



Tuesday, September 15, 2026

Regular Board Meeting

6:30 PM

Board Room/Third Floor

4 Friendship Plaza

Addison, IL 60101

1. **Call to Order**

2. **Roll Call**

Establishment of a quorum

3. **Pledge of Allegiance**

4. **Approval of the Agenda**

5. **Public Comment**

6. **Treasurer's Report**

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

Revenue

Received in August: \$110,697.52

YTD Revenue: \$3,482,118.31

Expenditures

Expended in August: \$287,621.51

YTD Expenditures: \$3,104,437.20

Disbursements

\$17,465.20 + August Payroll \$294,027.13

Grand Total for August Disbursements: \$311,492.33

7. **Consent Agenda**

A. Approval of Minutes

B. Approval of Bills & Disbursements

8. **Reports**

A. Director & Staff Reports

Gaby Tafolla, Head of Community Engagement, will attend the meeting and report on her department's activities over the summer.

B. Statistics

C. Friends of the Library Report

9. **New Business**

A. ACTION ITEM: Appeal of Patron Suspension

The Board will consider the appeal from patron Eric Olsen regarding his 1-year suspension of library privileges.

B. ACTION ITEM: Routine Bill Payment policy

C. ACTION ITEM: Revised Intergovernmental Agreement with Addison District #4 — Teacher Cards

D. Discussion Item: Illinois Public Library Standards – Advocacy & Community Engagement

E. Discussion Item: Illinois Public Library Standards - Information Services

F. Discussion Item: Illinois Public Library Standards – Programming

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

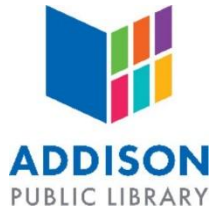
11. **Correspondence & Announcements**

A. Patron Communication

B. Other Correspondence

12. **Additional Discussion**

13. **Adjournment**



Tuesday, September 15, 2026

Regular Board Meeting

6:30 PM

Board Room/Third Floor

4 Friendship Plaza

Addison, IL 60101

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of the Agenda**
5. **Public Comment**
6. **Treasurer's Report**
7. **Consent Agenda**
 - A. Approval of Minutes
 - B. Approval of Bills & Disbursements
8. **Reports**
 - A. Director & Staff Reports
 - B. Statistics
 - C. Friends of the Library Report
9. **New Business**
 - A. ACTION ITEM: Appeal of Patron Suspension
 - B. ACTION ITEM: Routine Bill Payment policy
 - C. ACTION ITEM: Revised Intergovernmental Agreement with Addison District #4 — Teacher Cards
 - D. Discussion Item: Illinois Public Library Standards – Advocacy & Community Engagement
 - E. Discussion Item: Illinois Public Library Standards - Information Services
 - F. Discussion Item: Illinois Public Library Standards – Programming
10. **Closed Session (if needed)**
11. **Correspondence & Announcements**
 - A. Patron Communication
 - B. Other Correspondence
12. **Additional Discussion**
13. **Adjournment**

Addison Public Library

Balance Sheet as of August 31, 2026

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
General Fund			
<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
10-11-1085 - Cash in Bank - Ehlers	8,811,282.35	(93,800.79)	8,717,481.56
10-11-1105 - Cash in Bank - Wintrust Bank Tax Account	4,315,262.62	(357,238.25)	3,958,024.37
10-11-1106 - Cash in Bank - Wintrust Bank Librarian's Fund	2,000.00	0.00	2,000.00
10-11-1107 - Cash in Bank - Wintrust Bank General Fund	485,303.98	50,686.02	535,990.00
10-11-1108 - Cash in Bank - Wintrust Bank Friends	10,392.98	1,593.00	11,985.98
10-11-2000 - Allocated Cash	(8,250,018.33)	120,737.38	(8,129,280.95)
10-12-0100 - Property Taxes Receivable	5,995,489.21	0.00	5,995,489.21
10-12-0101 - Due from State	60,891.56	0.00	60,891.56
	<u>11,431,153.86</u>	<u>(278,022.64)</u>	<u>11,153,131.22</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
10-21-2750 - Accounts Payable	93,826.34	(93,826.34)	0.00
10-22-0230 - Employee I.M.R.F. Payable	15,851.42	(5,305.68)	10,545.74
10-22-0260 - Def Annuity Withholding Payable	(125.00)	0.00	(125.00)
10-22-0390 - Accrued Payroll	116,520.29	0.00	116,520.29
10-24-0300 - Deferred Property Taxes	5,995,489.21	0.00	5,995,489.21
10-24-0301 - Deferred Revenue - Per Capita Grant	60,693.40	0.00	60,693.40
	<u>6,282,255.66</u>	<u>(99,132.02)</u>	<u>6,183,123.64</u>
<u>Fund Balance</u>			
10-30-2920 - Reserved - F.I.C.A.	37,285.04	0.00	37,285.04
10-30-2930 - Reserved - I.M.R.F.	429,880.13	0.00	429,880.13
10-30-2940 - Reserved - Unemployment Comp.	18,196.58	0.00	18,196.58
10-30-2950 - Reserved - Liability Insurance	36,262.61	0.00	36,262.61
10-30-2960 - Reserved - Audit	9,412.96	0.00	9,412.96
10-30-2965 - Reserved - Workers Comp	8,109.00	0.00	8,109.00
10-30-2970 - Reserved - Per Capita Grant	235,973.55	0.00	235,973.55
10-30-2990 - Unreserved Fund Balance	2,643,532.50	0.00	2,643,532.50
	<u>3,418,652.37</u>	<u>0.00</u>	<u>3,418,652.37</u>
Total Liabilities and Fund Balance	<u>9,700,908.03</u>	<u>(99,132.02)</u>	<u>9,601,776.01</u>
Excess Revenues Over Expenses	<u>1,730,245.83</u>	<u>(178,890.62)</u>	<u>1,551,355.21</u>

Addison Public Library

Balance Sheet as of August 31, 2026

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Improvement Fund</u>			
<u>Assets</u>			
80-11-1110 - Cash in Bank - Ill Metropolitan	696,179.15	1,966.63	698,145.78
80-11-2000 - Allocated Cash	<u>8,248,231.30</u>	<u>(120,737.38)</u>	<u>8,127,493.92</u>
	<u>8,944,410.45</u>	<u>(118,770.75)</u>	<u>8,825,639.70</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
80-21-2750 - Accounts Payable	<u>120,737.38</u>	<u>(120,737.38)</u>	<u>0.00</u>
	<u>120,737.38</u>	<u>(120,737.38)</u>	<u>0.00</u>
<u>Fund Balance</u>			
80-30-2999 - Reserved for Capital Projects	<u>9,999,313.80</u>	<u>0.00</u>	<u>9,999,313.80</u>
	<u>9,999,313.80</u>	<u>0.00</u>	<u>9,999,313.80</u>
Total Liabilities and Fund Balance	<u><u>10,120,051.18</u></u>	<u><u>(120,737.38)</u></u>	<u><u>9,999,313.80</u></u>
Excess Revenues Over Expenses	<u><u>(1,175,640.73)</u></u>	<u><u>1,966.63</u></u>	<u><u>(1,173,674.10)</u></u>
<u>Rebillables Fund</u>			
<u>Assets</u>			
90-11-2000 - Allocated Cash	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
<u>Fund Balance</u>			
90-30-2990 - Fund Balance	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
	<u>1,787.03</u>	<u>0.00</u>	<u>1,787.03</u>
Total Liabilities and Fund Balance	<u><u>1,787.03</u></u>	<u><u>0.00</u></u>	<u><u>1,787.03</u></u>

Addison Public Library

Balance Sheet as of August 31, 2026

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Total All Funds</u>			
<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 - Ehlers	8,811,282.35	(93,800.79)	8,717,481.56
Cash in Bank - Wintrust Bank Tax Account	4,315,262.62	(357,238.25)	3,958,024.37
Cash in Bank - Wintrust Bank Librarian's Fund	2,000.00	0.00	2,000.00
Cash in Bank - Wintrust Bank General Fund	485,303.98	50,686.02	535,990.00
Cash in Bank - Wintrust Bank Friends	10,392.98	1,593.00	11,985.98
Cash in Bank - Ill Metropolitan	696,179.15	1,966.63	698,145.78
Property Taxes Receivable	5,995,489.21	0.00	5,995,489.21
Due from State	60,891.56	0.00	60,891.56
	<u>20,377,351.34</u>	<u>(396,793.39)</u>	<u>19,980,557.95</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
Accounts Payable	214,563.72	(214,563.72)	0.00
Employee I.M.R.F. Payable	15,851.42	(5,305.68)	10,545.74
Def Annuity Withholding Payable	(125.00)	0.00	(125.00)
Accrued Payroll	116,520.29	0.00	116,520.29
Deferred Property Taxes	5,995,489.21	0.00	5,995,489.21
Deferred Revenue - Per Capita Grant	60,693.40	0.00	60,693.40
	<u>6,402,993.04</u>	<u>(219,869.40)</u>	<u>6,183,123.64</u>
<u>Fund Balance</u>			
Reserved - F.I.C.A.	37,285.04	0.00	37,285.04
Reserved - I.M.R.F.	429,880.13	0.00	429,880.13
Reserved - Unemployment Comp.	18,196.58	0.00	18,196.58
Reserved - Liability Insurance	36,262.61	0.00	36,262.61
Reserved - Audit	9,412.96	0.00	9,412.96
Reserved - Workers Comp	8,109.00	0.00	8,109.00
Reserved - Per Capita Grant	235,973.55	0.00	235,973.55
Unreserved Fund Balance	2,645,319.53	0.00	2,645,319.53
Reserved for Capital Projects	9,999,313.80	0.00	9,999,313.80
	<u>13,419,753.20</u>	<u>0.00</u>	<u>13,419,753.20</u>
Total Liabilities & Fund Balance	<u>19,822,746.24</u>	<u>(219,869.40)</u>	<u>19,602,876.84</u>
Excess Revenues Over Expenditures	<u>554,605.10</u>	<u>(176,923.99)</u>	<u>377,681.11</u>

Addison Public Library

Balance Sheet as of August 31, 2026

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>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	11,272,851.00	0.00	11,272,851.00
95-14-0450 - Books and Materials	3,271,383.89	0.00	3,271,383.89
95-14-0480 - Office Equipment	<u>443,654.00</u>	<u>0.00</u>	<u>443,654.00</u>
	<u>16,048,542.07</u>	<u>0.00</u>	<u>16,048,542.07</u>
Liabilities and Fund Balance			
<u>Liabilities</u>			
95-20-1000 - Accumulated Depreciation	<u>2,102,471.00</u>	<u>0.00</u>	<u>2,102,471.00</u>
	<u>2,102,471.00</u>	<u>0.00</u>	<u>2,102,471.00</u>
<u>Net Capital Assets</u>			
95-30-0600 - Net Capital Assets	<u>13,946,071.07</u>	<u>0.00</u>	<u>13,946,071.07</u>
	<u>13,946,071.07</u>	<u>0.00</u>	<u>13,946,071.07</u>
Total Liabilities and Net Capital Assets	<u><u>16,048,542.07</u></u>	<u><u>0.00</u></u>	<u><u>16,048,542.07</u></u>

