



Tuesday, July 15, 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 June: \$2,662,860.86

YTD Revenue: \$3,299,979.26

Expenditures

Expended in June: \$769,688.85

YTD Expenditures: \$1,758,129.48

Disbursements

\$498,519.82 + June Payroll \$271,862.27

Grand Total for June Disbursements: \$770,382.09

7. **Consent Agenda**

A. Approval of Minutes

B. Approval of Bills & Disbursements

8. **Reports**

A. Director & Staff Reports

Samantha Parkison, APL's Marketing & Communications Coordinator, will attend the meeting to share information about a recent marketing analysis project, which produced some interesting results.

B. Statistics

C. Building Project Report

9. **New Business**

A. ACTION ITEM: Library Closure

B. 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

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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. ACTION ITEM: Library Closure
 - B. 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 June 30, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> General Fund <hr/>			
<u>Assets</u>			
10-11-1030 - Cash on Hand - Petty Cash	205.35	0.00	205.35
10-11-1060 - Cash on Hand - Cash Registers	344.14	0.00	344.14
10-11-1065 - Cash in Bank - Harris Bank Friends	9,857.09	214.77	10,071.86
10-11-1070 - Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
10-11-1075 - Cash in Bank - Harris Bank Comingled	459,878.63	122,898.17	582,776.80
10-11-1085 - Cash in Bank - Ehlers	13,766,324.48	(519,581.81)	13,246,742.67
10-11-1095 - Cash in Bank - Harris Bank MM	4,920,516.17	1,959,534.23	6,880,050.40
10-11-2000 - Allocated Cash	(13,990,272.36)	587,392.15	(13,402,880.21)
10-12-0100 - Property Taxes Receivable	5,979,656.92	0.00	5,979,656.92
10-12-0101 - Due from State	53,215.63	0.00	53,215.63
	<u>11,201,726.05</u>	<u>2,150,457.51</u>	<u>13,352,183.56</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	127,247.42	(5,757.78)	121,489.64
10-22-0230 - Employee I.M.R.F. Payable	9,843.83	133.59	9,977.42
10-22-0260 - Def Annuity Withholding Payable	(4,956.31)	(874.91)	(5,831.22)
10-22-0270 - Roth 457 Payable	1,500.00	900.00	2,400.00
10-22-0390 - Accrued Payroll	79,692.59	0.00	79,692.59
10-24-0300 - Deferred Property Taxes	5,979,656.92	0.00	5,979,656.92
10-24-0301 - Deferred Revenue - Per Capita Grant	53,017.47	0.00	53,017.47
	<u>6,246,001.92</u>	<u>(5,599.10)</u>	<u>6,240,402.82</u>
<u>Fund Balance</u>			
10-30-2920 - Reserved - F.I.C.A.	(408,850.99)	0.00	(408,850.99)
10-30-2930 - Reserved - I.M.R.F.	144,313.11	0.00	144,313.11
10-30-2940 - Reserved - Unemployment Comp.	14,873.10	0.00	14,873.10
10-30-2950 - Reserved - Liability Insurance	11,717.53	0.00	11,717.53
10-30-2960 - Reserved - Audit	8,956.00	0.00	8,956.00
10-30-2965 - Reserved - Workers Comp	20,608.18	0.00	20,608.18
10-30-2970 - Reserved - Per Capita Grant	188,607.47	0.00	188,607.47
10-30-2990 - Unreserved Fund Balance	4,741,067.28	0.00	4,741,067.28
	<u>4,721,291.68</u>	<u>0.00</u>	<u>4,721,291.68</u>
Total Liabilities and Fund Balance	<u>10,967,293.60</u>	<u>(5,599.10)</u>	<u>10,961,694.50</u>
 Excess Revenues Over Expenses	<u>234,432.45</u>	<u>2,156,056.61</u>	<u>2,390,489.06</u>

Addison Public Library Balance Sheet as of June 30, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Capital Improvement Fund <hr/>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	666,494.27	2,744.43	669,238.70
80-11-2000 - Allocated Cash	13,988,485.33	(587,392.15)	13,401,093.18
	14,654,979.60	(584,647.72)	14,070,331.88
Liabilities and Fund Balance			
<u>Liabilities</u>			
80-21-2750 - Accounts Payable	587,392.15	(321,763.12)	265,629.03
	587,392.15	(321,763.12)	265,629.03
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	14,653,342.13	0.00	14,653,342.13
	14,653,342.13	0.00	14,653,342.13
Total Liabilities and Fund Balance	15,240,734.28	(321,763.12)	14,918,971.16
Excess Revenues Over Expenses	(585,754.68)	(262,884.60)	(848,639.28)

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

Addison Public Library Balance Sheet as of June 30, 2025

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<hr/> Total All Funds <hr/>			
<u>Assets</u>			
Cash on Hand - Petty Cash	205.35	0.00	205.35
Cash on Hand - Cash Registers	344.14	0.00	344.14
Cash in Bank - Harris Bank Friends	9,857.09	214.77	10,071.86
Cash in Bank - Harris Bank Librarian	2,000.00	0.00	2,000.00
Cash in Bank - Harris Bank Comingled	459,878.63	122,898.17	582,776.80
Cash in Bank - Ehlers	13,766,324.48	(519,581.81)	13,246,742.67
Cash in Bank - Harris Bank MM	4,920,516.17	1,959,534.23	6,880,050.40
Cash in Bank - Ill Metropolitan	666,494.27	2,744.43	669,238.70
Property Taxes Receivable	5,979,656.92	0.00	5,979,656.92
Due from State	53,215.63	0.00	53,215.63
	<hr/> <u>25,858,492.68</u>	<hr/> <u>1,565,809.79</u>	<hr/> <u>27,424,302.47</u>
 Liabilities and Fund Balance			
<u>Liabilities</u>			
Accounts Payable	714,639.57	(327,520.90)	387,118.67
Employee I.M.R.F. Payable	9,843.83	133.59	9,977.42
Def Annuity Withholding Payable	(4,956.31)	(874.91)	(5,831.22)
Roth 457 Payable	1,500.00	900.00	2,400.00
Accrued Payroll	79,692.59	0.00	79,692.59
Deferred Property Taxes	5,979,656.92	0.00	5,979,656.92
Deferred Revenue - Per Capita Grant	53,017.47	0.00	53,017.47
	<hr/> <u>6,833,394.07</u>	<hr/> <u>(327,362.22)</u>	<hr/> <u>6,506,031.85</u>
 Fund Balance			
Reserved - F.I.C.A.	(408,850.99)	0.00	(408,850.99)
Reserved - I.M.R.F.	144,313.11	0.00	144,313.11
Reserved - Unemployment Comp.	14,873.10	0.00	14,873.10
Reserved - Liability Insurance	11,717.53	0.00	11,717.53
Reserved - Audit	8,956.00	0.00	8,956.00
Reserved - Workers Comp	20,608.18	0.00	20,608.18
Reserved - Per Capita Grant	188,607.47	0.00	188,607.47
Unreserved Fund Balance	4,742,854.31	0.00	4,742,854.31
Reserved for Capital Projects	14,653,342.13	0.00	14,653,342.13
	<hr/> <u>19,376,420.84</u>	<hr/> <u>0.00</u>	<hr/> <u>19,376,420.84</u>
 Total Liabilities & Fund Balance	 <hr/> <u>26,209,814.91</u>	 <hr/> <u>(327,362.22)</u>	 <hr/> <u>25,882,452.69</u>
 Excess Revenues Over Expenditures	 <hr/> <u>(351,322.23)</u>	 <hr/> <u>1,893,172.01</u>	 <hr/> <u>1,541,849.78</u>

Addison Public Library Balance Sheet as of June 30, 2025

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

Addison Public Library Revenue Report For the 2 Months Ended June 30, 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>
<u>Taxes</u>					
10-41-3201 - Property Current - General	2,273,517.42	2,776,762.59	5,285,321.00	2,508,558.41	52.54
10-41-3202 - Property Current - F.I.C.A.	130,933.65	158,147.90	301,020.48	142,872.58	52.54
10-41-3203 - Property Current - I.M.R.F.	129,478.35	158,147.90	301,020.48	142,872.58	52.54
10-41-3205 - Property Current - Liability Insurance	26,507.34	32,328.57	61,534.57	29,206.00	52.54
10-41-3206 - Property Current - Audit	2,767.33	3,494.99	6,652.39	3,157.40	52.54
10-41-3207 - Property Current - Unemployment	2,184.64	2,621.24	4,989.29	2,368.05	52.54
10-41-3208 - Property Current - Workers Compensation	2,184.64	2,621.24	4,989.29	2,368.05	52.54
10-41-3301 - Replacement Taxes	4,364.80	8,964.44	75,000.00	66,035.56	11.95
10-41-3400 - Aggregate Refunds	<u>11,942.50</u>	<u>13,979.93</u>	<u>26,609.55</u>	<u>12,629.62</u>	<u>52.54</u>
	<u>2,583,880.67</u>	<u>3,157,068.80</u>	<u>6,067,137.05</u>	<u>2,910,068.25</u>	<u>52.04</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	377.17	699.41	6,000.00	5,300.59	11.66
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	993.61	1,000.00	6.39	99.36
10-42-3012 - Nonresident Fees	382.52	382.52	1,500.00	1,117.48	25.50
10-42-3016 - Scanner Fees	934.66	934.66	7,500.00	6,565.34	12.46
10-42-3099 - Printing and Copying Fee	<u>796.92</u>	<u>2,840.11</u>	<u>5,000.00</u>	<u>2,159.89</u>	<u>56.80</u>
	<u>2,491.27</u>	<u>5,850.31</u>	<u>21,000.00</u>	<u>15,149.69</u>	<u>27.86</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	0.00	0.00	52,660.00	52,660.00	0.00
10-43-3015 - Wellness Initiatives	<u>0.00</u>	<u>3,700.00</u>	<u>3,700.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>3,700.00</u>	<u>56,360.00</u>	<u>52,660.00</u>	<u>6.56</u>
<u>Interest</u>					
10-46-3028 - Other Interest Income	5,177.44	9,143.33	50,000.00	40,856.67	18.29
10-46-3029 - Ehlers Interest	<u>67,810.19</u>	<u>118,674.93</u>	<u>200,000.00</u>	<u>81,325.07</u>	<u>59.34</u>
	<u>72,987.63</u>	<u>127,818.26</u>	<u>250,000.00</u>	<u>122,181.74</u>	<u>51.13</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	5.85	56.26	100,000.00	99,943.74	0.06
10-47-3024 - Other Income	533.24	545.24	6,500.00	5,954.76	8.39
10-47-3030 - Friends of Addison Public Library	<u>217.77</u>	<u>558.49</u>	<u>5,000.00</u>	<u>4,441.51</u>	<u>11.17</u>
	<u>756.86</u>	<u>1,159.99</u>	<u>111,500.00</u>	<u>110,340.01</u>	<u>1.04</u>
Total Non-Tax Revenues	<u>76,235.76</u>	<u>138,528.56</u>	<u>438,860.00</u>	<u>300,331.44</u>	<u>31.57</u>
Total General Fund Revenues	<u>2,660,116.43</u>	<u>3,295,597.36</u>	<u>6,505,997.05</u>	<u>3,210,399.69</u>	<u>50.65</u>

**Addison Public Library
Revenue Report
For the 2 Months Ended June 30, 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>					
<u>Other</u>					
80-46-3029 - Interest on IMET	2,744.43	4,381.90	0.00	(4,381.90)	0.00
	<u>2,744.43</u>	<u>4,381.90</u>	<u>0.00</u>	<u>(4,381.90)</u>	<u>0.00</u>
<u>Transfers</u>					
Total Capital Improvement Fund Revenues	<u>2,744.43</u>	<u>4,381.90</u>	<u>0.00</u>	<u>(4,381.90)</u>	<u>0.00</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>2,662,860.86</u>	<u>3,299,979.26</u>	<u>6,505,997.05</u>	<u>3,206,017.79</u>	<u>50.72</u>

Addison Public Library Expense Report For the 2 Months Ended June 30, 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>
<u>General Fund</u>						
<u>Staffing</u>						
10-50-1100 - Staff Salaries and Wages	239,569.10	475,538.23	3,452,600.00	2,977,061.77	13.77	86.23
10-50-2200 - Employer F.I.C.A. Expense	17,989.37	35,696.13	264,124.00	228,427.87	13.51	86.49
10-50-2300 - Employer I.M.R.F. Expense	14,303.80	27,956.56	190,000.00	162,043.44	14.71	85.29
10-50-2400 - Health Insurance	73,213.74	73,180.36	512,000.00	438,819.64	14.29	85.71
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	0.00	3,500.00	3,500.00	0.00	100.00
10-50-2600 - Wellness Initiatives EXP	0.00	0.00	3,700.00	3,700.00	0.00	100.00
	<u>345,076.01</u>	<u>612,371.28</u>	<u>4,429,679.00</u>	<u>3,817,307.72</u>	<u>13.82</u>	<u>86.18</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Children Books	4,512.67	7,265.23	71,000.00	63,734.77	10.23	89.77
10-52-3900 - Children Other Expenditures	1,742.81	3,618.41	28,000.00	24,381.59	12.92	87.08
	<u>6,255.48</u>	<u>10,883.64</u>	<u>99,000.00</u>	<u>88,116.36</u>	<u>10.99</u>	<u>89.01</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	7,566.55	17,937.24	167,000.00	149,062.76	10.74	89.26
10-54-3900 - Adult Other Expenditures	4,315.33	9,556.63	80,500.00	70,943.37	11.87	88.13
	<u>11,881.88</u>	<u>27,493.87</u>	<u>247,500.00</u>	<u>220,006.13</u>	<u>11.11</u>	<u>88.89</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	6,905.91	7,284.41	10,500.00	3,215.59	69.38	30.62
10-55-3500 - Online Databases	31,756.07	54,755.07	223,000.00	168,244.93	24.55	75.45
10-55-3860 - E-Books	(21,973.44)	(4,098.97)	75,000.00	79,098.97	(5.47)	105.47
10-55-3900 - Other Digital Media	0.00	0.00	46,000.00	46,000.00	0.00	100.00
	<u>16,688.54</u>	<u>57,940.51</u>	<u>354,500.00</u>	<u>296,559.49</u>	<u>16.34</u>	<u>83.66</u>
Total Library Materials	<u>34,825.90</u>	<u>96,318.02</u>	<u>701,000.00</u>	<u>604,681.98</u>	<u>13.74</u>	<u>86.26</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	714.78	3,893.73	8,500.00	4,606.27	45.81	54.19
10-56-4410 - Collection Agency Fees	167.45	167.45	3,500.00	3,332.55	4.78	95.22
10-56-4420 - Equipment Rental & Leasing	149.85	149.85	4,000.00	3,850.15	3.75	96.25
10-56-4450 - Accounting Service Fees	1,850.00	3,700.00	24,500.00	20,800.00	15.10	84.90
10-56-4500 - Payroll Service Fees	4,535.22	9,070.44	58,575.00	49,504.56	15.49	84.51
10-56-4600 - Audit Service Fees	1,751.00	1,751.00	7,050.00	5,299.00	24.84	75.16
10-56-4900 - Other Contracts	5,615.61	6,431.53	50,000.00	43,568.47	12.86	87.14
	<u>14,783.91</u>	<u>25,164.00</u>	<u>156,125.00</u>	<u>130,961.00</u>	<u>16.12</u>	<u>83.88</u>

