 engagements]).

Anders Minkler Huber & Helm LLP | 800 Market Street-Suite 500 | St. Louis, MO 63101-2501 | p (314) 655-5500 | f (314) 655-5501 | [www.anderscpa.com](http://www.anderscpa.com)



As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Sikich LLP in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Sikich LLP has received a peer review rating of *pass*.



**ANDERS MINKLER HUBER & HELM LLP**  
Certified Public Accountants



# THANK YOU

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# Market Benchmarking & Compensation Structure Development Project

**Addison Public Library**

October 2025

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



## Project Objective and Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for Addison Public Library.

The study included:

- Base pay market benchmarking for 35 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market and to identify employees who are out of range

## Methodology

Position descriptions from Addison Public Library were reviewed by HR Source and used to benchmark Addison Public Library positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by Addison Public Library management, the compensation analyst benchmarked library-specific jobs to library data only (comparable organizations by budget, population served, and employee size). Positions that can extend outside of the library industry were benchmarked using 66% library data and 33% for-profit data. When possible, data was collected from multiple surveys.

The following surveys were utilized in this study:

- A. HR Source 2025 Library Compensation Survey
- B. HR Source 2025 Public Library Supplemental Report (using selected comparable libraries)
- C. HR Source 2025 Metro Chicago Compensation Survey
- D. Economic Research Institute (ERI) Online Salary Assessor

To allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by the analyst and Addison Public Library management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to May 1, 2026, and annual rates are reflective of a 37.5-hour workweek (1,950 hours per year). Hourly rates are also included, and helpful when determining pay for part-time and non-exempt employees.

## Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for Addison Public Library. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes 12 pay grades and an additional pay range for the Assistant Director position. Following best practices, there is a constant midpoint to midpoint progression of 9.6% between the grades 20 through 31. To provide flexibility when making individual pay decisions, the pay range minimum and maximum values have been set at 20% below and 20% above the midpoints, with one exception. The minimum values of grade 20 was manually adjusted to be compliant with the 2025 Illinois minimum wage rate of \$15.00 per hour.

Addison Public Library positions were assigned to a pay grade based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job.

Two positions identified for benchmarking, *Head of Community Engagement* and *Social Services Specialist*, yielded grade placements that did not align with their internal value. As a result, library management slotted these roles into the structure.

The competitive compensation structure for Addison Public Library has three vacant pay grades. These should remain in the structure to allow for the creation of new positions, the restructuring or re-evaluation of existing roles, or to accommodate positions that are not benchmarked.

## Payroll Analysis Outcomes

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values. Data was adjusted for part-time employees.

Information from the Payroll Analysis Report is summarized in the following table.

<b><u>COMPETITIVE POSITION</u></b>	<b><u># OF EMPS</u></b>	<b><u>ANNUAL COST</u></b>
Under Range Minimum	0	\$0
Under Range Midpoint	45	\$114,071
Over Range Midpoint	21	\$101,447
Over Range Maximum	3	\$9,656

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee's pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right "at market."

The overall average compa-ratio for Addison Public Library is 98.8%. This indicates that when employee pay rates were compared against the market-based pay grade structure, employee pay rates, collectively, very slightly lag the structure by 1.2%.

Individual compa-ratio figures range from 82.0% to 137.5%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

## Implementation

Addison Public Library is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that three employees have a pay rate that exceeds the maximum of their range. It is recommended Addison Public Library select one of the following cost-containment strategies:

1. Freeze the pay of any employee who is being compensated above the maximum value of the pay range. With time, the annual structure adjustment will move the pay range upwards, and the employee will fall back within the pay range. At that time, the employee can resume receiving regular pay increases.
2. Freeze the pay of any employee who is compensated above the maximum value of the pay range and provide a lump sum bonus in lieu of a traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
3. Freeze the pay of any employee who is being compensated above the maximum value of the pay range and give a non-monetary reward (such as additional vacation time) in lieu of a traditional pay increase.

Once these adjustments are made, Addison Public Library should then focus on the *appropriateness* of each employee's pay rate compared to their new pay range. Although the project outcomes show an overall strong compa-ratio of 98.8%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience, and/or tenure. To pay competitively, Addison Public Library is encouraged to utilize the sample *Target Market Rate* graphic provided and should consider giving market and/or equity adjustments to employees who need an increase. Depending on the financial resources required

to make the necessary adjustments, Addison Public Library may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

## Communication

This benchmarking project gives the Addison Public Library a solid foundation for explaining changes to the compensation program. To assist with internal communication, documentation, and setting individual pay rates a sample *Compensation Philosophy and Policy* and a *Target Market Rate* graphic have been included with this project.