Addison Public Library

Revenue Report

For the 4 Months Ended August 31, 2026

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>General Fund</u>					
<u>Taxes</u>					
10-41-3201 - Property Current - General	56,692.08	2,887,460.40	5,338,104.83	2,450,644.43	54.09
10-41-3202 - Property Current - F.I.C.A.	3,204.67	163,221.18	301,750.21	138,529.03	54.09
10-41-3203 - Property Current - I.M.R.F.	2,670.55	136,017.63	251,458.50	115,440.87	54.09
10-41-3205 - Property Current - Liability Insurance	591.34	30,118.20	55,680.10	25,561.90	54.09
10-41-3206 - Property Current - Audit	114.45	5,829.33	10,776.79	4,947.46	54.09
10-41-3207 - Property Current - Unemployment	57.22	2,914.66	5,388.40	2,473.74	54.09
10-41-3208 - Property Current - Workers Compensation	95.37	4,857.76	8,980.66	4,122.90	54.09
10-41-3301 - Replacement Taxes	0.00	36,701.28	70,000.00	33,298.72	52.43
10-41-3400 - Aggregate Refunds	<u>247.98</u>	<u>12,630.21</u>	<u>23,349.72</u>	<u>10,719.51</u>	<u>54.09</u>
	<u>63,673.66</u>	<u>3,279,750.65</u>	<u>6,065,489.21</u>	<u>2,785,738.56</u>	<u>54.07</u>
<u>Fines & Fees</u>					
10-42-3010 - Fines	597.02	2,222.46	4,000.00	1,777.54	55.56
10-42-3011 - Reciprocal Borrowing Reimbursements	0.00	874.09	4,500.00	3,625.91	19.42
10-42-3012 - Nonresident Fees	421.65	1,034.81	2,000.00	965.19	51.74
10-42-3016 - Scanner Fees	(1,099.75)	0.00	0.00	0.00	0.00
10-42-3017 - Sam's Lab	456.00	875.67	8,500.00	7,624.33	10.30
10-42-3099 - Printing and Copying Fee	<u>2,606.79</u>	<u>7,037.69</u>	<u>9,500.00</u>	<u>2,462.31</u>	<u>74.08</u>
	<u>2,981.71</u>	<u>12,044.72</u>	<u>28,500.00</u>	<u>16,455.28</u>	<u>42.26</u>
<u>Intergovernmental</u>					
10-43-3004 - Per Capita Grant - Current Year	<u>0.00</u>	<u>60,693.40</u>	<u>52,660.00</u>	<u>(8,033.40)</u>	<u>115.26</u>
	<u>0.00</u>	<u>60,693.40</u>	<u>52,660.00</u>	<u>(8,033.40)</u>	<u>115.26</u>
<u>Interest</u>					
10-46-3027 - Interest on Illinois Funds Comingled	0.00	194.26	0.00	(194.26)	0.00
10-46-3028 - Other Interest Income	13,493.19	59,562.59	65,000.00	5,437.41	91.63
10-46-3029 - Ehlers Interest	<u>26,936.59</u>	<u>58,957.05</u>	<u>200,000.00</u>	<u>141,042.95</u>	<u>29.48</u>
	<u>40,429.78</u>	<u>118,713.90</u>	<u>265,000.00</u>	<u>146,286.10</u>	<u>44.80</u>
<u>Miscellaneous</u>					
10-47-3014 - Donations	29.74	59.91	0.00	(59.91)	0.00
10-47-3024 - Other Income	0.00	780.00	500.00	(280.00)	156.00
10-47-3030 - Friends of Addison Public Library	<u>1,616.00</u>	<u>2,592.58</u>	<u>6,500.00</u>	<u>3,907.42</u>	<u>39.89</u>
	<u>1,645.74</u>	<u>3,432.49</u>	<u>7,000.00</u>	<u>3,567.51</u>	<u>49.04</u>
Total Non-Tax Revenues	<u>45,057.23</u>	<u>194,884.51</u>	<u>353,160.00</u>	<u>158,275.49</u>	<u>55.18</u>
Total General Fund Revenues	<u>108,730.89</u>	<u>3,474,635.16</u>	<u>6,418,649.21</u>	<u>2,944,014.05</u>	<u>54.13</u>

Addison Public Library Revenue Report For the 4 Months Ended August 31, 2026

	<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	1,966.63	7,483.15	20,000.00	12,516.85	37.42
	<u>1,966.63</u>	<u>7,483.15</u>	<u>20,000.00</u>	<u>12,516.85</u>	<u>37.42</u>
<u>Transfers</u>					
80-49-3010 - Transfer from General	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>(10,000.00)</u>	<u>(10,000.00)</u>	<u>0.00</u>
Total Capital Improvement Fund Revenues	<u>1,966.63</u>	<u>7,483.15</u>	<u>30,000.00</u>	<u>22,516.85</u>	<u>24.94</u>
<u>Rebillables Fund</u>					
<u>Miscellaneous</u>					
Total All Funds	<u>110,697.52</u>	<u>3,482,118.31</u>	<u>6,448,649.21</u>	<u>2,966,530.90</u>	<u>54.00</u>

Addison Public Library

Expense Report

For the 4 Months Ended August 31, 2026

	<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	253,615.01	1,152,563.91	3,596,510.00	2,443,946.09	32.05	67.95
10-50-2200 - Employer F.I.C.A. Expense	18,854.07	86,135.68	274,130.00	187,994.32	31.42	68.58
10-50-2300 - Employer I.M.R.F. Expense	21,558.05	65,273.37	200,950.00	135,676.63	32.48	67.52
10-50-2400 - Health Insurance	(5,720.26)	102,092.95	515,000.00	412,907.05	19.82	80.18
10-50-2450 - Employee Assistance Program	0.00	4,000.00	4,000.00	0.00	100.00	0.00
10-50-2500 - Recruiting	0.00	116.00	2,500.00	2,384.00	4.64	95.36
10-50-2600 - Wellness Initiatives EXP	<u>0.00</u>	<u>0.00</u>	<u>2,379.97</u>	<u>2,379.97</u>	<u>0.00</u>	<u>100.00</u>
	<u>288,306.87</u>	<u>1,410,181.91</u>	<u>4,595,469.97</u>	<u>3,185,288.06</u>	<u>30.69</u>	<u>69.31</u>
<u>Library Materials</u>						
<u>Children Services</u>						
10-52-3100 - Youth Books	0.00	11,381.16	71,000.00	59,618.84	16.03	83.97
10-52-3900 - Youth Other Expenditures	<u>0.00</u>	<u>4,404.54</u>	<u>28,000.00</u>	<u>23,595.46</u>	<u>15.73</u>	<u>84.27</u>
	<u>0.00</u>	<u>15,785.70</u>	<u>99,000.00</u>	<u>83,214.30</u>	<u>15.95</u>	<u>84.05</u>
<u>Adult Services</u>						
10-54-3110 - Adult Books	0.00	26,563.94	167,000.00	140,436.06	15.91	84.09
10-54-3900 - Adult Other Expenditures	<u>0.00</u>	<u>13,946.27</u>	<u>80,500.00</u>	<u>66,553.73</u>	<u>17.32</u>	<u>82.68</u>
	<u>0.00</u>	<u>40,510.21</u>	<u>247,500.00</u>	<u>206,989.79</u>	<u>16.37</u>	<u>83.63</u>
<u>Other Library Materials</u>						
10-55-3400 - Magazines/News	0.00	9,588.48	13,500.00	3,911.52	71.03	28.97
10-55-3500 - Online Databases	0.00	76,567.22	205,000.00	128,432.78	37.35	62.65
10-55-3860 - E-Books	0.00	20,999.85	75,000.00	54,000.15	28.00	72.00
10-55-3900 - Other Digital Media	<u>0.00</u>	<u>0.00</u>	<u>46,000.00</u>	<u>46,000.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>107,155.55</u>	<u>339,500.00</u>	<u>232,344.45</u>	<u>31.56</u>	<u>68.44</u>
Total Library Materials	<u>0.00</u>	<u>163,451.46</u>	<u>686,000.00</u>	<u>522,548.54</u>	<u>23.83</u>	<u>76.17</u>
<u>General Contractual Services</u>						
10-56-4100 - Legal Fees	0.00	907.15	12,000.00	11,092.85	7.56	92.44
10-56-4410 - Collection Agency Fees	0.00	256.10	3,500.00	3,243.90	7.32	92.68
10-56-4420 - Equipment Rental & Leasing	0.00	149.85	5,000.00	4,850.15	3.00	97.00
10-56-4450 - Accounting Service Fees	0.00	8,870.00	28,100.00	19,230.00	31.57	68.43
10-56-4500 - Payroll Service Fees	5,181.62	14,883.62	60,000.00	45,116.38	24.81	75.19
10-56-4600 - Audit Service Fees	0.00	0.00	8,000.00	8,000.00	0.00	100.00
10-56-4900 - Other Contracts	<u>424.96</u>	<u>15,331.54</u>	<u>51,880.00</u>	<u>36,548.46</u>	<u>29.55</u>	<u>70.45</u>
	<u>5,606.58</u>	<u>40,398.26</u>	<u>168,480.00</u>	<u>128,081.74</u>	<u>23.98</u>	<u>76.02</u>

Addison Public Library

Expense Report

For the 4 Months Ended August 31, 2026

	<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	3,784.72	16,000.00	12,215.28	23.65	76.35
10-58-5120 - Water Service	0.00	658.31	4,200.00	3,541.69	15.67	84.33
10-58-5310 - Refuse Disposal Service	374.64	1,123.92	5,580.00	4,456.08	20.14	79.86
10-58-5320 - Cleaning Service	<u>0.00</u>	<u>26,990.87</u>	<u>80,000.00</u>	<u>53,009.13</u>	<u>33.74</u>	<u>66.26</u>
	<u>374.64</u>	<u>32,557.82</u>	<u>105,780.00</u>	<u>73,222.18</u>	<u>30.78</u>	<u>69.22</u>
<u>Telecommunications</u>						
10-58-5510 - Telephone	0.00	1,918.47	10,000.00	8,081.53	19.18	80.82
10-58-5570 - Leased Internet Access Line	<u>100.20</u>	<u>2,003.55</u>	<u>11,500.00</u>	<u>9,496.45</u>	<u>17.42</u>	<u>82.58</u>
	<u>100.20</u>	<u>3,922.02</u>	<u>21,500.00</u>	<u>17,577.98</u>	<u>18.24</u>	<u>81.76</u>
<u>Maintenance and Repair</u>						
10-58-5610 - Building Supplies	0.00	8,638.42	40,000.00	31,361.58	21.60	78.40
10-58-5620 - HVAC	0.00	0.00	15,000.00	15,000.00	0.00	100.00
10-58-5690 - Other Building Materials & Repair	0.00	934.46	6,500.00	5,565.54	14.38	85.62
10-58-5710 - Equipment Maintenance & Repair	<u>0.00</u>	<u>11,740.69</u>	<u>75,000.00</u>	<u>63,259.31</u>	<u>15.65</u>	<u>84.35</u>
	<u>0.00</u>	<u>21,313.57</u>	<u>136,500.00</u>	<u>115,186.43</u>	<u>15.61</u>	<u>84.39</u>
Total Physical Services	<u>474.84</u>	<u>57,793.41</u>	<u>263,780.00</u>	<u>205,986.59</u>	<u>21.91</u>	<u>78.09</u>
<u>Automation</u>						
10-61-4800 - System Development	0.00	6,703.45	34,000.00	27,296.55	19.72	80.28
10-61-6100 - ILS Services	0.00	25,984.67	63,292.00	37,307.33	41.06	58.94
10-61-6200 - Software/Licenses	<u>0.00</u>	<u>45,265.97</u>	<u>102,000.00</u>	<u>56,734.03</u>	<u>44.38</u>	<u>55.62</u>
	<u>0.00</u>	<u>77,954.09</u>	<u>199,292.00</u>	<u>121,337.91</u>	<u>39.12</u>	<u>60.88</u>
<u>Continuing Education</u>						
10-62-7410 - Administration	0.00	980.00	3,500.00	2,520.00	28.00	72.00
10-62-7420 - Information Technology	0.00	2,100.00	3,145.00	1,045.00	66.77	33.23
10-62-7430 - Guest Services	0.00	320.00	950.00	630.00	33.68	66.32
10-62-7440 - Adult Services	0.00	2,170.00	4,300.00	2,130.00	50.47	49.53
10-62-7450 - Youth Services	0.00	(545.00)	1,500.00	2,045.00	(36.33)	136.33
10-62-7455 - Teen Services	0.00	(590.00)	1,000.00	1,590.00	(59.00)	159.00
10-62-7460 - Materials Management	0.00	(394.90)	2,150.00	2,544.90	(18.37)	118.37
10-62-7470 - Staff In-Service	0.00	9.25	6,750.00	6,740.75	0.14	99.86
10-62-7480 - Board	0.00	375.00	3,500.00	3,125.00	10.71	89.29
10-62-7500 - Community Engagement	0.00	663.21	1,655.00	991.79	40.07	59.93
10-62-7510 - Memberships (Staff & Board)	0.00	3,563.00	10,000.00	6,437.00	35.63	64.37
10-62-7550 - In-State Travel	0.00	651.53	16,500.00	15,848.47	3.95	96.05
10-62-7560 - Out-of-State Travel	0.00	0.00	2,000.00	2,000.00	0.00	100.00
10-62-7600 - Tuition Reimbursement	<u>0.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>	<u>0.00</u>	<u>100.00</u>
	<u>0.00</u>	<u>9,302.09</u>	<u>69,450.00</u>	<u>60,147.91</u>	<u>13.39</u>	<u>86.61</u>