Addison Public Library Expense Report For the 2 Months Ended June 30, 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>
<u>Physical Services</u>						
<u>Utilities and Services</u>						
10-58-5100 - Natural Gas Service	0.00	2,888.98	25,000.00	22,111.02	11.56	88.44
10-58-5120 - Water Service	638.92	638.92	4,200.00	3,561.08	15.21	84.79
10-58-5310 - Refuse Disposal Service	413.72	413.72	4,265.00	3,851.28	9.70	90.30
10-58-5320 - Cleaning Service	<u>4,813.00</u>	<u>9,626.00</u>	<u>78,040.00</u>	<u>68,414.00</u>	<u>12.33</u>	<u>87.67</u>
	<u>5,865.64</u>	<u>13,567.62</u>	<u>111,505.00</u>	<u>97,937.38</u>	<u>12.17</u>	<u>87.83</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	484.96	1,084.44	11,000.00	9,915.56	9.86	90.14
10-58-5570 - Leased Internet Access Line	<u>1,049.52</u>	<u>1,049.52</u>	<u>10,700.00</u>	<u>9,650.48</u>	<u>9.81</u>	<u>90.19</u>
	<u>1,534.48</u>	<u>2,133.96</u>	<u>21,700.00</u>	<u>19,566.04</u>	<u>9.83</u>	<u>90.17</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	2,202.04	4,299.37	45,000.00	40,700.63	9.55	90.45
10-58-5620 - HVAC	0.00	0.00	20,000.00	20,000.00	0.00	100.00
10-58-5690 - Other Building Materials & Repair	0.00	98.00	11,000.00	10,902.00	0.89	99.11
10-58-5710 - Equipment Maintenance & Repair	<u>1,926.59</u>	<u>10,784.48</u>	<u>65,000.00</u>	<u>54,215.52</u>	<u>16.59</u>	<u>83.41</u>
	<u>4,128.63</u>	<u>15,181.85</u>	<u>141,000.00</u>	<u>125,818.15</u>	<u>10.77</u>	<u>89.23</u>
Total Physical Services	<u>11,528.75</u>	<u>30,883.43</u>	<u>274,205.00</u>	<u>243,321.57</u>	<u>11.26</u>	<u>88.74</u>
<u>Automation</u>						
10-61-4800 - System Development	1,584.00	1,584.00	39,000.00	37,416.00	4.06	95.94
10-61-6100 - ILS Services	0.00	0.00	62,000.00	62,000.00	0.00	100.00
10-61-6200 - Software/Licenses	<u>20,272.56</u>	<u>37,738.44</u>	<u>105,000.00</u>	<u>67,261.56</u>	<u>35.94</u>	<u>64.06</u>
	<u>21,856.56</u>	<u>39,322.44</u>	<u>206,000.00</u>	<u>166,677.56</u>	<u>19.09</u>	<u>80.91</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	0.00	3,000.00	3,000.00	0.00	100.00
10-62-7420 - Information Technology	0.00	0.00	800.00	800.00	0.00	100.00
10-62-7430 - Guest Services	0.00	0.00	1,000.00	1,000.00	0.00	100.00
10-62-7440 - Adult Services	29.00	228.00	4,300.00	4,072.00	5.30	94.70
10-62-7450 - Children Services	0.00	10.00	1,000.00	990.00	1.00	99.00
10-62-7455 - Teen Services	0.00	0.00	1,200.00	1,200.00	0.00	100.00
10-62-7460 - Materials Management	260.10	260.10	2,000.00	1,739.90	13.01	86.99
10-62-7470 - Staff In-Service	500.00	500.00	10,400.00	9,900.00	4.81	95.19
10-62-7480 - Board	0.00	0.00	3,500.00	3,500.00	0.00	100.00
10-62-7500 - Community Engagement	580.00	580.00	2,254.00	1,674.00	25.73	74.27
10-62-7510 - Memberships (Staff & Board)	225.00	1,900.00	12,000.00	10,100.00	15.83	84.17
10-62-7550 - In-State Travel	134.19	283.91	15,200.00	14,916.09	1.87	98.13
10-62-7560 - Out-of-State Travel	0.00	(730.35)	14,000.00	14,730.35	(5.22)	105.22
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>6,500.00</u>	<u>7,500.00</u>	<u>1,000.00</u>	<u>86.67</u>	<u>13.33</u>
	<u>1,728.29</u>	<u>9,531.66</u>	<u>78,154.00</u>	<u>68,622.34</u>	<u>12.20</u>	<u>87.80</u>

Addison Public Library Expense Report For the 2 Months Ended June 30, 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>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	937.51	2,103.68	32,000.00	29,896.32	6.57	93.43
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	553.99	1,556.46	18,500.00	16,943.54	8.41	91.59
10-64-8160 - Teen Program	527.00	1,441.74	19,000.00	17,558.26	7.59	92.41
10-64-8165 - Community Engagement Program	45.00	45.00	8,250.00	8,205.00	0.55	99.45
10-64-8170 - IT Programs	<u>771.40</u>	<u>1,535.54</u>	<u>7,000.00</u>	<u>5,464.46</u>	<u>21.94</u>	<u>78.06</u>
	<u>2,834.90</u>	<u>6,730.40</u>	<u>84,750.00</u>	<u>78,019.60</u>	<u>7.94</u>	<u>92.06</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	0.00	0.00	55,380.00	55,380.00	0.00	100.00
10-64-8220 - Flyers/Brochures	0.00	370.00	16,475.00	16,105.00	2.25	97.75
10-64-8910 - Other Promotions	<u>1,625.00</u>	<u>1,704.73</u>	<u>16,000.00</u>	<u>14,295.27</u>	<u>10.65</u>	<u>89.35</u>
	<u>1,625.00</u>	<u>2,074.73</u>	<u>87,855.00</u>	<u>85,780.27</u>	<u>2.36</u>	<u>97.64</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	402.82	1,165.21	6,500.00	5,334.79	17.93	82.07
10-66-9220 - Guest Services Supplies	0.00	451.62	6,085.00	5,633.38	7.42	92.58
10-66-9230 - Adult Services Supplies	133.46	143.31	1,500.00	1,356.69	9.55	90.45
10-66-9240 - Children Services Supplies	482.21	495.50	2,500.00	2,004.50	19.82	80.18
10-66-9245 - Teen Services Supplies	141.18	141.18	1,000.00	858.82	14.12	85.88
10-66-9250 - Materials Management Supplies	1,501.70	2,409.33	30,500.00	28,090.67	7.90	92.10
10-66-9270 - Information Technology Supplies	2,498.09	3,139.99	44,000.00	40,860.01	7.14	92.86
10-66-9290 - Postage	2,200.00	2,200.00	8,500.00	6,300.00	25.88	74.12
10-66-9300 - Library Wide Supplies	650.23	1,462.45	11,000.00	9,537.55	13.30	86.70
10-66-9330 - Community Engagement Supplies	<u>65.48</u>	<u>419.69</u>	<u>5,550.00</u>	<u>5,130.31</u>	<u>7.56</u>	<u>92.44</u>
	<u>8,075.17</u>	<u>12,028.28</u>	<u>117,135.00</u>	<u>105,106.72</u>	<u>10.27</u>	<u>89.73</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	0.00	0.00	5,000.00	5,000.00	0.00	100.00
10-66-9520 - Workers' Compensation Insurance	11,397.00	11,397.00	11,500.00	103.00	99.10	0.90
10-66-9530 - Liability Insurance	<u>40,269.31</u>	<u>40,269.31</u>	<u>64,000.00</u>	<u>23,730.69</u>	<u>62.92</u>	<u>37.08</u>
	<u>51,666.31</u>	<u>51,666.31</u>	<u>80,500.00</u>	<u>28,833.69</u>	<u>64.18</u>	<u>35.82</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	<u>3,893.36</u>	<u>3,893.36</u>	<u>52,660.00</u>	<u>48,766.64</u>	<u>7.39</u>	<u>92.61</u>
	<u>3,893.36</u>	<u>3,893.36</u>	<u>52,660.00</u>	<u>48,766.64</u>	<u>7.39</u>	<u>92.61</u>

**Addison Public Library
Expense Report
For the 2 Months Ended June 30, 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>
<u>Other Expenses</u>						
10-66-9910 - Hardware	5,500.00	13,601.33	55,000.00	41,398.67	24.73	75.27
10-66-9920 - Furniture and Equipment	70.92	423.86	10,000.00	9,576.14	4.24	95.76
10-66-9930 - Reciprocal Borrowing Expense	0.00	0.00	750.00	750.00	0.00	100.00
10-66-9940 - Cable Broadcast	450.00	450.00	5,400.00	4,950.00	8.33	91.67
10-66-9960 - Friends of the Library	0.00	13.10	4,000.00	3,986.90	0.33	99.67
10-66-9970 - FUNshine Committee	144.74	549.19	4,800.00	4,250.81	11.44	88.56
10-66-9980 - Staff Recognition	0.00	86.91	10,000.00	9,913.09	0.87	99.13
10-66-9985 - Sam's Lab	0.00	0.00	100,000.00	100,000.00	0.00	100.00
	<u>6,165.66</u>	<u>15,124.39</u>	<u>189,950.00</u>	<u>174,825.61</u>	<u>7.96</u>	<u>92.04</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>69,800.50</u>	<u>82,712.34</u>	<u>440,245.00</u>	<u>357,532.66</u>	<u>18.79</u>	<u>81.21</u>
Total General Fund Expenditures	<u>504,059.82</u>	<u>905,108.30</u>	<u>6,458,013.00</u>	<u>5,552,904.70</u>	<u>14.02</u>	<u>85.98</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	0.00	135,000.00	135,000.00	0.00	100.00
80-55-1905 - Renovation Project	<u>265,629.03</u>	<u>853,021.18</u>	<u>10,000,000.00</u>	<u>9,146,978.82</u>	<u>8.53</u>	<u>91.47</u>
	<u>265,629.03</u>	<u>853,021.18</u>	<u>10,135,000.00</u>	<u>9,281,978.82</u>	<u>8.42</u>	<u>91.58</u>
<u>RFID Project</u>						
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>265,629.03</u>	<u>853,021.18</u>	<u>10,135,000.00</u>	<u>9,281,978.82</u>	<u>8.42</u>	<u>91.58</u>
<u>Rebillables Fund</u>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	<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>769,688.85</u>	<u>1,758,129.48</u>	<u>16,593,013.00</u>	<u>14,834,883.52</u>	<u>10.60</u>	<u>89.40</u>

Addison Public Library Check Register

All Bank Accounts
June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Albertsons - Safeway 112213				21703	06/13/25	<u>99.90</u>
10-66-9970	FUNshine Committee	5/13/25 Badr Shower	47.96			
10-66-9230	Adult Services Supplies	5/15/25 Glue	13.48			
10-66-9330	Community Engagement Supplies	5/15/25 Ice Cream	13.48			
10-66-9970	FUNshine Committee	5/21/25 Cookies	24.98			
Ale Ramirez				21704	06/13/25	<u>150.00</u>
10-64-8160	Teen Program	CnD 6/18/25 Program	150.00			
Ale Ramirez				21705	06/13/25	<u>150.00</u>
10-64-8160	Teen Program	DnD 7/2/25 Program	150.00			
CMRS-FP 132402				21706	06/13/25	<u>1,000.00</u>
10-66-9290	Postage	Meter Acct #106000476387	1,000.00			
Republic Services #551 122869				21707	06/13/25	<u>413.72</u>
10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	413.72			
Traliant, LLC 302825				21708	06/13/25	<u>2,450.00</u>
10-66-9840	Per Capita Grant - Current Year	Inv #017925 PDH & Bloodborne Pathogens	2,450.00			
United States Postal Service 312448				21709	06/13/25	<u>1,200.00</u>
10-66-9290	Postage	Permit #85	1,200.00			
ADP, LLC #110146				21718	06/19/25	<u>4,535.22</u>
10-56-4500	Payroll Service Fees	Inv #693209257	380.80			
10-56-4500	Payroll Service Fees	Inv #693208824	4,154.42			
Comcast 132554				21719	06/19/25	<u>397.07</u>
10-58-5510	Telephone	Acct #902012302 Inv #242723368	397.07			
Mission Square 231901				21720	06/19/25	<u>3,281.31</u>
10-22-0260	Def Annuity Withholding Payable	Plan 306740 Payroll 6/18/25	3,281.31			
Travelers CL Remittance Center				21721	06/19/25	<u>11,397.00</u>
10-66-9520	Workers' Compensation Insurance	Acct #2648A8211	11,397.00			
Utica Nat'l Insurance Group 313041				21722	06/19/25	<u>48,251.00</u>
10-66-9530	Liability Insurance	Acct #101053161	48,251.00			

Addison Public Library Check Register

All Bank Accounts
June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Verizon 10-58-5570	Leased Internet Access Line	Inv #6115376347	97.12	21723	06/19/25	<u>97.12</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	TransAmerica - April 2025	240.01	21724	06/19/25	<u>240.01</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MOA - Worksite Benefits - July 2025	579.85	21725	06/19/25	<u>579.85</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	Allstate ID Protection - July 2025	75.70	21726	06/19/25	<u>75.70</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MOA - Self Bill & AD&D - July 2025	799.04	21727	06/19/25	<u>799.04</u>
Village of Addison: Misc Exp 500010 10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal - July 2025	59.61	21728	06/19/25	<u>59.61</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	BCBS - July 2025	33,584.68	21729	06/19/25	<u>33,584.68</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	Delta Dental - July 2025	2,327.10	21730	06/19/25	<u>2,327.10</u>
Village of Addison:Health Ins 500011 10-50-2400	Health Insurance	VSP - July 2025	312.82	21731	06/19/25	<u>312.82</u>
4imprint, Inc. 162600 10-66-9210	Office Supplies	INV # 13901611	184.83	39555	07/03/25	<u>184.83</u>
Ale Ramirez 10-64-8160	Teen Program	Instructor 7.16.25	150.00	39556	07/03/25	<u>150.00</u>
Amazon Capital Services 112300 10-64-8120	Children Services Programs - General	Inv # 16H4-TF9Q-1HJL	153.99	39557	07/03/25	<u>1,949.17</u>
10-66-9240	Children Services Supplies	Inv # 1NYW-VDRL-1XGT	399.93			
10-54-3110	Adult Books	Inv # 1KG6-D4PV-FR3C	55.50			
10-54-3900	Adult Other Expenditures	Inv # 11H1-GJ6P-G344	99.98			
10-52-3100	Children Books	Inv # 1QC1-C46V-F9DP	61.22			
10-66-9920	Furniture and Equipment	Inv # 13LT-PQ3K-GL6V	147.26			
10-54-3110	Adult Books	Inv # 1HVL-CDD4-H3QL	52.22			

Addison Public Library Check Register

All Bank Accounts
June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv # 1CHD-7HX3-FCLX	83.20			
10-52-3900	Children Other Expenditures	Inv # 1FKP-PJYF-FYL4	96.98			
10-66-9270	Information Technology Supplies	Inv # 1WKW-GG44-H7NL	204.39			
10-66-9230	Adult Services Supplies	Inv # 14TL-MYH3-FRL7	12.99			
10-66-9270	Information Technology Supplies	Inv # 1C69-4C4P-FQD4	581.51			
BMO Harris Bank N.A. 22301				39558	07/03/25	<u>4,130.68</u>
10-61-6200	Software/Licenses	Inv # 080092	87.50			
10-64-8910	Other Promotions	Outdoor fixtures 4.8.25	1,515.00			
10-62-7460	Materials Management	Online course 6.3.25	260.10			
10-55-3400	Magazines/News	Women's Day renewal 6.5.25	12.00			
10-55-3400	Magazines/News	Chicago Sun-Times 6.10.25	45.36			
10-54-3900	Adult Other Expenditures	Hotspot data 6.10.25	600.00			
10-61-6200	Software/Licenses	Inv # INV307569679	435.83			
10-61-6200	Software/Licenses	Inv # INV307569691	611.00			
10-61-6200	Software/Licenses	Inv # 890363	189.00			
10-61-6200	Software/Licenses	Transaction # 121068434622	41.00			
10-62-7440	Adult Services	Inv # 05-253844072	29.00			
10-58-5510	Telephone	Inv # 5375798	12.60			
10-61-6200	Software/Licenses	Inv # 50100712058	155.00			
10-61-6200	Software/Licenses	Domian renewal 6.23.25	19.99			
10-66-9970	FUNshine Committee	Event prize and food 6.26.25	17.26			
10-61-6200	Software/Licenses	Inv # 50100773298	123.50			
10-61-6200	Software/Licenses	Transaction # 121104718632	39.00			
10-66-9920	Furniture and Equipment	Order # 0227503PXBD	-300.00			
10-61-6200	Software/Licenses	Inv # 3122054190	336.34			
10-66-9300	Library Wide Supplies	Order # 110018489	-98.80			
Booklist Reader 121101				39559	07/03/25	<u>625.00</u>
10-55-3400	Magazines/News	Subscription renewal for Acct # 1100184818	625.00			
Business Office Systems 123175				39560	07/03/25	<u>7,018.83</u>
80-55-1905	Renovation Project	Lab office furniture 6.19.25	7,018.83			
Comcast 132548				39561	07/03/25	<u>75.29</u>
10-58-5510	Telephone	6.29-7.28 billing for Acct# 8771201830148973	75.29			
Converjint Technologies LLC 132568				39562	07/03/25	<u>7,828.00</u>
10-66-9910	Hardware	Inv # IN00338908	5,500.00			
10-61-4800	System Development	Inv # IN00338908	1,584.00			

