



**Tuesday, September 16, 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 August: \$195,505.08

YTD Revenue: \$3,612,627.38

**Expenditures**

Expended in August: \$1,078,834.95

YTD Expenditures: \$3,935,163.51

**Disbursements**

\$816,631.35 + August Payroll \$273,608.97

Grand Total for August Disbursements: \$1,090,240.32

7. **Consent Agenda**

A. Approval of Minutes

B. Approval of Bills & Disbursements

8. **Reports**

A. Director & Staff Reports

Teen Services Specialist Rachel Kaiser and Business Services Specialist Matt Williams will report to the Board on the teen volunteer program and work skill development program they offered for teens this summer.

B. Statistics

C. Building Project Report

9. **New Business**

A. Discussion Item: Illinois Public Library Standards – Access

B. Discussion Item: Illinois Public Library Standards – Advocacy and Community Engagement

C. Discussion Item: Illinois Public Library Standards – Building & Grounds

D. Discussion Item: Illinois Public Library Standards – Collection Management

E. ACTION ITEM: Surplus Equipment

The Board will be asked to declare two LaserJet printers as surplus equipment, authorizing the Library Director, to oversee their disposal in accordance with the law.

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

11. **Correspondence & Announcements**

A. Patron Communication

B. Other Correspondence

12. **Additional Discussion**

13. **Adjournment**



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1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **Treasurer's Report**
7. **Consent Agenda**
  - 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. Discussion Item: Illinois Public Library Standards – Access
  - B. Discussion Item: Illinois Public Library Standards – Advocacy and Community Engagement
  - C. Discussion Item: Illinois Public Library Standards – Building & Grounds
  - D. Discussion Item: Illinois Public Library Standards – Collection Management
  - E. ACTION ITEM: Surplus Equipment
10. **Closed Session (if needed)**
11. **Correspondence & Announcements**
  - A. Patron Communication
  - B. Other Correspondence
12. **Additional Discussion**
13. **Adjournment**

## Addison Public Library Balance Sheet as of August 31, 2025

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<b>General Fund</b>			
<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	10,233.51	(452.35)	9,781.16
10-11-1070 - Cash in Bank - Harris Bank Librarian	2,000.00	(2,000.00)	0.00
10-11-1075 - Cash in Bank - Harris Bank Comingled	325,012.57	282,884.40	607,896.97
10-11-1085 - Cash in Bank - Ehlers	13,289,606.35	52,691.13	13,342,297.48
10-11-1095 - Cash in Bank - Harris Bank MM	6,346,374.88	(6,346,374.88)	0.00
10-11-1105 - Cash in Bank - Wintrust Bank Tax Account	47,739.05	4,937,794.90	4,985,533.95
10-11-1106 - Cash in Bank - Wintrust Bank Librarian's Fund	0.00	1,588.70	1,588.70
10-11-1107 - Cash in Bank - Wintrust Bank General Fund	0.00	118,735.18	118,735.18
10-11-2000 - Allocated Cash	(13,887,251.18)	748,801.22	(13,138,449.96)
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
	<u>12,179,260.33</u>	<u>(206,331.70)</u>	<u>11,972,928.63</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
10-21-2750 - Accounts Payable	127,592.73	11,506.28	139,099.01
10-22-0230 - Employee I.M.R.F. Payable	14,334.48	(4,494.13)	9,840.35
10-22-0255 - Other Insurance Withholding Payable	1,674.30	(1,674.30)	0.00
10-22-0260 - Def Annuity Withholding Payable	(3,875.00)	(900.00)	(4,775.00)
10-22-0270 - Roth 457 Payable	3,750.00	900.00	4,650.00
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>6,281,023.81</u>	<u>5,337.85</u>	<u>6,286,361.66</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	3,417,108.06	0.00	3,417,108.06
	<u>3,960,683.55</u>	<u>0.00</u>	<u>3,960,683.55</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>10,241,707.36</u></u>	<u><u>5,337.85</u></u>	<u><u>10,247,045.21</u></u>

**Addison Public Library**  
**Balance Sheet as of August 31, 2025**

	<b>Beginning</b>	<b>M.T.D.</b>	<b>Ending</b>
	<b><u>Balance</u></b>	<b><u>Changes</u></b>	<b><u>Balance</u></b>
<u>General Fund</u>			
<b>Excess Revenues Over Expenses</b>	<u>1,937,552.97</u>	<u>(211,669.55)</u>	<u>1,725,883.42</u>

## Addison Public Library Balance Sheet as of August 31, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> <b>Capital Improvement Fund</b> <hr/>			
<b><u>Assets</u></b>			
80-11-1110 - Cash in Bank - III Metropolitan	670,961.37	2,560.68	673,522.05
80-11-2000 - Allocated Cash	13,885,464.15	(748,801.22)	13,136,662.93
	14,556,425.52	(746,240.54)	13,810,184.98
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
80-21-2750 - Accounts Payable	742,531.62	(74,580.22)	667,951.40
	742,531.62	(74,580.22)	667,951.40
<b><u>Fund Balance</u></b>			
80-30-2999 - Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	15,190,653.13	0.00	15,190,653.13
<b>Total Liabilities and Fund Balance</b>	<b>15,933,184.75</b>	<b>(74,580.22)</b>	<b>15,858,604.53</b>
<b>Excess Revenues Over Expenses</b>	<b>(1,376,759.23)</b>	<b>(671,660.32)</b>	<b>(2,048,419.55)</b>

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

## Addison Public Library

### Balance Sheet as of August 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	10,233.51	(452.35)	9,781.16
Cash in Bank - Harris Bank Librarian	2,000.00	(2,000.00)	0.00
Cash in Bank - Harris Bank Comingled	325,012.57	282,884.40	607,896.97
Cash in Bank - Ehlers	13,289,606.35	52,691.13	13,342,297.48
Cash in Bank - Harris Bank MM	6,346,374.88	(6,346,374.88)	0.00
Cash in Bank - Wintrust Bank Tax Account	47,739.05	4,937,794.90	4,985,533.95
Cash in Bank - Wintrust Bank Librarian's Fund	0.00	1,588.70	1,588.70
Cash in Bank - Wintrust Bank General Fund	0.00	118,735.18	118,735.18
Cash in Bank - Ill Metropolitan	670,961.37	2,560.68	673,522.05
Property Taxes Receivable	5,992,137.05	0.00	5,992,137.05
Due from State	52,858.61	0.00	52,858.61
	<u>26,737,472.88</u>	<u>(952,572.24)</u>	<u>25,784,900.64</u>
 <b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
Accounts Payable	870,124.35	(63,073.94)	807,050.41
Employee I.M.R.F. Payable	14,334.48	(4,494.13)	9,840.35
Other Insurance Withholding Payable	1,674.30	(1,674.30)	0.00
Def Annuity Withholding Payable	(3,875.00)	(900.00)	(4,775.00)
Roth 457 Payable	3,750.00	900.00	4,650.00
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>7,023,555.43</u>	<u>(69,242.37)</u>	<u>6,954,313.06</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	3,418,895.09	0.00	3,418,895.09
Reserved for Capital Projects	15,190,653.13	0.00	15,190,653.13
	<u>19,153,123.71</u>	<u>0.00</u>	<u>19,153,123.71</u>
 <b>Total Liabilities &amp; Fund Balance</b>	 <u>26,176,679.14</u>	 <u>(69,242.37)</u>	 <u>26,107,436.77</u>
 <b>Excess Revenues Over Expenditures</b>	 <u>560,793.74</u>	 <u>(883,329.87)</u>	 <u>(322,536.13)</u>

## Addison Public Library Balance Sheet as of August 31, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending 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	3,312,436.82	0.00	3,312,436.82
95-14-0480 - Office Equipment	<u>549,829.00</u>	<u>0.00</u>	<u>549,829.00</u>
	<u>8,194,415.00</u>	<u>0.00</u>	<u>8,194,415.00</u>
<b>Liabilities and Fund Balance</b>			
<b><u>Liabilities</u></b>			
95-20-1000 - Accumulated Depreciation	<u>2,099,160.00</u>	<u>0.00</u>	<u>2,099,160.00</u>
	<u>2,099,160.00</u>	<u>0.00</u>	<u>2,099,160.00</u>
<b><u>Net Capital Assets</u></b>			
95-30-0600 - Net Capital Assets	<u>6,095,255.00</u>	<u>0.00</u>	<u>6,095,255.00</u>
	<u>6,095,255.00</u>	<u>0.00</u>	<u>6,095,255.00</u>
<b>Total Liabilities and Net Capital Assets</b>	<u><u>8,194,415.00</u></u>	<u><u>0.00</u></u>	<u><u>8,194,415.00</u></u>

# Addison Public Library Revenue Report For the 4 Months Ended August 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	65,618.98	2,884,422.45	5,285,321.00	2,400,898.55	54.57
10-41-3202 - Property Current - F.I.C.A.	3,737.27	164,279.57	301,020.48	136,740.91	54.57
10-41-3203 - Property Current - I.M.R.F.	3,737.27	164,279.57	301,020.48	136,740.91	54.57
10-41-3205 - Property Current - Liability Insurance	763.97	33,582.00	61,534.57	27,952.57	54.57
10-41-3206 - Property Current - Audit	82.59	3,630.50	6,652.39	3,021.89	54.57
10-41-3207 - Property Current - Unemployment	61.94	2,722.86	4,989.29	2,266.43	54.57
10-41-3208 - Property Current - Workers Compensation	61.94	2,722.86	4,989.29	2,266.43	54.57
10-41-3301 - Replacement Taxes	0.00	25,659.36	75,000.00	49,340.64	34.21
10-41-3400 - Aggregate Refunds	<u>330.37</u>	<u>14,521.96</u>	<u>26,609.55</u>	<u>12,087.59</u>	<u>54.57</u>
	<u>74,394.33</u>	<u>3,295,821.13</u>	<u>6,067,137.05</u>	<u>2,771,315.92</u>	<u>54.32</u>
<b><u>Fines &amp; Fees</u></b>					
10-42-3010 - Fines	375.38	1,640.14	6,000.00	4,359.86	27.34
10-42-3011 - Reciprocal Borrowing Reimbursements	983.35	1,976.96	1,000.00	(976.96)	197.70
10-42-3012 - Nonresident Fees	392.98	775.50	1,500.00	724.50	51.70
10-42-3016 - Scanner Fees	1,001.45	2,761.41	7,500.00	4,738.59	36.82
10-42-3099 - Printing and Copying Fee	<u>582.81</u>	<u>4,355.33</u>	<u>5,000.00</u>	<u>644.67</u>	<u>87.11</u>
	<u>3,335.97</u>	<u>11,509.34</u>	<u>21,000.00</u>	<u>9,490.66</u>	<u>54.81</u>
<b><u>Intergovernmental</u></b>					
10-43-3004 - Per Capita Grant - Current Year	52,660.45	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>52,660.45</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	9,833.77	24,673.53	50,000.00	25,326.47	49.35
10-46-3029 - Ehlers Interest	<u>52,691.13</u>	<u>214,229.74</u>	<u>200,000.00</u>	<u>(14,229.74)</u>	<u>107.11</u>
	<u>62,524.90</u>	<u>238,903.27</u>	<u>250,000.00</u>	<u>11,096.73</u>	<u>95.56</u>
<b><u>Miscellaneous</u></b>					
10-47-3014 - Donations	0.10	57.41	100,000.00	99,942.59	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>28.65</u>	<u>765.29</u>	<u>5,000.00</u>	<u>4,234.71</u>	<u>15.31</u>
	<u>28.75</u>	<u>1,367.94</u>	<u>111,500.00</u>	<u>110,132.06</u>	<u>1.23</u>
Total Non-Tax Revenues	<u>118,550.07</u>	<u>308,141.00</u>	<u>438,860.00</u>	<u>130,719.00</u>	<u>70.21</u>
Total General Fund Revenues	<u>192,944.40</u>	<u>3,603,962.13</u>	<u>6,505,997.05</u>	<u>2,902,034.92</u>	<u>55.39</u>

**Addison Public Library  
Revenue Report  
For the 4 Months Ended August 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	2,560.68	8,665.25	0.00	(8,665.25)	0.00
	<u>2,560.68</u>	<u>8,665.25</u>	<u>0.00</u>	<u>(8,665.25)</u>	<u>0.00</u>
<b><u>Transfers</u></b>					
Total Capital Improvement Fund Revenues	<u>2,560.68</u>	<u>8,665.25</u>	<u>0.00</u>	<u>(8,665.25)</u>	<u>0.00</u>
<u>Rebillables Fund</u>					
<b><u>Miscellaneous</u></b>					
Total All Funds	<u>195,505.08</u>	<u>3,612,627.38</u>	<u>6,505,997.05</u>	<u>2,893,369.67</u>	<u>55.53</u>

# Addison Public Library Expense Report For the 4 Months Ended August 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	238,055.67	1,063,658.51	3,452,600.00	2,388,941.49	30.81	69.19
10-50-2200 - Employer F.I.C.A. Expense	17,844.40	80,004.65	264,124.00	184,119.35	30.29	69.71
10-50-2300 - Employer I.M.R.F. Expense	20,709.08	63,200.64	190,000.00	126,799.36	33.26	66.74
10-50-2400 - Health Insurance	36,870.89	145,732.69	512,000.00	366,267.31	28.46	71.54
10-50-2450 - Employee Assistance Program	0.00	0.00	3,755.00	3,755.00	0.00	100.00
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>0.00</u>	<u>0.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>313,480.04</u>	<u>1,352,654.49</u>	<u>4,429,679.00</u>	<u>3,077,024.51</u>	<u>30.54</u>	<u>69.46</u>
<b><u>Library Materials</u></b>						
<b><u>Children Services</u></b>						
10-52-3100 - Children Books	5,354.20	15,132.79	71,000.00	55,867.21	21.31	78.69
10-52-3900 - Children Other Expenditures	<u>1,332.82</u>	<u>6,236.93</u>	<u>28,000.00</u>	<u>21,763.07</u>	<u>22.27</u>	<u>77.73</u>
	<u>6,687.02</u>	<u>21,369.72</u>	<u>99,000.00</u>	<u>77,630.28</u>	<u>21.59</u>	<u>78.41</u>
<b><u>Adult Services</u></b>						
10-54-3110 - Adult Books	5,927.37	32,306.22	167,000.00	134,693.78	19.35	80.65
10-54-3900 - Adult Other Expenditures	<u>3,829.81</u>	<u>19,067.10</u>	<u>80,500.00</u>	<u>61,432.90</u>	<u>23.69</u>	<u>76.31</u>
	<u>9,757.18</u>	<u>51,373.32</u>	<u>247,500.00</u>	<u>196,126.68</u>	<u>20.76</u>	<u>79.24</u>
<b><u>Other Library Materials</u></b>						
10-55-3400 - Magazines/News	0.00	7,485.91	10,500.00	3,014.09	71.29	28.71
10-55-3500 - Online Databases	4,016.68	68,636.31	223,000.00	154,363.69	30.78	69.22
10-55-3860 - E-Books	835.86	8,760.30	75,000.00	66,239.70	11.68	88.32
10-55-3900 - Other Digital Media	<u>4,200.00</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>9,052.54</u>	<u>89,082.52</u>	<u>354,500.00</u>	<u>265,417.48</u>	<u>25.13</u>	<u>74.87</u>
Total Library Materials	<u>25,496.74</u>	<u>161,825.56</u>	<u>701,000.00</u>	<u>539,174.44</u>	<u>23.08</u>	<u>76.92</u>
<b><u>General Contractual Services</u></b>						
10-56-4100 - Legal Fees	500.00	5,374.03	8,500.00	3,125.97	63.22	36.78
10-56-4410 - Collection Agency Fees	285.65	550.60	3,500.00	2,949.40	15.73	84.27
10-56-4420 - Equipment Rental & Leasing	0.00	359.85	4,000.00	3,640.15	9.00	91.00
10-56-4450 - Accounting Service Fees	1,800.00	7,350.00	24,500.00	17,150.00	30.00	70.00
10-56-4500 - Payroll Service Fees	2,657.94	15,822.76	58,575.00	42,752.24	27.01	72.99
10-56-4600 - Audit Service Fees	0.00	5,252.00	7,050.00	1,798.00	74.50	25.50
10-56-4900 - Other Contracts	<u>2,805.54</u>	<u>15,881.73</u>	<u>50,000.00</u>	<u>34,118.27</u>	<u>31.76</u>	<u>68.24</u>
	<u>8,049.13</u>	<u>50,590.97</u>	<u>156,125.00</u>	<u>105,534.03</u>	<u>32.40</u>	<u>67.60</u>