## Plan Maintenance

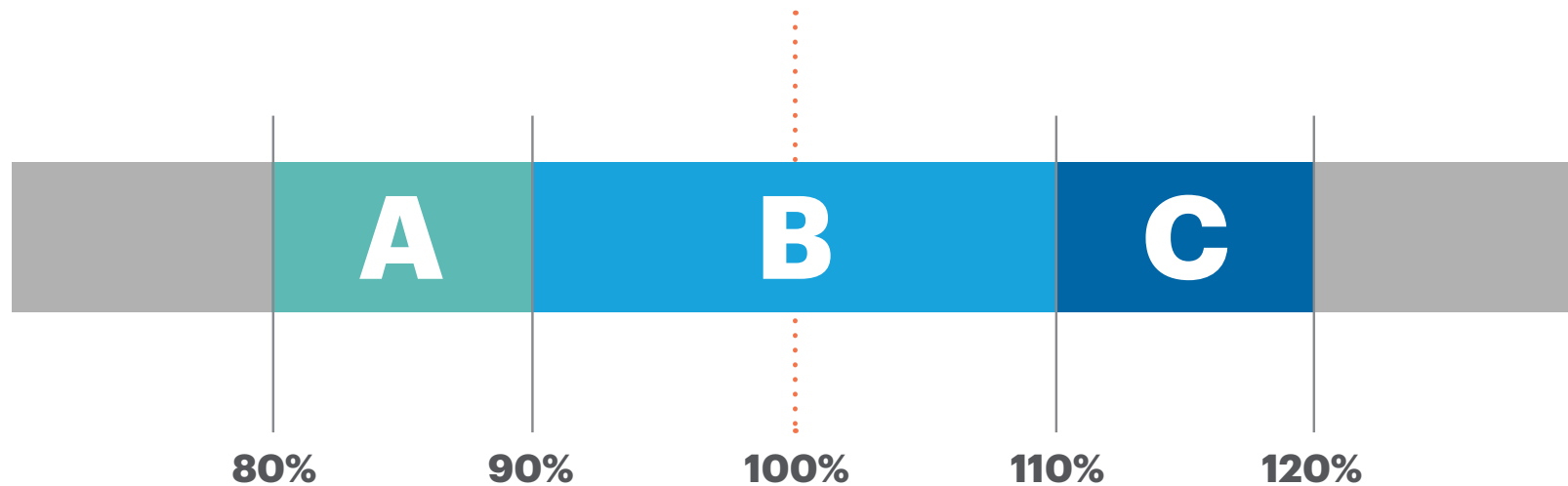
HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **May 1, 2027**
  - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
- **May 1, 2028**
  - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions.
- **May 1, 2029**
  - This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market.
  - Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2030 compensation refresh project.

The Addison Public Library is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

# Target Market Rate (Midpoint)



Employee Profile	Compa-Ratio
<b>A</b> Developing Employee	80% – 90%
<b>B</b> Proficient Employee Achieving Expectations	90% – 110%
<b>C</b> Recognized Expert Demonstrating Sustained Performance	110% – 120%