Addison Public Library Check Register

All Bank Accounts
June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-58-5710	Equipment Maintenance & Repair	Inv # IN00341446	744.00			
Ehler Investment Partners, LLC 151700				39563	07/03/25	<u>2,710.82</u>
10-56-4900	Other Contracts	Inv # 24-3198	2,710.82			
Elizabeth M Adamczyk 111410				39564	07/03/25	<u>300.00</u>
10-62-7500	Community Engagement	Book Bike training 6.27.25	300.00			
GALE/CENGAGE Learning 171152				39565	07/03/25	<u>28.49</u>
10-54-3110	Adult Books	Inv # 999300000584	28.49			
IL Library Association 192210				39566	07/03/25	<u>150.00</u>
10-62-7510	Memberships (Staff & Board)	Inv # 308027	150.00			
Mission Square 231901				39567	07/03/25	<u>3,306.22</u>
10-22-0260	Def Annuity Withholding Payable	Mission Square Plan # 306740	3,306.22			
ProQuest LLC 121932				39568	07/03/25	<u>3,196.61</u>
10-55-3500	Online Databases	Inv # 70895022	3,196.61			
Rails 281145				39569	07/03/25	<u>1,000.00</u>
10-55-3500	Online Databases	Inv # 14130	1,000.00			
Thomson Reuters - West 301867				39570	07/03/25	<u>340.69</u>
10-54-3110	Adult Books	Inv# 851854818	340.69			
Unique Management Services Inc 312430				39571	07/03/25	<u>40.00</u>
10-61-6200	Software/Licenses	Inv # 6140632	40.00			
Villa Park Electrical Supply 321940				39572	07/03/25	<u>135.21</u>
10-58-5610	Building Supplies	Inv # 281493-02	135.21			
Village of Addison - HSA				39573	07/03/25	<u>2,536.06</u>
10-50-2400	Health Insurance	ER&EE HSA 7.2.25	2,536.06			
Village of Addison: Water Ser 500013				39574	07/03/25	<u>638.92</u>
10-58-5120	Water Service	Acct # 5433070004-001	638.92			
Volton Bicycles				39575	07/03/25	<u>52.00</u>
10-66-9330	Community Engagement Supplies	Inv # D395	52.00			
Ale Ramirez				39576	07/15/25	<u>150.00</u>

Addison Public Library

Check Register

All Bank Accounts

June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8160	Teen Program	Teen program 7.30.25	150.00			
Amazon Capital Services 112300				39577	07/15/25	<u>1,626.45</u>
10-66-9245	Teen Services Supplies	Inv # 1H1W-7Q6N-K11R	141.18			
10-66-9230	Adult Services Supplies	Inv # 1H1W-7Q6N-K11R	106.99			
10-66-9250	Materials Management Supplies	Inv # 1H1W-7Q6N-K11R	30.01			
10-66-9240	Children Services Supplies	Inv # 11MG-LTPT-3RLG	82.28			
10-66-9250	Materials Management Supplies	Inv # 1P1L-T7QX-1RW4	53.21			
10-66-9250	Materials Management Supplies	Inv # 11MG-LTPT-3KYT	67.51			
10-66-9970	FUNshine Committee	Inv # 11MG-LTPT-3DY1	54.54			
10-54-3900	Adult Other Expenditures	Inv # 1XC3-YLLY-674G	55.68			
10-52-3900	Children Other Expenditures	Inv # 1PQ7-DCFN-3NTC	27.74			
10-66-9270	Information Technology Supplies	Inv # 1WNN-9FW9-KFNT	612.91			
10-64-8100	Adult Services Programs	Inv # 1TGP-GRYW-J1DY	330.20			
10-52-3100	Children Books	Inv # 1WNN-9FW9-KH7P	64.20			
Amazon Capital Services 112300				39578	07/15/25	<u>1,405.37</u>
10-54-3110	Adult Books	Inv # 1L1W-YYP6-JQKK	37.15			
10-54-3900	Adult Other Expenditures	Inv # 147G-FC19-JM4H	59.64			
10-54-3110	Adult Books	Inv # 1J34-XJYC-FG7J	54.41			
10-52-3100	Children Books	Inv # 1KFK-WY4W-FH4D	39.47			
10-52-3100	Children Books	Inv # 1G94-3KKV-1YQC	11.04			
10-52-3100	Children Books	Inv # 1GMK-QFQN-3PRR	31.47			
10-52-3900	Children Other Expenditures	Inv # 1KVL-4HVJ-39XF	42.60			
10-52-3900	Children Other Expenditures	Inv # 1TC4-3YNK-39N9	79.47			
10-66-9270	Information Technology Supplies	Inv # 14X3-GX1D-3J3H	285.28			
10-64-8170	IT Programs	Inv # 14X3-GX1D-3J3H	521.40			
10-66-9270	Information Technology Supplies	Inv # 1R9M-MW1X-4YXC	58.01			
10-66-9270	Information Technology Supplies	Inv # 19KK-HJ11-6HXH	185.43			
Amazon Capital Services 112300				39579	07/15/25	<u>570.56</u>
10-66-9270	Information Technology Supplies	Inv # 1F79-HFQ7-3LGY	570.56			
Angelo Sorce Productions 112417				39580	07/15/25	<u>450.00</u>
10-66-9940	Cable Broadcast	Inv # 0891	450.00			
Antonia Ruppert Fine Art 291118				39581	07/15/25	<u>250.00</u>
10-64-8170	IT Programs	Protrait workshop 7.30.25	250.00			
Aurelio's Pizza 113172				39582	07/15/25	<u>99.81</u>
10-64-8100	Adult Services Programs	AS programs 7.1.25	39.57			
10-64-8100	Adult Services Programs	AS programs 6.19.25	39.57			

Addison Public Library Check Register

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June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	AS programs 6.11.25	20.67			
Baker & Taylor 120290				39583	07/15/25	<u>2,528.64</u>
10-66-9250	Materials Management Supplies	Inv # 2039149626	29.75			
10-52-3100	Children Books	Inv # 2039149625	423.06			
10-52-3100	Children Books	Inv # 2039137941	550.26			
10-66-9250	Materials Management Supplies	Inv # 2039137942	32.13			
10-66-9250	Materials Management Supplies	Inv # 2039118883	28.56			
10-66-9250	Materials Management Supplies	Inv # 2039113178	15.47			
10-66-9250	Materials Management Supplies	Inv # 2039122973	30.94			
10-52-3100	Children Books	Inv # 2039122972	655.47			
10-52-3100	Children Books	Inv # 2039118882	407.95			
10-52-3100	Children Books	Inv # 2039113177	355.05			
Baker & Taylor 120310				39584	07/15/25	<u>6,838.75</u>
10-66-9250	Materials Management Supplies	Inv # 2039140890	66.64			
10-66-9250	Materials Management Supplies	Inv # 2039155522	38.08			
10-54-3110	Adult Books	Inv # 2039140889	1,483.40			
10-54-3110	Adult Books	Inv # 2039155521	845.93			
10-66-9250	Materials Management Supplies	Inv # 2039127976	53.55			
10-54-3110	Adult Books	Inv # 2039127975	1,038.99			
10-54-3110	Adult Books	Inv # 2039120433	1,242.89			
10-54-3110	Adult Books	Inv # 2039118589	1,552.37			
10-54-3110	Adult Books	Inv # 2039111121	370.53			
10-66-9250	Materials Management Supplies	Inv # 2039120434	73.78			
10-66-9250	Materials Management Supplies	Inv # 2039118590	57.12			
10-66-9250	Materials Management Supplies	Inv # 2039111122	15.47			
Baker & Taylor 120330				39585	07/15/25	<u>39.09</u>
10-54-3110	Adult Books	Inv # 2039155820	39.09			
Brigit Goudie 892136				39586	07/15/25	<u>200.00</u>
10-64-8120	Children Services Programs - General	CS program 6.20.25	200.00			
Brooke Sievers 829192				39587	07/15/25	<u>12.04</u>
10-62-7550	In-State Travel	RAILS Universal Service Committee Meeting - 17.2mi	12.04			
CDS Office Technologies 131476				39588	07/15/25	<u>1,182.59</u>
10-58-5710	Equipment Maintenance & Repair	Inv # INV1703245	253.00			
10-58-5710	Equipment Maintenance & Repair	Inv # INV1701695	929.59			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Complete Cleaning 132523 10-58-5320	Cleaning Service	Inv # C30536	4,813.00	39589	07/15/25	<u>4,813.00</u>
Crimson Multimedia Dist. 132835 10-54-3900	Adult Other Expenditures	Inv # 021961	50.00	39590	07/15/25	<u>1,413.39</u>
10-54-3900	Adult Other Expenditures	Inv # 021962	86.32			
10-52-3900	Children Other Expenditures	Inv # 021960	35.00			
10-54-3900	Adult Other Expenditures	Inv # 021815	161.31			
10-54-3900	Adult Other Expenditures	Inv # 021813	336.22			
10-52-3900	Children Other Expenditures	Inv # 021814	50.00			
10-52-3900	Children Other Expenditures	Inv # 021719	30.00			
10-52-3900	Children Other Expenditures	Inv # 021721	65.00			
10-54-3900	Adult Other Expenditures	Inv # 021720	222.32			
10-54-3900	Adult Other Expenditures	Inv # 021718	377.22			
D&Z House of Books Inc 143662 10-54-3110	Adult Books	Inv # 2025/I002137	331.48	39591	07/15/25	<u>331.48</u>
Demco Inc 141551 10-66-9250	Materials Management Supplies	Inv # 7660443	505.77	39592	07/15/25	<u>505.77</u>
Ebsco Information Services 151271 10-55-3400	Magazines/News	Inv# 1758909	6,033.55	39593	07/15/25	<u>7,476.91</u>
10-66-9840	Per Capita Grant - Current Year	Inv # 1761979	1,443.36			
Eco Lighting Services and Technology LLC 151341 80-55-1905	Renovation Project	Renovation project electrical	42,517.00	39594	07/15/25	<u>42,517.00</u>
Ehler Investment Partners, LLC 151700 10-56-4900	Other Contracts	Inv # 24-3742	2,709.95	39595	07/15/25	<u>2,709.95</u>
Elenco Electronics, Inc. 152240 10-52-3900	Children Other Expenditures	Inv # #INV700772	59.80	39596	07/15/25	<u>59.80</u>
Elizabeth Freebairn 10-62-7550	In-State Travel	Aurelio's Pizza - 06.26.25	2.94	39597	07/15/25	<u>8.82</u>
10-62-7550	In-State Travel	Aurelio's Pizza - 06.10.25	2.94			
10-62-7550	In-State Travel	Aurelio's Pizza - 06.19.25	2.94			
Elliot Construction Corporation 331557 80-55-1905	Renovation Project	Renovation project earth work	18,000.00	39598	07/15/25	<u>18,000.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Erika Ochoa 281526 10-64-8100	Adult Services Programs	AS program 7.28.25	150.00	39599	07/15/25	<u>150.00</u>
Francotyp-Postalia, Inc 162817 10-56-4420	Equipment Rental & Leasing	Inv # RI106677438	149.85	39600	07/15/25	<u>149.85</u>
Frederick Quinn Corporation 162815 80-55-1905	Renovation Project	Renovation project management	52,119.00	39601	07/15/25	<u>52,119.00</u>
Gabriela Tafolla 162821 10-62-7550	In-State Travel	Fullerton Elem;Book Bike Transport - 5.9mi	4.13	39602	07/15/25	<u>4.13</u>
GALE/CENGAGE Learning 171152 10-54-3110 10-54-3110	Adult Books Adult Books	Inv # 999100576165 Inv # 999100531236	20.99 413.11	39603	07/15/25	<u>434.10</u>
Garvey's Office Products 171197 10-66-9210	Office Supplies	Inv # OE-QT-6345-1	157.00	39604	07/15/25	<u>157.00</u>
Grainger 333337 10-58-5610	Building Supplies	Inv # 9527514351	165.56	39605	07/15/25	<u>165.56</u>
Hargrave Builders, Inc. 181171 80-55-1905	Renovation Project	Renovation project carpentry	24,633.00	39606	07/15/25	<u>24,633.00</u>
IL Library Association 192210 10-62-7500 10-62-7510	Community Engagement Memberships (Staff & Board)	Inv # 317795 Inv# 317516	280.00 75.00	39607	07/15/25	<u>355.00</u>
Imperial Dade 192340 10-58-5610	Building Supplies	Inv # 38010442	1,684.18	39608	07/15/25	<u>1,684.18</u>
InfoUSA Marketing, Inc. 10-55-3500	Online Databases	Inv # 10004324965	4,400.00	39609	07/15/25	<u>4,400.00</u>
Innovation Arts Connection, LLC 10-64-8120	Children Services Programs - General	CS program 7.18.25	200.00	39610	07/15/25	<u>200.00</u>
Lauterbach&Amen LLP 172582 10-56-4450	Accounting Service Fees	Inv # 105618	1,850.00	39611	07/15/25	<u>1,850.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Len's Ace Hardware, Inc. 221567				39612	07/15/25	<u>258.47</u>
10-58-5610	Building Supplies	DOC # 534566/1	77.27			
10-58-5610	Building Supplies	DOC # 534767/1	62.54			
10-58-5610	Building Supplies	DOC # 534850/1	37.75			
10-66-9300	Library Wide Supplies	DOC # 535203/1	41.38			
10-58-5610	Building Supplies	DOC # 535203/1	39.53			
Lesley Cyrier 892152				39613	07/15/25	<u>3.22</u>
10-62-7550	In-State Travel	Networking Event - 06.26.25 4.6mi	3.22			
Libraria 131861				39614	07/15/25	<u>1,932.68</u>
10-52-3100	Children Books	Inv # 262828	544.46			
10-52-3100	Children Books	Inv # 262826	15.18			
10-66-9250	Materials Management Supplies	Inv # 262829	5.10			
10-52-3100	Children Books	Inv # 261709	39.51			
10-52-3100	Children Books	Inv # 261727	1,314.33			
10-66-9250	Materials Management Supplies	Inv # 261710	0.60			
10-66-9250	Materials Management Supplies	Inv # 261728	13.50			
Marti LaHood - 281914				39615	07/15/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Chair Yoga - 01.09.25 reissue	80.00			
Marti LaHood - 281914				39616	07/15/25	<u>80.00</u>
10-64-8100	Adult Services Programs	Chair Yoga - 04.10.25 reissue	80.00			
Marti LaHood - 281914				39617	07/15/25	<u>80.00</u>
10-64-8100	Adult Services Programs	AS program 7.24.25	80.00			
Matthew Williams 892182				39618	07/15/25	<u>69.22</u>
10-64-8165	Community Engagement Program	Gift Cards for Teen Camp	45.00			
10-62-7550	In-State Travel	Huslte Gym,COD Campus - 34.6mi	24.22			
Mechanical & Industrial Steel Services, Inc.				39619	07/15/25	<u>39,280.00</u>
80-55-1905	Renovation Project	Renovationn project steel	39,280.00			
Mechanical Inc 181301				39620	07/15/25	<u>16,788.00</u>
80-55-1905	Renovation Project	Renovation project plumbing	16,788.00			
MG Mechanical Contracting, Inc 231980				39621	07/15/25	<u>52,306.00</u>
80-55-1905	Renovation Project	Renovationn project HVAC	52,306.00			
Midwest Tape 231925				39622	07/15/25	<u>3,306.47</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Inv # 507291829	113.98			
10-66-9250	Materials Management Supplies	Inv # 507301306	159.98			
10-54-3900	Adult Other Expenditures	Inv # 507279165	91.88			
10-54-3900	Adult Other Expenditures	Inv # 507279167	14.99			
10-54-3900	Adult Other Expenditures	Inv # 507279164	310.96			
10-54-3900	Adult Other Expenditures	Inv # 507279163	22.49			
10-54-3900	Adult Other Expenditures	Inv # 507279162	18.74			
10-52-3900	Children Other Expenditures	Inv # 507279168	26.98			
10-52-3900	Children Other Expenditures	Inv # 507311972	18.74			
10-52-3900	Children Other Expenditures	Inv # 507311973	14.99			
10-54-3900	Adult Other Expenditures	Inv # 507311974	206.17			
10-54-3900	Adult Other Expenditures	Inv # 507311970	23.99			
10-54-3900	Adult Other Expenditures	Inv # 507311975	39.73			
10-54-3900	Adult Other Expenditures	Inv # 507317478	104.97			
10-54-3900	Adult Other Expenditures	Inv # 507318094	86.96			
10-54-3900	Adult Other Expenditures	Inv # 507318095	149.20			
10-54-3900	Adult Other Expenditures	Inv # 507318097	40.62			
10-54-3900	Adult Other Expenditures	Inv # 507318099	266.07			
10-52-3900	Children Other Expenditures	Inv # 507339800	58.47			
10-52-3900	Children Other Expenditures	Inv # 507318096	503.07			
10-54-3900	Adult Other Expenditures	Inv # 507367081	44.99			
10-54-3900	Adult Other Expenditures	Inv # 507367082	124.97			
10-54-3900	Adult Other Expenditures	Inv # 507367084	39.99			
10-54-3900	Adult Other Expenditures	Inv # 507367085	11.24			
10-54-3900	Adult Other Expenditures	Inv # 507368459	44.97			
10-54-3900	Adult Other Expenditures	Inv # 507368915	18.74			
10-54-3900	Adult Other Expenditures	Inv # 507368910	40.03			
10-54-3900	Adult Other Expenditures	Inv # 507382451	118.98			
10-54-3900	Adult Other Expenditures	Inv # 507368913	112.35			
10-54-3900	Adult Other Expenditures	Inv # 507368912	136.43			
10-52-3900	Children Other Expenditures	Inv # 507382453	84.79			
10-52-3900	Children Other Expenditures	Inv # 507368914	31.48			
10-66-9250	Materials Management Supplies	Inv # 507395487	224.53			
Morningstar Inc 232576				39623	07/15/25	<u>190.00</u>
10-55-3400	Magazines/News	Subscription renewal for ID 1185952	190.00			
Nardi's Pizza 241172				39624	07/15/25	<u>349.50</u>
10-64-8100	Adult Services Programs	06.12.25 - #251888	31.50			
10-64-8160	Teen Program	06.04.25 - #251886	57.00			
10-64-8160	Teen Program	05.28.25 - #251885	170.00			

Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-64-8100	Adult Services Programs	06.05.25 - #251887	35.00			
10-64-8100	Adult Services Programs	06.18.25 - #251889	56.00			
Natalie Hernandez 10-62-7550	In-State Travel	Byron Park,Old Mill Park - 16.2 mi	11.34	39625	07/15/25	<u>11.34</u>
NobleTec LLC 10-61-6200	Software/Licenses	Inv# C18644	14,299.20	39626	07/15/25	<u>14,299.20</u>
Patricia Trampas 261181 10-64-8100	Adult Services Programs	Essentrics - 07.16.25	80.00	39627	07/15/25	<u>80.00</u>
Patti Gebala 892144 10-62-7550	In-State Travel	RAILS Meeting - 63.4mi	44.38	39628	07/15/25	<u>44.38</u>
Playaway Products 262219 10-52-3900	Children Other Expenditures	Inv# 503860	576.50	39629	07/15/25	<u>576.50</u>
Plunkett Research LTD 262251 10-55-3500	Online Databases	Inv# 300493	2,495.00	39630	07/15/25	<u>2,495.00</u>
Prime Architectural Metal & Glass Inc. 80-55-1905	Renovation Project	Aluminum/ Glass - Pmt# 7	900.00	39631	07/15/25	<u>900.00</u>
Product Architecture + Design 262850 80-55-1905	Renovation Project	Inv# 1650.09.29	12,067.20	39632	07/15/25	<u>12,067.20</u>
ProQuest LLC 121932 10-55-3500 10-55-3500	Online Databases Online Databases	Inv# 70899779 Inv# 70894582	6,430.27 12,722.19	39633	07/15/25	<u>19,152.46</u>
Quill 273145 10-66-9300 10-66-9210 10-66-9300 10-66-9300 10-66-9300 10-66-9300 10-66-9300	Library Wide Supplies Office Supplies Library Wide Supplies Library Wide Supplies Library Wide Supplies Library Wide Supplies Library Wide Supplies	Inv # 44453441 Inv # 44445584 Inv # 44461159 Inv # 44445659 Inv # 44282496 Inv # 44357532 Inv # 44365123	114.51 60.99 32.46 11.00 95.99 425.55 28.14	39634	07/15/25	<u>768.64</u>
Robbins Schwartz 282514				39635	07/15/25	<u>714.78</u>

Addison Public Library Check Register

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-56-4100	Legal Fees	For services rendered thorough 5.31.25 for Client # 008872	714.78			
Sarah van der Heyden 892177				39636	07/15/25	<u>21.00</u>
10-62-7550	In-State Travel	Networking Meeting - 06.26.25 - 30 mi	21.00			
Sherie C Shapiro 291967				39637	07/15/25	<u>75.00</u>
10-64-8100	Adult Services Programs	Program 7.17.25	75.00			
Sikich LLP 291934				39638	07/15/25	<u>1,751.00</u>
10-56-4600	Audit Service Fees	Inv # 99647	1,751.00			
Technology Management Revolving Fund 132558				39639	07/15/25	<u>952.40</u>
10-58-5570	Leased Internet Access Line	Inv # T2522031	476.20			
10-58-5570	Leased Internet Access Line	Inv # T2220705	476.20			
Transparent Language Inc.302817				39640	07/15/25	<u>1,512.00</u>
10-55-3500	Online Databases	Inv # 36158	1,512.00			
Uline 312246				39641	07/15/25	<u>223.66</u>
10-66-9920	Furniture and Equipment	Inv # 193777300	223.66			
Unique Management Services Inc 312430				39642	07/15/25	<u>247.45</u>
10-61-6200	Software/Licenses	Inv # 6140632	40.00			
10-61-6200	Software/Licenses	Inv # 6138441	40.00			
10-56-4410	Collection Agency Fees	Inv # 6140062	167.45			
VisoGraphic 322200				39643	07/15/25	<u>110.00</u>
10-64-8910	Other Promotions	Inv # 246589	110.00			
Wright to Learn, LLC				39644	07/15/25	<u>500.00</u>
10-62-7470	Staff In-Service	Staff development presentation 6.24.25	500.00			
Yesenia Benavidez 892185				39645	07/15/25	<u>5.04</u>
10-62-7550	In-State Travel	Food for the Soul - 2.4 mi	5.04			
Check List Total						<u><u>498,519.82</u></u>

Addison Public Library**Check List**

All Bank Accounts

June 1, 2025 - July 15, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
21703	06/13/25	Albertsons - Safeway 112213	99.90
21704	06/13/25	Ale Ramirez	150.00
21705	06/13/25	Ale Ramirez	150.00
21706	06/13/25	CMRS-FP 132402	1,000.00
21707	06/13/25	Republic Services #551 122869	413.72
21708	06/13/25	Traliant, LLC 302825	2,450.00
21709	06/13/25	United States Postal Service 312448	1,200.00
21718	06/19/25	ADP, LLC #110146	4,535.22
21719	06/19/25	Comcast 132554	397.07
21720	06/19/25	Mission Square 231901	3,281.31
21721	06/19/25	Travelers CL Remittance Center	11,397.00
21722	06/19/25	Utica Nat'l Insurance Group 313041	48,251.00
21723	06/19/25	Verizon	97.12
21724	06/19/25	Village of Addison: Misc Exp 500010	240.01
21725	06/19/25	Village of Addison: Misc Exp 500010	579.85
21726	06/19/25	Village of Addison: Misc Exp 500010	75.70
21727	06/19/25	Village of Addison: Misc Exp 500010	799.04
21728	06/19/25	Village of Addison: Misc Exp 500010	59.61
21729	06/19/25	Village of Addison:Health Ins 500011	33,584.68
21730	06/19/25	Village of Addison:Health Ins 500011	2,327.10
21731	06/19/25	Village of Addison:Health Ins 500011	312.82
39555	07/03/25	4imprint, Inc. 162600	184.83
39556	07/03/25	Ale Ramirez	150.00
39557	07/03/25	Amazon Capital Services 112300	1,949.17
39558	07/03/25	BMO Harris Bank N.A. 22301	4,130.68
39559	07/03/25	Booklist Reader 121101	625.00
39560	07/03/25	Business Office Systems 123175	7,018.83
39561	07/03/25	Comcast 132548	75.29
39562	07/03/25	Convergint Technologies LLC 132568	7,828.00
39563	07/03/25	Ehler Investment Partners, LLC 151700	2,710.82
39564	07/03/25	Elizabeth M Adamczyk 111410	300.00
39565	07/03/25	GALE/CENGAGE Learning 171152	28.49
39566	07/03/25	IL Library Association 192210	150.00
39567	07/03/25	Mission Square 231901	3,306.22
39568	07/03/25	ProQuest LLC 121932	3,196.61
39569	07/03/25	Rails 281145	1,000.00
39570	07/03/25	Thomson Reuters - West 301867	340.69
39571	07/03/25	Unique Management Services Inc 312430	40.00
39572	07/03/25	Villa Park Electrical Supply 321940	135.21
39573	07/03/25	Village of Addison - HSA	2,536.06
39574	07/03/25	Village of Addison: Water Ser 500013	638.92
39575	07/03/25	Volton Bicycles	52.00
39576	07/15/25	Ale Ramirez	150.00
39577	07/15/25	Amazon Capital Services 112300	1,626.45
39578	07/15/25	Amazon Capital Services 112300	1,405.37
39579	07/15/25	Amazon Capital Services 112300	570.56
39580	07/15/25	Angelo Sorce Productions 112417	450.00
39581	07/15/25	Antonia Ruppert Fine Art 291118	250.00
39582	07/15/25	Aurelio's Pizza 113172	99.81
39583	07/15/25	Baker & Taylor 120290	2,528.64
39584	07/15/25	Baker & Taylor 120310	6,838.75
39585	07/15/25	Baker & Taylor 120330	39.09
39586	07/15/25	Brigit Goudie 892136	200.00
39587	07/15/25	Brooke Sievers 829192	12.04
39588	07/15/25	CDS Office Technologies 131476	1,182.59
39589	07/15/25	Complete Cleaning 132523	4,813.00
39590	07/15/25	Crimson Multimedia Dist. 132835	1,413.39

Addison Public Library

Check List

All Bank Accounts

June 1, 2025 - July 15, 2025

Check Number	Check Date	Payee	Amount
39591	07/15/25	D&Z House of Books Inc 143662	331.48
39592	07/15/25	Demco Inc 141551	505.77
39593	07/15/25	Ebsco Information Services 151271	7,476.91
39594	07/15/25	Eco Lighting Services and Technology LLC 151341	42,517.00
39595	07/15/25	Ehler Investment Partners, LLC 151700	2,709.95
39596	07/15/25	Elenco Electronics, Inc. 152240	59.80
39597	07/15/25	Elizabeth Freebairn	8.82
39598	07/15/25	Elliot Construction Corporation 331557	18,000.00
39599	07/15/25	Erika Ochoa 281526	150.00
39600	07/15/25	Francotyp-Postalia, Inc 162817	149.85
39601	07/15/25	Frederick Quinn Corporation 162815	52,119.00
39602	07/15/25	Gabriela Tafolla 162821	4.13
39603	07/15/25	GALE/CENGAGE Learning 171152	434.10
39604	07/15/25	Garvey's Office Products 171197	157.00
39605	07/15/25	Grainger 333337	165.56
39606	07/15/25	Hargrave Builders, Inc. 181171	24,633.00
39607	07/15/25	IL Library Association 192210	355.00
39608	07/15/25	Imperial Dade 192340	1,684.18
39609	07/15/25	InfoUSA Marketing, Inc.	4,400.00
39610	07/15/25	Innovation Arts Connection, LLC	200.00
39611	07/15/25	Lauterbach&Amen LLP 172582	1,850.00
39612	07/15/25	Len's Ace Hardware, Inc. 221567	258.47
39613	07/15/25	Lesley Cyrier 892152	3.22
39614	07/15/25	Libraria 131861	1,932.68
39615	07/15/25	Marti LaHood - 281914	80.00
39616	07/15/25	Marti LaHood - 281914	80.00
39617	07/15/25	Marti LaHood - 281914	80.00
39618	07/15/25	Matthew Williams 892182	69.22
39619	07/15/25	Mechanical & Industrial Steel Services, Inc.	39,280.00
39620	07/15/25	Mechanical Inc 181301	16,788.00
39621	07/15/25	MG Mechanical Contracting, Inc 231980	52,306.00
39622	07/15/25	Midwest Tape 231925	3,306.47
39623	07/15/25	Morningstar Inc 232576	190.00
39624	07/15/25	Nardi's Pizza 241172	349.50
39625	07/15/25	Natalie Hernandez	11.34
39626	07/15/25	NobleTec LLC	14,299.20
39627	07/15/25	Patricia Trampas 261181	80.00
39628	07/15/25	Patti Gebala 892144	44.38
39629	07/15/25	Playaway Products 262219	576.50
39630	07/15/25	Plunkett Research LTD 262251	2,495.00
39631	07/15/25	Prime Architectural Metal & Glass Inc.	900.00
39632	07/15/25	Product Architecture + Design 262850	12,067.20
39633	07/15/25	ProQuest LLC 121932	19,152.46
39634	07/15/25	Quill 273145	768.64
39635	07/15/25	Robbins Schwartz 282514	714.78
39636	07/15/25	Sarah van der Heyden 892177	21.00
39637	07/15/25	Sherie C Shapiro 291967	75.00
39638	07/15/25	Sikich LLP 291934	1,751.00
39639	07/15/25	Technology Management Revolving Fund 132558	952.40
39640	07/15/25	Transparent Language Inc.302817	1,512.00
39641	07/15/25	Uline 312246	223.66
39642	07/15/25	Unique Management Services Inc 312430	247.45
39643	07/15/25	VisoGraphic 322200	110.00
39644	07/15/25	Wright to Learn, LLC	500.00
39645	07/15/25	Yesenia Benavidez 892185	5.04
Vendor Check Total			<u>498,519.82</u>
Check List Total			<u>498,519.82</u>

Check count = 112

Addison Public Library
Payroll Distribution Summary

Board Meeting **7/15/2025**

<u>Description</u>	<u>Amount</u>
Payroll	\$271,862.27

Approved by Board of Trustees

President

Date

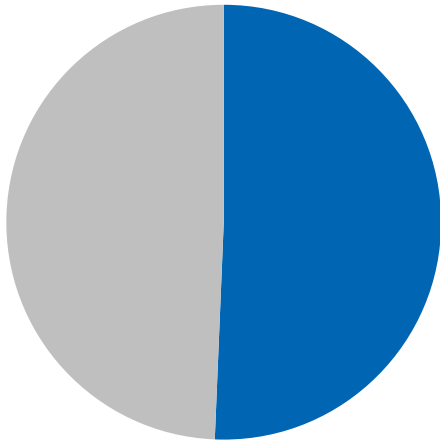
Secretary

Date

June 2025 Financial Highlights

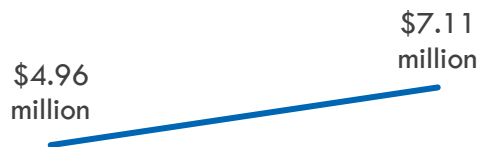
General Fund

total in general fund	\$7,113,567.77
estimated revenue	\$6,505,997.05
budgeted expenditures	\$6,458,013.00
YTD expenditures	\$905,108.30
MTD expenditures	\$504,059.82



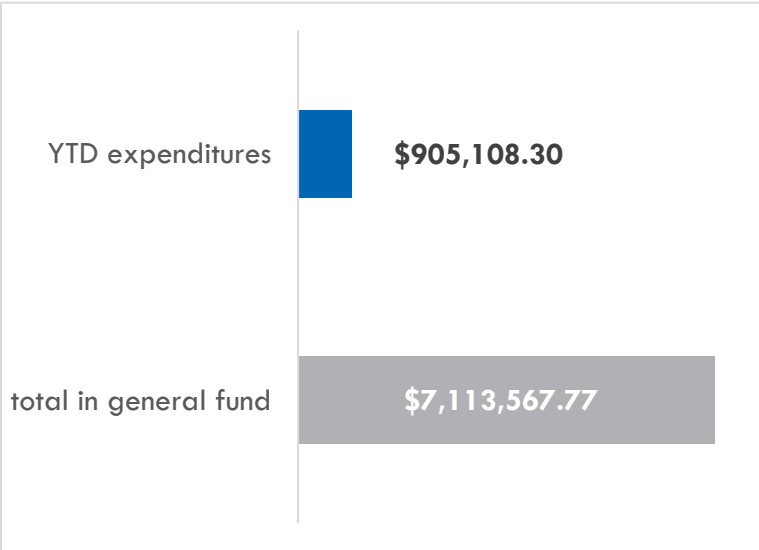
We have received 51% of our estimated revenue for the fiscal year including \$2,660,116.43 this month.

At this point last year, we had received 51% of our estimated revenue for FY25.



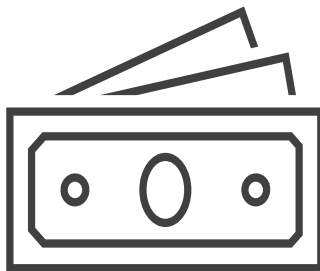
The general fund increased from \$4.96 million to \$7.11 million from 6/1/2025 to 6/30/2025.

This is a result of \$2.66 million revenue coming in and \$504k (general fund + asset replacement) expended.



13% has been spent out of the general fund. We are 17% through the fiscal year.

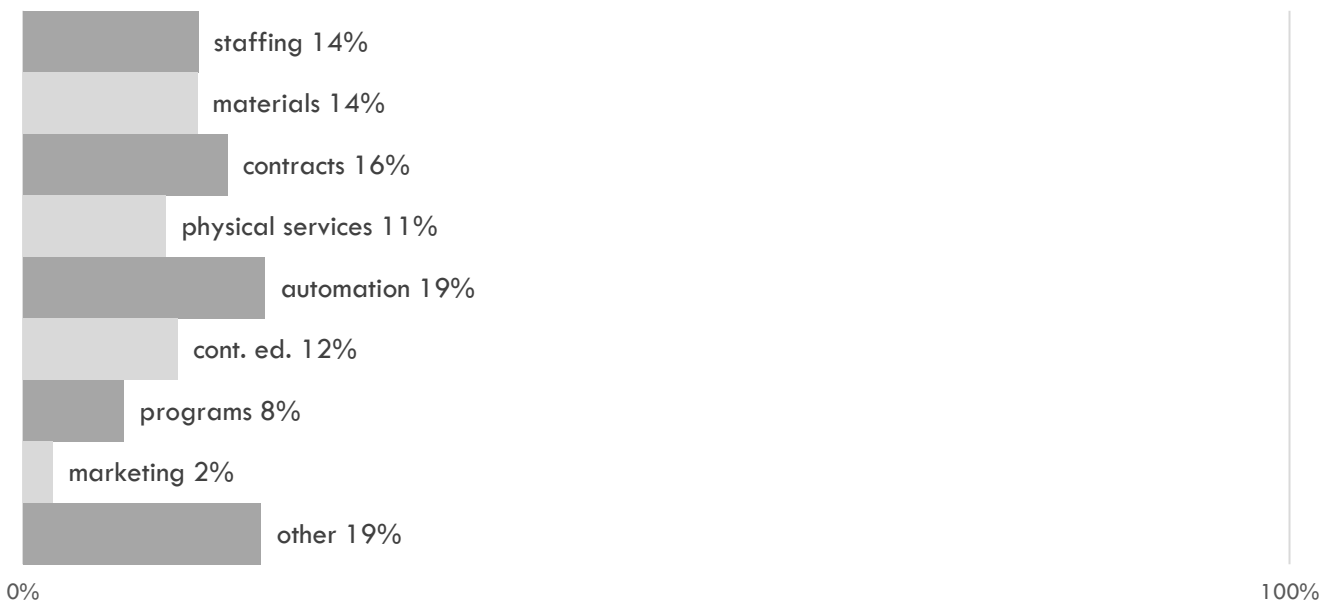
We have budgeted to spend 91% of what is currently in the general fund.