# Addison Public Library Expense Report For the 4 Months Ended August 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	320.55	320.55	25,000.00	24,679.45	1.28	98.72
10-58-5120 - Water Service	590.34	1,229.26	4,200.00	2,970.74	29.27	70.73
10-58-5310 - Refuse Disposal Service	0.00	1,189.41	4,265.00	3,075.59	27.89	72.11
10-58-5320 - Cleaning Service	<u>4,813.00</u>	<u>24,065.00</u>	<u>78,040.00</u>	<u>53,975.00</u>	<u>30.84</u>	<u>69.16</u>
	<u>5,723.89</u>	<u>26,804.22</u>	<u>111,505.00</u>	<u>84,700.78</u>	<u>24.04</u>	<u>75.96</u>
<b><u>Telecommunications</u></b>						
10-58-5510 - Telephone	478.94	1,986.54	11,000.00	9,013.46	18.06	81.94
10-58-5570 - Leased Internet Access Line	<u>573.32</u>	<u>1,719.96</u>	<u>10,700.00</u>	<u>8,980.04</u>	<u>16.07</u>	<u>83.93</u>
	<u>1,052.26</u>	<u>3,706.50</u>	<u>21,700.00</u>	<u>17,993.50</u>	<u>17.08</u>	<u>82.92</u>
<b><u>Maintenance and Repair</u></b>						
10-58-5610 - Building Supplies	3,589.89	10,987.20	45,000.00	34,012.80	24.42	75.58
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	134.99	232.99	11,000.00	10,767.01	2.12	97.88
10-58-5710 - Equipment Maintenance & Repair	<u>6,337.56</u>	<u>20,944.64</u>	<u>65,000.00</u>	<u>44,055.36</u>	<u>32.22</u>	<u>67.78</u>
	<u>10,062.44</u>	<u>32,164.83</u>	<u>141,000.00</u>	<u>108,835.17</u>	<u>22.81</u>	<u>77.19</u>
Total Physical Services	<u>16,838.59</u>	<u>62,675.55</u>	<u>274,205.00</u>	<u>211,529.45</u>	<u>22.86</u>	<u>77.14</u>
<b><u>Automation</u></b>						
10-61-4800 - System Development	0.00	1,584.00	39,000.00	37,416.00	4.06	95.94
10-61-6100 - ILS Services	0.00	15,242.50	62,000.00	46,757.50	24.58	75.42
10-61-6200 - Software/Licenses	<u>1,334.57</u>	<u>46,167.39</u>	<u>105,000.00</u>	<u>58,832.61</u>	<u>43.97</u>	<u>56.03</u>
	<u>1,334.57</u>	<u>62,993.89</u>	<u>206,000.00</u>	<u>143,006.11</u>	<u>30.58</u>	<u>69.42</u>
<b><u>Continuing Education</u></b>						
10-62-7410 - Administration	0.00	705.00	3,000.00	2,295.00	23.50	76.50
10-62-7420 - Information Technology	0.00	0.00	800.00	800.00	0.00	100.00
10-62-7430 - Guest Services	0.00	350.00	1,000.00	650.00	35.00	65.00
10-62-7440 - Adult Services	0.00	1,368.00	4,300.00	2,932.00	31.81	68.19
10-62-7450 - Children Services	375.00	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	540.10	2,000.00	1,459.90	27.01	72.99
10-62-7470 - Staff In-Service	2,107.49	2,929.46	10,400.00	7,470.54	28.17	71.83
10-62-7480 - Board	0.00	0.00	3,500.00	3,500.00	0.00	100.00
10-62-7500 - Community Engagement	0.00	580.00	2,254.00	1,674.00	25.73	74.27
10-62-7510 - Memberships (Staff & Board)	775.00	4,043.00	12,000.00	7,957.00	33.69	66.31
10-62-7550 - In-State Travel	74.55	433.97	15,200.00	14,766.03	2.86	97.14
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>3,332.04</u>	<u>11,270.04</u>	<u>78,154.00</u>	<u>66,883.96</u>	<u>14.42</u>	<u>85.58</u>

# Addison Public Library Expense Report For the 4 Months Ended August 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	1,055.62	4,795.44	32,000.00	27,204.56	14.99	85.01
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	637.19	2,322.92	18,500.00	16,177.08	12.56	87.44
10-64-8160 - Teen Program	1,898.46	5,183.73	19,000.00	13,816.27	27.28	72.72
10-64-8165 - Community Engagement Program	787.46	2,083.46	8,250.00	6,166.54	25.25	74.75
10-64-8170 - IT Programs	<u>265.01</u>	<u>2,453.46</u>	<u>7,000.00</u>	<u>4,546.54</u>	<u>35.05</u>	<u>64.95</u>
	<u>4,643.74</u>	<u>16,886.99</u>	<u>84,750.00</u>	<u>67,863.01</u>	<u>19.93</u>	<u>80.07</u>
<b><u>PR/Marketing</u></b>						
10-64-8210 - Newsletter	6,722.53	14,549.06	55,380.00	40,830.94	26.27	73.73
10-64-8220 - Flyers/Brochures	691.64	1,389.34	16,475.00	15,085.66	8.43	91.57
10-64-8910 - Other Promotions	<u>685.00</u>	<u>6,602.25</u>	<u>16,000.00</u>	<u>9,397.75</u>	<u>41.26</u>	<u>58.74</u>
	<u>8,099.17</u>	<u>22,540.65</u>	<u>87,855.00</u>	<u>65,314.35</u>	<u>25.66</u>	<u>74.34</u>
<b><u>Other Operating Expenses</u></b>						
<b><u>Supplies</u></b>						
10-66-9210 - Office Supplies	1,230.83	2,877.07	6,500.00	3,622.93	44.26	55.74
10-66-9220 - Guest Services Supplies	0.00	862.11	6,085.00	5,222.89	14.17	85.83
10-66-9230 - Adult Services Supplies	140.83	605.05	1,500.00	894.95	40.34	59.66
10-66-9240 - Children Services Supplies	33.76	881.88	2,500.00	1,618.12	35.28	64.72
10-66-9245 - Teen Services Supplies	361.58	533.74	1,000.00	466.26	53.37	46.63
10-66-9250 - Materials Management Supplies	917.27	4,793.70	30,500.00	25,706.30	15.72	84.28
10-66-9260 - Public Relations Supplies	0.00	34.51	0.00	(34.51)	0.00	100.00
10-66-9270 - Information Technology Supplies	4,550.46	10,639.46	44,000.00	33,360.54	24.18	75.82
10-66-9290 - Postage	2,700.00	4,900.00	8,500.00	3,600.00	57.65	42.35
10-66-9300 - Library Wide Supplies	171.89	2,194.55	11,000.00	8,805.45	19.95	80.05
10-66-9330 - Community Engagement Supplies	<u>0.00</u>	<u>2,427.55</u>	<u>5,550.00</u>	<u>3,122.45</u>	<u>43.74</u>	<u>56.26</u>
	<u>10,106.62</u>	<u>30,749.62</u>	<u>117,135.00</u>	<u>86,385.38</u>	<u>26.25</u>	<u>73.75</u>
<b><u>Insurance</u></b>						
10-66-9510 - Unemployment Compensation Insurance	0.00	610.05	5,000.00	4,389.95	12.20	87.80
10-66-9520 - Workers' Compensation Insurance	0.00	11,397.00	11,500.00	103.00	99.10	0.90
10-66-9530 - Liability Insurance	<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>0.00</u>	<u>58,260.36</u>	<u>80,500.00</u>	<u>22,239.64</u>	<u>72.37</u>	<u>27.63</u>
<b><u>Grant Expenses</u></b>						
10-66-9840 - Per Capita Grant - Current Year	<u>4,447.73</u>	<u>14,812.83</u>	<u>52,660.00</u>	<u>37,847.17</u>	<u>28.13</u>	<u>71.87</u>
	<u>4,447.73</u>	<u>14,812.83</u>	<u>52,660.00</u>	<u>37,847.17</u>	<u>28.13</u>	<u>71.87</u>

# Addison Public Library Expense Report For the 4 Months Ended August 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	7,779.70	29,857.33	55,000.00	25,142.67	54.29	45.71
10-66-9920 - Furniture and Equipment	0.00	423.86	10,000.00	9,576.14	4.24	95.76
10-66-9930 - Reciprocal Borrowing Expense	50.00	50.00	750.00	700.00	6.67	93.33
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	100.18	113.28	4,000.00	3,886.72	2.83	97.17
10-66-9970 - FUNshine Committee	18.49	1,086.08	4,800.00	3,713.92	22.63	77.37
10-66-9980 - Staff Recognition	837.21	837.21	10,000.00	9,162.79	8.37	91.63
10-66-9985 - Sam's Lab	0.00	0.00	100,000.00	100,000.00	0.00	100.00
	<u>8,785.58</u>	<u>32,817.76</u>	<u>189,950.00</u>	<u>157,132.24</u>	<u>17.28</u>	<u>82.72</u>
<b><u>Transfers</u></b>						
Total Other Operating Expenses	<u>23,339.93</u>	<u>136,640.57</u>	<u>440,245.00</u>	<u>303,604.43</u>	<u>31.04</u>	<u>68.96</u>
Total General Fund Expenditures	<u>404,613.95</u>	<u>1,878,078.71</u>	<u>6,458,013.00</u>	<u>4,579,934.29</u>	<u>29.08</u>	<u>70.92</u>
<b><u>Capital Improvement Fund</u></b>						
<b><u>Asset Replacement</u></b>						
80-55-1900 - Asset Replacement Expense	0.00	6,050.00	135,000.00	128,950.00	4.48	95.52
80-55-1905 - Renovation Project	<u>674,221.00</u>	<u>2,051,034.80</u>	<u>10,000,000.00</u>	<u>7,948,965.20</u>	<u>20.51</u>	<u>79.49</u>
	<u>674,221.00</u>	<u>2,057,084.80</u>	<u>10,135,000.00</u>	<u>8,077,915.20</u>	<u>20.30</u>	<u>79.70</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>674,221.00</u>	<u>2,057,084.80</u>	<u>10,135,000.00</u>	<u>8,077,915.20</u>	<u>20.30</u>	<u>79.70</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>1,078,834.95</u>	<u>3,935,163.51</u>	<u>16,593,013.00</u>	<u>12,657,849.49</u>	<u>23.72</u>	<u>76.28</u>

## Addison Public Library Check Register

All Bank Accounts  
August 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
ADP, LLC #110146				21756	08/13/25	<u>2,657.94</u>
10-56-4500	Payroll Service Fees	Inv #697633135	394.40			
10-56-4500	Payroll Service Fees	Inv #697631919	2,263.54			
Mission Square 231901				21757	08/13/25	<u>3,306.22</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan #306740	3,306.22			
Village of Addison - HSA				21758	08/13/25	<u>2,536.06</u>
10-50-2400	Health Insurance	EE & ER HSA Contributions for 8/13/25 Payroll	2,536.06			
Ale Ramirez				21759	08/18/25	<u>150.00</u>
10-64-8160	Teen Program	DnD Program 8/20/2025	150.00			
MG Mechanical Contracting, Inc 231980				21760	08/18/25	<u>2.00</u>
80-55-1905	Renovation Project	HVAC Addition to check #39621	2.00			
Verizon				21761	08/18/25	<u>97.12</u>
10-58-5570	Leased Internet Access Line	Inv #6120394708	97.12			
United States Postal Service 312448				21762	08/20/25	<u>1,200.00</u>
10-66-9290	Postage	PERMIT #85 for Sept/Oct Newsletter	1,200.00			
Angelo Sorce Productions 112417				38863	08/31/25	<u>(400.00)</u>
10-66-9940	Cable Broadcast	To void Check# 38863 - 12.17.24	-400.00			
Jack Kelderhouse				39066	08/31/25	<u>(18.40)</u>
10-62-7550	In-State Travel	To void Check# 39066 - 02.18.25	-18.40			
Ale Ramirez				39756	09/04/25	<u>150.00</u>
10-64-8160	Teen Program	Instructor 09.10.25	150.00			
Amazon Capital Services 112300				39757	09/04/25	<u>626.91</u>
10-64-8120	Children Services Programs - General	Inv# 1KMW-1RM9-VD9V	145.47			
10-52-3100	Children Books	Inv# 1CPJ-1DNM-XKR4	6.69			
10-52-3900	Children Other Expenditures	Inv# 1TC1-LYCM-TRFK	5.35			
10-52-3900	Children Other Expenditures	Inv# 1KVH-CXHF-V4J4	213.05			
10-54-3110	Adult Books	Inv# 1MW1-XF6W-X71C	28.64			
10-54-3110	Adult Books	Inv# 1CQT-VXWF-VH6G	23.98			
10-54-3110	Adult Books	Inv# 11CM-TMRD-XC9F	49.83			