Addison Public Library

Expense Report

For the 4 Months Ended August 31, 2026

	<u>M.T.D.</u>	<u>Y.T.D.</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Prct.</u>	<u>Prct.</u>
	<u>Expended</u>	<u>Expended</u>	<u>Amount</u>	<u>Remain.</u>	<u>Expend.</u>	<u>Remain.</u>
<u>Programs</u>						
10-64-8100 - Adult Services Programs	0.00	6,009.54	32,000.00	25,990.46	18.78	81.22
10-64-8120 - Youth Services Program	0.00	2,642.48	19,500.00	16,857.52	13.55	86.45
10-64-8160 - Teen Program	(150.00)	4,141.93	22,650.00	18,508.07	18.29	81.71
10-64-8165 - Community Engagement Program	0.00	1,067.17	5,550.00	4,482.83	19.23	80.77
10-64-8170 - IT Programs	<u>0.00</u>	<u>1,054.07</u>	<u>9,000.00</u>	<u>7,945.93</u>	<u>11.71</u>	<u>88.29</u>
	<u>(150.00)</u>	<u>14,915.19</u>	<u>88,700.00</u>	<u>73,784.81</u>	<u>16.82</u>	<u>83.18</u>
<u>PR/Marketing</u>						
10-64-8210 - Newsletter	0.00	18,483.40	50,550.00	32,066.60	36.56	63.44
10-64-8220 - Flyers/Brochures	0.00	1,115.54	18,250.00	17,134.46	6.11	93.89
10-64-8910 - Other Promotions	<u>725.00</u>	<u>2,238.31</u>	<u>10,000.00</u>	<u>7,761.69</u>	<u>22.38</u>	<u>77.62</u>
	<u>725.00</u>	<u>21,837.25</u>	<u>78,800.00</u>	<u>56,962.75</u>	<u>27.71</u>	<u>72.29</u>
<u>Other Operating Expenses</u>						
<u>Supplies</u>						
10-66-9210 - Office Supplies	0.00	742.04	5,500.00	4,757.96	13.49	86.51
10-66-9220 - Guest Services Supplies	0.00	2,001.58	3,600.00	1,598.42	55.60	44.40
10-66-9230 - Adult Services Supplies	0.00	143.02	1,500.00	1,356.98	9.53	90.47
10-66-9240 - Youth Services Supplies	0.00	1,258.83	3,000.00	1,741.17	41.96	58.04
10-66-9245 - Teen Services Supplies	0.00	73.98	800.00	726.02	9.25	90.75
10-66-9250 - Materials Management Supplies	0.00	6,924.20	30,550.00	23,625.80	22.67	77.33
10-66-9270 - Information Technology Supplies	0.00	3,684.26	33,000.00	29,315.74	11.16	88.84
10-66-9290 - Postage	0.00	1,000.00	10,000.00	9,000.00	10.00	90.00
10-66-9300 - Library Wide Supplies	0.00	2,294.86	12,500.00	10,205.14	18.36	81.64
10-66-9330 - Community Engagement Supplies	0.00	1,199.39	3,900.00	2,700.61	30.75	69.25
10-66-9985 - Sam's Lab Donation	(7,341.78)	0.00	33,175.47	33,175.47	0.00	100.00
10-66-9986 - Sam's Lab Supplies	<u>0.00</u>	<u>2,643.09</u>	<u>25,900.00</u>	<u>23,256.91</u>	<u>10.20</u>	<u>89.80</u>
	<u>(7,341.78)</u>	<u>21,965.25</u>	<u>163,425.47</u>	<u>141,460.22</u>	<u>13.44</u>	<u>86.56</u>
<u>Insurance</u>						
10-66-9510 - Unemployment Compensation Insurance	0.00	1,644.66	6,000.00	4,355.34	27.41	72.59
10-66-9520 - Workers' Compensation Insurance	0.00	13,356.00	12,000.00	(1,356.00)	111.30	(11.30)
10-66-9530 - Liability Insurance	<u>0.00</u>	<u>58,982.00</u>	<u>64,000.00</u>	<u>5,018.00</u>	<u>92.16</u>	<u>7.84</u>
	<u>0.00</u>	<u>73,982.66</u>	<u>82,000.00</u>	<u>8,017.34</u>	<u>90.22</u>	<u>9.78</u>
<u>Grant Expenses</u>						
10-66-9840 - Per Capita Grant - Current Year	<u>0.00</u>	<u>3,920.00</u>	<u>52,660.00</u>	<u>48,740.00</u>	<u>7.44</u>	<u>92.56</u>
	<u>0.00</u>	<u>3,920.00</u>	<u>52,660.00</u>	<u>48,740.00</u>	<u>7.44</u>	<u>92.56</u>

Addison Public Library

Expense Report

For the 4 Months Ended August 31, 2026

	<u>M.T.D.</u>	<u>Y.T.D.</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Prct.</u>	<u>Prct.</u>
	<u>Expended</u>	<u>Expended</u>	<u>Amount</u>	<u>Remain.</u>	<u>Expend.</u>	<u>Remain.</u>
<u>Other Expenses</u>						
10-66-9910 - Hardware	0.00	23,206.59	55,000.00	31,793.41	42.19	57.81
10-66-9920 - Furniture and Equipment	0.00	423.62	5,000.00	4,576.38	8.47	91.53
10-66-9930 - Reciprocal Borrowing Expense	0.00	46.49	500.00	453.51	9.30	90.70
10-66-9940 - Cable Broadcast	0.00	0.00	5,400.00	5,400.00	0.00	100.00
10-66-9960 - Friends of the Library	0.00	2,838.59	6,500.00	3,661.41	43.67	56.33
10-66-9970 - FUNshine Committee	0.00	1,079.35	5,000.00	3,920.65	21.59	78.41
10-66-9980 - Staff Recognition	0.00	(16.26)	10,000.00	10,016.26	(0.16)	100.16
	<u>0.00</u>	<u>27,578.38</u>	<u>87,400.00</u>	<u>59,821.62</u>	<u>31.55</u>	<u>68.45</u>
<u>Transfers</u>						
Total Other Operating Expenses	<u>(7,341.78)</u>	<u>127,446.29</u>	<u>385,485.47</u>	<u>258,039.18</u>	<u>33.06</u>	<u>66.94</u>
Total General Fund Expenditures	<u>287,621.51</u>	<u>1,923,279.95</u>	<u>6,535,457.44</u>	<u>4,612,177.49</u>	<u>29.43</u>	<u>70.57</u>
<u>Capital Improvement Fund</u>						
<u>Asset Replacement</u>						
80-55-1900 - Asset Replacement Expense	0.00	6,072.56	35,000.00	28,927.44	17.35	82.65
80-55-1905 - Renovation Project	0.00	1,175,084.69	3,000,000.00	1,824,915.31	39.17	60.83
	<u>0.00</u>	<u>1,181,157.25</u>	<u>3,035,000.00</u>	<u>1,853,842.75</u>	<u>38.92</u>	<u>61.08</u>
<u>RFID Project</u>						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	<u>0.00</u>	<u>1,181,157.25</u>	<u>3,035,000.00</u>	<u>1,853,842.75</u>	<u>38.92</u>	<u>61.08</u>
<u>Rebillables Fund</u>						
90-50-5900 - Personal Orders	0.00	0.00	0.00	0.00	0.00	100.00
90-50-5950 - Interlibrary Loans, etc.	0.00	0.00	0.00	0.00	0.00	100.00
Total All Funds	<u>287,621.51</u>	<u>3,104,437.20</u>	<u>9,570,457.44</u>	<u>6,466,020.24</u>	<u>32.44</u>	<u>67.56</u>

Addison Public Library

Check Register

All Bank Accounts

August 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ADP, LLC				21999	08/14/26	<u>5,181.62</u>
10-56-4500	Payroll Service Fees	Inv #728398408	440.30			
10-56-4500	Payroll Service Fees	Inv #728399288	4,741.32			
Village of Addison - HSA				22000	08/14/26	<u>3,721.88</u>
10-50-2400	Health Insurance	EE/ER HSA Payroll Contribution 8/12/26	3,721.88			
Henry Fiene				22001	08/19/26	<u>725.00</u>
10-64-8910	Other Promotions	50% Deposit/ABC Parade Float 8/29/26	725.00			
Republic Services #551				22002	08/19/26	<u>374.64</u>
10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	374.64			
Ale Ramirez				22003	08/26/26	<u>150.00</u>
10-64-8160	Teen Program	DnD 8/26 Program	150.00			
Verizon				22004	08/26/26	<u>100.20</u>
10-58-5570	Leased Internet Access Line	Verizon	100.20			
Mission Square				ACH	08/25/26	<u>3,654.23</u>
10-22-0260	Def Annuity Withholding Payable	Plan# 306740 - 8/24/26 Payroll	3,179.23			
10-22-0270	Roth 457 Payable	Plan# 306740 - 8/24/26 Payroll	475.00			
Mission Square				ACH	08/13/26	<u>3,557.63</u>
10-22-0260	Def Annuity Withholding Payable	Plan# 306740 - 8/12/26 Payroll	3,082.63			
10-22-0270	Roth 457 Payable	Plan# 306740 - 8/12/26 Payroll	475.00			
Check List Total						<u><u>17,465.20</u></u>

Addison Public Library
Check List

All Bank Accounts

August 1, 2026 - August 31, 2026

Check Number	Check Date	Payee	Amount
Vendor Checks			
21999	08/14/26	ADP, LLC	5,181.62
22000	08/14/26	Village of Addison - HSA	3,721.88
22001	08/19/26	Henry Fiene	725.00
22002	08/19/26	Republic Services #551	374.64
22003	08/26/26	Ale Ramirez	150.00
22004	08/26/26	Verizon	100.20
ACH	08/25/26	Mission Square	3,654.23
ACH	08/13/26	Mission Square	3,557.63
Vendor Check Total			<u>17,465.20</u>
Check List Total			<u><u>17,465.20</u></u>

Check count = 8

Addison Public Library
Payroll Distribution Summary

Board Meeting 9/15/2026

<u>Description</u>	<u>Amount</u>
Payroll	\$294,027.13

Approved by Board of Trustees

President

Date

Secretary

Date



Monthly Portfolio Summary

Addison Public Library

For the Period Ending: 8/31/2026

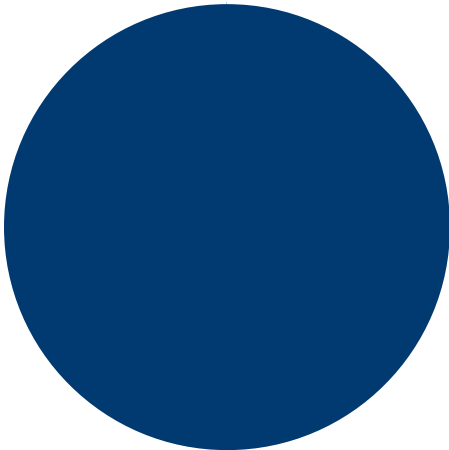
Monthly Summary

Addison Public Library

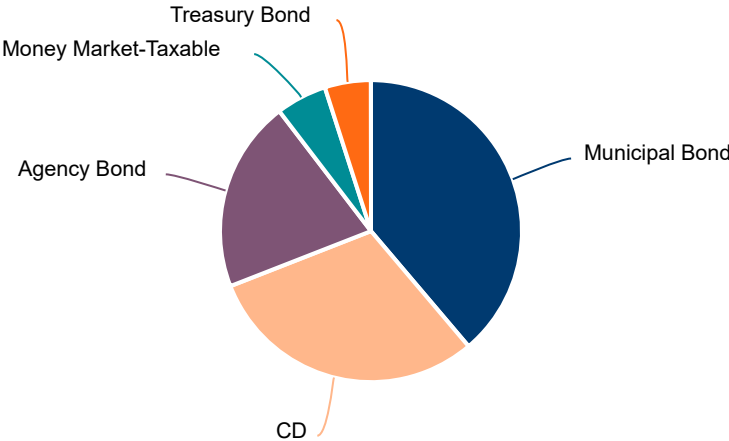
8/31/2026



Account Overview



Asset Class Allocation



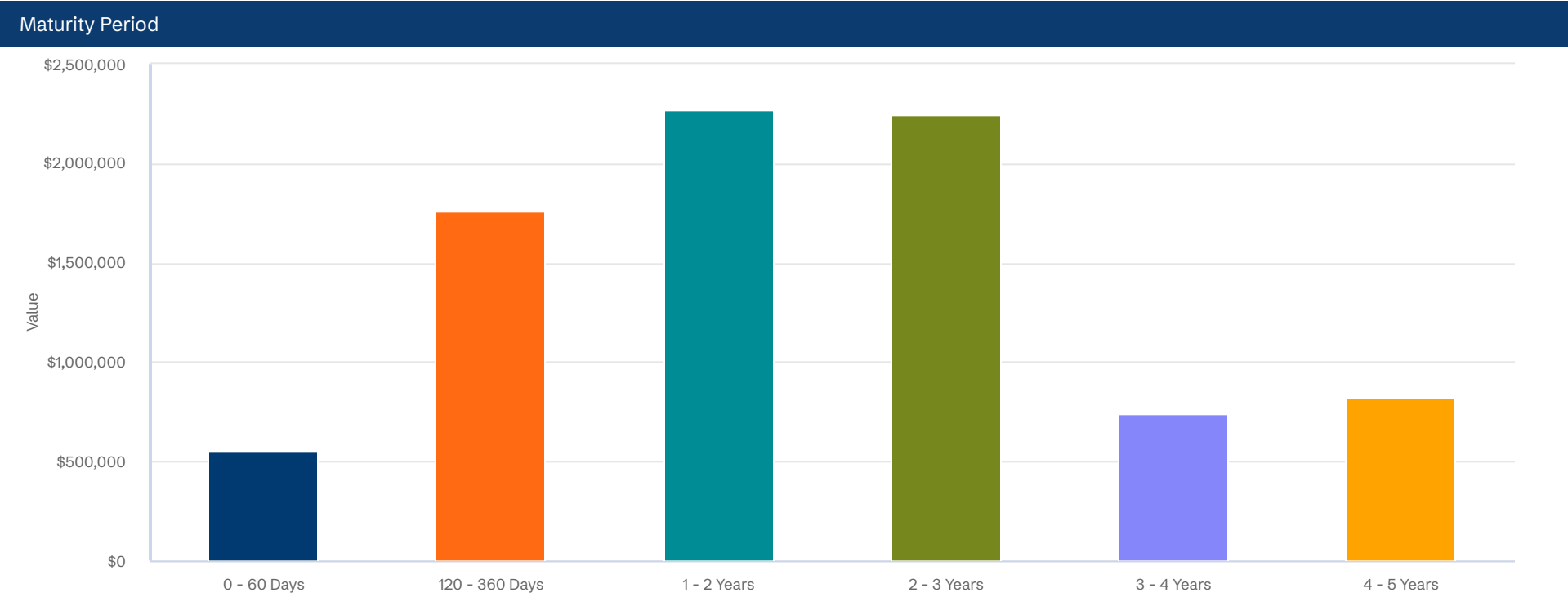
Accounts Overview

Account	Market Value	Allocation
Addison Public Library - General Fund	\$8,717,481.56	100.00 %
Table Total	\$8,717,481.56	100.00 %