We have spent 14% of our estimated budget.

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

Year-to-date spending by budget group





Director's Report – June 2025

Personnel –

Recent Resignation:

- Rosario Villacorta, IT Services Associate (last day of work: 7/9)

Current Vacancy:

- IT Services Associate (PT)

New Hires:

- Tatiana Cooper, Library Aide (PT) (started 6/17)
- Audrey Curulewski, Summer Book Bike Associate (PT, Temporary) (started 6/22)
- Sundae Saine, Human Resources Coordinator (FT) (starting 7/28)

Renovation - We are making progress with filling the new shelving in the 3rd-floor storage closets but are taking our time with the Admin records storage so we can be sure things are well organized and put away in an order that makes sense. Donna and Mary Beth have done a phenomenal job of organizing all of this and double checking what we have against the requirements of the Local Records Commission which specifies what records we must keep and for how long. Records that go in that storage area include board meeting records going all the way back to 1962, payroll records, personnel files, bank statements, and more.



Progress on the 2nd floor has definitely picked up and we are close to the finish line for Phase 2 and preparing for the transition into the 3rd phase of the project. Brooke and I met with Dick Benda from Hallett to begin to map out our strategy for moving all of the 2nd floor collections from their current location on the east side of the floor over to the west side where most of them will be shifted into their permanent locations. This shifting will begin the week of July 21. Second floor staff (Adult Services, Teen Services, and Community Engagement) are actively packing up their workroom and preparing to move to their temporary locations on the 1st and 3rd floors.

And I wanted to add a reminder of what we reported last month regarding the project schedule. Because we are now a few weeks behind schedule, we are hoping to make up time by beginning Phase 4 in mid-August, well before Phase 3 wraps up. This means that large portions of both the

1st and 2nd floors will be under construction simultaneously from mid-August through October, but it seems to be the best way to ensure that we can finish the project on time. So,

- Phase 3 will take place from July – October (east side of 2nd floor)
- Phase 4 will run from August – January (east side of 1st floor)
- Phase 5 will last from January – May 2026 (west side of 1st floor)

Staff Development Day – Plans are coming together for our next staff development day which is scheduled for Friday, August 8. We will divide staff into 2 groups and take them on a bus tour of Addison for 90 minutes in the morning. Patti Gebala, from our Community Engagement Department, will serve as the primary tour guide. She and other staff have worked to set up a course through town to help all of us learn a little more about the community we serve with a good mix of local history and current developments. While one half of our staff are on the bus tour, the other half will be doing GREAT (our patron service guidelines) training and receiving safety training from the Addison Fire Protection District. (We're still working out the exact details with the AFPD.) After lunch we will have sessions on Artificial Intelligence in libraries, a presentation from PADS on strategies for serving patrons experiencing homelessness, and a program offered by the Addison Park District on office ergonomics and stretching. We'll also have department meetings and will end the day with an update from Brooke and I on the renovation project.



Other Duties as Assigned – Greg Czajkowski, our Facilities Manager was faced with an unusual task this month – definitely something that is not outlined in his job description! Early one morning, we had the delivery entrance doors propped open for construction workers who were coming in and out with equipment and supplies. During this time, it seems, a hummingbird flew into the library and was discovered flitting around above the Children's play area. It took some patience, but eventually, using our scissor lift and a pool skimmer, Greg was able to collect the bird in his net and safely return it to the outdoors.

Serving our Public 4.0 / Strategic Plan - Again this year, for our per capita grant application, which is due in early January, we will need to report on our review of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, identifying areas where we may not be fully meeting standards and explaining what measures we are taking to address these areas.

Instead of having the entire Board review every chapter again this year, I propose we ask the Strategic Planning Committee to take this on. These standards are designed to provide a framework for evaluating library services, identifying areas for improvement, and setting goals

for the future. It seems like a great starting point for the Strategic Planning Committee to begin developing ideas for our next plan.

If the Board agrees, I will defer to Donna as the Committee Chair and the other members of the Committee to determine if they want to schedule a series of meetings to examine a few chapters at a time or schedule a single retreat-style day (probably a Saturday) to try to go over all 13 chapters in one meeting.

Intergovernmental – Chris Pudelek, Mari Piscopo, and I attended the June Intergovernmental meeting, hosted by Addison Township, on Wednesday, June 25. It was agreed at that meeting to permanently move our meetings from Thursday evenings to Wednesdays, and to start at 6 PM instead of 7 PM. The 2025-2027 schedule for meetings is as follows:

HOSTING ORGANIZATION	DATE
DuPage County Board	Wednesday, September 3, 2025
Addison School District 4	Wednesday, November 5, 2025
Addison Fire Protection District	Wednesday, February 4, 2026
Village of Addison	Wednesday, June 3, 2026
Addison Park District	Wednesday, September 2, 2026
Addison Public Library	Wednesday, November 4, 2026
DuPage High School District 88	Wednesday, February 3, 2027
Addison Township	Wednesday, June 2, 2027

Thankfully, since we aren't scheduled to host again until November 2026, the building project will be complete, and we can proudly show off our renovated spaces.

ILA Conference – Registration for this year's Illinois Library Association Conference opens on July 21. The conference will be held in Rosemont from October 14-16, and Thursday October 16 is "Trustee Day" which will include program sessions geared specifically toward library trustees and a special luncheon for trustees. You can view the entire conference schedule here:

<https://site.pheedloop.com/event/ilaac25/schedule>

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

We have several staff presenting at this year's conference, which is another way we are "Sharing our Story" in support of our current strategic plan in an effort to raise our profile in the library community and let people know about all of the great things we are doing at APL.

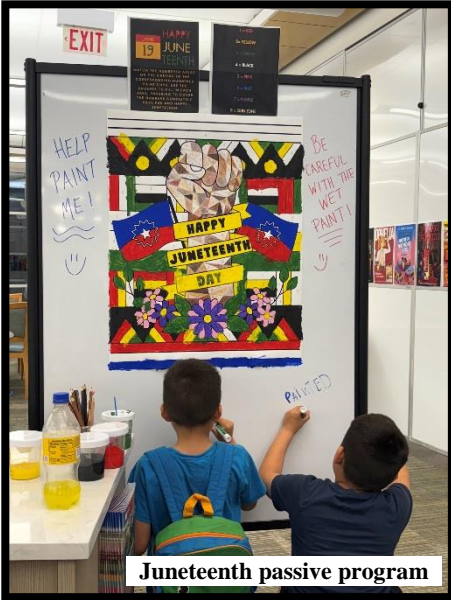
- Ana Beltran and Matt Williams will present: [Pathways to Success: Helping our Immigrant Population Succeed](#)
- Sara Lock will present: [Creating a Public Library Spanish Literacy Program](#)
- Jenny Cuevas is part of a panel presenting: [Creating Visually Appealing Catalog Records for Your Library of Things](#)
- Elizabeth Lynch is part of a panel speaking on: [Book Bans and Intellectual Freedom for Trustees](#)
- Rachel Kaiser is presenting: [Resumania: Incorporating Job Skills and Programs for Teens at Your Library](#)
- Sarah van der Heyden is a member of a panel presenting: [Your Next Chapter: Redefining Library Skills and Belonging](#)



ADDISON
PUBLIC LIBRARY

ADULT SERVICES – JUNE 2025

SNAPSHOT



Juneteenth passive program

Program attendance typically slows during summer months, as patrons are out of town, busy with kids at home, or just out enjoying the warm weather. While this trend remained true in June, we also noticed a dramatic increase in adults in the library looking for specialized help. Adult Services Specialists conducted 20 1-on-1 appointments and notarized 112 documents in June. Yesenia held 70 Social Work 1-on-1 appointments, with requests for housing assistance at an all-time high. The number of reference questions asked also remained steady.

When we discuss program success, what is most important is the impact of the program, and in June, patrons had a lot to say about what they walked away with from our programs. On June 10th, in honor of the Juneteenth holiday, we hosted a program called, "It's the Little Things" which included a live cooking demonstration with delicious samples, followed by a community discussion on mental health and the African American experience. One program attendee shared, "The presenters were very entertaining and the food was great. Love that they are local and spoke on mental health and awareness. One of the best classes I've attended." Medicare 101 was also well received, and patrons were grateful to have more details on the enrollment process and how to pick programs.

Our more social based programs also made an impact. From Dungeons & Dragons to Meditation and Free Time Friday, providing the opportunity to socialize and learn together is a large part of what we do. Patrons shared this sentiment saying, "It was a lot of fun. Learned something new and met nice people." Moreover, "I loved tonight's campaign! It was so fun and well thought out. Everyone is so supportive and creative and clever, it makes the whole game so much better too!" As well as, "Always enjoy the creativeness of all the participants. What a fun evening."



Chair Yoga participants and our instructor, Marti LaHood.

Success Stories

Elizabeth recently attended ALA's Genealogy 101 for Librarians webinar, as she is spearheading our Genealogy Club. Just days after completing the course, she was able to put what she learned into action when she received a genealogy query via Libchat asking for verification about some fact found in Ancestry's family trees!

A patron called to get assistance locating a cooling center that would allow them to bring a pet. Megan sent the list of DuPage County cooling centers and provided Yesenia's contact information; the patron followed up with Yesenia and they were able to get connected with some additional resources to help them stay safely in their home.

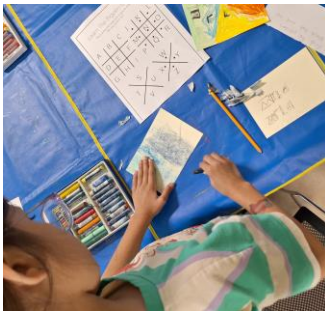
A patron was un-housed after their home burned down and sought assistance from Yesenia. After working with the patron for a few weeks, Yesenia was able to help them apply for and tour a senior living facility that would accept her and her dog. The patron was thrilled to share that she was accepted and could move in the same week! In additional good news, she was offered a 2-bedroom unit for the same rate as a 1-bedroom. She had been very worried about living in her car with the summer heat, but no longer has to worry and has moved herself and her dog Sassy into their new home.

Two kids came upstairs with their adult and asked about the Juneteenth passive program (a community paint by number project). Ana told them they were encouraged to paint as many shapes as they wanted, and they were very happy and excited to do so. They followed up by saying "This library is 10/10!" See the photo above.

CHILDREN'S SERVICES – JUNE 2025

SNAPSHOT

- Summer Reading registration continued through June. As of June 30th, 468 patrons had registered for a CS Summer Reading bag, and 33 completed Summer Reading logs had been turned in.
- Activity Corner, our after-lunch program that Children's Services staff run Tuesday-Thursday each week, was very popular throughout June. Some highlights included an Ice Cream Craft with paint (paint is always a crowd favorite) and a Campfire Craft with real rocks and tea lights.
- Little Prince Daycare brought their elementary school-aged summer camp kids to the library on June 10 to do a mini library tour of the Children's Services department and a craft activity making marbled paper with shaving cream and food coloring. Betsi reported the kids were very excited to check out our play area and to learn we had copies of popular titles like *Dogman* in Spanish.
- Local author Rachael Salten came to the library to talk about her book *Faylinn: The Cup of the Sidhe*. Participants learned about Rachael's writing process and how she did the research for the book. At the end of the event we did a drawing, and two participants won a free autographed copy of Rachael's book and some library swag.
- Local artist Brigit Goudie did a program entitled "Secret Code Art," where patrons were able to create their own artwork utilizing secret codes.
- A new program this summer, STEAM Tales combines "fractured" or retold fairy tales with a STEAM project. In this first session, Debbie read a version of *The Three Billy Goats Gruff* and participants created their own bridges using found materials.
- Betsi presented a Thinking Money for Kids (TM4K) program series in June, with three Friday programs highlighting different TM4K games. Participants were able to test their skills in identifying different coins, how to plan a party on a budget, and what kinds of financial decisions need to be made when trying to make a profit on a farm. We received the program materials for TM4K through a grant from the American Library Association and have now completed all the required programs for the year.



STATISTICS

Children's Programs: 35 programs, 399 participants

Asynchronous Programs: 19 programs; 1196 participants | Appointments: 24 | Continuing Education: 14.5

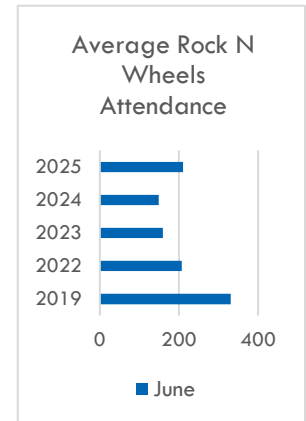
Reference Questions: 182 | Scan/Fax Questions: 68 | Directional Questions: 135 | Teacher Resource Room: 9

Book Displays: Celebrate Pride Month, Eid al-Adha, Juneteenth, Black Music Month, If You Like ... *Dork Diaries*.

COMMUNITY ENGAGEMENT JUNE 2025

SNAPSHOT

- Community Engagement welcomed Audrey, the new Summer Book Bike Associate!
- Rock N Wheels is off to a strong start this year! The department was excited to welcome new faces to the booth: Donna & Pam (Library Board), Christina & her son (Friends of the Library), and staff members Brittany (CS), Jodi (AS), and Yesenia (AS). Despite the rain at the end, June 2025 saw the highest average number of engagements since 2019!
- This year's park programming expanded to include a collaborative series with Sarah (IT), STEAM in the Parks. Unfortunately, the weather has led to a few cancellations this month, but the team was excited to see plenty of faces at Byron and Panther Park
- Matt ran a three-day workshop for teens to build their entrepreneurial skills while also having fun! Based on the TV show, "Shark Tank", Matt modeled how to find a need that their company can fill, how to research supporting information, and developing an elevator pitch. The camp ended with the teens giving their pitch to the "Library Sharks"!
- Yesenia (AS) joined Patti for this month's Clarendale Memory Care presentation focused on music, patriotic music and the history of the Star Bangled Banner in anticipation of the 4th of July. Patti used Hoopla to close out the session with the entire group waving "Let Freedom Ring" wands while singing "This Land is Your Land".



PROJECTS / COMMITTEES

Marketing Updates

- Samantha completed the full FY24–25 Annual Report, which was previewed in the July/August 2025 edition of the library newsletter. The final product turned out great and supports our ongoing commitment to transparency and communication with the community.
- Samantha collaborated with Eden and Karen to finalize new artwork for several of the library's circulating kits. These visual updates help make the kits more engaging and accessible for all users.
- The winners of the Bookmark Design Contest were revealed and are available to the public! The creativity from the community was inspiring—so much so that a few participants were contacted to let them know their work will be featured in the future.



STATISTICS

- The CE department connected with **913** community members at **12** outreach events!
- **18** New Job Toolkits distributed, **27** one-on-one appointments with Job Seekers & Business Owners, and **1** new business library card.



Pictured (top to bottom left): Chart displaying average engagement during June sessions of Rock N Wheels; Rolling Reader loaded with giveaways; "Let Freedom Ring" wands & titles used for the visit to Clarendale; Patti & Gaby at the finish line of the Park District's 5k; Three teens excited to explore the Library goodies inside the raffle basket prepared for the 5k; Two teens (winners) pitching their idea to library staff during "Teen Shark Tank".



GUEST SERVICES – JUNE 2025

SNAPSHOT

Liz watched a Customer Service Foundations webinar and recommended it because by learning a patron's true needs you can provide better patron experience. This can be done by asking follow-up questions. Outstanding customer service is linked to a patron's positive emotions.

Almost everyone completed G is for... training to refresh on what G stands for in GREAT Patron Experience.

Javier spoke at a Library Leadership Team meeting about the paging guidelines Guest Services Associates created.

Guest Services was notified we are moving in mid-August to the Large Meeting Room, so we need to clean out our area and take home any personal items.