## Addison Public Library Check Register

All Bank Accounts  
August 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9240	Children Services Supplies	Inv# 1ND7-MNGH-XMK6	10.54			
10-66-9250	Materials Management Supplies	Inv# 16PR-DQ7W-XWGR	27.59			
10-66-9250	Materials Management Supplies	Inv# 1NDL-6F3R-1YRF	9.89			
10-66-9270	Information Technology Supplies	Inv# 1TC1-LYCM-TXGC	95.89			
10-66-9270	Information Technology Supplies	Inv# 1CTW-M7CW-WM9Q	9.99			
Amazon Capital Services 112300				39758	09/04/25	<u>259.76</u>
10-58-5610	Building Supplies	Inv# 1TC1-LCYM-TMHK	91.14			
10-54-3110	Adult Books	Inv# 1KYD-C7G6-TDG3	31.60			
10-54-3900	Adult Other Expenditures	Inv# 1KYD-C7G6-TMXN	4.99			
10-54-3900	Adult Other Expenditures	Inv# 1LRN-FMG3-WYC1	25.92			
10-66-9240	Children Services Supplies	Inv# 19TV-V3K1-WGXX	23.22			
10-66-9250	Materials Management Supplies	Inv# 11CM-TMRD-WY6W	82.89			
American Library Association				39759	09/04/25	<u>125.00</u>
10-62-7510	Memberships (Staff & Board)	Member ID 2203340 , Eilers	125.00			
BMO Harris Bank N.A. 22301				39760	09/04/25	<u>11,131.84</u>
10-64-8910	Other Promotions	Sticker Mule 08.20.25	150.00			
10-66-9840	Per Capita Grant - Current Year	Employment Law Conference 2025	375.00			
10-66-9840	Per Capita Grant - Current Year	Vistaprint 08.20.25	165.34			
10-66-9840	Per Capita Grant - Current Year	Sam's Club 08.07.25	144.32			
10-66-9840	Per Capita Grant - Current Year	Pizzeria Pyramid Sports Bar 08.13.25	679.50			
10-66-9840	Per Capita Grant - Current Year	Custom Ink 08.18.25	2,147.15			
10-61-6200	Software/Licenses	Lightspeed Inv# 922677	189.00			
10-61-6200	Software/Licenses	ScreenConnect Tran#121169336780	41.00			
10-61-6200	Software/Licenses	SRFax Inv# 5492654	12.60			
10-61-6200	Software/Licenses	Adobe Inv# 3180192908	336.97			
10-61-6200	Software/Licenses	ZOHO Corp. Inv# 50100880326	123.50			
10-61-6200	Software/Licenses	ScreenConnect Tran#121208052144	39.00			
10-61-6200	Software/Licenses	ZOHO Corp. Inv# 50100927844	155.00			
10-61-6200	Software/Licenses	CyberFox Inv# 085988	87.50			
10-66-9970	FUNshine Committee	Funshine Lunch	18.49			
10-66-9300	Library Wide Supplies	Jewel Osco 08.24.25	9.98			
10-64-8160	Teen Program	Sam's Club 08.12.25	554.49			
10-64-8160	Teen Program	Sam's Club 08.25.25	480.72			
10-64-8100	Adult Services Programs	Sam's Club 08.12.25	310.31			
10-58-5610	Building Supplies	Batteries Unlimited 08.22.25	96.57			
10-58-5610	Building Supplies	Grainger Utility Pump	253.86			

# Addison Public Library Check Register

All Bank Accounts  
August 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8120	Children Services Programs - General	Universal Yums 08.11.25	39.00			
10-62-7510	Memberships (Staff & Board)	Sam's Club Membership	200.00			
10-62-7510	Memberships (Staff & Board)	ILA Willis Membership	75.00			
10-62-7510	Memberships (Staff & Board)	ILA Sellas Membership	75.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon Data Renewal for 6	720.00			
10-54-3900	Adult Other Expenditures	Mobile Beacon Data Renewal for 1	120.00			
10-62-7470	Staff In-Service	Jersey Mikes 07.30.25	671.06			
10-62-7470	Staff In-Service	USA Coach Buses Inv# 5466	1,032.93			
10-62-7470	Staff In-Service	Panera Bread 08.08.25	403.50			
10-66-9230	Adult Services Supplies	Tracfone 09.19.25	140.83			
10-66-9270	Information Technology Supplies	Monoprice 8772712592	121.86			
10-66-9270	Information Technology Supplies	Monoprice 8772712592 Refund	-8.97			
10-64-8170	IT Programs	Michael's 08.19.25	96.66			
10-64-8165	Community Engagement Program	Sam's Club 08.12.25	141.46			
10-64-8165	Community Engagement Program	Airtable Inv# 98767CBE-0006	96.00			
10-66-9980	Staff Recognition	Wood Dale Bowl Inv# 8222025	837.21			
CDS Office Technologies 131476				39761	09/04/25	<u>1,223.81</u>
10-66-9840	Per Capita Grant - Current Year	Inv# 1715703	895.50			
10-58-5710	Equipment Maintenance & Repair	Inv# 1713870	328.31			
Center Point Publishing 131571				39762	09/04/25	<u>301.44</u>
10-54-3110	Adult Books	Inv# 2192905	24.57			
10-54-3110	Adult Books	Inv# 2189726	200.76			
10-54-3110	Adult Books	Inv# 2188381	76.11			
Colley Elevator 132555				39763	09/04/25	<u>367.50</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 284910	367.50			
Comcast 132548				39764	09/04/25	<u>76.00</u>
10-58-5510	Telephone	Acct# 8771201830148973	76.00			
Comcast 132554				39765	09/04/25	<u>402.94</u>
10-58-5510	Telephone	Inv# 250324918	402.94			
Crimson Multimedia Dist. 132835				39766	09/04/25	<u>903.58</u>
10-52-3900	Children Other Expenditures	Inv# 022504	80.00			
10-52-3900	Children Other Expenditures	Inv# 022506	140.00			
10-54-3900	Adult Other Expenditures	Inv# 022507	164.47			
10-54-3900	Adult Other Expenditures	Inv# 022852	285.42			
10-54-3900	Adult Other Expenditures	Inv# 022851	111.66			
10-54-3900	Adult Other Expenditures	Inv# 022505	122.03			

## Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
D&Z House of Books Inc 143662 10-52-3100	Children Books	Inv# 2025/1003447	331.40	39767	09/04/25	<u>331.40</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	Inv# 24-5679	2,574.87	39768	09/04/25	<u>2,574.87</u>
IL Library Association 192210 10-62-7450	Children Services	Inv# 319793 , Beltran Annual Conference	375.00	39769	09/04/25	<u>675.00</u>
10-62-7510	Memberships (Staff & Board)	Inv# 318399 , Dini Membership	150.00			
10-62-7510	Memberships (Staff & Board)	Inv# 318256 , Morris Membership	150.00			
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	Inv# 1444 , Animal Party 09.12.2025	200.00	39770	09/04/25	<u>200.00</u>
La Real Michoacana P & N Inc. 10-64-8100	Adult Services Programs	Paletas 09.13.2025	105.00	39771	09/04/25	<u>105.00</u>
Laura Bilben 10-64-8910	Other Promotions	Inv# 423, 08.24.25 Parade Balloons	510.00	39772	09/04/25	<u>510.00</u>
Libreria 131861 10-52-3100	Children Books	Inv# 264250	3,514.02	39773	09/04/25	<u>3,514.02</u>
Marti LaHood - 281914 10-64-8100	Adult Services Programs	Chair Yoga 09.11.25	80.00	39774	09/04/25	<u>80.00</u>
Mission Square 231901 10-22-0260	Def Annuity Withholding Payable	457 Plan#306740 , 08.27.25 Payroll Date	3,707.08	39775	09/04/25	<u>3,707.08</u>
Nicor Gas 241916 10-58-5100	Natural Gas Service	Acct# 66-89-55-19024	320.55	39776	09/04/25	<u>320.55</u>
Sen Source 10-61-6200	Software/Licenses	Inv# 63862	350.00	39777	09/04/25	<u>350.00</u>
The Conservation Foundation 132576 10-64-8165	Community Engagement Program	Donation for Conservation Foundation Program 09.16.25	50.00	39778	09/04/25	<u>50.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Unique Management Services Inc 312430 10-56-4410	Collection Agency Fees	Inv# 6142330	285.65	39779	09/04/25	<u>285.65</u>
Village of Addison - HSA 10-50-2400	Health Insurance	HSA ER & EE Contributions for 08.27.25	2,536.06	39780	09/04/25	<u>2,536.06</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica July 2025	240.01	39781	09/04/25	<u>240.01</u>
Village of Addison: Misc Exp 500010 10-56-4900	Other Contracts	Inv# 21712	100.00	39782	09/04/25	<u>100.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate ID Protection September 2025	95.60	39783	09/04/25	<u>95.60</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - September 2025	88.00	39784	09/04/25	<u>88.00</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha Worksite Benefits - September 2025	619.63	39785	09/04/25	<u>619.63</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha Self Bill Life & AD&D - September 2025	909.19	39786	09/04/25	<u>909.19</u>
Village of Addison: Water Ser 500013 10-58-5120	Water Service	Acct# 5433070004-001 , 07.31.25 Read Date	590.34	39787	09/04/25	<u>590.34</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Inv# 1952188 , 09.01.25-09.30.25	2,640.20	39788	09/04/25	<u>2,640.20</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Acct# 079507 , 09.01.25-10.01.25	35,316.66	39789	09/04/25	<u>35,316.66</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP September 2025	327.42	39790	09/04/25	<u>327.42</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Ale Ramirez 10-64-8160	Teen Program	Instructor DnD 09.24.25	150.00	39791	09/16/25	<u>150.00</u>
Ale Ramirez 10-64-8160	Teen Program	Instructor DnD 10.08.25	150.00	39792	09/16/25	<u>150.00</u>
Amazon Capital Services 112300				39793	09/16/25	<u>1,141.60</u>
10-64-8100	Adult Services Programs	Inv# 1FPQ-L7V1-R6H4	22.20			
10-64-8120	Children Services Programs - General	Inv# 16L1-Q4QV-3MVL	52.72			
10-52-3100	Children Books	Inv# 1HP6-CQXF-RTVN	22.48			
10-54-3110	Adult Books	Inv# 1LCV-PHMK-1M9N	22.00			
10-54-3110	Adult Books	Inv# 1YHT-TMQY-TNMF	161.98			
10-66-9250	Materials Management Supplies	Inv# 14L3-RL79-4M49	34.73			
10-66-9270	Information Technology Supplies	Inv# 1FYT-FJGM-4J7K	20.73			
10-66-9270	Information Technology Supplies	Inv# 1Q1D-KJ43-RXXY	520.44			
10-66-9270	Information Technology Supplies	Inv# 136W-DV49-1WNW	45.98			
10-64-8170	IT Programs	Inv# 1FYT-FJGM-3NQD	158.36			
10-64-8170	IT Programs	Inv# 1FQN-K4V4-TCKR	9.99			
10-66-9245	Teen Services Supplies	Inv# 1FT7-77Q7-3GM4	69.99			
Amazon Capital Services 112300				39794	09/16/25	<u>655.94</u>
10-52-3100	Children Books	Inv# 1GTK-PVCG-RMDQ	29.26			
10-52-3100	Children Books	Inv# 1MGV-TXPY-JL1K	59.60			
10-52-3900	Children Other Expenditures	Inv# 1W13-CHW3-TLWG	136.05			
10-54-3110	Adult Books	Inv# 1NLD-HJFX-LQPW	58.85			
10-54-3110	Adult Books	Inv# 1T13-3J6P-TYRM	12.96			
10-54-3110	Adult Books	Inv# 1D1F-6RWN-T9PR	18.12			
10-54-3110	Adult Books	Inv# 1VVL-FQD6-V7G9	25.35			
10-54-3110	Adult Books	Inv# 1JWG-JJ9N-V7GF	79.09			
10-54-3110	Adult Books	Inv# 19KJ-3VKY-RCD1	17.99			
10-54-3110	Adult Books	Inv# 1GK1-JGHT-DNCY	124.62			
10-54-3110	Adult Books	Inv# 1ML6-4H37-HR4M	13.96			
10-54-3900	Adult Other Expenditures	Inv# 1QCR-DLNJ-TFPV	80.09			
Amber Zamora Gomez 10-64-8160	Teen Program	Elmhurst Uni. Student Intern Spanish Program 09.30.25	325.00	39795	09/16/25	<u>325.00</u>
Anderson Lock Company, Ltd 80-55-1905	Renovation Project	Payment 9 , 08.31.25	2,299.00	39796	09/16/25	<u>2,299.00</u>
Angelo Sorce Productions 112417				39797	09/16/25	<u>400.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-66-9940	Cable Broadcast	INV 0884 (REISSUED)	400.00			
Aurelio's Pizza 113172				39798	09/16/25	<u>35.62</u>
10-64-8100	Adult Services Programs	Book Group 08.12.25	35.62			
Baker & Taylor 120290				39799	09/16/25	<u>1,054.23</u>
10-52-3100	Children Books	Inv# 2039236846	234.57			
10-52-3100	Children Books	Inv# 2039225317	380.77			
10-52-3100	Children Books	Inv# 2039219517	104.63			
10-52-3100	Children Books	Inv# 2039243930	279.52			
10-66-9250	Materials Management Supplies	Inv# 2039236847	19.04			
10-66-9250	Materials Management Supplies	Inv# 2039225318	21.42			
10-66-9250	Materials Management Supplies	Inv# 2039219518	4.76			
10-66-9250	Materials Management Supplies	Inv# 2039243931	9.52			
Baker & Taylor 120310				39800	09/16/25	<u>4,845.79</u>
10-54-3110	Adult Books	Inv# 2039236850	830.67			
10-54-3110	Adult Books	Inv# 2039216736	438.19			
10-54-3110	Adult Books	Inv# 2039225417	733.74			
10-54-3110	Adult Books	Inv# 2039223258	1,445.84			
10-54-3110	Adult Books	Inv# 2039241484	1,185.53			
10-66-9250	Materials Management Supplies	Inv# 2039236851	30.94			
10-66-9250	Materials Management Supplies	Inv# 2039241485	55.93			
10-66-9250	Materials Management Supplies	Inv# 2039225418	34.51			
10-66-9250	Materials Management Supplies	Inv# 2039216737	20.23			
10-66-9250	Materials Management Supplies	Inv# 2039223259	70.21			
Baker & Taylor 120330				39801	09/16/25	<u>39.09</u>
10-54-3110	Adult Books	Inv# 2039248151	39.09			
Brigit Goudie 892136				39802	09/16/25	<u>200.00</u>
10-64-8120	Children Services Programs - General	Great Glow-in-the-Dark Bones 10.09.25	200.00			
Brooke Sievers 829192				39803	09/16/25	<u>40.92</u>
10-66-9840	Per Capita Grant - Current Year	Jewel (drinks for staff)	40.92			
Built Rite Construction LLC				39804	09/16/25	<u>50,130.00</u>
80-55-1905	Renovation Project	Payment 9 , 09.02.2025	50,130.00			
CDW Government 131480				39805	09/16/25	<u>1,875.16</u>
10-66-9910	Hardware	Inv# AF41Z6Q	1,677.29			