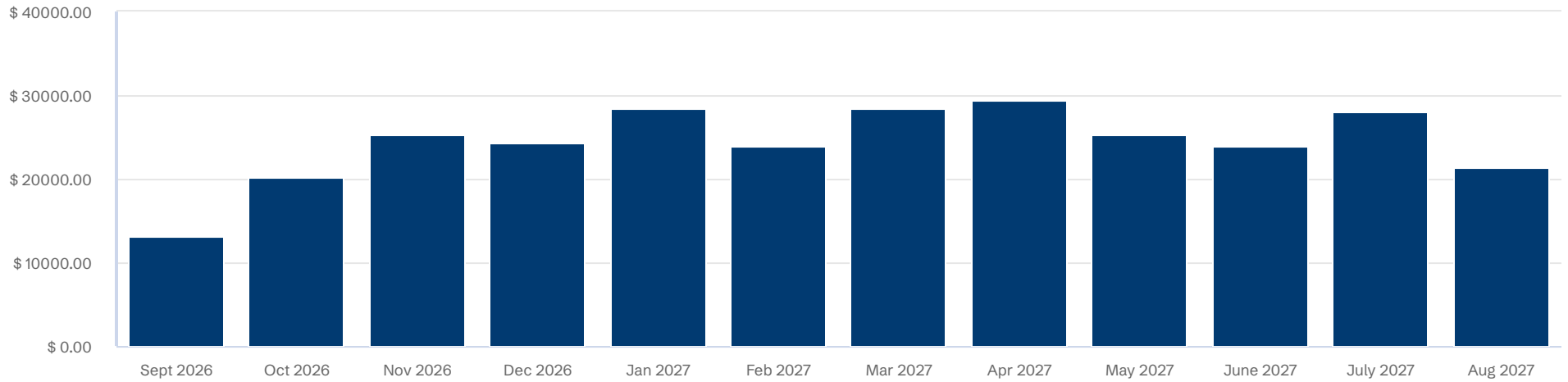
Asset Class Allocation

Asset Class	Market Value	Allocation
Municipal Bond	\$3,383,853.50	38.82 %
CD	\$2,636,703.24	30.25 %
Agency Bond	\$1,791,198.27	20.55 %
Money Market-Taxable	\$475,763.35	5.46 %
Treasury Bond	\$429,963.20	4.93 %
Table Total	\$8,717,481.56	100.00 %

Portfolio Detail		Maturity Year			
		Maturity Year	Number of Securities	Maturity Amount	Allocation
Market Value	\$8,717,481.56	2026	1	550,000.00	6.66 %
Accrued Interest	\$62,282.32	2027	11	2,777,000.00	33.55 %
Market Value with Accrued Interest	\$8,779,763.88	2028	7	2,004,000.00	24.05 %
Average Maturity	1.85	2029	6	1,494,000.00	17.76 %
Duration	1.86 %	2030	6	1,065,000.00	11.97 %
Avg. Moody Rating	Aa1	2031	2	500,000.00	6.02 %
Average Coupon	3.21 %	Total:		8,390,000.00	100.00 %



Projected Income



Projected Cash Flows Next 12 Months

Month	Projected Principal (To Maturity)	Projected Interest (To Maturity)	Projected Principal + Interest (To Maturity)
Sept 2026	\$550,000.00	\$13,215.06	\$563,215.06
Oct 2026	\$0.00	\$20,099.36	\$20,099.36
Nov 2026	\$0.00	\$25,244.56	\$25,244.56
Dec 2026	\$0.00	\$24,228.11	\$24,228.11
Jan 2027	\$0.00	\$28,481.56	\$28,481.56
Feb 2027	\$250,000.00	\$23,985.76	\$273,985.76
Mar 2027	\$480,000.00	\$28,465.06	\$508,465.06
Apr 2027	\$425,000.00	\$29,459.36	\$454,459.36
May 2027	\$108,000.00	\$25,244.56	\$133,244.56
June 2027	\$0.00	\$23,859.11	\$23,859.11
July 2027	\$500,000.00	\$28,112.56	\$528,112.56
Aug 2027	\$0.00	\$21,329.26	\$21,329.26

Disclaimer & Terms

Ehlers Investment Partners ("Ehlers") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV) on our website at www.ehlersinc.com/disclosures.

Information contained in this performance summary is confidential and for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this summary but may become outdated or superseded at any time without notice.

Custody: Your qualified custodian bank/brokerage maintains control of all assets reflected in this summary and we urge you to compare this summary to the one you receive from your qualified custodian. Ehlers does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Ehlers will obtain pricing from an alternative approved third-party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed on our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Source ice Data Indices, LLC ("ICE"), used with permission. ICE PERMITS USE OF THE ICE INDICES AND RELATED DATA ON AN "AS IS" BASIS; ICE, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY SUPPLIERS DISCLAIM ANY AND ALL WARRANTIES AND REPRESENTATIONS, EXPRESS AND/OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, INCLUDING THE INDICES, INDEX DATA AND ANY DATA INCLUDED IN, RELATED TO, OR DERIVED THEREFROM. NEITHER ICE DATA, ITS AFFILIATES OR THEIR RESPECTIVE THIRD PARTY PROVIDERS GUARANTEE THE QUALITY, ADEQUACY, ACCURACY, TIMELINESS OR COMPLETENESS OF THE INDICES OR THE INDEX DATA OR ANY COMPONENT THEREOF, AND THE INDICES AND INDEX DATA AND ALL COMPONENTS THEREOF ARE PROVIDED ON AN "AS IS" BASIS AND LICENSEE'S USE IS AT LICENSEE'S OWN RISK. ICE DATA, ITS AFFILIATES AND THEIR RESPECTIVE THIRD PARTY DO NOT SPONSOR, ENDORSE, OR RECOMMEND EHLERS, OR ANY OF ITS PRODUCTS OR SERVICES.

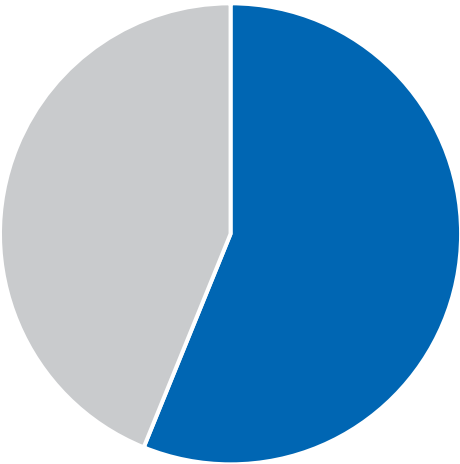
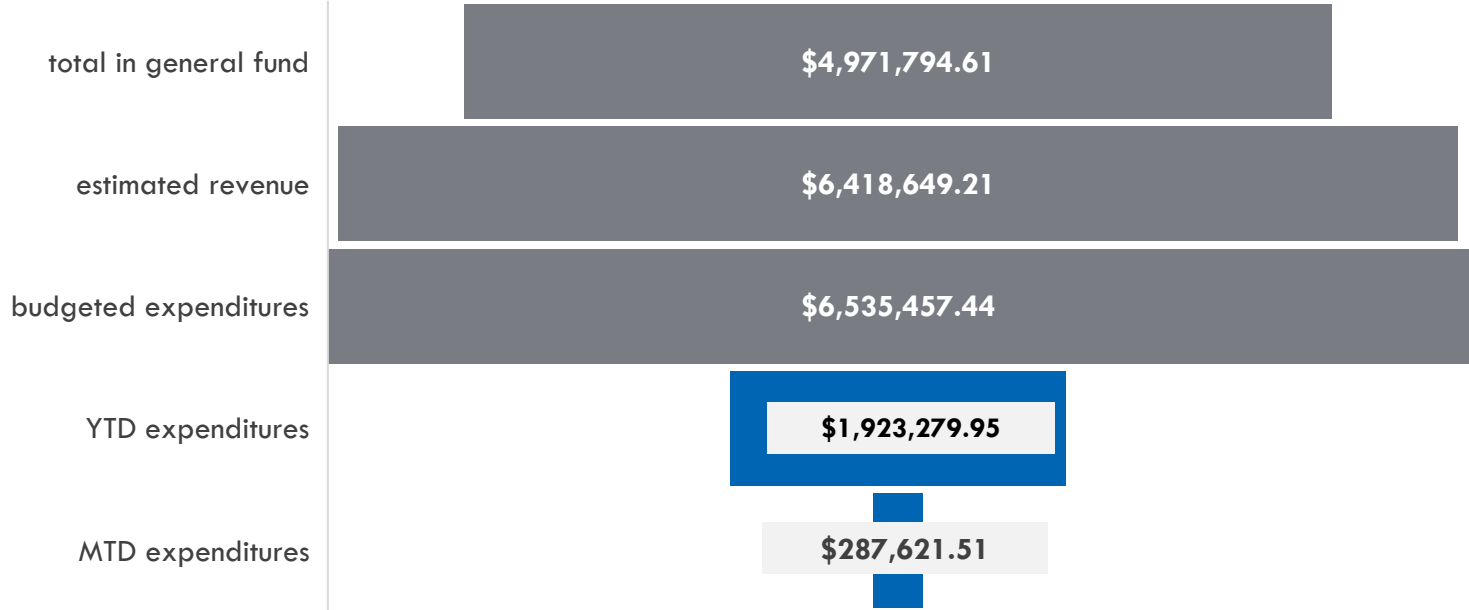
Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Ratings: Ratings information have been provided by S&P, Moody's, and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

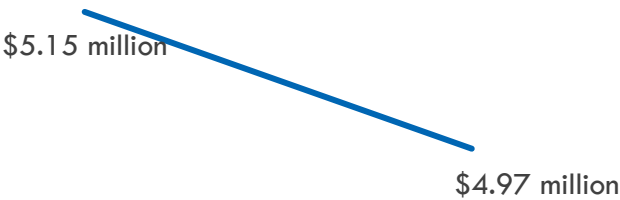
August 2026 Financial Highlights

General Fund



We have received 56% of our estimated revenue for the fiscal year including \$108,730.89 this month.

At this point last year, we had received 55% of our estimated revenue for FY26.



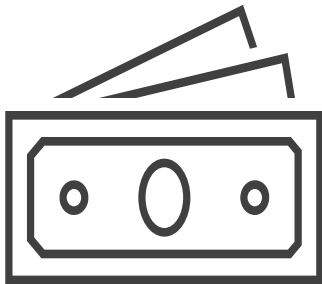
The general fund decreased from \$5.15 million to \$4.97 million from 8/1/2026 to 8/31/2026.

This is a result of \$109k revenue coming in, \$288k (general fund + asset replacement) expended.