Kathy met with everyone for the quarterly one-on-one check-ins. All Guest Services Associates are on track with their goals and continuing education.

Kathy worked with Jenny to create the menu for boxed lunches for Staff Development Day in August. Kathy will be creating a spreadsheet to make it easy for Jersey Mike's to know what is ordered.

Kathy attended the June Board of Trustees meeting to explain the National Change of Address (NCOA) and Inactive Patron Purge and how both affect the number of library cardholders.

Despite physical circulation being down from last year, Guest Services Associates have kept busy with the following projects:

- Changing NEW and Luck Day items to be part of the regular collection.
- Helping more patrons at the desk because the holds are behind the Guest Services desk.
- Most Monday afternoons and Thursday mornings, emptying and sorting return bins.
- Cleaning and tidying the Guest Services area. Even with less construction dust it is still dustier than before construction.

STATISTICS

There were 5 curbside pickups this month.

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

27 patrons are new adults in June. Their accounts will be updated in July.

Guest Services completed 9 hours of Continuing Education.

19 non-SWAN ILLs were checked out this month.

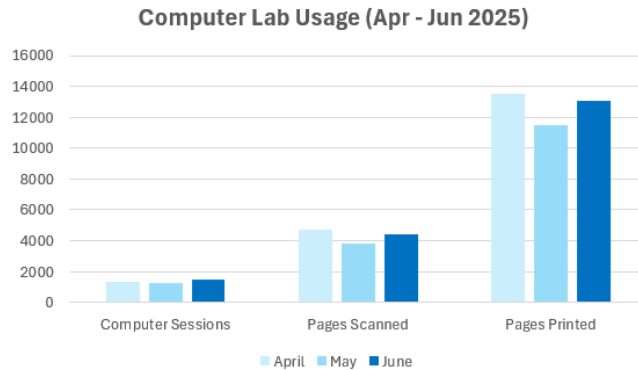
Kathy did 5 notarizations in June.

The self-check percentage for June was 28%.

IT SERVICES – June 2025

SNAPSHOT – Usage Statistics of the Temporary Computer Lab

The Temporary Computer Lab opened to the public on May 8th. The teen gaming computers went into temporary storage on May 16th. The Head of IT Services generated usage statistics, comparing June to May and April, to assess patron needs and monitor trends.



Patron usage of computer lab services decreased by 15-19% in May and then increased 10-19% in June. Even though the total number of pages printed and scanned have not yet reached the April level, the statistics are getting closer to these previous levels. Considering the ongoing construction on the 2nd floor, these usage statistics are good.

- Computer sessions increased by 19% from May and 10% from April, averaging 50 sessions per day.
- The number of pages printed increased by 14% from May, averaging 436 pages per day.
- The number of pages scanned increased by 21% from May, averaging 146 pages per day.

ACTIVITIES/PROJECTS

The IT Services Associates

- Answered a total of 707 patron queries, a 13% increase from last month.
- Became busier each day helping patrons in the temporary computer lab.

The Creative Services Coordinator

- Patrons were adjusting to renovation phase 2 and our temporary service models. Sound Studio usage dropped to 16 bookings compared to 50-60 average. Creative Studio one-on-ones stayed as usual.
- Hosted 1 adult program for Pride Month, attended by 10 patrons.

The IT System Administrator

- Responded to and resolved a total of 32 IT tickets, a 6% decrease from last month.
- Rolled out a silent quarterly phishing campaign.

The Head of IT Services

- Prepared responses to IT Audit.
- Coordinated with the Network Consultant for a round of PCI Compliance and Penetration Testing. Completed PCI DSS validation for POS (Point of Sale).



MATERIALS MANAGEMENT – JUNE 2025

SNAPSHOT

Welcome to Tatiana who joins our Library Aide team! She will spend the next couple of weeks learning the in-and-outs of shelving.

Weeding has started again! The new shelving units for items to be weeded from the collections were installed. Staff withdrew close to 4,000 items from the collection. Weeding had been paused since January.

Jenny is working on setting up EDI ordering with Ingram, they will be another vendor that we will be purchasing library materials.

PROJECTS

Eden is working on transferring movie sets to appropriate records in Workflows. Due to the migration, some of these movie sets have been attached to the wrong records.

Karen negotiated a \$2,200 discount on a Gale Database and she also negotiated with Kanopy to get a subscription.

Paul and Marilyn have been working on two big reclassification projects. The young adult (YA) horror books have “horror” spelled out in the call number to mirror our adult horror collection. And they are working on spelling out “fantasy” in all YA print, adult print, and audio book materials.

Matt has been learning how to receive library materials.

Stef researched different print Spanish magazine titles to add to the collection. The following magazine titles will be added later this fall: *Muy Interesante*, *Vanidades*, *Marie Claire español*, *Glamour México*, *Hola! En español*, and *National Geographic in Spanish*.

Sue ran multiple browse categories throughout the month in the catalog, starting with *Daddy Dearest*, then *Juneteenth Jubilee*, then *Fourth of July Fun* which is set to run through July 5 and then switch to *Sizzling Summer*. She also created a list of all Switch 2 titles, now that we have them in the collection.

Summer Reading brought a lot more carts for Library Aides to be shelved, and the departments needed a lot more housekeeping duties as the end carts, especially in Children's were often piled high with material.

STATISTICS

MM staff completed **7.25** hours of CE.

MM staff added **1,203** items.

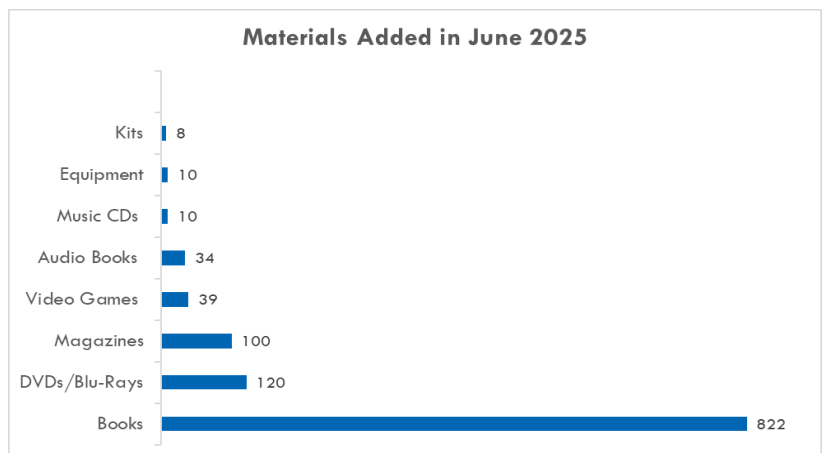
MM staff withdrew **3,808** items.

Library Aides shelved **284** carts.

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

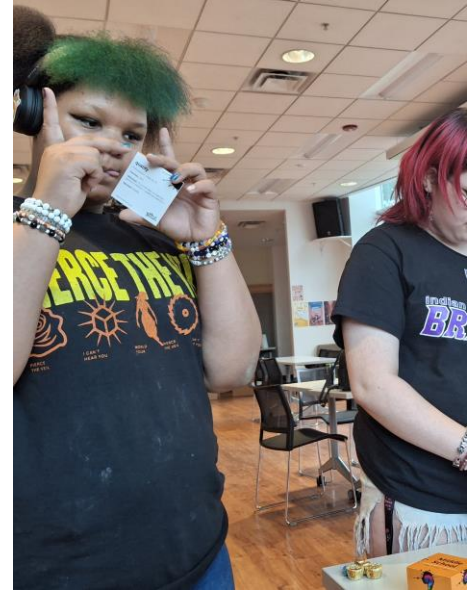
- Average time patrons had to wait for item to arrive through OCLC: **8.7** days.

APL sent **235** items to other libraries through interlibrary loan.



TEEN SERVICES – JUNE 2025

SNAPSHOT



We welcomed Calahan Smith, our new Teen Services Assistant. He is jumping right in and is now leading a group of teens in writing, filming, and editing their own YouTube series.

We are seeing a sharp decrease in our lunch participation this year. Last June, we served 1,983 people or an average of 104 people per day. This June, we served 1,300 people or an average of 62 people a day. That is a 40% decrease compared to last year.

Still, our volunteers are engaged and enthusiastic. 71 volunteers gave 700 hours of service in June. When the lunch is slow, they have the time to perfect their organization system or play with the kids at lunch. (In the center picture, a longtime volunteer shows a kid his favorite puppet.) We introduced a new sign-up system this year that requires teens to select their own shifts and roles in advance. They are doing a fantastic job managing their own schedules and it has simplified our daily routine.

When they aren't "on duty," they love playing a new vocabulary game to earn candy (picture on the right). The vocabulary cards introduce a word and then challenge them to answer a question using the word. For example, "Is there a **valid** reason for breaking a promise?" We find these questions help cement the vocabulary in their memory. In fact, we are noticing them using the words in normal conversation later!

We've also had enthusiastic participation in our "camps." So far teens have joined us to build a LEGO Dungeons and Dragons castle with over 3700 pieces, played roleplay games, and designed their own mini-gowns. We also teamed up with Matt Williams in CE for Teen Shark Tank. Teams of teens designed and presented a business idea to some very tough staff judges, learning basic business principles and practicing public speaking. They were very nervous leading up to their presentations, but they all did a fantastic job.

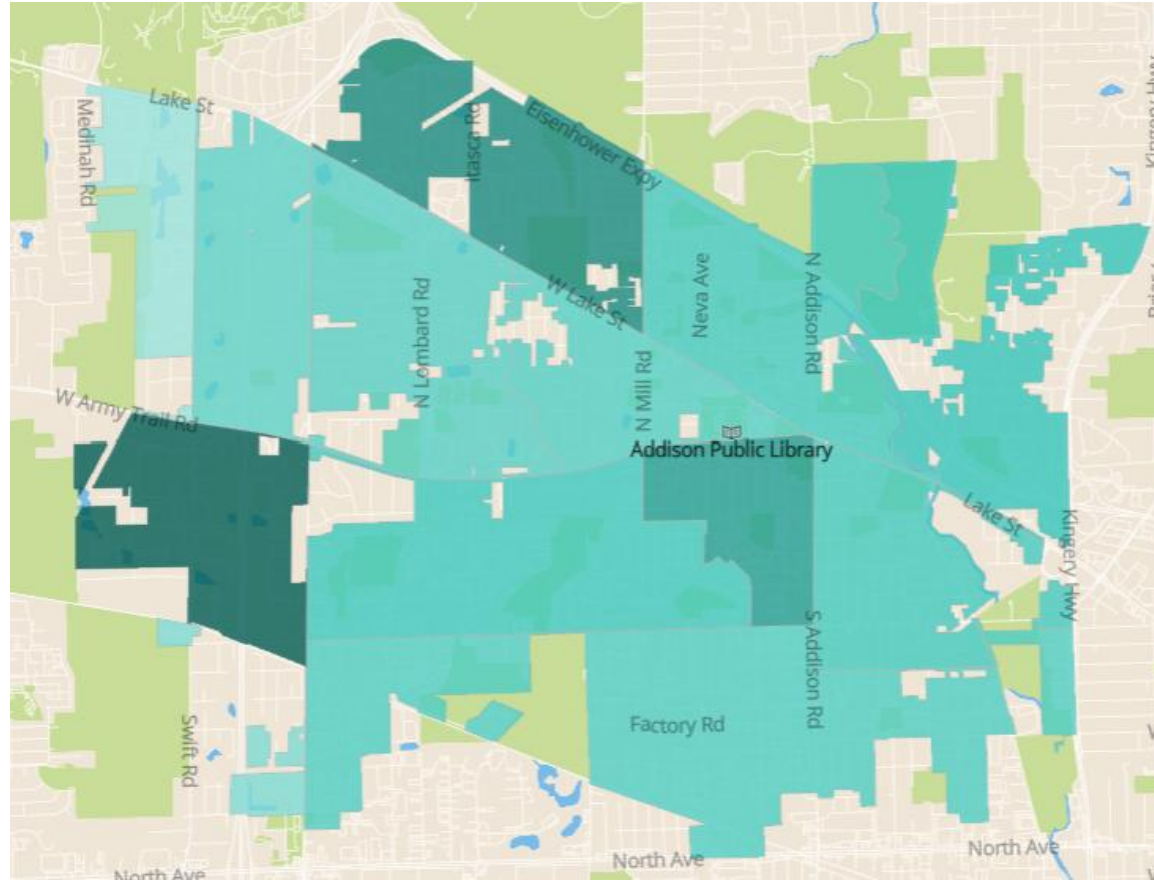
93 more patrons signed up for Summer Reading in June, bringing the total for our Teen books to 298.



Market Analysis

Addison Public Library

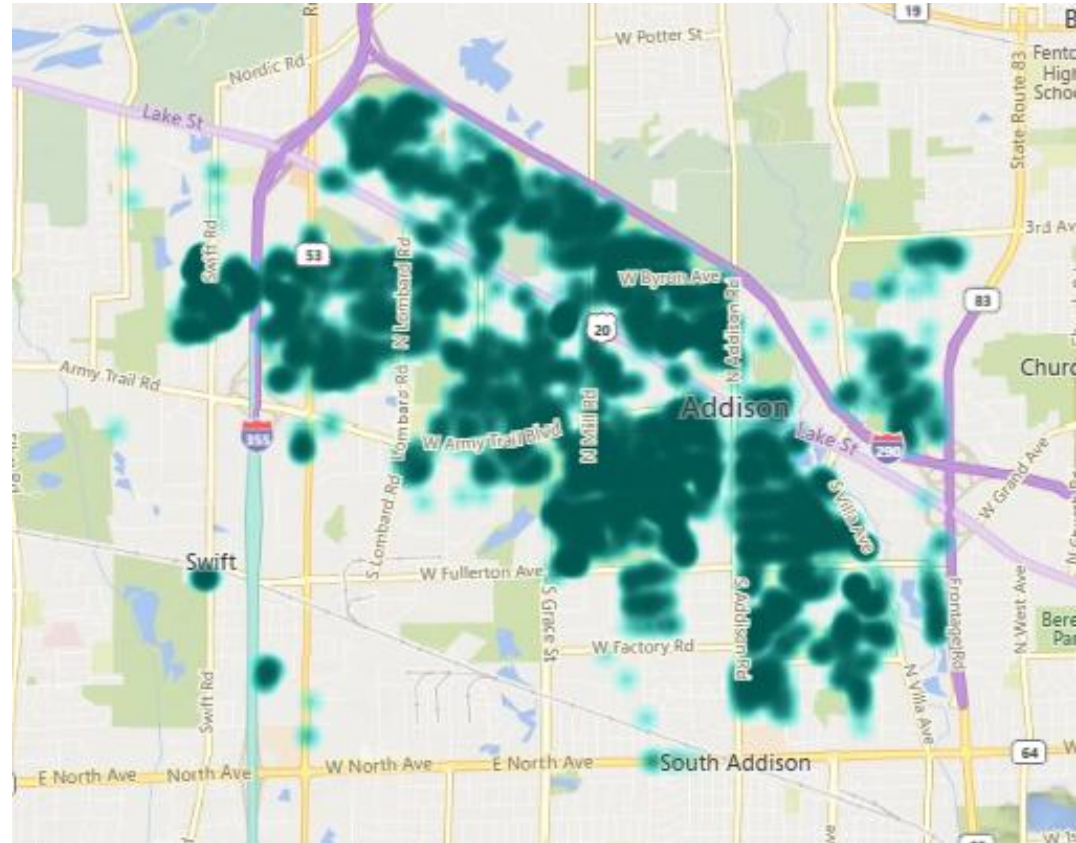
Addison Service Area



Market Penetration by Census Tract – Darker color = higher

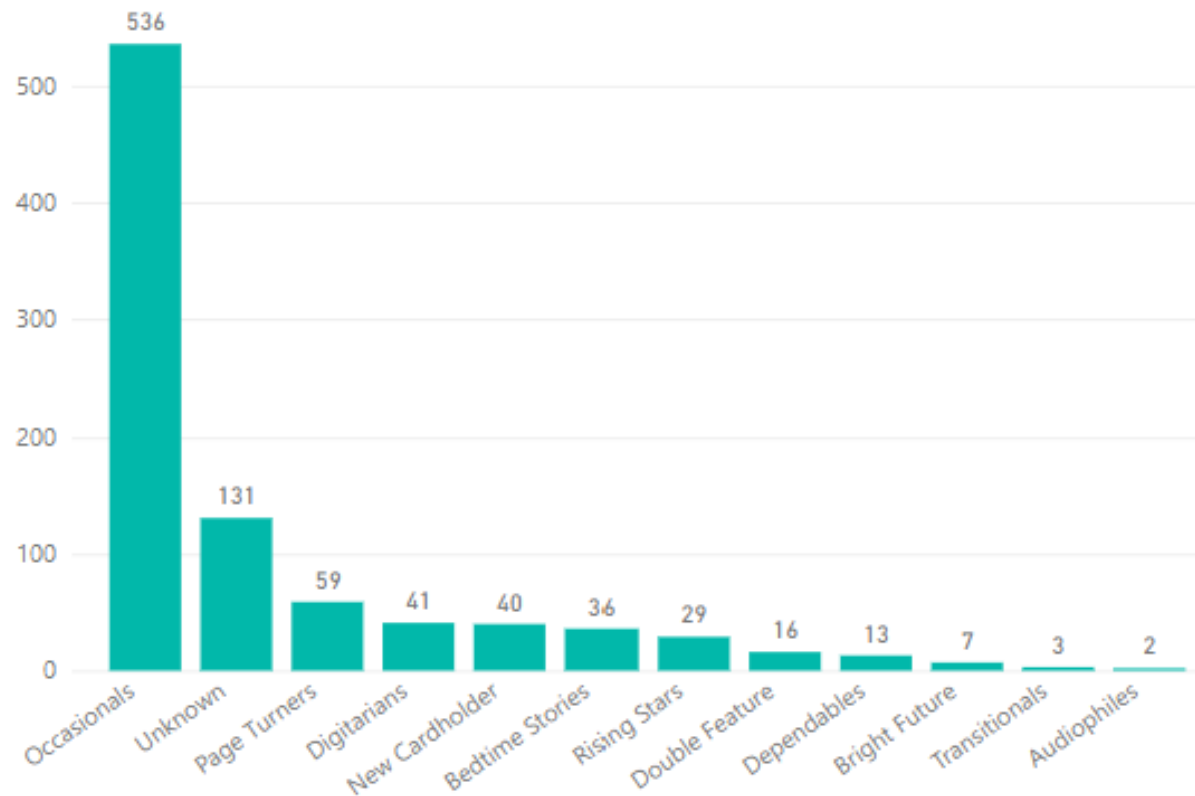
Addison Service Area

- Addison Public Library has 4,532 active user households within the service area. There are an additional 1,310 households that fall outside Addison that have used the library within the past 12 months.