**Addison Public Library  
Pay Grade Assignments  
Based on a 37.5-Hour Workweek  
Effective: May 1, 2026**



Pay Grade	Position Title	Range Minimum	Range Midpoint	Range Maximum
AD	Assistant Director	\$84,437	\$105,547	\$126,656
		\$43.30	\$54.13	\$64.95
31	Head of Information Technology Services	\$73,788	\$92,235	\$110,682
		\$37.84	\$47.30	\$56.76
30	Collection Development Manager	\$67,306	\$84,133	\$100,959
	Facilities Manager	\$34.52	\$43.14	\$51.77
	Head of Adult Services			
	Head of Children's Services			
	Head of Community Engagement			
	Head of Guest Services			
	Head of Materials Management			
	Head of Teen Services			
29	No jobs evaluated	\$61,393	\$76,742	\$92,090
		\$31.48	\$39.35	\$47.23
28	Creative Services Coordinator	\$56,000	\$70,000	\$84,000
	Human Resources Coordinator	\$28.72	\$35.90	\$43.08
	IT Systems Administrator			
27	Adult Services Specialist	\$51,080	\$63,850	\$76,621
	Business Office Manager	\$26.20	\$32.74	\$39.29
	Business Services Specialist			
	Cataloging Specialist			
	Children's Services Specialist			
	Collection Development Specialist			
	Communications and Marketing Coordinator			
	Social Services Specialist			
Teen Services Specialist				
26	No Jobs Evaluated	\$46,593	\$58,241	\$69,889
		\$23.89	\$29.87	\$35.84
25	Community Engagement Assistant	\$42,500	\$53,125	\$63,750
		\$21.79	\$27.24	\$32.69
24	Adult Services Assistant	\$38,766	\$48,458	\$58,149
	Business Office Assistant	\$19.88	\$24.85	\$29.82
	Children's Services Assistant			
	Facilities Associate			
23	Acquisitions Associate	\$35,361	\$44,201	\$53,041
	Cataloging Associate	\$18.13	\$22.67	\$27.20
	Interlibrary Loan Associate			
	IT Services Associate			
22	Guest Services Associate	\$32,254	\$40,318	\$48,381
	Materials Management Associate	\$16.54	\$20.68	\$24.81
21	No Jobs Evaluated	\$29,421	\$36,776	\$44,131
		\$15.09	\$18.86	\$22.63
20	Library Aide	\$29,250	\$33,545	\$40,254
		\$15.00	\$17.20	\$20.64



**November 2025  
2026 LIBRARY CLOSURES**

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All listed closures, except the two that are highlighted, are already listed as paid holidays in the holiday policy contained in the Employee Handbook. It is customary to close the library twice per calendar year for Staff Development Days. We offer continuing education on topics such as technology, safety, proper implementation of library policies, customer service, etc. These are scheduled in February and August because they tend to be the slowest months of the year which minimizes impact on library users and we schedule them on Fridays when we close at 5 PM so that all staff can participate and we don't need to schedule staff to cover an evening shift.

New Year's Day:	Thursday January 1
<b>Staff Development Day:</b>	<b>Friday February 27</b>
Easter:	Sunday April 5
Day before Memorial Day:	Sunday May 24
Memorial Day:	Monday May 25
Independence Day:	Saturday July 4
Day after Independence Day*	Sunday July 5
<b>Staff Development Day:</b>	<b>Friday August 28</b>
Day before Labor Day:	Sunday September 6
Labor Day:	Monday September 7
Day before Thanksgiving:	Wednesday November 25 (5-9 PM)
Thanksgiving:	Thursday November 26
Christmas Eve:	Thursday December 24
Christmas Day:	Friday December 25
New Year's Eve:	Thursday December 31

\*APL policy states that when Independence Day falls on a Saturday, the library is also closed on the following Sunday. Only employees who would have been scheduled to work on that Sunday receive holiday pay for that day.

## Illinois Public Library Standards – Marketing & Promotion: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

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

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

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		We do need to review some of our PDF documents for ADA compliance. An ADA-compliant PDF is a document that is accessible to people with disabilities, achieved by incorporating features like searchable text, alternative text for images, proper tagging, and a logical reading order.
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

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

**Notes/Comments:**

## Illinois Public Library Standards – Programming: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

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

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	Examples of this, for us, include virtual programming, school and daycare visits, summer library pop-ups at local parks, and programming hosted at Clarendale.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			

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

## Serving Our Public 5.0 – Safety & Emergency Preparedness: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

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

3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.	We do not have dedicated security staff. We do have cameras in our building, but they are not monitored in real time and are only in select areas.
5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	The information shared with our first responders will need to be updated after the renovation is complete.

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

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

**Notes/Comments:**

## Illinois Public Library Standards – Technology: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

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

4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.	
5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	Penetration testing has been done twice in 2025 - in January and in June.

6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.	
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.	Our new study rooms will have wall mounted monitors that will allow people to connect to with a laptop for virtual meetings via platforms like Zoom, but we do not offer traditional video conferencing equipment to the public.

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

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

On Oct. 23<sup>rd</sup>, I entered the library to connect with Kanopy and Hoopla.

Katerina was extremely helpful to me. She actually stopped ~~off~~ what she was doing and walked me through the entire process. I was very grateful!

Thank you, Katerina!

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## Senate Resolution 104 Adopted October 15, 2025

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From ISLServices <ISLServices@ILSOS.GOV>

Date Thu 2025-10-23 4:31 PM

 1 attachment (656 KB)

Senate Resolution 104 104th General Assembly.pdf;

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

On behalf of the Secretary of State and State Librarian, Alexi Giannoulias, I would like to share with you a copy of Senate Resolution 104, adopted by the Illinois Senate on October 15, 2025. The resolution, sponsored by Senator Laura Murphy, recognizes the vital role of library trustees in operating our great public libraries across the state. It also recognizes the importance of library trustees getting the training and support needed to perform their trustee functions to the best of their abilities.