August 2026 Financial Highlights

General Fund

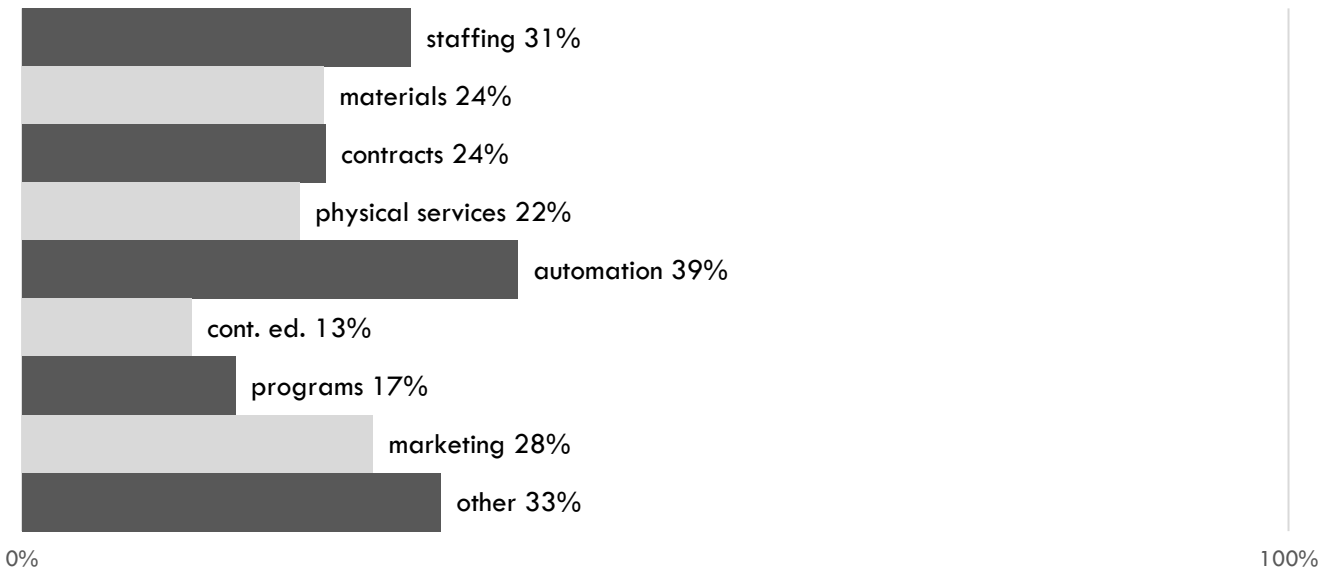
building project + asset replacement (FY27)		building project (January 2024 - present)	
capital improves fund total expenditures (MTD)	\$0.00	project expenditures to date	\$11,164,940.51
capital improves fund total expenditures (YTD)	\$1,181,157.25	actual budget	\$11,770,032.00
capital improvements fund balances	\$8,825,639.70	not to exceed budget	\$12,300,000.00



We have spent 29% of our estimated FY27 budget.

In FY26 we had also spent 29%. This year we still have about \$380k of bills not yet included that will be paid the day after the Board meeting. This is a result of our updated invoice paying system. If we included the \$380k, we would have spent 35% of

Year-to-date spending by budget group





Director's Report – August 2026

Personnel –

Recent hires:

- Rebekah Amaya – Community Engagement Assistant (part-time)
- Theresa Azure– Materials Management Associate (part-time – moving from her current position in Guest Services)

Currently vacant positions:

- Guest Services Associate, 17 hours per week
- Guest Services Associate, 26.25 hours per week
- IT Services Associate, 17 hours per week
- IT Systems Administrator, 37.5 hours per week

One of the part-time Guest Services positions and the part-time IT Services vacant position were lost to employees who have been here less than a year who were able to find full-time positions elsewhere. This is an ongoing trend that has just become a fact of life for us. It is frustrating to invest the time in training staff who don't stay long, but we certainly understand and are happy for these individuals if full-time work is something they are seeking.

Sundae, our HR Coordinator, is currently out on leave, so Brooke and I are pinch hitting for her duties this month. All current vacancies were posted by Sundae before she left, but we are reviewing applications, setting up and conducting interviews in conjunction with the hiring department managers, and will continue forward with the hiring and onboarding process if we get that far before she returns. Brooke is also on vacation for the last two weeks of September, so I'll do my best to keep things moving while they are both absent. I'll also address any other HR issues that come up with staff that may arise during this time.

Parade – Despite some early rain, we had another very fun and successful community parade this year. Much of the credit for this goes to Gaby Tafolla, Head of Community Engagement, and the staff in her department who did much of the planning and pre-parade prep work. We're grateful to all of the board members, Friends, staff, and their families who joined us for this year's parade.



Addison Public Library parade float

Social Services Meeting – Lesley Cyrier, Head of Adult Services; Yesenia Benavidez, Social Services Coordinator, and I met on 9/1 with Roy Selvik, Addison Chief of Police, Brock Herion, Addison Fire Chief, and other members of their departments. The purpose of the meeting was to talk about the increase we’ve all been seeing in the community of people struggling with mental health issues, homelessness, and other such challenges. It was a productive meeting. We learned more about the role of the Police Department’s social worker and about how our community agencies are working with the new DuPage County Crisis Recovery Center (CRC) in Wheaton. Addison Fire is the biggest transporter to the CRC so far this year. We talked about various ways we can collaborate and support each other with these challenges, and I believe they also learned more about what the library, and especially Yesenia in her role, can offer to patrons facing these sorts of challenges.

Intergovernmental Meeting – We hosted the September 2nd meeting of the Addison Intergovernmental group here at the library. I don’t have a full recap of all the agency reports, but here are a few highlights from the meeting:

- The Addison Park District will host their annual Candy Carnival on 10/23. Addison Township is hosting a Trunk or Treat event on 10/25. District 88 is hosting another Trunk or Treat on 10/28. District 4 Teachers Association is hosting one on 10/29. Park District Director Rob Bond suggested we all come together to host one “Mega-Halloween event” together in future years. Since our Community Engagement staff try to participate in all of these, I fully support that idea!
- Every high school football season, ABC7 Chicago highlights several schools in the Chicago area to show off their school spirit. They will be doing a flyover for Addison Trail on 9/25. They now use drones instead of helicopters, so it is somewhat less disruptive to nearby residents.
- Early voting starts on 9/24. Addison Township is the busiest voting site in DuPage County, and voting at the Township will be available weekdays from 8 AM – 4:30 PM and on Saturdays from 9 AM – noon from 9/24 – election day on 11/3/26.
- The Park District completed several projects including playground renovations at Highview and Centennial parks this summer. Their new sledding hill at Community Park is shaped, seeded, and grass is beginning to grow. They recently completed a full facilities assessment and are using that to develop a capital improvement schedule to help them plan and budget for future maintenance needs.
- Addison Police are getting a new K9 officer. The German shorthaired pointer is currently at the police academy in training and will graduate and join the department in October. The dog is a “sniffing” dog – not a “biting” dog.
The Addison Police and Fire Departments have jointly invested in a fleet of drones and 19 dispatchers at ACDC are now certified drone pilots. The drones can be deployed to assist in things such as locating lost children, and when an aerial view of a structure fire would be helpful.
- The Village’s Community Development department is developing a Geographic Information System (GIS) map, which is a digital, interactive system that links data with

descriptive information to help users visualize, analyze and understand geographical data for our community. The mapping system will be available on the Village website and can be used by anyone.

- President Trump will be attending the 2026 Presidents Cup golf tournament at Medinah Country Club. The event is scheduled for September 22-27, and it was not yet known which day(s) the president will be in attendance. The County Sheriff is coordinating security on the local level, but all area police departments will be assisting. The Addison Police are assigned to cover protestors. The designated protest area is along Lake Street and so that is where our local officers will be concentrated.

Punch List – We've made a bit more progress with the punch list.

- Some plumbing work was completed in the café which facilitated us successfully passing a plumbing inspection. This was one of the last things needed to allow Perks & Possibilities to open for business.
- KI installed the last of the curved wall trim that was needed for study rooms on the 2nd floor.
- The missing closers have been added to the Youth Program Room and workroom doors.
- The time capsule enclosure has been completed.
- The electricians have addressed some of the lighting issues that were outstanding, but there is still more to be done, including recessed can lights that are missing from the lobby area over the Library of Things display wall.

Among the items still to be completed, in addition to the lighting issues, are:

- Revisions to the curb to improve access to the drive-up return (scheduled for the week of 9/21 – the drive-up lane is expected to be closed that entire week).
- Missing signage, including the dedication plaques for the renovation and for Sam's Lab.
- Some lock & key issues with Sam's Lab and the emergency exit doors still need to be resolved.

And a few other miscellaneous details. I really hope that by next month we can have nearly everything wrapped up, but the pace of completing this work continues to be frustratingly slow.



GUEST SERVICES (GS) – AUGUST 2026

SNAPSHOT

Staffing Updates: Eva S.'s last day with the Library will be September 10. We wish her success in her future endeavors. Theresa will transition to the Materials Management Department beginning September 14.

Continuing Education: Nine of the ten Guest Services staff members participated in Staff Development Day on August 7. We appreciate the Board of Trustees' support in providing staff with the opportunity to learn together.

On August 21, Socorro, Eva S., and Kathy attended the SWAN Expo. Kathy also served as a panelist for the presentation *Build Your Dream Team*, which focused on identifying key qualities and skills when hiring for Guest Services and circulation positions.

Staff Picks Display: To encourage patrons to explore and check out library materials, Guest Services launched a Staff Picks display at the Guest Services Desk. The August theme was Summer, and September's theme is Back-to-School. Staff select books, DVDs, CDs, and video games that align with the monthly theme. Each featured item includes a bookmark identifying the staff member who selected it, along with a brief explanation of why they chose it. The display has provided a fun and engaging way for staff to connect with patrons and share recommendations.

Patron Connections: On August 5, Theresa joined Community Engagement staff at a pop-up event at Horizon Senior Living. The event was well received, with many attendees leaving with a book. Theresa assisted a patron and her grandson, who were inspired by the interaction that they walked to the Library afterward.

Socorro shared a meaningful story in her monthly report. A patron recalled the excitement she felt as a child when her mother took her to get her first library card. Her lifelong love of libraries continues today, and she now brings her grandchildren to the Addison Public Library.

Javier recently assisted a patron by sharing information about the Library's Museum Adventure passes, drawing from his own experience at the Morton Arboretum. The patron was delighted to learn about the wide variety of participating locations available through these passes.

STATISTICS

Drive-up Statistics

- 207 items checked out at the window.
- 120 Addison items and 87 items from other SWAN libraries

Returned Items

- 2,566 returned manually by staff in Workflows.
- 7,687 returned via Automated Materials Handler (AMH)

23 patrons were new adults in August, and their accounts were updated in September.

Guest Services completed 46 hours of Continuing Education.

21 non-SWAN ILLs checked out this month.

15 non-SWAN Reciprocal Borrower accounts were entered in August.

MATERIALS MANAGEMENT – AUGUST 2026

SNAPSHOT

Materials Management staff attended Rock N Wheels and the Medinah Shriners Parade. Thank you to Jenny, Eden, Paul, Raghdha, and Karen for participating in these events and helping promote the library!

A big thank you to Kristina, Marilyn, Raghdha, Sue, Eden, and Paul who have been helping with various tasks within the department as we look forward to welcoming Theresa as our new Materials Management Associate. Their support has helped ensure that library materials continue to be processed in a timely manner.



Library staff are shown on the right side of the image at the library table during the Rock N Wheels event.



This image shows library staff at the library table during the Rock N Wheels event.

PROJECTS

Diana worked on pulling materials that needed call number labels fixed that were displaying incorrectly in the catalog and Workflows.

Kristina created two endcap displays: Breastfeeding Awareness Month (in the 640s) and Beach Vibes (Fiction and Romance).

Karen contacted database vendors to check their policies for teacher cards to be able to access their products and/or use them in classrooms, so we remain in compliance with database contracts.

Sue put up the banner signs in the picture book and board book collections.

Marilyn and Jenny reviewed WorldShare configurations.

STATISTICS

Staff completed **69.25** hours of continuing education.

Staff added **1,721** items.

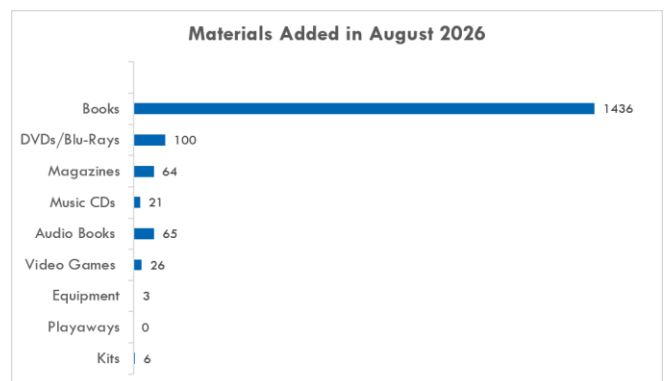
Staff withdrew **711** items.

Library Aides shelved **336** carts.

Addison patrons borrowed **27** items from other libraries through interlibrary loan.

Average time Addison patrons had to wait for item to arrive through OCLC: **7.3** days.

Addison Library sent **172** items to other libraries through interlibrary loan.



This chart shows the number of items added to the collections by format.