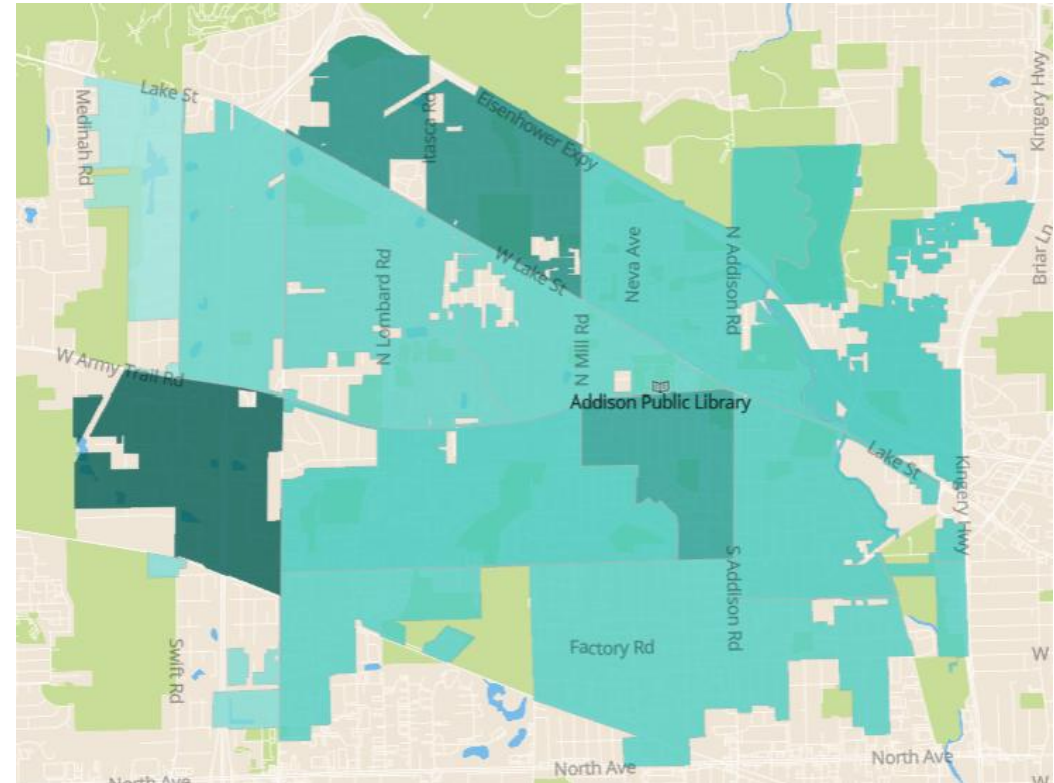
APL Customers Outside Addison

- 965 active user HHs are outside of Addison.
- 345 active HHs could not be standardized or geocoded (P. O. Boxes, etc.).
- 60% of these HH were Occasionals, or infrequent users.



Addison Demographics

- Market Penetration: 36%
 - Total Households: 12,687
 - Active Households: 4,532
- Median Age: 40 Years Old
- Households with Population Under 18 Years: 40%
- Seniors (Age 65+) Population: 17%
- Non-English Language Spoken at Home: 54% (primarily Spanish)
- HH Below Poverty Level: 9%
- Median Household Income: \$80,622.74
- Housing Units Owned/Rented: 68% owned, 32% rented
- Pop. Age 25+ No High School Diploma: 5%
- Ethnicities: 46% Hispanic/Latino; 41% White/Caucasian; 8% Asian, 3% Black/African



MP by Census Tract – Darker color = higher

Demographic Takeaways

- Addison serves a diverse community, with most seniors and areas of higher income in the northern part of the city. Individuals who are Asian or Black live on the western side and overall enjoy higher education levels and engage with the library regularly.
- A large part of the community are Latino and Hispanic communities, mainly located central and east in the city. Just under half of the city identify as Hispanic, and Spanish is right behind English as the most commonly spoken language in the home.
- Several of these households live below the poverty line, and the majority have children. There is higher likelihood for these families to rent vs own.

New Cardholders

- **Primary Library Interest: To Be Discovered!**
- **Behaviors:**
 - **Median Age: 26**
 - **Cluster Movement in the Past 12 Months:**
 - 35% Occasionals
 - 20% Unknowns
 - 16% Rising Stars
 - 8% Bedtime Stories
 - 8% Page Turners
 - 8% Digitalarians

4.11%



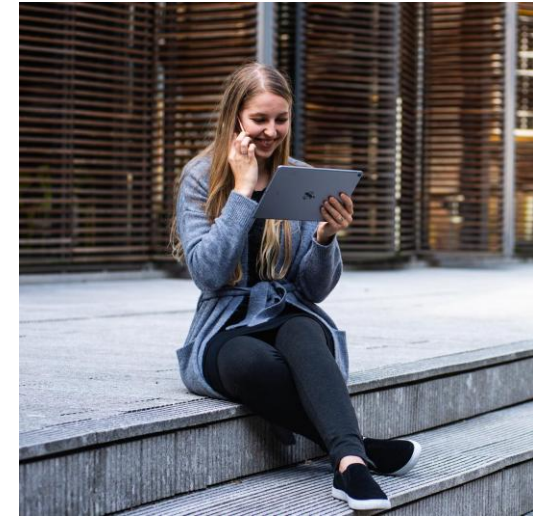
Families

Cluster Name	Primary Library Interest	Distribution	Median Age	Average Utilization Over 12 Months
Bedtime Stories	Adults checking out children's materials	8.69%	39	<ul style="list-style-type: none"> • 13 Children's Items • 10 CDs • 9 Adult Print • 9 DVDs • 4 Teen Print
Bright Futures	Teens using library space	5.15%	14	<ul style="list-style-type: none"> • 4 DVDs • 2 Hoopla • 2 Children's Items • 2 Adult Print
Rising Stars	Children under 13	6.79%	11	<ul style="list-style-type: none"> • 4 Children's Items • 3 DVDs • 3 Hoopla



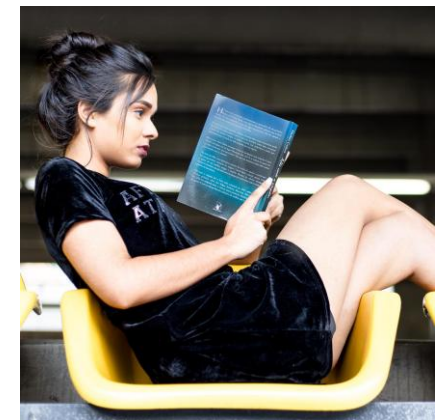
Busy Bees

Cluster Name	Primary Library Interest	Distribution	Median Age	Average Utilization Over 12 Months
Digitarians	eBooks and eAudiobooks	8.59%	42	<ul style="list-style-type: none"> • 3 Overdrive • 2 Hoopla • 2 DVDs
Unknown	Using public computers, databases, other	12.61%	37	<ul style="list-style-type: none"> • ? Computer/Database • 4 DVDs • 4 CDs
Transitionals	Print and digital combined	1.77%	50	<ul style="list-style-type: none"> • 5 CDs • 3 Adult Print • 2 Cloud Library • 2 Hoopla



Traditionalists

Cluster Name	Primary Library Interest	Distribution	Median Age	Average Utilization Over 12 Months
Dependables	Print and A/V	1.01%	67	<ul style="list-style-type: none"> • 5 Adult Print • 4 DVDs • 3 CDs
Double Features	A/V – mostly DVDs	1.14%	54	<ul style="list-style-type: none"> • 4 Adult Print • 4 DVDs • 3 CDs
Page Turners	Adult-aged print	7.09%	55	<ul style="list-style-type: none"> • 8 Adult Print • 3 Children’s Items • 2 Teen Print



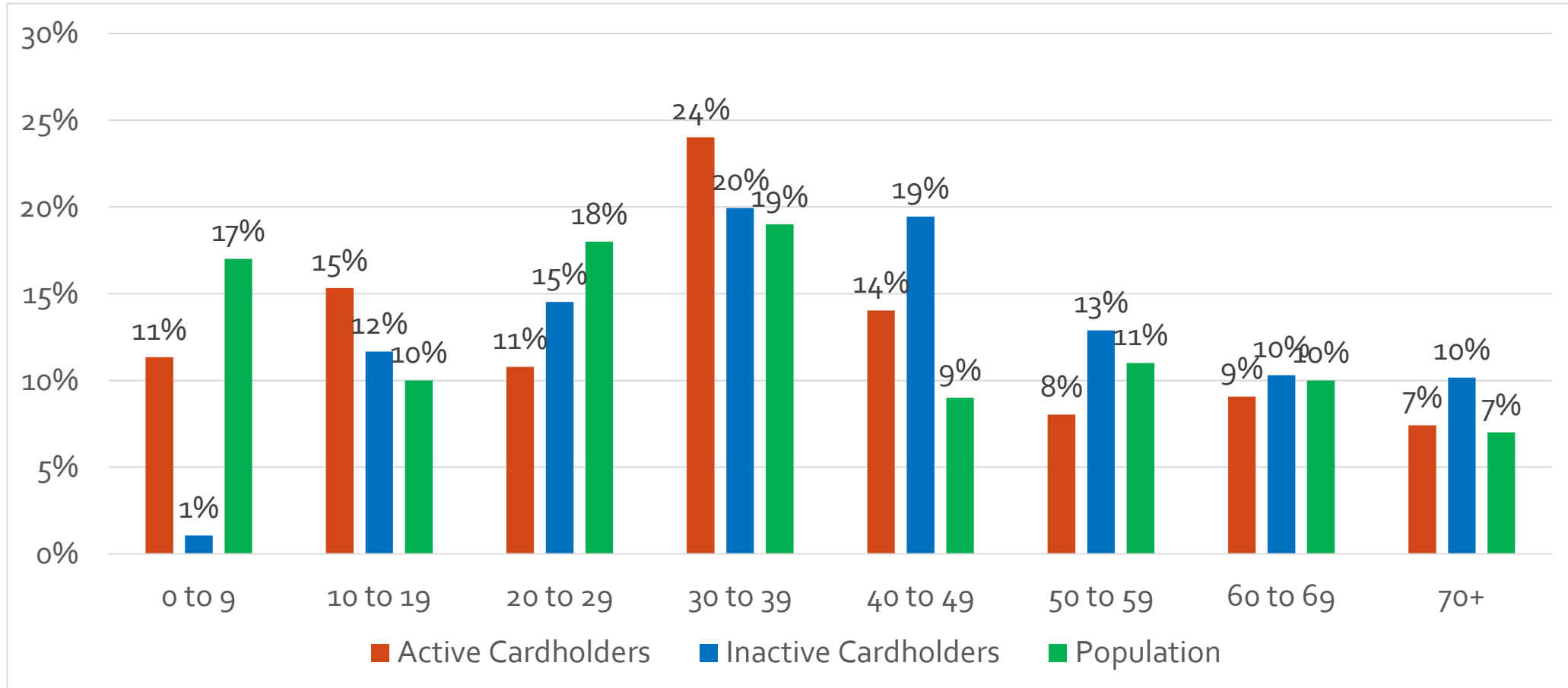
Lapsed Users



Cluster Name	Primary Library Interest	Distribution	Median Age
Occasionals	Infrequent library use	43.06%	30
Inactives	No library use in over a year	9,482 customers 68% have emails on file	33



Age Distribution Comparison



Collection Velocity

Material Type	Median Customers Per Week	Median Items Per Week	Average Checkouts Per Customers
Adult Print	1,129	5,684	5.0
Axis 360	14	18	1.3
CD	30	143	4.8
Children	765	4,625	6.0
Cloud Library	26	48	1.8
DVD	223	1,200	5.4
Hoopla	167	329	2.0
OverDrive	119	227	1.9

Net Promoter Score

- The Net Promoter Score* is a one-question scale of customer loyalty

32. How likely are you to recommend the Library to others?



- NPS is a management tool used by many industries that can be used to gauge the loyalty of customers relationships.

*The Net Promoter Score was first introduced by Reichheld, Frederick F. (December 2003). ["One Number You Need to Grow". Harvard Business Review.](#)

Net Promoter Score

- Customers are categorized into three groups depending on how they answered the 0-10 scale:
 - **Promoters** are happy supporters (9-10)
 - **Passives** are satisfied, but likely to stray (7-8)
 - **Detractors** are dissatisfied and critical (0-6)
- The final **net promoter score** provides a score that focuses on both increasing promoters and decreasing detractors

$$\text{Net Promoter Score} = \% \text{ Promoters} - \% \text{ Detractors}$$

In Savannah®, this survey is sent on a weekly basis to a random sample of recent customers to get immediate and continuous feedback.

Industry Benchmarks

 Apple
NPS = 72

amazon
NPS = 69

NETFLIX
NPS = 68

- Apple has a NPS of **72** – Closes loop with detractors within 24 hours and studies found that every hour spent calling detractors generates more than \$1,000 in revenue
- Lego® credits Net Promoter Score with saving their company from bankruptcy in 2004


Sources: Retently, Analytics by HEAP:

<https://www.retently.com/blog/apple-nps/>

CustomerGauge:

<https://customergauge.com/benchmarks/blog/how-nps-helped-lego-from-going-bankrupt>

Addison Public Library

	65
 Microsoft	45
ORACLE	25
	15*


OrangeBoy inc.

NPS

- APL launched Net Promoter Score in 2022, and has received over 264 responses since then
 - 10% of responses were taken in Spanish



Sample quotes from responses in the last 6 months

"Great resource for anything you want info on and free."

"I think libraries are essential - I will always recommend my library to others. Addison Public Library does a great job of striving to host and/or provide a variety of programs."

"It's clean, organized, and the staff are friendly."

"I don't have any one to recommend it to as I don't know my people in area, however the place is very nice."

[Translated] - "I recommend it because the staff is very attentive and there are many programs that help us."



Takeaways

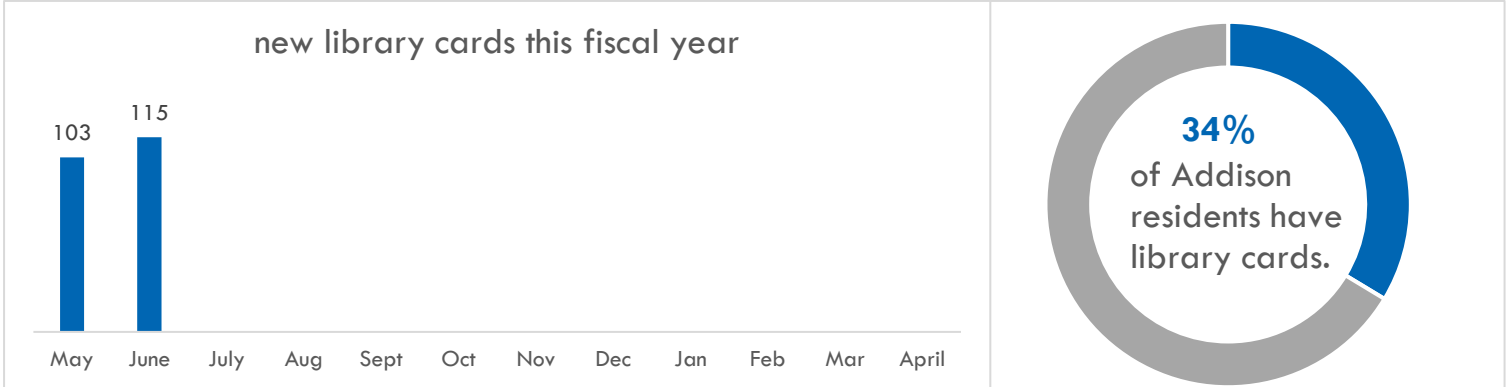
- APL is keeping a majority of New Cardholders active after signup – 65% of recent signups stay engaged over the first year.
- There are a lot Inactives on file that have emails. Duplicating the New Cardholder messaging campaign and tweaking it to send to Occasionals and Inactives with emails might reengage users. Including Occasionals and Inactives in other messages also might work to bring folks back to the library after an absence.
- There is high engagement among children, teens, and young adults, but a drop-off in the 20s before many return to the library in their 30s and 40s. Are there adequate services and marketing for people in this age group?
- There are opportunities to bring in additional data to understand library user needs – Open Athens for databases, program attendance, maybe computer usage, etc.