**Addison Public Library  
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<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
10-66-9910	Hardware	Inv# AF5FA2T	197.87			
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv# C31038	4,813.00	39806	09/16/25	<u>4,813.00</u>
Current Technologies 133170 10-58-5710	Equipment Maintenance & Repair	Inv# 15965	588.40	39807	09/16/25	<u>588.40</u>
Cyberdyne Masonry Corporation 133100 80-55-1905	Renovation Project	Payment 9, 08.31.25	6,856.00	39808	09/16/25	<u>6,856.00</u>
Demco Inc 141551 10-58-5610	Building Supplies	Inv# 7688942	258.54	39809	09/16/25	<u>258.54</u>
Eco Lighting Services and Technology LLC 151341 80-55-1905	Renovation Project	Payment 9, 08.31.25	83,628.00	39810	09/16/25	<u>83,628.00</u>
Elizabeth Freebairn 10-62-7550	In-State Travel	4.2 miles on 08.12.25	2.94	39811	09/16/25	<u>2.94</u>
Elliot Construction Corporation 331557 80-55-1905	Renovation Project	Payment 9, 08.31.25	19,755.00	39812	09/16/25	<u>19,755.00</u>
Erica Reckamp- Job Search Like a Pro 281521 10-64-8165	Community Engagement Program	Virtual Program 10.06.25	200.00	39813	09/16/25	<u>200.00</u>
Erika Ochoa 281526 10-64-8100	Adult Services Programs	AS Program 09.29.25	150.00	39814	09/16/25	<u>150.00</u>
Ferguson Enterprises 161575 10-58-5690	Other Building Materials & Repair	Inv# 0603848	134.99	39815	09/16/25	<u>134.99</u>
Fiero Learning 10-55-3500	Online Databases	Inv# 000558	2,396.00	39816	09/16/25	<u>2,396.00</u>
Frederick Quinn Corporation 162815 80-55-1905	Renovation Project	Payment 9, 08.31.25	54,080.00	39817	09/16/25	<u>54,080.00</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	9.6 miles - LMP, WESI, HH NRC, FES	6.72	39818	09/16/25	<u>6.72</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Grainger 333337 10-58-5610	Building Supplies	Inv# 9613692848	401.60	39819	09/16/25	<u>401.60</u>
Hargrave Builders, Inc. 181171 80-55-1905	Renovation Project	Payment 9, 08.31.25	57,168.00	39820	09/16/25	<u>57,168.00</u>
Heyl Royster 181565 10-56-4100	Legal Fees	Inv# 1801188	300.00	39821	09/16/25	<u>500.00</u>
10-56-4100	Legal Fees	Inv# INTERIM 1790575	200.00			
Imperial Dade 192340 10-58-5610	Building Supplies	Inv# 38699754	1,923.74	39822	09/16/25	<u>1,923.74</u>
Ingram Library Services 192453 10-52-3100	Children Books	Inv# 89791187	81.46	39823	09/16/25	<u>192.61</u>
10-52-3100	Children Books	Inv# 89791188	111.15			
Jack Kelderhouse 10-62-7550	In-State Travel	27 miles on 02.18.25 (REISSUED)	18.40	39824	09/16/25	<u>26.10</u>
10-62-7550	In-State Travel	11 miles on 08.27.25	7.70			
Jackson-Hirsh, Inc. 201115 10-66-9960	Friends of the Library	Inv# 1101104	100.18	39825	09/16/25	<u>100.18</u>
Kanopy Inc. 10-55-3900	Other Digital Media	Inv# KDEP-24439	4,200.00	39826	09/16/25	<u>4,200.00</u>
Kessor D/B/A Superior 211533 80-55-1905	Renovation Project	Payment 9, 08.31.25	1,505.00	39827	09/16/25	<u>1,505.00</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv# 107524	1,800.00	39828	09/16/25	<u>1,800.00</u>
Len's Ace Hardware, Inc. 221567 10-66-9300	Library Wide Supplies	Inv# 537589/1	41.38	39829	09/16/25	<u>216.72</u>
10-58-5610	Building Supplies	Inv# 537589/1	45.85			
10-58-5610	Building Supplies	Inv# 537704/1	93.51			
10-58-5610	Building Supplies	Inv# 537207/1	35.98			
Lesley Cyrier 892152 10-64-8100	Adult Services Programs	Michaels - VRD T-Shirt	2.99	39830	09/16/25	<u>2.99</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Libraria 131861				39831	09/16/25	<u>199.85</u>
10-52-3100	Children Books	Inv# 264739	48.72			
10-52-3100	Children Books	Inv# 264742	125.94			
10-52-3100	Children Books	Inv# 264915	23.99			
10-66-9250	Materials Management Supplies	Inv# 264740	0.30			
10-66-9250	Materials Management Supplies	Inv# 264251	0.90			
Manufacturers News Inc 231168				39832	09/16/25	<u>283.90</u>
10-54-3110	Adult Books	Inv# A11446-02	283.90			
Marti LaHood - 281914				39833	09/16/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Chair Yoga 09.25.25	80.00			
Marti LaHood - 281914				39834	09/16/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Chair Yoga 10.09.25	80.00			
Matthew Williams 892182				39835	09/16/25	<u>9.24</u>
10-62-7550	In-State Travel	13.2 miles - GS, LT, Clarendale SL,AT HS	9.24			
Mechanical & Industrial Steel Services, Inc.				39836	09/16/25	<u>40,896.00</u>
80-55-1905	Renovation Project	Payment 9, 08.31.25	40,896.00			
Mechanical Inc 181301				39837	09/16/25	<u>15,801.00</u>
80-55-1905	Renovation Project	Payment 9, 08.31.25	15,801.00			
MG Mechanical Contracting, Inc 231980				39838	09/16/25	<u>211,915.00</u>
80-55-1905	Renovation Project	Payment 9, 08.21.2025	211,915.00			
Midwest Tape 231925				39839	09/16/25	<u>3,619.96</u>
10-52-3900	Children Other Expenditures	Inv# 507630675	76.47			
10-52-3900	Children Other Expenditures	Inv# 507584526	17.99			
10-54-3900	Adult Other Expenditures	Inv# 507589079	24.74			
10-54-3900	Adult Other Expenditures	Inv# 507589201	54.74			
10-54-3900	Adult Other Expenditures	Inv# 507589077	11.99			
10-54-3900	Adult Other Expenditures	Inv# 507589075	19.48			
10-54-3900	Adult Other Expenditures	Inv# 507630672	26.23			
10-54-3900	Adult Other Expenditures	Inv# 507630673	226.42			
10-54-3900	Adult Other Expenditures	Inv# 507620748	753.84			
10-54-3900	Adult Other Expenditures	Inv# 507630674	59.23			
10-54-3900	Adult Other Expenditures	Inv# 507589200	13.49			
10-54-3900	Adult Other Expenditures	Inv# 507589078	14.99			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv# 507630670	35.24			
10-54-3900	Adult Other Expenditures	Inv# 507626988	21.74			
10-54-3900	Adult Other Expenditures	Inv# 507630675	53.22			
10-54-3900	Adult Other Expenditures	Inv# 507630677	26.99			
10-54-3900	Adult Other Expenditures	Inv# 507630678	58.47			
10-54-3900	Adult Other Expenditures	Inv# 507630671	126.68			
10-54-3900	Adult Other Expenditures	Inv# 507561420	236.17			
10-54-3900	Adult Other Expenditures	Inv# 507561419	144.68			
10-54-3900	Adult Other Expenditures	Inv# 507561418	72.72			
10-54-3900	Adult Other Expenditures	Inv# 507561415	131.95			
10-54-3900	Adult Other Expenditures	Inv# 507550901	15.74			
10-54-3900	Adult Other Expenditures	Inv# 507549849	52.99			
10-54-3900	Adult Other Expenditures	Inv# 507561416	13.49			
10-66-9250	Materials Management Supplies	Inv# 507680981	176.80			
10-66-9250	Materials Management Supplies	Inv# 507533319	317.61			
10-55-3860	E-Books	Inv# 507561027	835.86			
Midwest Wrecking Co, Inc 231979				39840	09/16/25	<u>83,385.00</u>
80-55-1905	Renovation Project	Payment 9, 08.31.25	83,385.00			
Nardi's Pizza 241172				39841	09/16/25	<u>122.75</u>
10-64-8160	Teen Program	Ref# 251893, 07.30.25	37.75			
10-64-8160	Teen Program	Ref# 251890, 07.04.25	50.50			
10-64-8100	Adult Services Programs	Ref# 251896, 08.07.25	34.50			
Natalie Hernandez				39842	09/16/25	<u>16.73</u>
10-62-7550	In-State Travel	23.9 miles -OMCP and LP El. School	16.73			
Nelson Fire Protection				39843	09/16/25	<u>29,854.00</u>
80-55-1905	Renovation Project	Payment 9, 08.31.25	29,854.00			
NobleTec LLC				39844	09/16/25	<u>7,533.90</u>
10-58-5710	Equipment Maintenance & Repair	Inv# C19895	1,629.36			
10-66-9910	Hardware	Inv# C19895	5,904.54			
NobleTec LLC				39845	09/16/25	<u>3,629.89</u>
10-66-9270	Information Technology Supplies	Inv# C19902	3,629.89			
Patricia Trampas 261181				39846	09/16/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Essentrics 09.17.25	80.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Patti Gebala 892144				39847	09/16/25	<u>19.25</u>
10-62-7550	In-State Travel	27.5 miles - CF, Clarendale, RC, CG	19.25			
Playaway Products 262219				39848	09/16/25	<u>663.91</u>
10-52-3900	Children Other Expenditures	Inv# 508136	663.91			
Product Architecture + Design 262850				39849	09/16/25	<u>12,000.00</u>
80-55-1905	Renovation Project	Inv# 1650.0953	12,000.00			
Quill 273145				39850	09/16/25	<u>136.34</u>
10-66-9210	Office Supplies	Inv# 45066191	15.81			
10-66-9300	Library Wide Supplies	Inv# 45066191	39.59			
10-66-9300	Library Wide Supplies	Inv# 45066134	80.94			
Ra'am Integration Solutions				39851	09/16/25	<u>2,780.00</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 1684	2,780.00			
Rebecca Hoffman 181156				39852	09/16/25	<u>300.00</u>
10-64-8165	Community Engagement Program	Virtual Program 09.24.25	300.00			
Rogers Pump Sales & Service 282532				39853	09/16/25	<u>643.99</u>
10-58-5710	Equipment Maintenance & Repair	Inv# 228391	643.99			
Saint Xavier University				39854	09/16/25	<u>50.00</u>
10-66-9930	Reciprocal Borrowing Expense	BV4400.W515 2007	50.00			
Sara Lock				39855	09/16/25	<u>4.27</u>
10-62-7550	In-State Travel	6.1 miles on 08.26.25	4.27			
Sherie C Shapiro 291967				39856	09/16/25	<u>75.00</u>
10-64-8100	Adult Services Programs	Body and Brain Program 09.18.25	75.00			
Sir Speedy Printing 291970				39857	09/16/25	<u>691.64</u>
10-64-8220	Flyers/Brochures	Inv# 91223	586.64			
10-64-8220	Flyers/Brochures	Inv# 91181	105.00			
Technology Management Revolving Fund 132558				39858	09/16/25	<u>476.20</u>
10-58-5570	Leased Internet Access Line	Inv# T2526679	476.20			
Terrance Lynch 301565				39859	09/16/25	<u>150.00</u>
10-64-8100	Adult Services Programs	Inv# 1541	150.00			

## Addison Public Library Check Register

All Bank Accounts  
August 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
TSI Commercial Floor Covering Inc 80-55-1905	Renovation Project	Payment 9, 08.31.25	4,947.00	39860	09/16/25	<u>4,947.00</u>
Uline 312246 10-66-9270 10-66-9245	Information Technology Supplies Teen Services Supplies	Inv# 197131239 Inv# 196716916	114.65 291.59	39861	09/16/25	<u>406.24</u>
United States Postal Service 312448 10-66-9290	Postage	USPS Postage for Permit #85	1,500.00	39862	09/16/25	<u>1,500.00</u>
Villa Park Electrical Supply 321940 10-58-5610	Building Supplies	Inv# 285363-02	389.10	39863	09/16/25	<u>389.10</u>
VisoGraphic 322200 10-64-8910 10-64-8210	Other Promotions Newsletter	Inv# 247363 Inv# 247340	25.00 6,722.53	39864	09/16/25	<u>6,747.53</u>
WP Company LLC 10-55-3500	Online Databases	Inv# 4878	1,620.68	39865	09/16/25	<u>1,620.68</u>
Yabin Liu 822198 10-62-7550	In-State Travel	11 miles on 08.27.25	7.70	39866	09/16/25	<u>7.70</u>
<b>Check List Total</b>						<u><u>816,631.35</u></u>

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

All Bank Accounts

August 1, 2025 - September 16, 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
<b>Vendor Checks</b>			
21756	08/13/25	ADP, LLC #110146	2,657.94
21757	08/13/25	Mission Square 231901	3,306.22
21758	08/13/25	Village of Addison - HSA	2,536.06
21759	08/18/25	Ale Ramirez	150.00
21760	08/18/25	MG Mechanical Contracting, Inc 231980	2.00
21761	08/18/25	Verizon	97.12
21762	08/20/25	United States Postal Service 312448	1,200.00
38863	08/31/25	Angelo Sorce Productions 112417	(400.00)
39066	08/31/25	Jack Kelderhouse	(18.40)
39756	09/04/25	Ale Ramirez	150.00
39757	09/04/25	Amazon Capital Services 112300	626.91
39758	09/04/25	Amazon Capital Services 112300	259.76
39759	09/04/25	American Library Association	125.00
39760	09/04/25	BMO Harris Bank N.A. 22301	11,131.84
39761	09/04/25	CDS Office Technologies 131476	1,223.81
39762	09/04/25	Center Point Publishing 131571	301.44
39763	09/04/25	Colley Elevator 132555	367.50
39764	09/04/25	Comcast 132548	76.00
39765	09/04/25	Comcast 132554	402.94
39766	09/04/25	Crimson Multimedia Dist. 132835	903.58
39767	09/04/25	D&Z House of Books Inc 143662	331.40
39768	09/04/25	Ehler Investment Partners, LLC 151700	2,574.87
39769	09/04/25	IL Library Association 192210	675.00
39770	09/04/25	Innovation Arts Connection, LLC	200.00
39771	09/04/25	La Real Michoacana P & N Inc.	105.00
39772	09/04/25	Laura Bilben	510.00
39773	09/04/25	Libreria 131861	3,514.02
39774	09/04/25	Marti LaHood - 281914	80.00
39775	09/04/25	Mission Square 231901	3,707.08
39776	09/04/25	Nicor Gas 241916	320.55
39777	09/04/25	Sen Source	350.00
39778	09/04/25	The Conservation Foundation 132576	50.00
39779	09/04/25	Unique Management Services Inc 312430	285.65
39780	09/04/25	Village of Addison - HSA	2,536.06
39781	09/04/25	Village of Addison: Misc Exp 500010	240.01
39782	09/04/25	Village of Addison: Misc Exp 500010	100.00
39783	09/04/25	Village of Addison: Misc Exp 500010	95.60
39784	09/04/25	Village of Addison: Misc Exp 500010	88.00
39785	09/04/25	Village of Addison: Misc Exp 500010	619.63
39786	09/04/25	Village of Addison: Misc Exp 500010	909.19
39787	09/04/25	Village of Addison: Water Ser 500013	590.34
39788	09/04/25	Village of Addison:Health Ins 500011	2,640.20
39789	09/04/25	Village of Addison:Health Ins 500011	35,316.66
39790	09/04/25	Village of Addison:Health Ins 500011	327.42
39791	09/16/25	Ale Ramirez	150.00
39792	09/16/25	Ale Ramirez	150.00
39793	09/16/25	Amazon Capital Services 112300	1,141.60
39794	09/16/25	Amazon Capital Services 112300	655.94
39795	09/16/25	Amber Zamora Gomez	325.00
39796	09/16/25	Anderson Lock Company, Ltd	2,299.00
39797	09/16/25	Angelo Sorce Productions 112417	400.00
39798	09/16/25	Aurelio's Pizza 113172	35.62
39799	09/16/25	Baker & Taylor 120290	1,054.23
39800	09/16/25	Baker & Taylor 120310	4,845.79
39801	09/16/25	Baker & Taylor 120330	39.09
39802	09/16/25	Brigit Goudie 892136	200.00
39803	09/16/25	Brooke Sievers 829192	40.92