TEEN SERVICES – AUGUST 2026

SNAPSHOT



We had a very busy start to the school year. In the first two weeks, we've passed out 1,268 snacks or an average of 115 snacks a day. We returned to serving snacks in Meeting Room 1, now that the building project is complete, and can now offer activities like Badminton again. Teens are mostly in our dedicated teen space, taking advantage of our games, puzzles, and crafts. We've even caught a few reading once it quiets down.

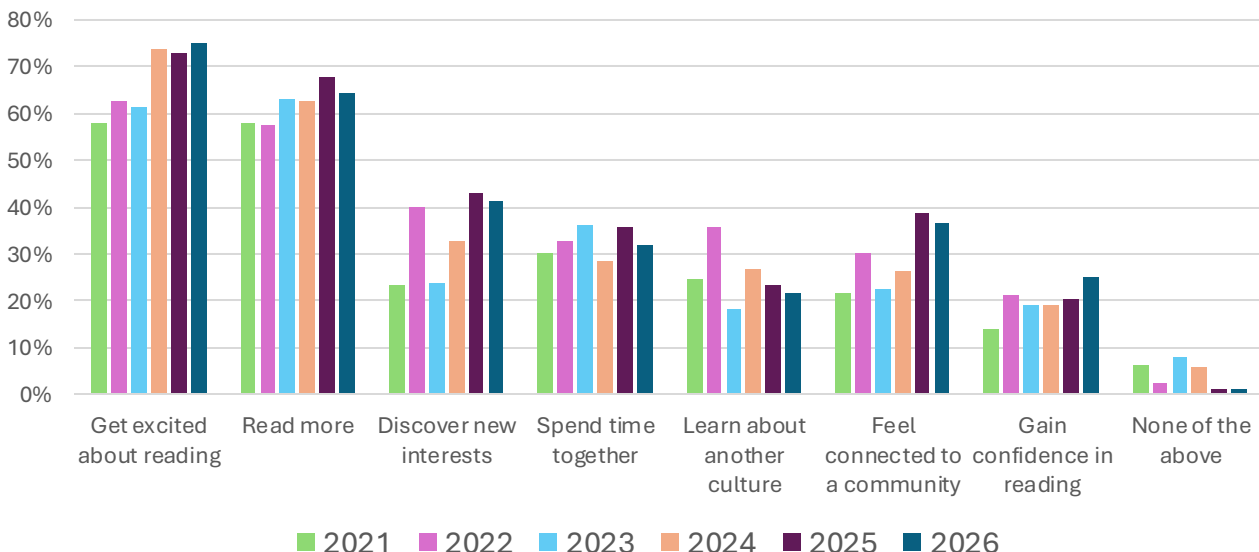
STATISTICS

This summer we served 3006 people as part of our Free Summer Lunch program. That is an 11% increase over last year or 755 more people.

59 teens volunteered 1396 hours of service this summer, about double the level of participation we saw last year.

This was our sixth summer of our new summer reading model and our biggest year yet. We gave out 1,945 book bags! Unfortunately, we had a problem with our survey email and did not get a proportionate number of survey responses. Still, the responses are mostly consistent with past years. 99% of respondents were positive about the program and 85% said they "loved it." We saw slightly higher numbers of respondents saying the program helped them "Get excited about reading" and "Gain confidence in reading," but slightly lower responses to other outcomes.

Outcomes by Year

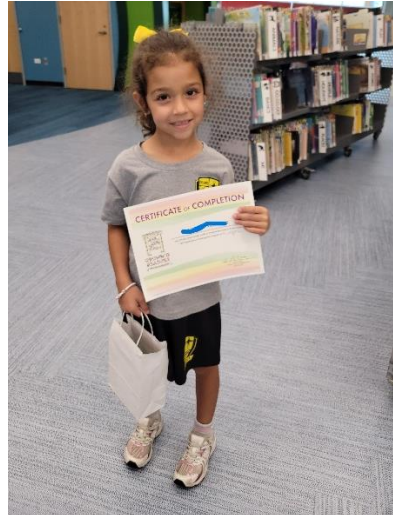


YOUTH SERVICES – AUGUST 2026

SNAPSHOT

Highlights from August:

- Our Summer Reading registration for Youth Services totaled 672, and total completed logs was 149. This is an increase from summer 2025, when the total number of logs completed was 109.
- Brittany presented a well-attended special Elephant Storytime, where participants learned all about elephants and learned new songs and rhymes.
- We had a great session of Storytime Outside on Aug. 21. Debbie led a very active group in stories, songs, and bubble time at the end of the session.
- Right as the school year was starting, we had two children who completed the 1,000 Books Before Kindergarten program. One is pictured here.
- Debbie detailed an interaction she had with a little one in the play structure utilizing the magnetic dominoes: “Little one was handing me dominoes, but his first language was Polish, so I said thank you in Polish, then counted in English and we both were saying colors back and forth in English.” Other interactions staff detailed this month included talking with children playing in the kitchen part of the play structure (staff initiated a conversation about what kinds of different play foods were available and what colors they were) as well as frequently showing families how the ball drop worked, and encouraging turn taking and helping generate excitement as little ones observed the balls doing their entire cycle through the ball drop.



STATISTICS

Youth Programs: 10 programs, 201 participants

Asynchronous Programs: 6 programs, 584 participants | Appointments: 16 | Continuing Education: 40.25 hours

Reference Questions: 240 | Directional Questions: 231 | Play Structure Questions/Interactions: 101

Book Displays: Don't Bug Me, I'm Reading; Back to School; Family Fun; If You Like ... *Front Desk*.

ADULT SERVICES – AUGUST 2026

In August, Adult Services had two new staff members join the team! On August 4, Gregory Hutter joined us as the new part-time Specialist. He jumped right in and attended Staff Development Day his first week! The following week on August 10, Xenia Gama started as our Social Work Intern for the year. Xenia is completing her first-year internship and will be spending 400 hours at the library over the school year. Thanks to the generosity of the Kiwanis Club of Addison, we are able to provide her with a \$500 stipend as a token of our appreciation for her hard work.

College of DuPage (COD) returned to the library in August to host English classes and Spanish GED for the first time since our construction project began. We are thrilled to welcome the students and COD staff back. The Spanish GED class is filled with 17 students! The ELL class unfortunately did not fill and was canceled by COD. Ana is already working with them to arrange hosting Spring semester classes at different times that may work better for students' schedules. The APL hosted ELL programs on the other hand are booming! The Reading Circle has been trying a new format. The learners are split into two groups so everyone has more reading time. Then to end the session Ana brings the two groups together and they read a children's book from the collection. Students are enjoying this new format and keep coming back for more.



ELL Books & Bites ended their reading of *The Great Gatsby* by watching the film and having a Gatsby themed party!

We have several new initiatives that launch September 1 as well as programs returning that had been suspended or held off-site due to construction. Much of August has been spent preparing for all these programs and services to launch, so our September update will be a big one!



A big, happy group for meditation!

Success Stories

A patron who attended the Computer Basics: Avoiding Fraud and Scam program returned to the library later in the week to let staff know she had enjoyed the class and was ready to learn more. She got Megan's information so she could sign up for a one-on-one to learn more about using computers.

A patron was so engaged by Ana's passive program that after they voted they came to the AS desk to offer a little explanation on why they voted that way. The question was, "would you rather be rich & famous or rich & unknown?"

Interesting Questions

Question: "I am a former resident trying to locate a specific photograph and feature that ran in the Daily Herald newspaper. The photo was taken sometime during the years 1987 or 1988 (the exact month is unknown). At the time, I was attending classes right down the road at the DAVEA Tech Center. While I was in class, my twin daughters attended the Children's World Learning Center preschool and daycare (located on the corner of North Ave and Swift Road). A photographer from the Daily Herald came out to the Children's World facility and specifically requested to take a photo of my daughters because they were the only set of twins enrolled at the daycare. To help narrow down the visual search, the photograph features my twin daughters sitting together on top of a toy/playground kid train on the daycare's property. Since I no longer live in the area and do not have a local library card to access the Historical Daily Herald database, could a librarian please search your archive for this feature across the full years of 1987 and 1988? If found, could you please email me a digital copy or clipping of the page? Thank you so much for your time and assistance!"

Answer: Elizabeth searched ProQuest Historical Newspapers indexes through the Addison Public Library website and other newspaper indexes. She found a copy of the photo and sent it to the patron. The patron was delighted to find the exact reference and the image of her children!

Question: What do I need to study for a Class C CDL license in Illinois? Do you have any books I can use to study for the test?

Answer: The Illinois CDL study guide available from ilsos.gov includes a chart showing which sections to study for different classes of CDL licenses. The study guide is free to access online. We also have some books you can use for the general CDL exam, such as *CDL Study Guide 2025-2026* by Matthew Bowling.

COMMUNITY ENGAGEMENT AUGUST 2026



ADDISON
PUBLIC LIBRARY

SNAPSHOT

- Bittersweet staffing changes: Natalie & Addy each closed out their time at the Addison with Rock N Wheel and have gone back to their respective schools for the fall semester. During this time, Gaby worked with Sundae to interview and hire a new CE Assistant, who will start early September.
- Staff Development Day:

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

- **Clarendale’s Memory care unit.** August’s theme highlighted Chicago’s Sweet Tooth, tracking the origins of brand sweets made in Chicago from Wrigley’s Spearmint Gum to Babe Ruth bars to Tootsie Rolls. Patti read the picture book “Bittersweet” by Christy Mandin, a true story based on the WWII Berlin Candy Bombers, a humanitarian effort to drop candy to occupied German Children, all started by a US Airforce pilot with two pieces of Wrigley’s gum!
- **The Addison Park District.** A special shout-out to Pam Hamil and the staff in the Parks Department for their assistance in maintaining and taking down the story at Community Park! The 2nd Trail Tale stayed up at the park until after the Community Park Opening Night, where library staff joined other local agencies and groups at tables throughout the park. 208 people came by to spin the prize wheel and win library swag.
- **Rock n Wheels.** Despite the bad weather, CE staff engaged with 575 community members during the month of August, for a grand total of 1,969 people engaged! This is the highest number of people engaged at Rock N Wheels since 2022 (2584 people engaged).
- **Addison School District 4.** CE staff were excited to kick off the school year by welcoming families at Lake Park Elementary’s Back to School Bash, Fullerton Elementary’s Kindergarten Dismissal, and the Addison Early Learning Center’s Meet & Greet. The goal for this school year is to visit every school in the district!
- **Village of Addison.** In addition to Rock N Wheels, library staff tabled at the Henry Hyde BBQ and gave free books out of the book bike at National Night Out.
- **The Medinah Shriner’s Parade!** The total number of participants representing the library rose to 42, compared to 33 last year. It was heartwarming to have more family members (+4) supporting library staff and board members!
- (Fun fact: The library made an appearance at 3 different events on Wednesday, August 5th, thanks to Yesenia (AS) and Theresa (GS)! The three events were the August Pop-Up Library at Horizon Senior Living, the Henry Hyde End of Summer Barbeque, and the Kindergarten Camp Dismissal.)

PROJECTS / COMMITTEES

Committees Patti in Shout-Out Committee, who helped sort and prepare the shout-outs for the Staff Development Day session on 8/7, and the kickoff of the new Web Content Accessibility Guidelines (WCAG) with Samantha, Matt & Gaby in attendance.

Increasing Library Cardholders Samantha and Brooke met with Kate from Savannah OrangeBoy to discuss ways they can help the library increase cardholders and make better use of our cardholder data. As part of this effort, Kate developed an email campaign targeting inactive cardholders to re-engage people who have previously had and used an Addison Public Library card. The goal of this campaign will be to reach households that do not currently have library cards. These efforts are part of the library's goal to increase cardholders by 5%.

STATISTICS

- CE connected with 1263 community members at 14 outreach events!
- 21 New Job Toolkits distributed and 19 one-on-one appointments with Job Seekers & Business Owners.
- Matt & Gaby notarized a total of 65 signatures this month.

PHOTOS (NEXT PAGE)



Photos (Top to bottom): Patti reading Bittersweet to the Memory Care Group; Staff on new stairway during Staff Development Day; Addy & Eden (MM) at Rock N Wheels; Gaby & Paul (MM) with the prize wheel at Rock N Wheels; Jodi (AS), Liz, (TS), and Jenny (MM) handing out books and swag at the Medinah Shriners Parade; Samantha during a break from photographing the parade participation.

IT Services – August 2026

SNAPSHOT – Success Story in Sam's Lab



A regular library user wanted to make 20+ cutting boards as holiday gifts. The patron came back later that week to engrave – spending over 4 hours on the laser engraver with help from Maker Services staff.