Please share this resolution with your board of trustees and also share this link to the iLEAD Trustee Training portal, [iLEAD Trustee | iLEAD TRUSTEES](#), developed through the Illinois Heartland Library System with funding from this office.



**Greg McCormick**

Director, Illinois State Library

Secretary of State Alexi Giannoulias

Gwendolyn Brooks Building, 300 South Second St., Springfield, IL 62701

217.782.2994 (o)



[ILSOS.gov](http://ILSOS.gov)

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# State of Illinois



# Senate Resolution

ONE HUNDRED FOURTH GENERAL ASSEMBLY

Senate Resolution No. 104

Offered by Senator Laura M. Murphy

*WHEREAS, Public libraries serve as essential community institutions that provide access to information, education, and cultural resources to all residents; and*

*WHEREAS, The governance and oversight of public libraries is entrusted to library trustees who play a critical role in ensuring that libraries operate efficiently, equitably, and in the best interests of the public; and*

*WHEREAS, Library trustees must navigate complex legal, financial, and policy matters, including issues of intellectual freedom, budgeting, and community engagement; and*

*WHEREAS, The Office of the Illinois Secretary of State provides training and educational resources for library trustees to enhance their knowledge of their responsibilities and the best practices in library governance; and*

*WHEREAS, Continuing education and training for library trustees is vital to maintaining strong and well-functioning libraries that serve the diverse needs of Illinois residents; therefore, be it*

*RESOLVED, BY THE SENATE OF THE ONE HUNDRED FOURTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that we urge all public library trustees to participate in ongoing training programs provided by the Illinois Secretary of State to strengthen their ability to effectively oversee library operations and services; and be it further*

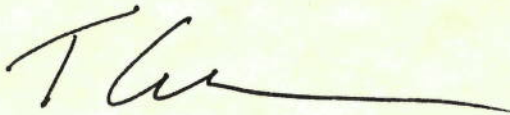
*RESOLVED, That we encourage the Illinois Secretary of State to expand and enhance library trustee training opportunities, ensuring that all library board members have access to comprehensive education on governance, ethics, and policy matters; and be it further*

*RESOLVED, That suitable copies of this resolution be delivered to Illinois Secretary of State Alexi Giannoulias, the Illinois State Library, and all public library boards in the State of Illinois.*

*Adopted by the Senate, October 15, 2025.*



*President of the Senate*



*Secretary of the Senate*



# Click, Connect, Community

## GETTING THE MOST FROM **L<sup>2</sup>**

Library Directory & Learning Calendar (L2) is the statewide calendar of library-related events and a directory of Illinois libraries.

### Who can have an L2 account?

Any Illinois library staff member or library trustee.

### How do I sign up?



*it's  
easy!*

1. Visit [librarylearning.org](http://librarylearning.org)
2. Click **Login** → **Create an Account**
3. Fill out your information
4. Add your library affiliation
5. Verify your email address

### Need help?

Visit the **L2 Help** section of the website ([librarylearning.org/help](http://librarylearning.org/help)) to view instructions and FAQs or contact [help@librarylearning.org](mailto:help@librarylearning.org).

### Why should I have an L2 account?



Register for webinars, workshops, networking events, and more



Find colleagues at other libraries



View library delivery information, contacts, websites, and more



Get access to exclusive parts of the RAILS website

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Illinois Library Association

**Illinois Library Association****LIBRARY LEGISLATIVE****MEETUPS**

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## **Your Library Needs You!**

Libraries are facing significant challenges, making it crucial for those who work in and care about them to step up and show their support. Register today to attend an **ILA Library Legislative Meetup**.

This is your chance to speak with legislators and advocate for your library and patrons.

Library advocates, trustees, directors, and staff from public, school, and academic libraries are strongly encouraged to attend and participate.

### **The ILA Library Legislative Meetups Schedule**

- Metro East and Southern Illinois – November 18
- Central and Northwest Illinois – November 19
- South Suburban and West Suburban – December 2
- North Suburban – December 3

**Advanced registration is required to attend the meetups.** Please check the registration deadline so you don't miss your chance to attend! On-site registration is not available.

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More information, including cost to attend, list of legislators attending, and how to plan for a successful meetup, is available on the [ILA website](#).



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