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

All Bank Accounts

August 1, 2025 - September 16, 2025

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
39804	09/16/25	Built Rite Construction LLC	50,130.00
39805	09/16/25	CDW Government 131480	1,875.16
39806	09/16/25	Complete Cleaning 132523	4,813.00
39807	09/16/25	Current Technologies 133170	588.40
39808	09/16/25	Cyberdyne Masonry Corporation 133100	6,856.00
39809	09/16/25	Demco Inc 141551	258.54
39810	09/16/25	Eco Lighting Services and Technology LLC 151341	83,628.00
39811	09/16/25	Elizabeth Freebairn	2.94
39812	09/16/25	Elliot Construction Corporation 331557	19,755.00
39813	09/16/25	Erica Reckamp- Job Search Like a Pro 281521	200.00
39814	09/16/25	Erika Ochoa 281526	150.00
39815	09/16/25	Ferguson Enterprises 161575	134.99
39816	09/16/25	Fiero Learning	2,396.00
39817	09/16/25	Frederick Quinn Corporation 162815	54,080.00
39818	09/16/25	Gabriela Tafolla 162821	6.72
39819	09/16/25	Grainger 333337	401.60
39820	09/16/25	Hargrave Builders, Inc. 181171	57,168.00
39821	09/16/25	Heyl Royster 181565	500.00
39822	09/16/25	Imperial Dade 192340	1,923.74
39823	09/16/25	Ingram Library Services 192453	192.61
39824	09/16/25	Jack Kelderhouse	26.10
39825	09/16/25	Jackson-Hirsh, Inc. 201115	100.18
39826	09/16/25	Kanopy Inc.	4,200.00
39827	09/16/25	Kessor D/B/A Superior 211533	1,505.00
39828	09/16/25	Lauterbach&Amen LLP 172582	1,800.00
39829	09/16/25	Len's Ace Hardware, Inc. 221567	216.72
39830	09/16/25	Lesley Cyrier 892152	2.99
39831	09/16/25	Libraria 131861	199.85
39832	09/16/25	Manufacturers News Inc 231168	283.90
39833	09/16/25	Marti LaHood - 281914	80.00
39834	09/16/25	Marti LaHood - 281914	80.00
39835	09/16/25	Matthew Williams 892182	9.24
39836	09/16/25	Mechanical & Industrial Steel Services, Inc.	40,896.00
39837	09/16/25	Mechanical Inc 181301	15,801.00
39838	09/16/25	MG Mechanical Contracting, Inc 231980	211,915.00
39839	09/16/25	Midwest Tape 231925	3,619.96
39840	09/16/25	Midwest Wrecking Co, Inc 231979	83,385.00
39841	09/16/25	Nardi's Pizza 241172	122.75
39842	09/16/25	Natalie Hernandez	16.73
39843	09/16/25	Nelson Fire Protection	29,854.00
39844	09/16/25	NobleTec LLC	7,533.90
39845	09/16/25	NobleTec LLC	3,629.89
39846	09/16/25	Patricia Trampas 261181	80.00
39847	09/16/25	Patti Gebala 892144	19.25
39848	09/16/25	Playaway Products 262219	663.91
39849	09/16/25	Product Architecture + Design 262850	12,000.00
39850	09/16/25	Quill 273145	136.34
39851	09/16/25	Ra'am Integration Solutions	2,780.00
39852	09/16/25	Rebecca Hoffman 181156	300.00
39853	09/16/25	Rogers Pump Sales & Service 282532	643.99
39854	09/16/25	Saint Xavier University	50.00
39855	09/16/25	Sara Lock	4.27
39856	09/16/25	Sherie C Shapiro 291967	75.00
39857	09/16/25	Sir Speedy Printing 291970	691.64
39858	09/16/25	Technology Management Revolving Fund 132558	476.20
39859	09/16/25	Terrance Lynch 301565	150.00
39860	09/16/25	TSI Commercial Floor Covering Inc	4,947.00
39861	09/16/25	Uline 312246	406.24

# Addison Public Library

## Check List

All Bank Accounts

August 1, 2025 - September 16, 2025

Check Number	Check Date	Payee	Amount
39862	09/16/25	United States Postal Service 312448	1,500.00
39863	09/16/25	Villa Park Electrical Supply 321940	389.10
39864	09/16/25	VisoGraphic 322200	6,747.53
39865	09/16/25	WP Company LLC	1,620.68
39866	09/16/25	Yabin Liu 822198	7.70
<b>Vendor Check Total</b>			<u>816,631.35</u>
<b>Check List Total</b>			<u><u>816,631.35</u></u>

Check count = 120

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

**Board Meeting            9/16/2025**

<u>Description</u>	<u>Amount</u>
Payroll	\$273,608.97

**Approved by Board of Trustees**

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

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

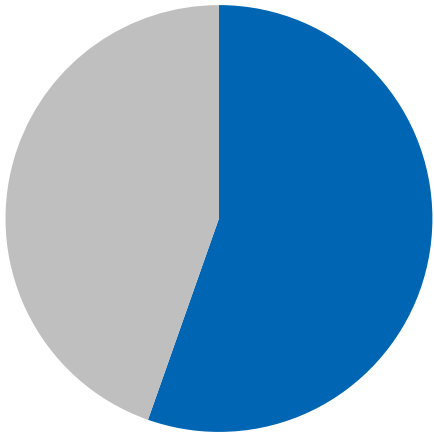
\_\_\_\_\_  
**Secretary**

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

# August 2025 Financial Highlights

# General Fund

total in general fund	\$5,688,354.00
estimated revenue	\$6,505,997.05
budgeted expenditures	\$6,458,013.00
YTD expenditures	\$1,878,078.71
MTD expenditures	\$404,613.95



We have received 55% of our estimated revenue for the fiscal year including \$192,944.40 this month.

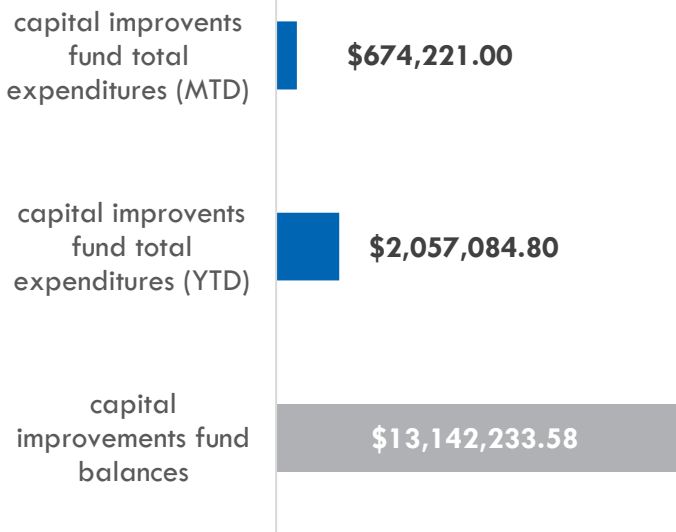
At this point last year, we had received 58% of our estimated revenue for FY25.



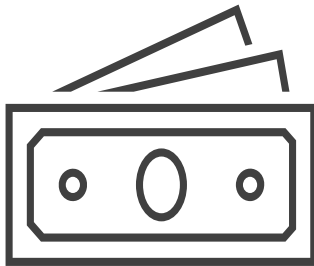
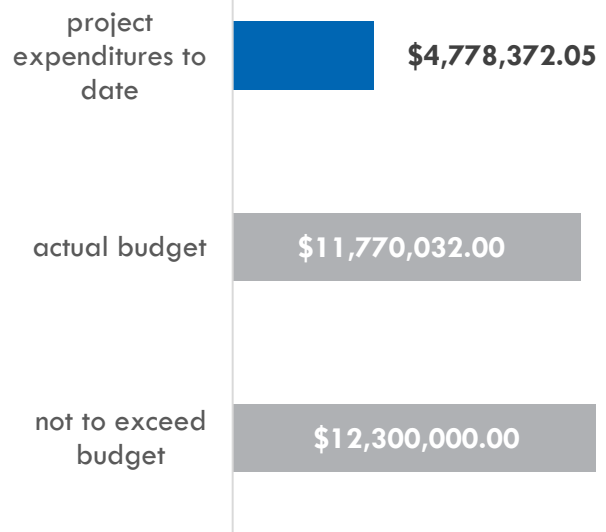
The general fund decreased from \$5.9 million to \$5.69 million from 8/1/2025 to 8/31/2025.

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

## building project + asset replacement (FY26)



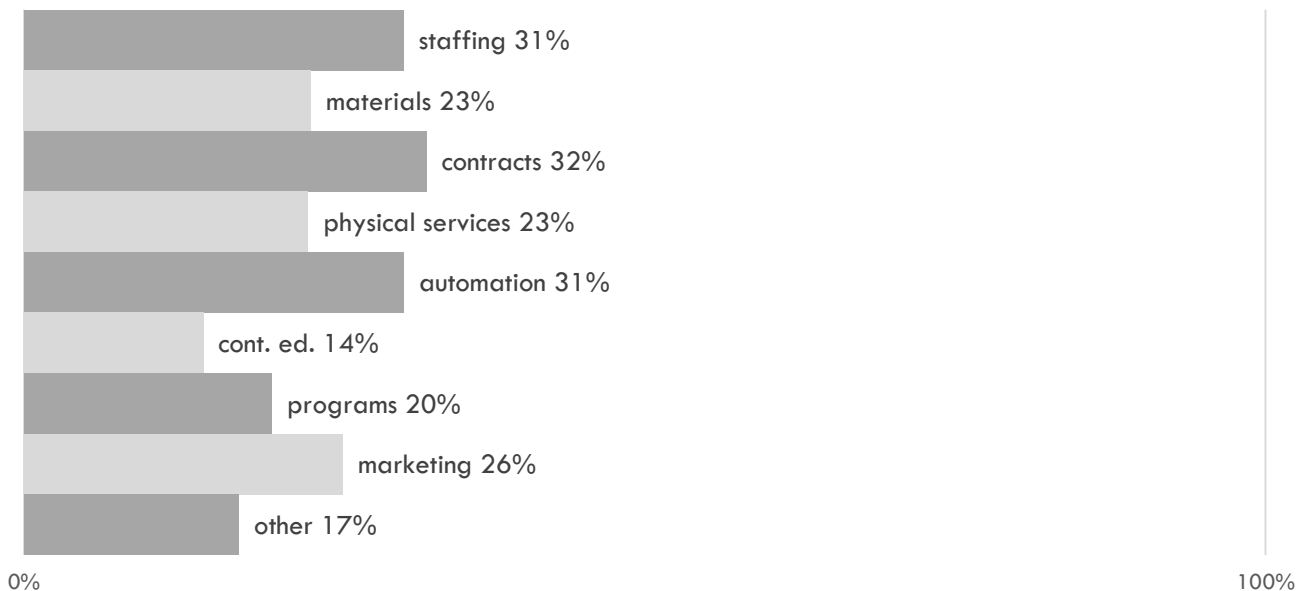
## building project (January 2024 - present)



We have spent 29% of our estimated budget.

At this point last year, we had spent 31% of our estimated budget for FY25, so we're behind the previous year's spending.

## Year-to-date spending by budget group





## Director's Report – August 2025

**Personnel** – Kristina Howard, our new part-time Collection Specialist, started on September 2. With her on Board, the library is now fully staffed. We also have a social work intern, Diana Magaña, who will be with us for 400 hours over the next academic year. Diana is a graduate student in the social work program at Dominican University.

**Renovation** – The building project continues to demand a great deal of my time, as well as that of other staff.

Donna has been working closely with Cindy Barbera, the VP of Administration for FQC, on billing and pay requests, making sure that we have all the required paperwork, signed off on by the necessary people from both the construction managers and the architects (and me), so that we can pay the contractors on time. The documents always come to me after everyone else has reviewed and signed them. I then review them to make sure I understand what we are paying out and then add my signature before turning them over to Donna who works with our accountants to get checks cut.

We've done a lot of verifying of details this month on things like video, data, and electric needs for Sam's Lab; the physical dimensions and layout of the new AMH including book drop rough in heights; reviewing shop drawings for Phase 4 millwork which will be installed in Guest Services, the Youth Services workroom, and the lobby; and much more.

We are working with Library Market on designing a new logo for Sam's Lab and soliciting input from the Gunda family as part of this. APL's Marketing & Communications Coordinator, Samantha Parkison and Sarah van der Heyden, Creative Services Coordinator, are taking lead on this project.

**Employee Handbook** – I've been working with supervisors for a few months now on reviewing all of the policies in our Employee Handbook. This is almost complete, and then we will send the Handbook to be reviewed by the labor attorneys at HR Source who will let us know if there have been any changes in employment law since our last review that necessitate updates to any of our policies. Once that is complete, I will schedule a meeting with the Board's Policy Committee so that we can review all the proposed changes and then finally we will bring the revisions to the full Board for approval.

**Catalyst** – I'm pleased to report that Gaby Tafolla, our Head of Community Engagement has been selected to join the inaugural cohort of [RAILS Catalyst](#), a leadership development program.

Over eight months, the forty selected participants will collaboratively explore key leadership competencies and critical questions. They will engage in monthly virtual sessions and two in-person gatherings. They will also receive personalized coaching from Certified Professional Coach Becky Thalmann.

RAILS Catalyst participation for this inaugural year is supported by the Reaching Across Illinois Library System and provided to participants free of charge.

**Audit** – Our audit team has let me know that they will have the draft audit to me by the end of the month. It was delayed, at least in part, by a problem we encountered with ADP reporting of sick time accrual balances which Donna worked diligently to get resolved with ADP. We should still have plenty of time to get the final audit filed with the County and the State by the statutory deadline of October 31.

**Parade** – Thank you to all of you who were able to join us for this year's parade. I think this was the best weather we've ever had on parade day!



# ADULT SERVICES – AUGUST 2025

## SNAPSHOT

This month we welcomed our 3<sup>rd</sup> social work intern! Diana Magaña is a first year MSW student at Dominican University and works full-time as a paraprofessional for Chicago Public Schools. Over the coming school year, Diana will be at APL for 400 hours. Diana and Yesenia will be joining Lesley at the October Board meeting to discuss social work at the library.

Early in August, Jodi was able to bring to fruition a program she had long been hoping to coordinate, Personal Self-Defense. Thirteen patrons attended. One patron shared, “Lyndsey was excellent in her presentation and in giving us hands on practice. Learned a lot and want to do it again to gain more confidence. Excellent program.”