PROJECTS

Maker Services Staff

- Hosted 7 in-person programs with 42 attendees. Five of these programs had full attendance.
- Put out the first themed display outside Sam's Lab. It was "Back to School" themed. The display prompted patrons to ask questions about the items and how they were made.
- Maker Services Statistics:

	Walk-in	Appointment	Equipment Reservation
June 2026	222	33	54
July 2026	183	21	34
August 2026	180	20	44

The IT Services Associates

- Answered a total of 521 patron queries in August 2026.
 - a 4% increase from July 2026 with 503 queries.
 - a 6% increase from August 2025 with 492 queries.
- An IT Services Associate left on August 20 for a better job opportunity. The remaining three IT Associates filled in at the IT Desk as much as they could. Maker Services staff filled in at the IT Desk for 5 hours and Adult Services staff for 2.5 hours.

The IT System Administrator

- Resolved a total of 26 IT tickets, the same as July 2026.
- Filled in at the IT Desk for 4.25 hours.

The Head of IT Services

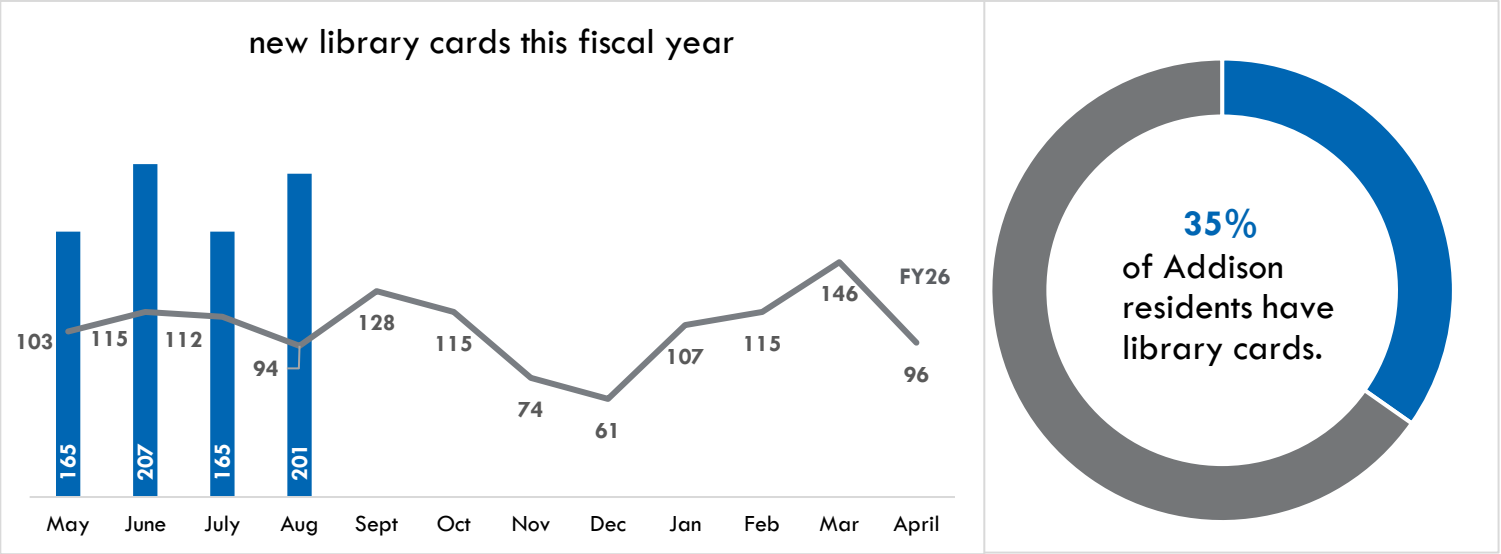
- Worked with the HR Coordinator on revising job descriptions and interview questions.
- Took care of 3 Security Incident Responses from CrowdStrike.
- Filled in at the IT Desk and Sam's Lab for 10.5 hours.

August 2026 Library Usage Report

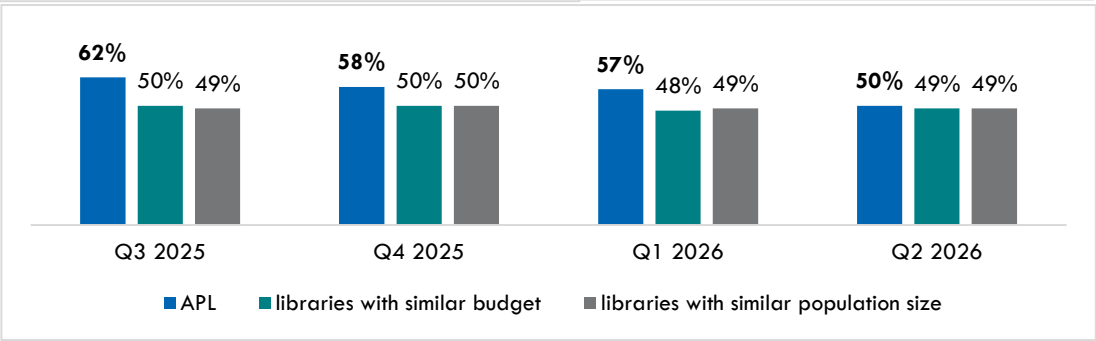


Library Cards

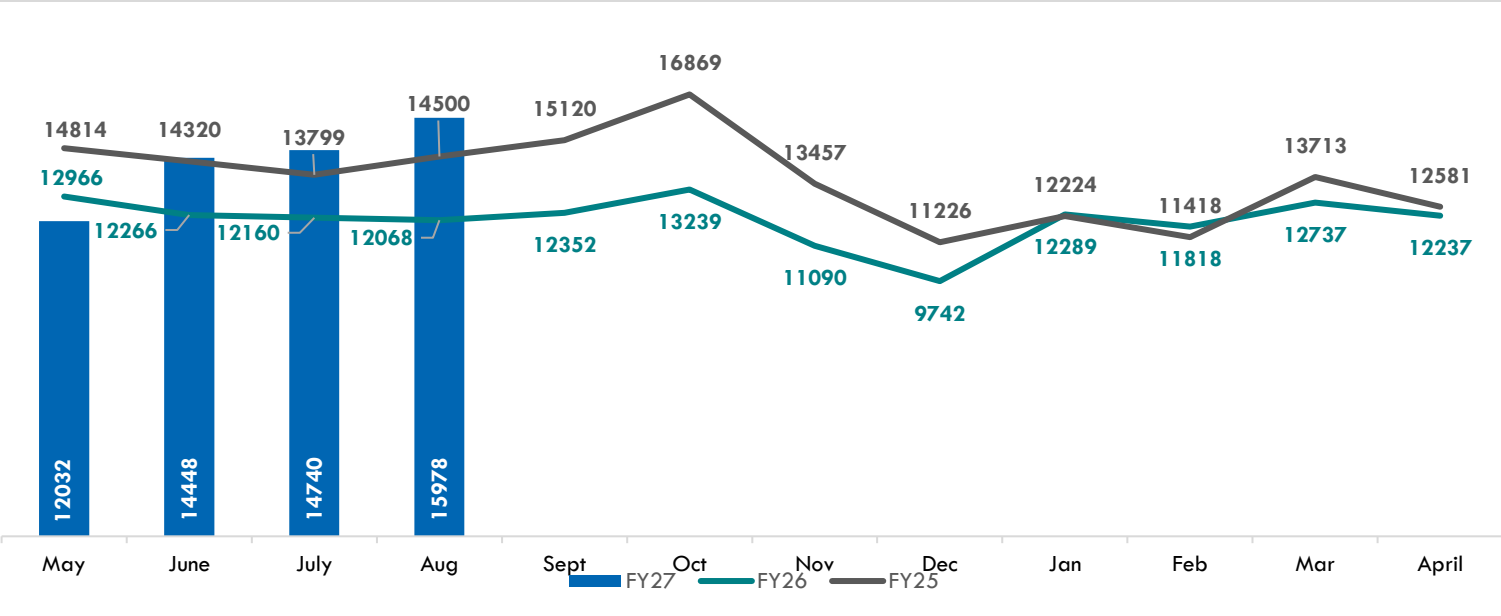
201 new library cards this month.



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

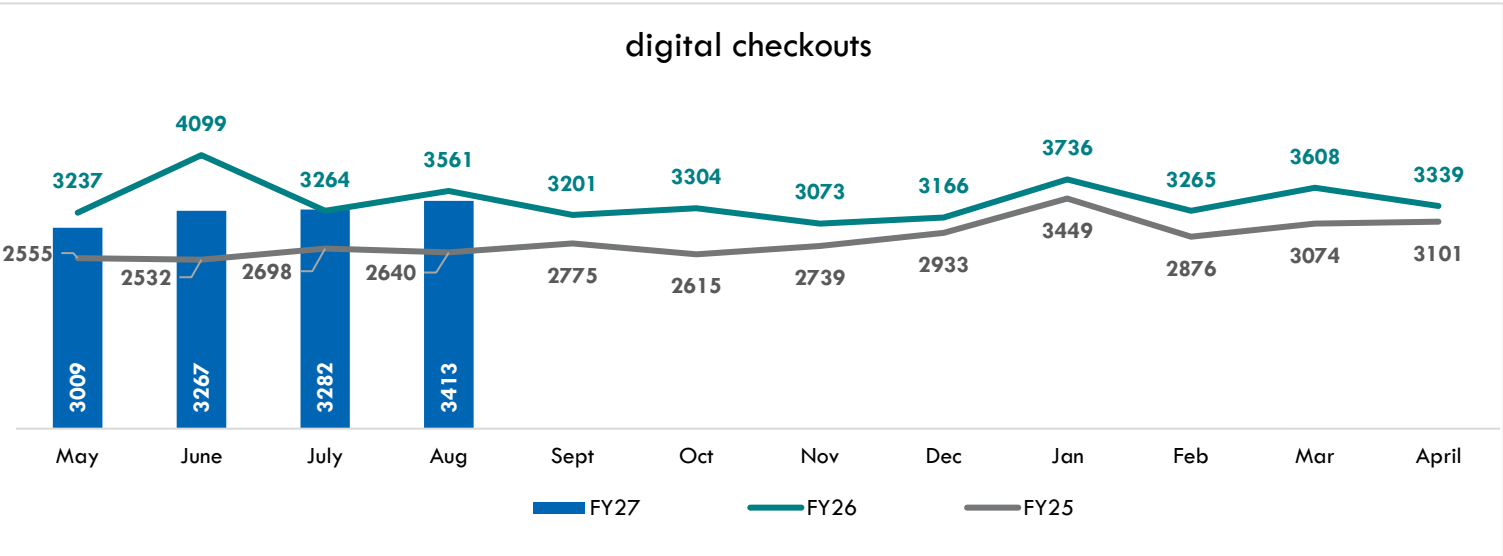
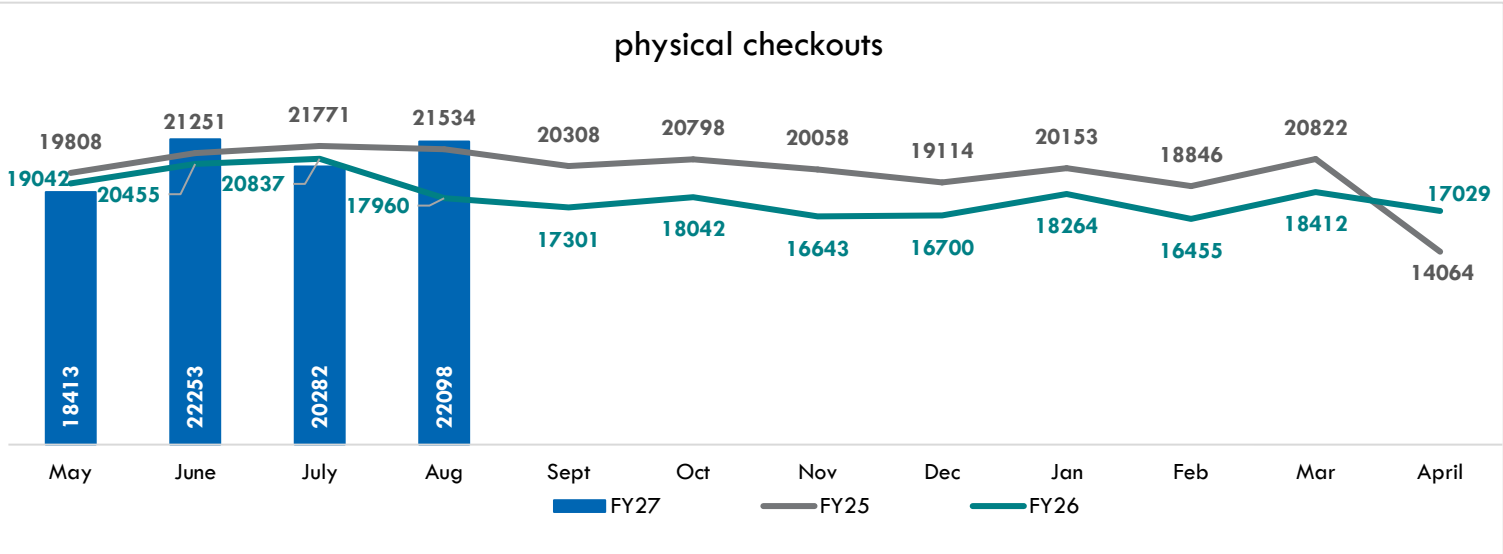