June 2025 Library Usage Report

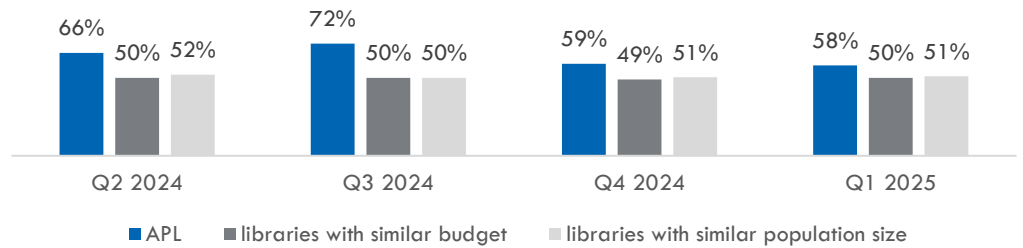


Library Cards

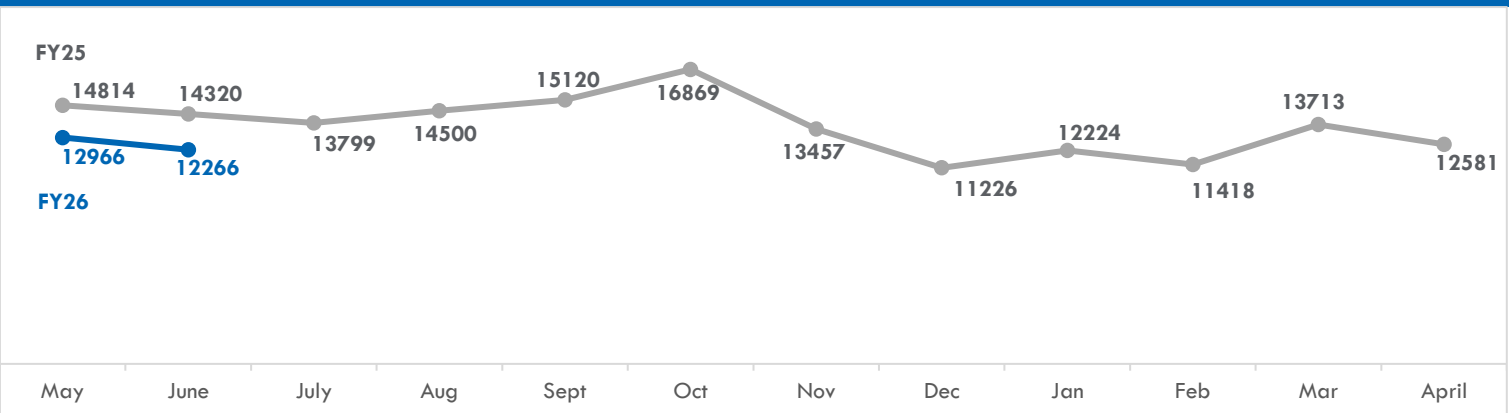
115 new library cards this month.



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

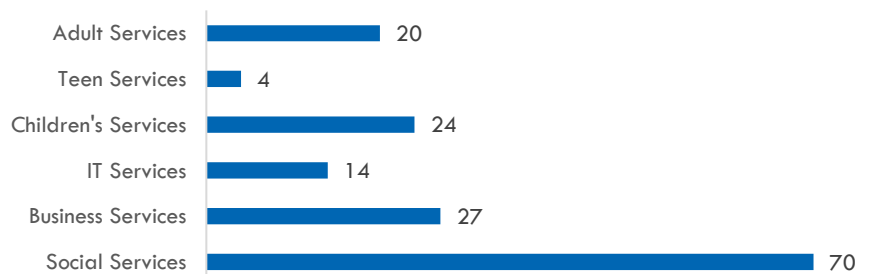


Library Visits



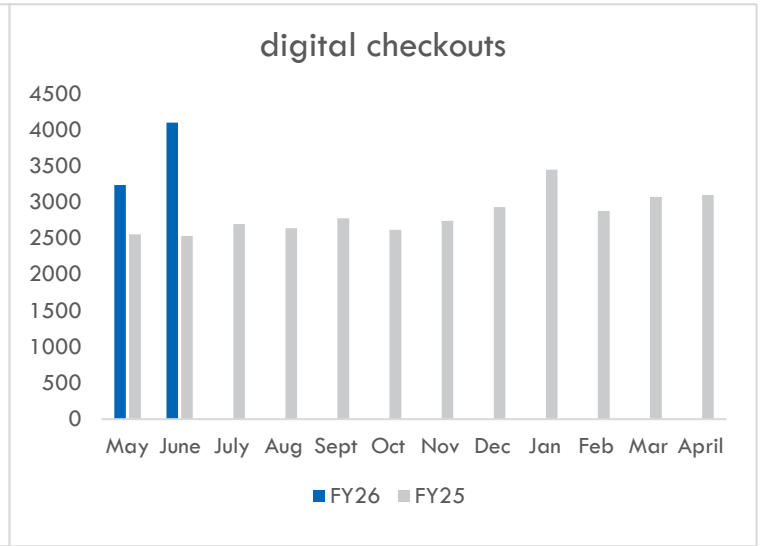
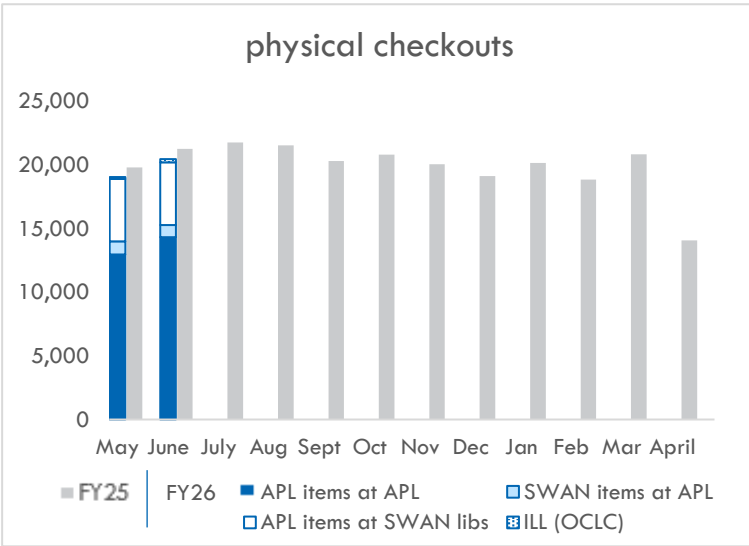
1-on-1 appointments

- 159 1-on-1 appointments
- 1892 computer logins
- 910 wifi sessions
- 0 large meeting room bookings
- 599 study room bookings
- 0 Creative Studio bookings
- 6 Sound Studio bookings

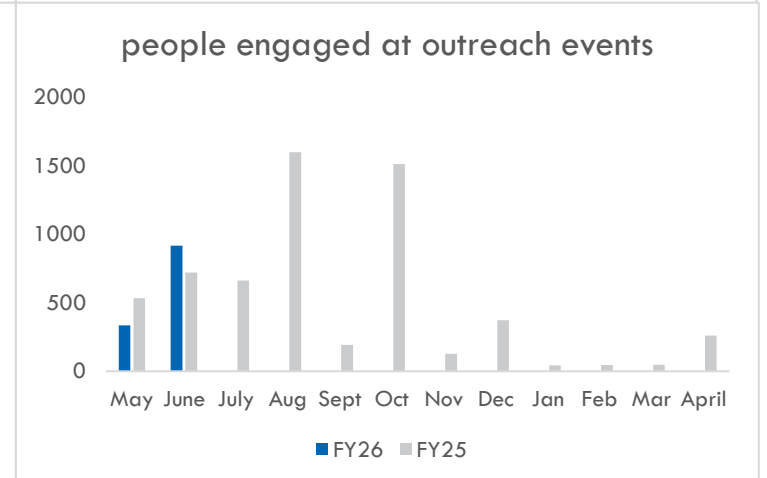
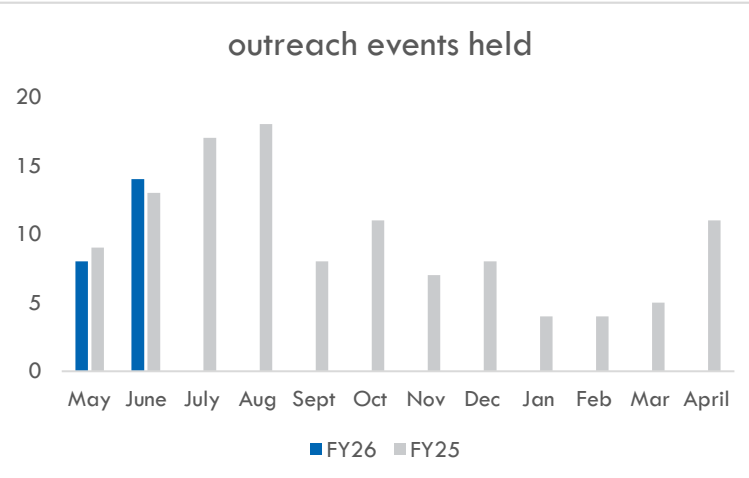
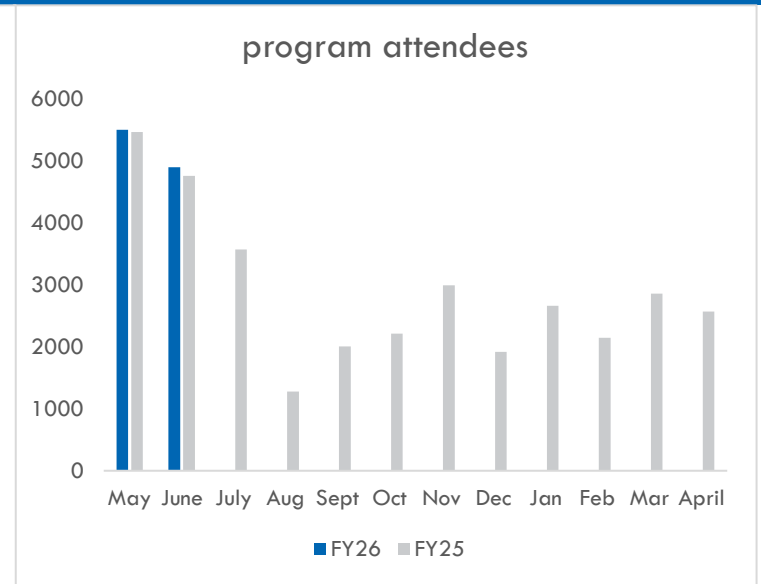
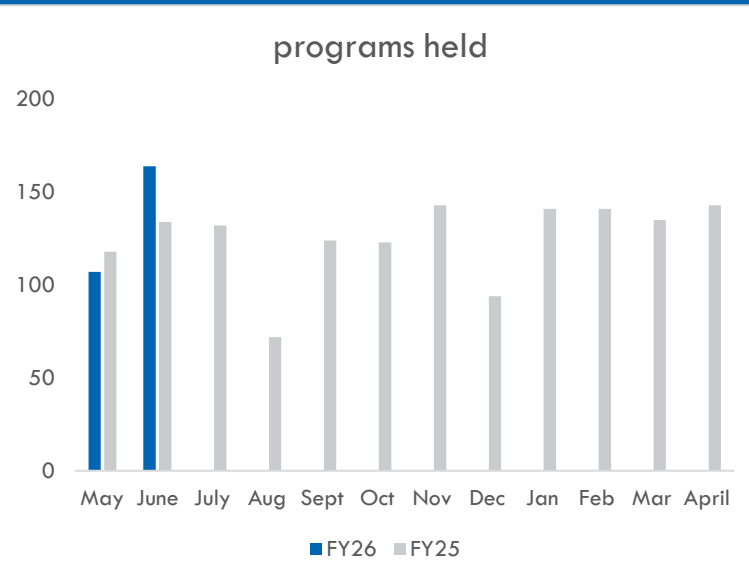


Circulation

24554 total checkouts this month



Programs & Outreach





Meetings

- 6/19, 6/26, 7/3, 7/10: 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.
- 6/26: Mary and Brooke met with Dick Benda from Hallett to review the scope of work and timeline for phases 3 and 4.

APL project work

- We finalized signage for throughout the building except for Sam's Lab.
- We finalized paint colors for the second floor.
- APL staff continued to unpack the 3rd floor including adding safety items back like the AED, emergency procedures, and the bleeding control kit.
- Second floor supervisors reviewed options for temporary workspaces for Phase 3 and agreed on a layout using the Board Room and space in the Children's workroom.
- We've been working to dispose of surplus furniture and equipment. We've reached out to local businesses and put some items in the lobby.

Construction progress

- The drive-up returns re-opened on 6/30.
- Paint is going up for Phase 2! Casework has been installed. Lighting and ceilings are currently being installed.
- The week of 7/21 will be a busy and challenging one!
 - Staff moving to temporary workspaces on the 3rd and 1st floors.
 - BOS coming to disassemble workstations.
 - Hallett is moving the collections to the west side of the 2nd floor. Most of these collections will end up in their permanent homes.
 - Hallett will be moving furniture and other items into storage as needed.



Left: Dump truck delivering dirt to fill in patio.



Right: new teen area; formerly silent area



**LIBRARY CLOSURE
JULY 2025**

Phase 4 of the renovation project will require the Guest Services Department to move from their current desk and workroom into the large meeting room, and the patron entrance into the library will move from the current front doors to a temporary entrance to be added to the north side of the building, directly into the large meeting room. This transition is not something that can be accomplished overnight.

I recommend that the library close for a single day in August, which will allow us to move the Guest Services desk and all of the equipment and supplies they need to serve patrons into the large meeting room. Unfortunately, I don't yet have a precise date for when this should happen. If the Board agrees, I can confer with President Pudelek once we have a date, before announcing the closure to the public.

When we reopen the day after, patrons will enter through the new temporary entrance and be greeted by staff at the new temporary GS desk.

August tends to be one of the slowest months of the year for foot traffic into our building, especially in those days before the school year begins. We have pushed FQC to help us be ready to make this transition before Thursday, August 14 which is the first day of school for District 4, so we will not have to worry about inconveniencing students who come to the library after school. The days immediately preceding that date would also be ideal because we have no programs scheduled on those days.

If weather is conducive, we can try to set up our tent in front of the library and offer some basic services from that point. Staff can serve as runners to go in and retrieve materials for patrons and we can check out using a laptop.



**SURPLUS EQUIPMENT
JULY 2025**

Equipment	Manufacturer	Model/Serial #	Notes
Coin/Bill Tower	TBS	9900CB / S039663	2nd Floor (IT)
Coin/Bill Tower	TBS	9900CB / S039665	1st Floor (CS)
Multi-functional Printer/Copier	Konica Minolta	Bizhub C558 / A79K011021459	2nd Floor Workroom
Television	Vizio	M80-CE	2 nd Floor Program Room

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

Kathia

[redacted] your librarian ~~is~~ acted very racist towards me (an African American patron

the book that I came to pick up is about an African American celebrity. She, [redacted] threw the book at me and was very short with me and I was deeply offended. I have never experienced this type of racism ~~at~~ at Addison Public Library

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

Magan is a good staff. she help to finish my application for me her her grade is A++

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

Hi,

I have been an Addison resident for 30 years, I am disappointed that ~~you~~ the library does not have Greek specific books. ~~As~~ the library carry other languages but not Greek. Addison has a big community of Greeks.



OFFICE OF THE SECRETARY OF STATE
ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 27, 2025

Ms. Mary Medjo Je Zengue, Library Director
Addison Public Library
4 Friendship Plaza
Addison, Illinois 60101-2787

Dear Ms. Medjo Je Zengue:

I am pleased to award the Addison Public Library a Fiscal Year 2025 Illinois Public Library Per Capita Grant in the amount of \$52,660.45.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.Subpart A, State Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulas".

Alexi Giannoulas, Secretary of State and
State Librarian

AG:isl