**Personal Self-Defense program in action!**



**Genealogy Club DAR Drop-in Session**

Elizabeth was also able to introduce a new program she has had in her sights for a while. For August’s Genealogy Club she secured three volunteers from the DAR to host a drop-in session. The volunteers worked with six patrons, spending at least 30 minutes with each of them. Volunteers answered queries that ranged from beginners learning about the library’s genealogical resources to experienced researchers seeking to overcome roadblocks. While the first group met with the volunteers, Elizabeth set up patrons on library laptops and distributed Family Tree forms she had printed from Ancestry for the group’s consultations. It was such a successful experience that Elizabeth will be arranging these drop-in sessions on a regular basis.

Read and Write in Spanish returned at the end of August with a full class! The CS department has generously allowed us to use one of their study rooms so this program can continue during the construction project. Amber, an intern from Elmhurst University, leads the course. Sara, who created this program and her Elmhurst University counterpart Dr. Beatriz Gómez Acuña will be presenting on “Creating a Public Library Spanish Literacy Program” at ILA in October. Ana will also be presenting at ILA with Matt from CE on their Pathways to Success program.



**Read & Write in Spanish Intern & two of her students**

Notarizations show no sign of slowing down! AS Specialists notarized 109 documents in August, which is a 13.5% increase over July.

**Interesting Question:** Do you have any books in Ukrainian?

**Answer:** We no longer do, but Katrina shared with the patron how they could order specific books in Ukrainian, as well as recommending libraries with Ukrainian collections where they could go and browse.

### Success Stories

A patron came into the library looking for information about how to learn computer skills that would help him change careers. Megan showed him how to use his library card to access LinkedIn Learning and told him about upcoming computer classes. The patron was excited to find out that he could use LinkedIn Learning from home, and he signed up to take two in-person computer classes as well.

A patron who registered for a book box commented in their survey, “Just keep offering Book Boxes!!! Just LOVE them!”

One simple tool that has been helpful to draw patrons to the AS desk during construction as well as help staff establish great connections with patrons (especially teens) is our daily candy question. Sophia writes a new question every day and patrons can answer it for a piece of candy. In August, Sophia switched up the questions to a “would you rather” style. Such as, “Would you rather be able to time travel to the past or look into the future?” The moment to stop and engage has been a powerful tool for creating community and adding a little fun to everyone’s day. Once one person asks, everyone else in earshot wants in too!

# CHILDREN'S SERVICES – AUGUST 2025

## SNAPSHOT

While Children's Services summer programming started winding down in August, we continued to engage kids and their families:

- **DIY Digital Bookmark:** Maria planned and presented her first technology program, DIY Digital Bookmark. Participants used Canva to design their own bookmarks and learned how to insert images as well as use the drawing tool to help create their designs. All participants left the program with a printed bookmark.
- **It's a Minecraft & Roblox Party:** Selene and Claire planned a program tailor-made for kids who love Minecraft and Roblox by developing offline games and activities inspired by their online counterparts.
- **Real or Fake? Play the Game!:** Brittany put together a giant board game with clues for participants to help them determine if an image or news article was real or AI generated. Participants also learned about internet safety.
- **Debbie wrapped up two summer program sessions for STEAM Tales and Read & Write Fun.** During STEAM Tales the participants listened to the story *The Gingerbread Cowboy* and created their own boats for mini 3D printed gingerbread figures to cross the "river," putting their math and engineering skills to the test.
- **Taste the World Jr.:** In this session, Taste the World Jr. featured snacks from the United Kingdom. Claire had a great discussion with participants on how many UK snacks are inspired by other countries and participants created their own coat-of-arms to wrap up the event. Participants expressed interest in doing more Taste the World programs.
- **We had two sessions of Storytime Outside this month, on Aug. 15 and 29.** Patrons enjoyed the cooler weather and had a great time with the parachute.
- **Summer Reading officially completed on Aug. 15.** There were 107 unique finishers who turned in at least 1 Children's Services log.



## STATISTICS

Children's Programs: 18 programs, 225 participants

Asynchronous Programs: 5 programs; 436 participants | Appointments: 6 | Continuing Education: 34

Reference Questions: 144 | Directional Questions: 192 | Teacher Resource Room: 5

Book Displays: Meet Someone New, Reading Takes You Places!, Dog Appreciation, If You Like ... *InvestiGators*.



# GUEST SERVICES – AUGUST 2025

## SNAPSHOT

A big thank you to the Board of Trustees for allowing us to close for Staff Development Day. 8 members of Guest Services attended all day and 1 person attended for a half day. Also, thank you for allowing us to close for construction on August 13, which made moving the Guest Services area a lot easier and more efficient.

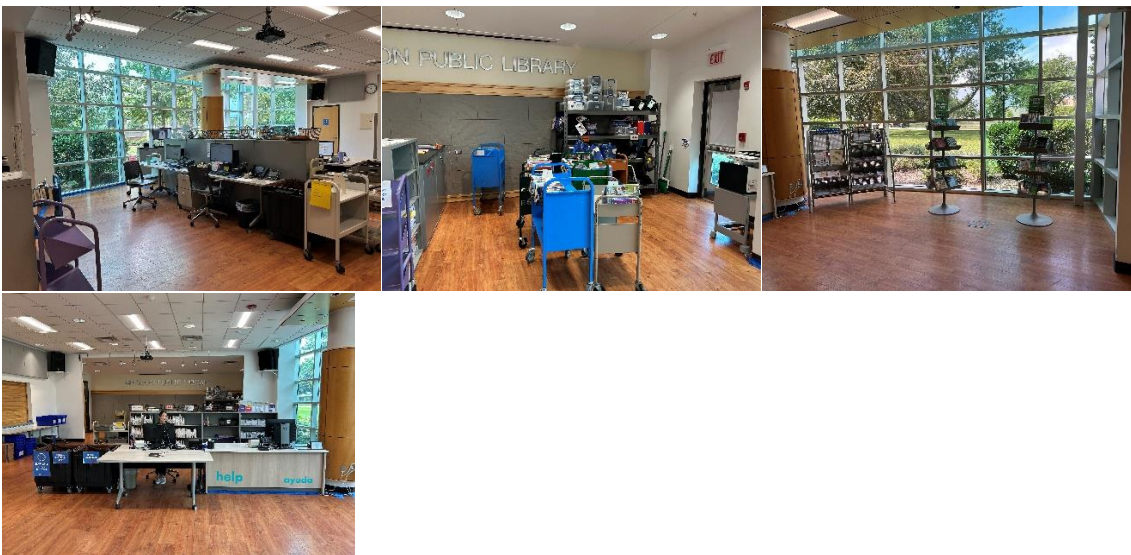
In August 129 patrons were purged and \$10.00 in charges were waived.

August 9, Javier celebrated his second anniversary with APL.

Nicole and Margaret attended SWAN Expo on August 22 and brought back lots of good information. Margaret learned how robots might be used in libraries in the future. Nicole saw how Indian Prairie Public Library is using Pocketalk for real time translations to help patrons.

Liz had a positive interaction with a patron on the phone. The patron called and wanted the pick-up location of her hold changed to her home library and Liz was able to help her. The patron was extremely grateful.

The big news of the month was that Guest Services relocated to the Large Meeting Room, with Kathy working out of S10. The Automated Materials Handler (AMH) is gone so all returns need to be checked in twice by Guest Services staff to ensure that items are not being put on the shelf while still checked out. It was exciting that with Eva taking the lead, Guest Services was able to get all the Library of Things items in the Large Meeting Room so none of them had to go in storage.



## STATISTICS

There were 3 curbside pickups this month.

0 items that were on the overdue lists were found on the shelf.

22 patrons are new adults in August. Their accounts will be updated in September.

Guest Services completed 29.75 hours of Continuing Education.

21 non-SWAN ILLs were checked out this month.

Kathy did 1 notarization.

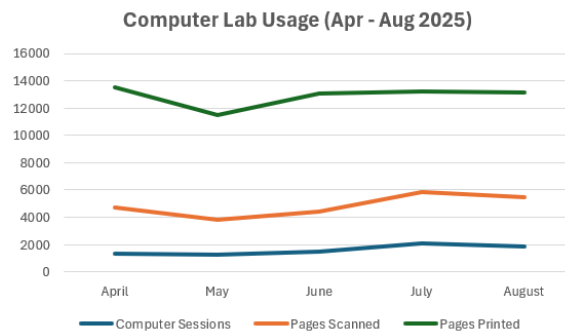
The self-check percentage was 20%.

# IT SERVICES – August 2025

## SNAPSHOT – Usage Statistics of the Temporary Computer Lab

August was a slower month than July in all services at the Computer Lab.

- Computer sessions decreased by 12% from July, averaging 59 sessions per day in August.
- The number of pages printed decreased by 1% from July, averaging 423 pages per day.
- The number of pages scanned decreased by 7% from July, averaging 175 pages per day.



## ACTIVITIES/PROJECTS

### The IT Services Associates

- Answered a total of 492 patron queries, a 20% decrease from July.
- Attended Staff Development Day, learning various skills to be applied to their work.

### The Creative Services Coordinator

- Hosted 7 one-on-one appointments – the same number as July, but lower than the 10-14 monthly average.
- Sound Studio usage was 14 bookings, which has been average during renovation phase 2 & 3, but lower than the 50-ish prior to construction.

### The IT System Administrator

- Responded to and resolved a total of 36 IT tickets, a 6% increase from last month.
- Moved Guest Services equipment to the Large Meeting Room, together with the Creative Services Coordinator.

### The Head of IT Services

- Coordinated the move of Guest Services equipment into the Large Meeting Room.
- Thoroughly tested power and data connections for OPACs, reporting problems so that they can be addressed. Put back an OPAC in the newly renovated area on the 2<sup>nd</sup> floor.



# MATERIALS MANAGEMENT – AUGUST 2025

## SNAPSHOT

As we move onto the next phase of the building project, all the children’s collections are now on one side and thanks to Hallett, we were able to keep all our collections in the library. No collections were placed in storage. Thank you to Library Aides and Collection Development staff who worked on getting new signage done. As a result of the collections being shifted, we phased out the following collections in children’s due to low circulation: Playaway book packs, CDs, audio books, Leap Readers, and reference books. This will give us more space for our readalongs collection.

We are excited to announce that the Collection Development Specialist part-time position has been filled! Once the staff member is fully trained, we will get them to start selecting materials to be ordered.

Sue and Jenny attended the annual SWAN Expo event at Moraine Valley Community College. Some of the sessions that they attended were on library inventory, roundtable discussion about Library of Things, BLUEcloud Analytics Q&A and discover more about the catalog. During the BLUEcloud session, we were able to get a report that will help us identify what materials are being placed on hold by our patrons that we do not own. This way we can see if it’s an item that we can purchase for the collections.

## PROJECTS

Raghda and Jenny attended the Library Parade on August 24<sup>th</sup>.

Priyanka put bookends up in the horror and science fiction sections that Hallett had reshelfed.

Karen met with six teachers from the District 88 Transitions program to go over new instructions for the new Guest Services location.

Eden is working on a cleanup project on our Library of Things bibliographic records, and she is also part of the on-going library wide mock challenge.

Carly, Jenni and Diana removed overhead signs in the children’s collections.

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

## STATISTICS

MM staff completed **56** hours of CE.

MM staff added **992** items.

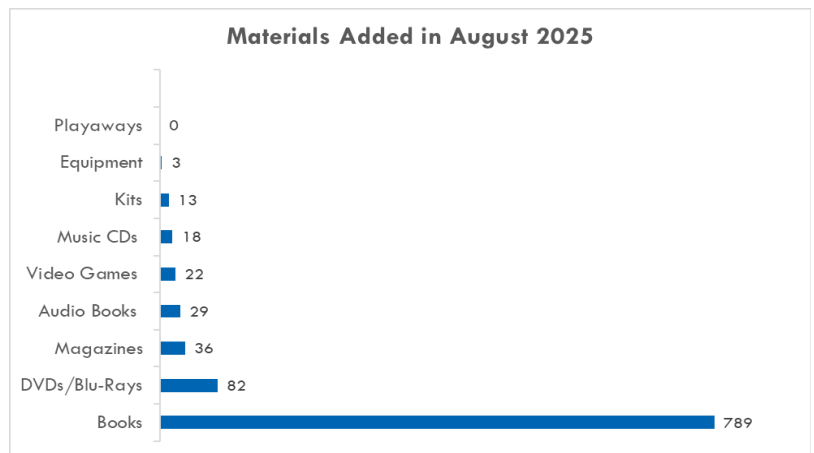
MM staff withdrew **2,490** items.

Library Aides shelved **254** carts.

APL patrons borrowed **24** items from other libraries through interlibrary loan.

- Average time patrons had to wait for item to arrive through OCLC: **6.25** days.

APL sent **161** items to other libraries through interlibrary loan.



# TEEN SERVICES – AUGUST 2025

## SNAPSHOT

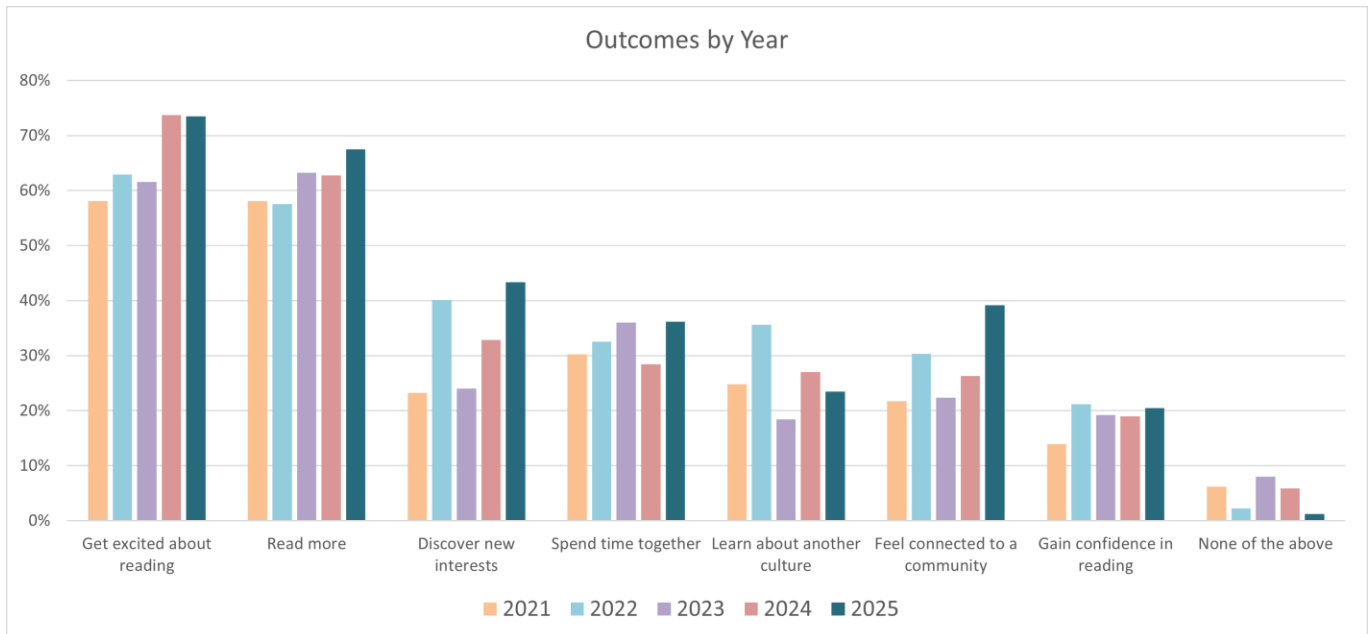


We served 1136 snacks in our first two weeks of school or an average of 103 snacks a day.

Teens are loving our new space, which naturally provides different areas for friend groups to hang out. They are doing homework, reading, playing games, working on a project at our craft table or earning candy by using our "Word of the Day."

## STATISTICS

This is our fifth year with a new Summer Reading model and we continue to see enthusiastic support. 90% of respondents to our survey said they "loved" the program and only 1% said they would were "disappointed." We also saw increases in almost every outcome. Most significantly, 39% of respondents said they felt "connected to a community," which is a substantial increase over all previous years. This is especially surprising because we could not hold our usual Summer Reading party.



# COMMUNITY ENGAGEMENT AUGUST 2025



**ADDISON**  
PUBLIC LIBRARY

## SNAPSHOT

- **Rock N Wheels:** Despite a shorter season (11 appearances vs. 12), Community Engagement and guests spoke with a total of 1,892 community members. This makes it the 2<sup>nd</sup> busiest summer since 2020.
- The Library in the Parks series concluded with a visit to Cherokee Park, where 33 children enjoyed free books and other goodies from the Book Bike. The Rolling Reader visited 10 different parks, and it's estimated that it traveled 40 miles this year, made possible with our Summer Book Bike Associate, Audrey!
- This month's Clarendale Memory Care presentation celebrated the 70<sup>th</sup> Birthday of Disneyland, very fitting to celebrate the 1st anniversary of this series! Patti & Elizabeth (AS) were met with the largest number of participants this month, where they enjoyed music and stories around opening day of July 17, 1955 in Anaheim CA. They also shared a snack created at the park, Doritos!
- Parade day weather was perfect this year! The total number of participants representing the library rose to 33, compared to 27 last year. This was influenced by an increase in staff (+3) and family member (+5) attendance.
- Matt's theme for August was presentations. He is working on upcoming presentations for ILA and DuPage Pads, while also preparing and giving a presentation to AHS students on career pathways to librarianship.

## PROJECTS / COMMITTEES

- **Staff Outing:** Donna and Natalie held their first Staff outing event at the Wood Dale Bowl. 20/26 people that RSVPed attended, and it seemed like staff members had a fun time!
- **Marketing Updates:** Samantha continued work on the Sam's Lab logo design, created and updated signage around the building as part of construction day closures, and prepped promotional materials for Library Card Sign-Up Month.

This included designing and printing 1,250 ALA-branded "Bring this card to the library" handouts for local schools, daycares, and organizations, as well as coordinating a mailing of postcards to approx. 600 new Addison households.

### Staff Development Day

- Samantha collaborated with Kathy to develop and deliver a training presentation focusing on the "A" in GREAT—addressing patron needs.
- Patti planned and led the Addison bus tour for 60 staff members, with help from Karen Dini (MM) and Donna Quick (Admin). Matt and Courtney (TS) served as guest contributors, sharing about the industrial park and legend of the Corn Cob Man. A few highlights: the Friar's Cove subdivision which hosted a 1976 re-election rally for President Jimmy Carter, the (failed) proposed move of the White Sox to Addison, & the World Headquarters of Pampered Chef.

## STATISTICS

- The CE department connected with **1546** community members at **17** outreach events!
- **11** New Job Toolkits distributed, **23** one-on-one appointments with Job Seekers & Business Owners, and **0** new business library cards.
- Matt & Gaby notarized a total of **62** signatures this month.



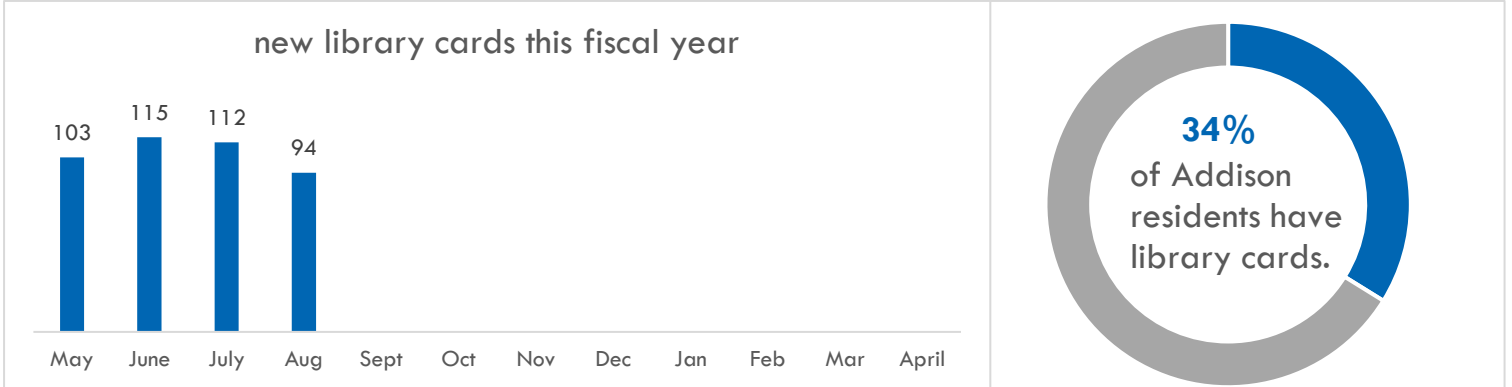
Top to bottom: CE staff joined by Mayor Hundley and Friends of the Library members during Rock N Wheels; Books, photos and goodies used during the Memory Care visit.

# August 2025 Library Usage Report

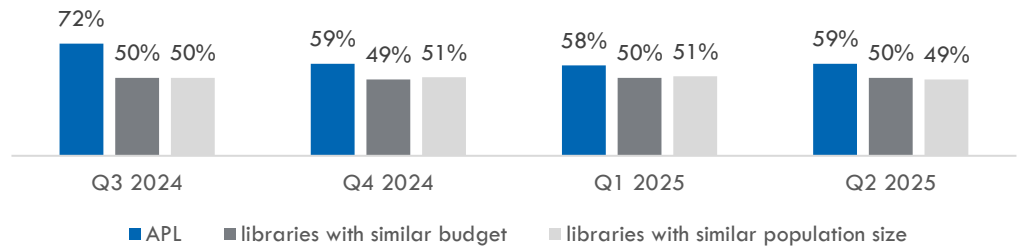


## Library Cards

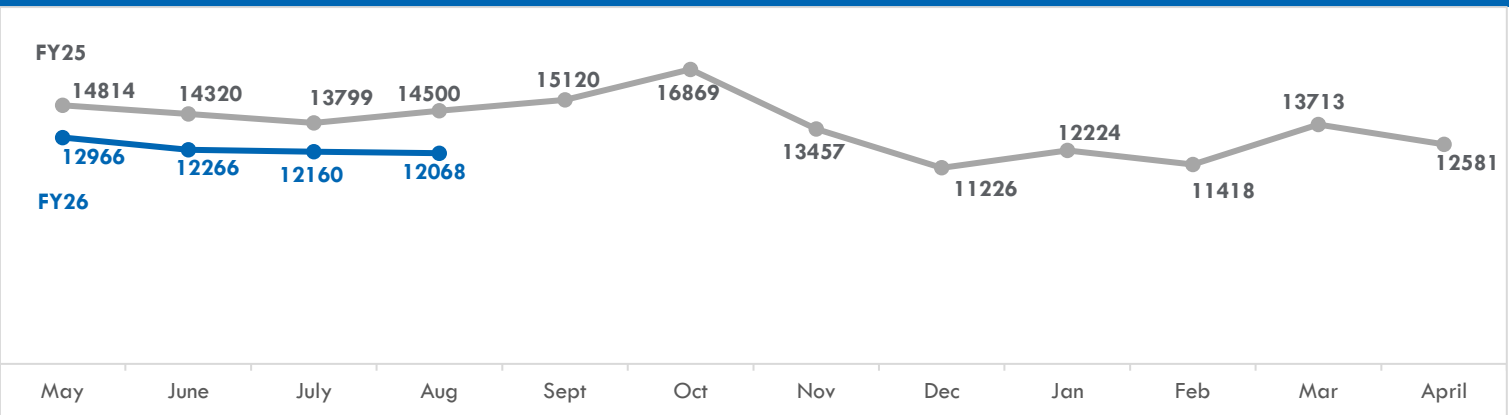
94 new library cards this month.



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

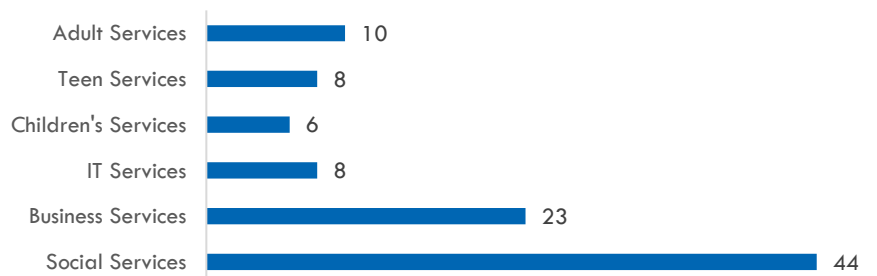


## Library Visits



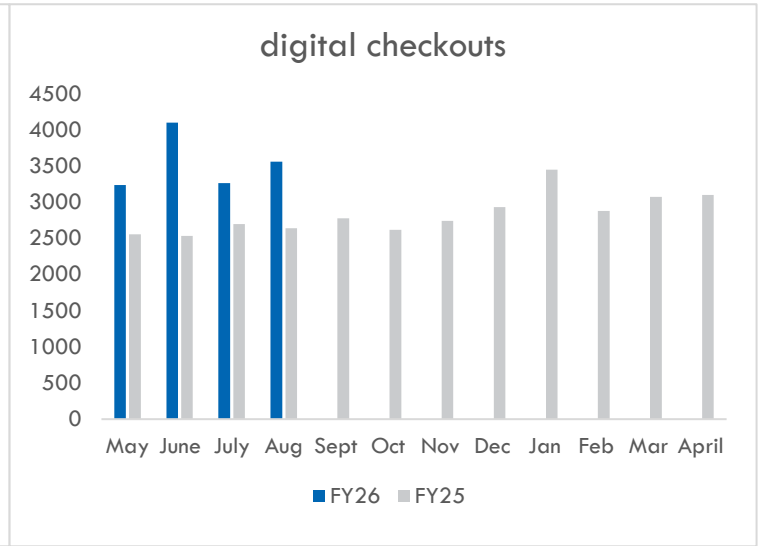
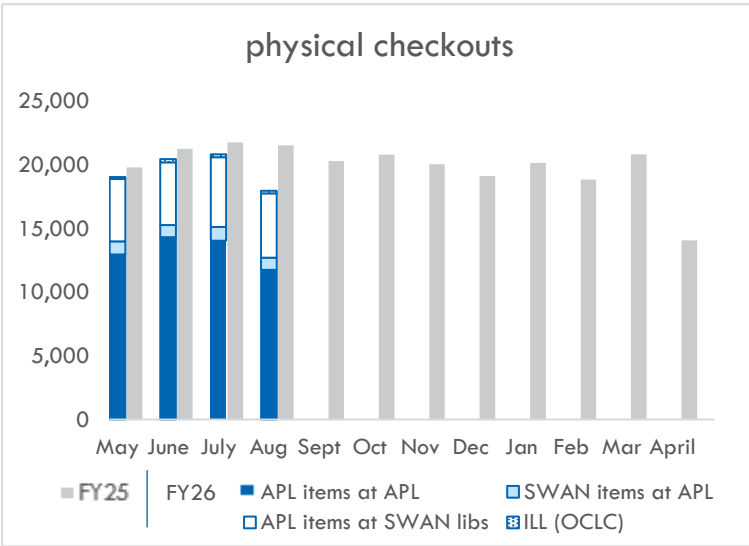
## 1-on-1 appointments

- 99 1-on-1 appointments
- 1833 computer logins
- 782 wifi sessions
- 0 large meeting room bookings
- 116 study room bookings
- 0 Creative Studio bookings
- 14 Sound Studio bookings

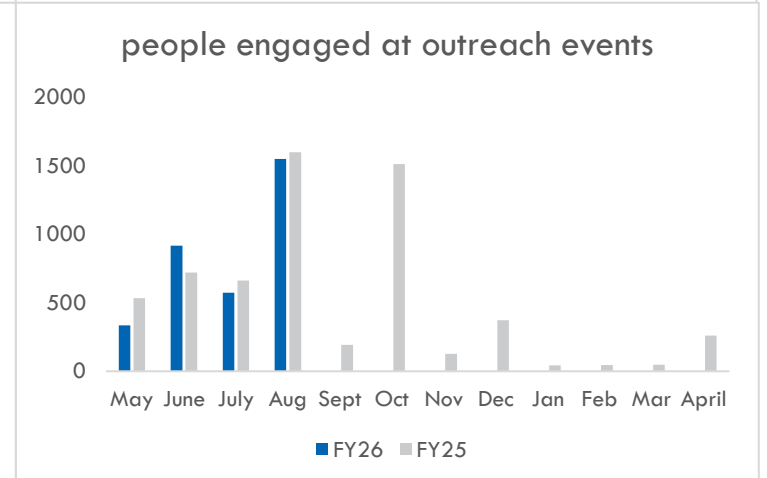
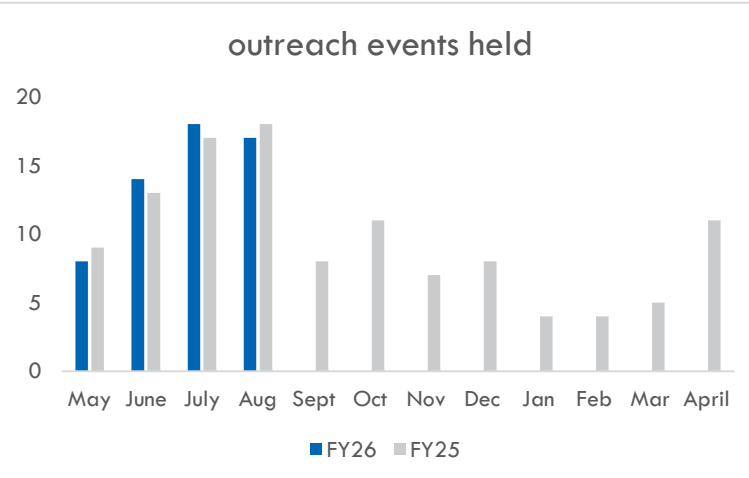
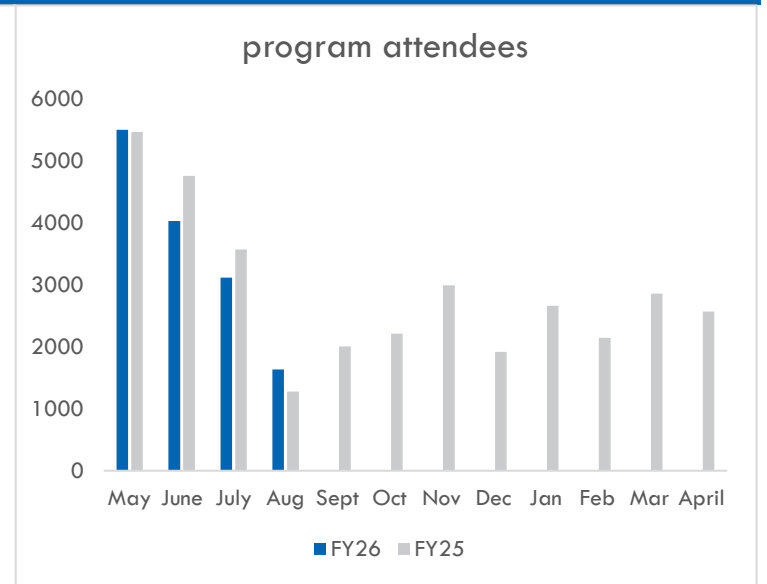
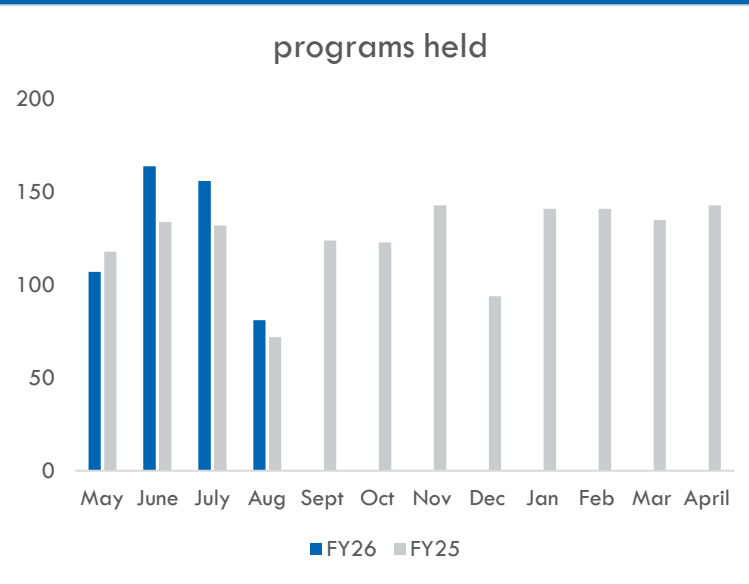


# Circulation

21,521 total checkouts this month



# Programs & Outreach





### Meetings

- 8/21, 8/28, 9/4, 9/11: 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.
- 8/26 and 9/4: Yabin, Sarah, and Brooke met with PA+D to review electric and data plans for Sam's Lab to ensure we get what we're expecting.

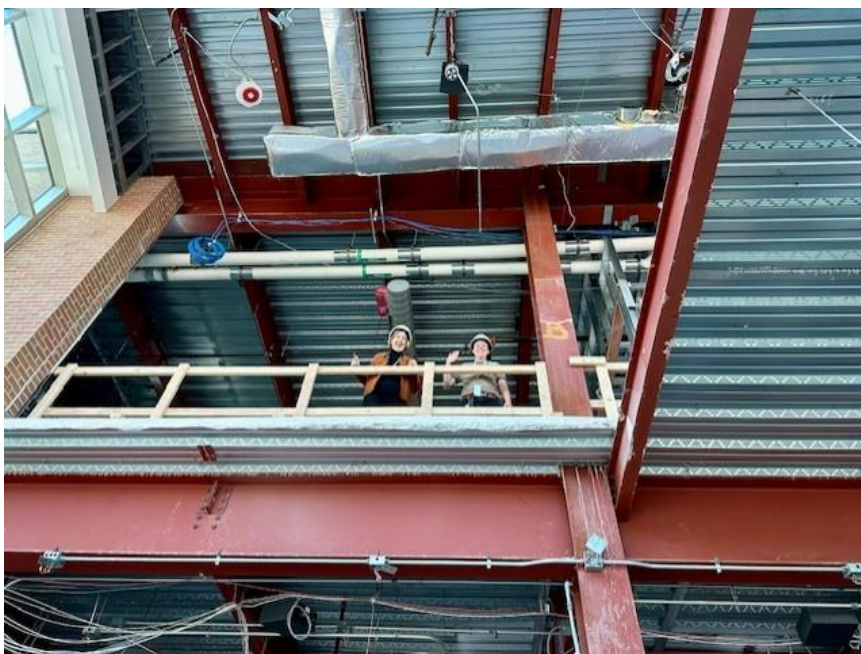
### APL project work

- We started giving library staff tours of the 1<sup>st</sup> and 2<sup>nd</sup> floors! Staff are excited to see all the changes.
- We continue to improve and adjust signage.
- We are working with the donor family and designers from Library Market on a logo for Sam's Lab.
- Guest Services and Youth Services are reviewing colors to choose for their accent walls in the offices and workrooms.

### Construction progress

- Punch list items for Phases 1 and 2 continue to be addressed.
- Demo is happening in the Guest Services area! It has been noisy and dusty at times.
- Walls are framed for Sam's Lab, study rooms, storage closets, and offices on the 2<sup>nd</sup> floor.
- Walls are starting to be framed in the Guest Services area.
- We're hoping to remove some of the temporary walls around where the stairs had been on the 2<sup>nd</sup> floor to ease congestion and improve sightlines.

Mary and Sarah looking down from where the new stairs will be.



Roberta with our wings!



## Illinois Public Library Standards – Access: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
<b>1</b>	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
<b>2</b>	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.	
<b>3</b>	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.	Space needs was one area of focus in the community survey we did in 2020 as part of our last strategic plan and was a major impetus in the current renovation project.

4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	Through our Community Engagement Department we offer homebound pick up and delivery of materials for eligible patrons.
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.	We transitioned to mostly LED lighting in 2018, funded primarily through a rebate program offered by ComEd. Some can lights that were not updated then are being taken care of with this renovation.

<b>8</b>	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.		We offer some signage in both Spanish and English, but not in other languages and not everywhere throughout our building.
<b>9</b>	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	A sensory space, comfort room, and a mother's room were all discussed during our planning for the current building project. Unfortunately, without expanding our physical space, we are unable to provide these additional spaces.
<b>10</b>	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			Temporarily, nearly all of our children's collection is on 84" shelving, which is too high for many children, but that will be resolved when renovation of the Children's Dept. is complete.
<b>11</b>	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			Again, we do not have sufficient quantities of furnishings at this time, due to the renovation, but that will be resolved when the building project is complete. Staff & designers focused on selecting a variety of furniture to fit different body shapes, sizes, and abilities.

12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.		
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**Notes/Comments:**

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

**Library Name**

**Date**

**Completed by**

**Job Title**

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	<p><b>I need input from the Board</b> to determine if we are meeting this core standard. Do all trustees feel knowledgeable of state-wide advocacy training tools? This would include things like:</p> <ul style="list-style-type: none"> <li>• The ILEAD learning portal</li> <li>• ILA’s Ready Set Advocate modules</li> <li>• Resources available through the Illinois State Library website</li> </ul>

2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	While we have certainly met the intermediate and even the advanced level of this standard on occasion, we are not meeting these levels with frequent regularity. This is perhaps an area where we can strive to improve, although I am confident that we are regularly fulfilling this core standard.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	We use a variety of tools to collect and analyze data. The report from our Marketing Coordinator at last month's board meeting is one example. Our most recent annual report is posted here: <a href="https://www.addisonlibrary.org/sites/default/files/content/minutes/APL%20Annual%20Report%20FY24-25.pdf">https://www.addisonlibrary.org/sites/default/files/content/minutes/APL%20Annual%20Report%20FY24-25.pdf</a>
4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	Due to the renovation, we have taken a bit of a hiatus from hosting civic engagement events at the library, but continue to communicate with our elected officials, and we will resume these events once the renovation is complete.

5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	I am confident that the director and staff are meeting the intermediate and advanced levels of this standard. <b>I need the Board's input</b> to determine where the Board falls on this spectrum.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.	We are doing better in this area than ever before. Examples of this include leadership roles our staff have on the local USA 250 planning committee, the DuPage Birth to Five Action Council, and the newly formed Addison Business Exchange.

**Notes/Comments:**

## Serving Our Public 5.0 – Buildings & Grounds: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the 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's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	Annual transfers to our Capital Reserve fund is a fundamental part of our fiscal stewardship of the library facility. It ensures we can keep up with regular maintenance and avoid having to borrow money or take on debt for major repairs and upgrades when they are needed.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	Our last assessment was done in 2019. I recommend that we have another one done when the current renovation is completed, to help us better plan for future needs.

3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal	Our last formal appraisal was done in 2022. The inventory list is updated annually. I also recommend having a new appraisal done at the completion of the renovation, because so much will have changed from the last report.
4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		I meet annually with our insurance agents in May or June and report on this to the Board prior to our annual policy renewals in July.
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.		Training on relevant building systems is provided to facilities staff, IT staff, PICs, etc. All new staff and board members are given building tours & the board tours the building annually.
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.		Our Facilities Manager has a lot of institutional knowledge, but documentation as described here is an area where we can improve.

7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		These have been provided to us by our architects, contractors, and construction managers.
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.		Key distribution is managed by the Administration Dept. Our IT Dept. oversees password security procedures.

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

## Illinois Public Library Standards – Collection Management: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The library has a Board-approved collection management policy that affirms of the American Library Association’s Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			We are scheduled to review this policy this year.
2	The library’s budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		Materials account for 10.85% of our current budget.

3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	Our Collection Development team consists of 3 librarians (2 FT and 1 PT), and each are experts in their areas of collection responsibility.
4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

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

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.	We have digitized things like the Addison Press newspaper which used to be on microfilm so that it is more easily accessible to patrons.
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**Notes/Comments:**

<b>Item</b>	<b>Brand</b>	<b>Model/Serial #</b>	<b>Notes</b>
Color LaserJet Printer	HP	M750dn / CNFCF3B0DS	Manufactured in 2013
Color LaserJet Printer w/ 2 additional paper trays	HP	M750dn / CNDCK3V1JH	Manufactured in 2017

**Sent:** Saturday, August 30, 2025 6:56 PM

**Subject:** Webform submission from: We'd love to hear your library story!

Submitted by: Anonymous

**My library story is about...**

a service

**What is your favorite thing you can do at the library?**

I can borrow physical items such as projectors, cameras, speakers, and more! It's super useful and life changing!

**What is your favorite program or event you've attended so far?**

Summer crafting days — they were super fun and got to use advanced technologies!

**Are there any staff members who you'd like to give a shout out to? How did they make your visit special?**

They are all kind and helpful!

**Why does the library matter to you? Why did you get a library card?**

They have a lot of resources that I don't have, they have books of course but they also have FAX, printing, library of things, museum tickets, and so much more!

**Anything else you'd like to tell us?**

I love this library! It has more resources than other libraries I've been nearby.

---

**Sent:** Sunday, September 7, 2025 10:53 PM

**Subject:** Webform submission from: We'd love to hear your library story!

Submitted by: Anonymous

**My library story is about...**

a service

**What is your favorite thing you can do at the library?**

Have a quiet space to do homework or have a meeting. The library is a fountain of knowledge and entertainment, and resources at my fingertips. I use the library app.

**What is your favorite program or event you've attended so far?**

Cultural events are my favorite. I made a Korean lotus lantern in May.

**Are there any staff members who you'd like to give a shout out to? How did they make your visit special?**

Christian at the computer desk has always been very helpful, proactive in offering help to everyone with a friendly and positive attitude.

**Why does the library matter to you? Why did you get a library card?**

The library is an important part of the community. I love it because it brings people together to a place of learning, sharing, a safe space for everyone from young children to elders.

**Anything else you'd like to tell us?**

I love my library because I have access to books, the study rooms, computers, office and creative equipment. The children can play their video games, enjoy story time. It is a place I feel welcomed by friendly and helpful staff.

KUISOON

Date:

To: Mary Medjo Me Zengue, Director

From:

Contact:

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

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

Great helping good  
service  
10/10

Megan

8/18/25

TO: Board of Trustees

FROM: RICHARD A. ALFANO

I want to inform the Board of Trustees of the Addison Public Library that

"JAVIER"

is an outstanding member of your staff, because of the following "G.O.I.D." gives gifts  
He has to help people:

1. He Listens

2. He Has Knowledge

3. He works with people to solve their problems

I thank you all.

Dear Mary and Brooke,

Thank you so much for taking the time to give us a tour of the Addison Library for our staff development day. The completed parts of the renovation look incredible, and filled us with plenty of ideas and inspiration for our own upcoming renovation. Seeing the in-progress work was also incredibly valuable, giving us some much-needed insight on what to expect during the construction phases. We know it's a very busy time for you both and we sincerely appreciate you making time to share everything with us.

Sincerely,

Batavia Public Library

Thank you!!!  
Andrew Lanthorn

Great experience!  
Great people!  
Great library!

You have a great library.  
Will come to visit once it  
is all "done", huh!  
Thanks for a great visit!  
Ashley

Thank you  
for the tour!  
I can't wait to  
see it all finished!  
-Melissa

Thank you!  
Laura

Thanks  
For everything  
great  
Library  
Felix  
2

Thank you  
both for your  
insight into the  
renovation  
process! It  
was so helpful.  
Good luck with  
the rest of  
your journey!  
Daniela

601 West Liberty  
Wheaton, Illinois 60187  
Phone 630.682.3846  
www.dupagepads.org



August 26, 2025

Addison Public Library  
Four Friendship Plaza  
Addison, IL 60101

Dear The Staff,

Thank you from the bottom of our hearts! Your gift provides more than just food and shelter; it brings hope and dignity to the individuals and families we serve at DuPagePads.

Because of your recent **\$250.00 donation on 8/20/2025**, neighbors from newborns to seniors have a safe place to sleep, a private bathroom, access to healthy meals daily, and most importantly, the comfort of knowing they are not alone. Your support makes it possible for us to provide shelter 365 days a year; helping us to restore the dignity that every child and adult we serve so deeply deserves.

As you help us continue the work we began over **40 years ago**, providing emergency shelter for people experiencing homelessness, you have also helped us expand our supportive housing programs, offering more permanent housing options and ending homelessness for even more individuals and families, for good.

During 2024, we provided **110,436 days and nights of housing and support** with the help of friends like you! Your kindness made it possible for **493 adults and children** to reach a stable home, **ending their homelessness!**

At DuPagePads, we believe the transformative power of your support can change everything for our guests. Our staff and board are deeply grateful for your role in this life-saving work. We could not accomplish ending homelessness without **you** as part of our donor community!

With heartfelt thanks and appreciation for all you make possible,

A handwritten signature in blue ink, appearing to read "April Redzic".

April Redzic  
President & CEO

P.S. Please visit our website at **dupagepads.org** to see more about how your donation is transforming lives.

*DuPagePads is a 501(c)(3) organization. This donation may be tax deductible and this letter may be retained for income tax purposes. We certify that no goods or services were provided to you in return for this contribution.*



When someone believes in you,  
everything can change.