Library Visits



Circulation

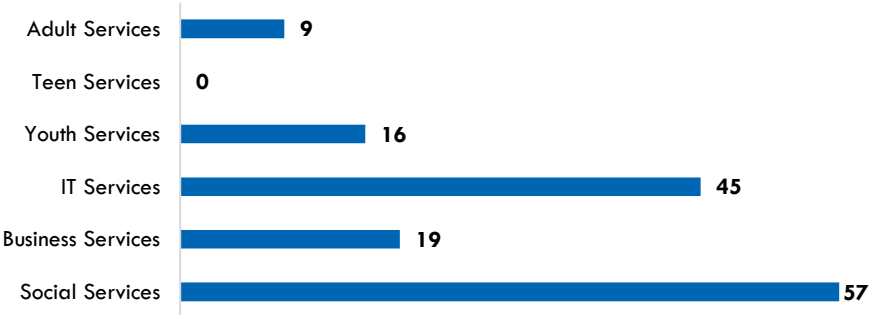
25511 total checkouts this month



Bookings and Appointments

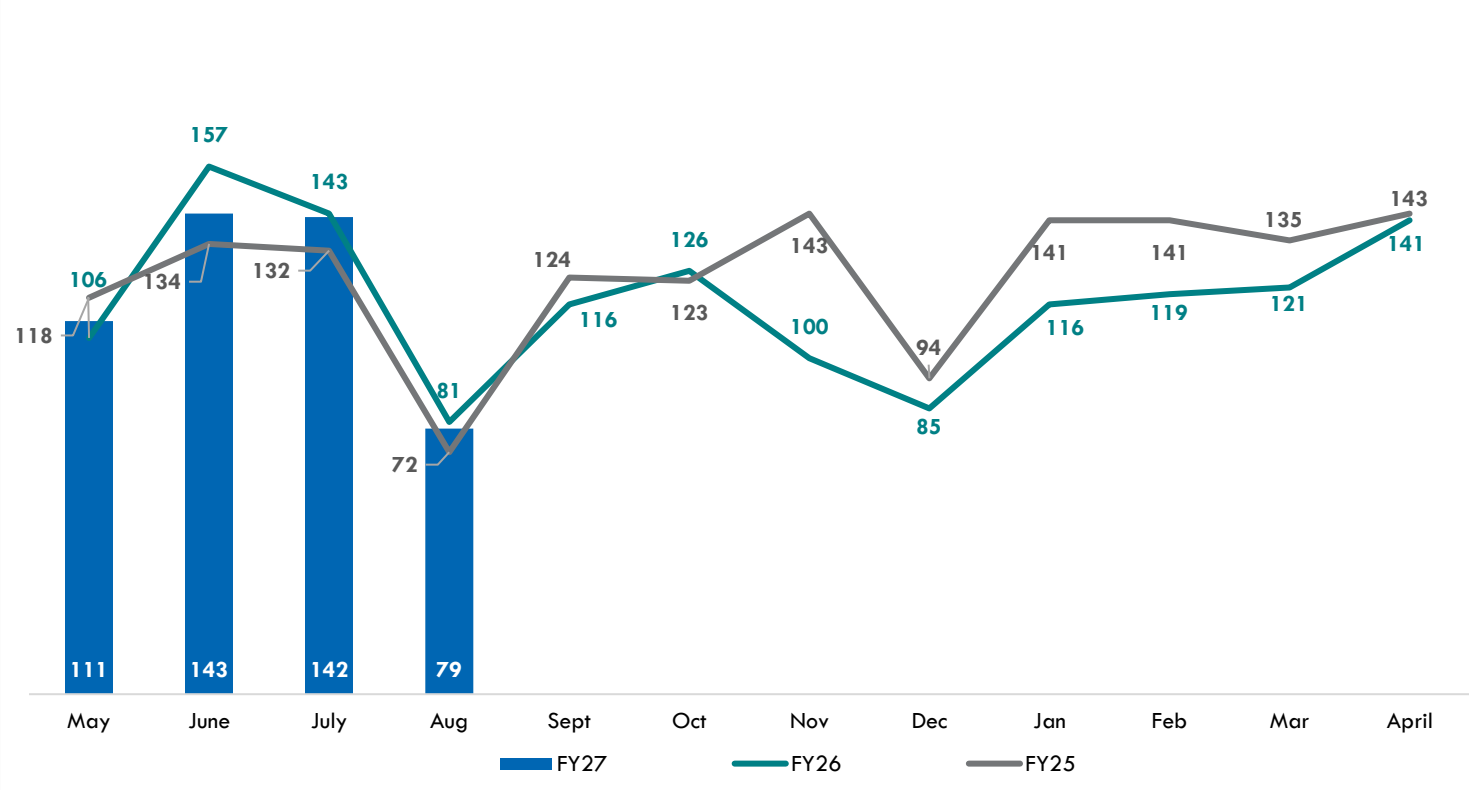
1-on-1 appointments

- 146 1-on-1 appointments
- 1957 computer logins
- 1034 wifi sessions
- 9 public meeting room bookings
- 640 study room bookings
- 27 Digital Media Lab bookings

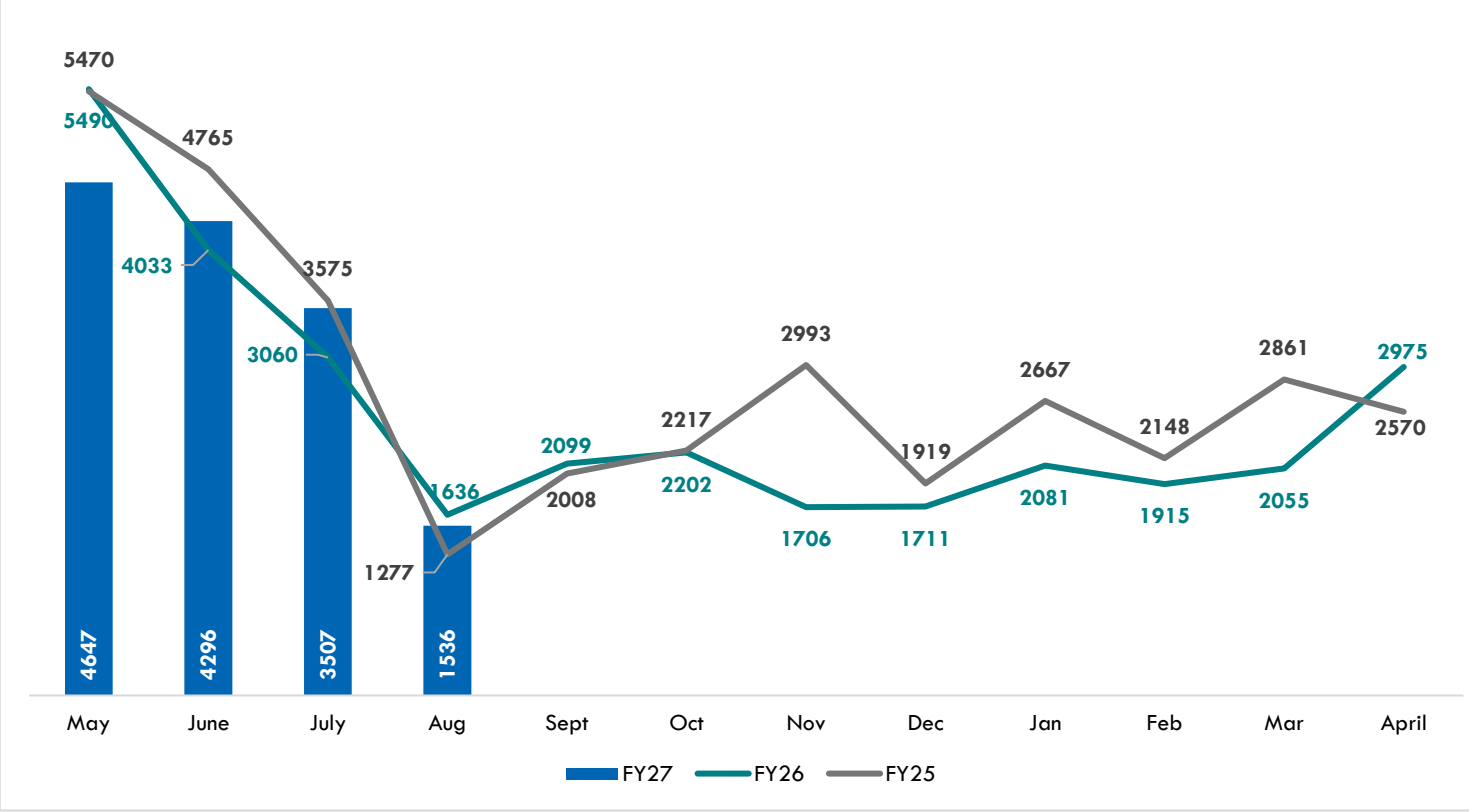


Programs

programs held

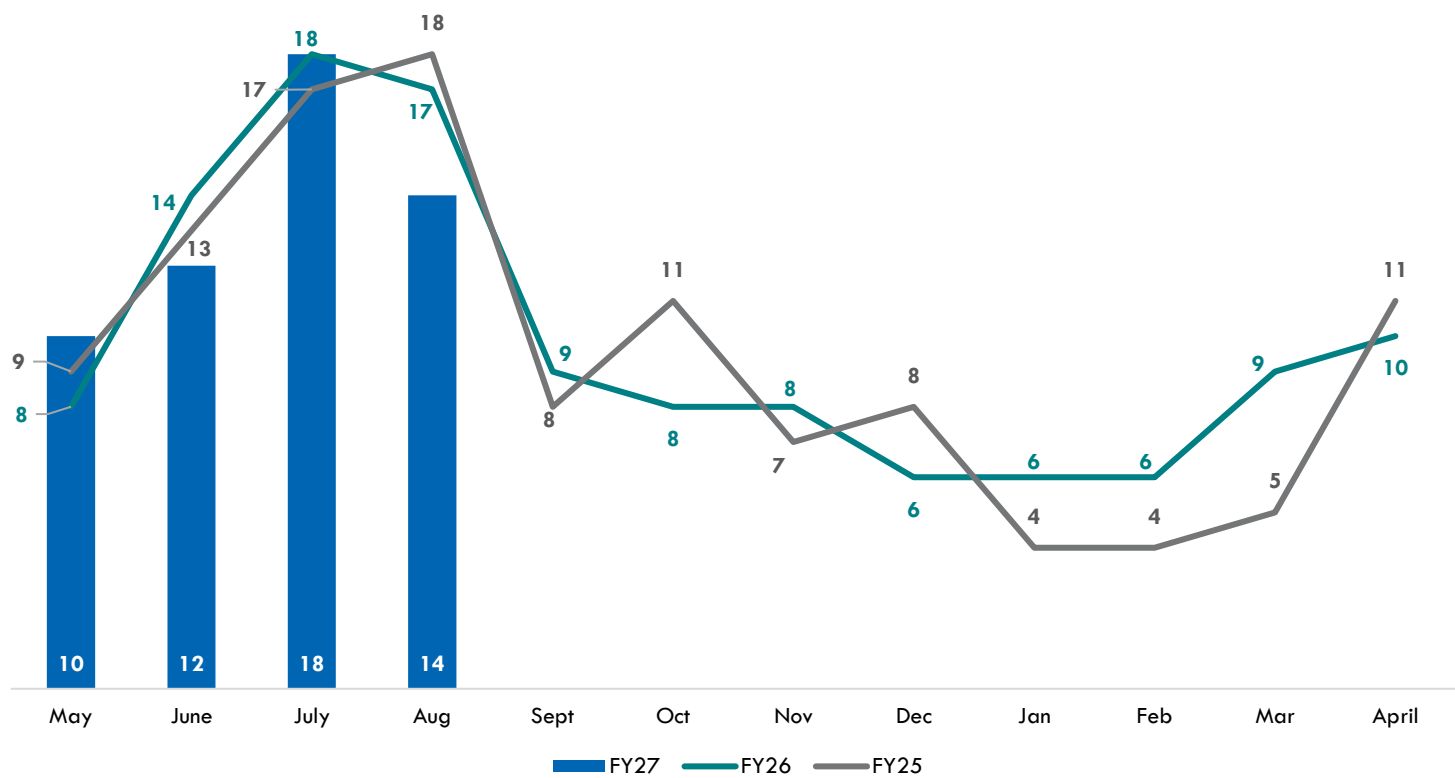


program attendees

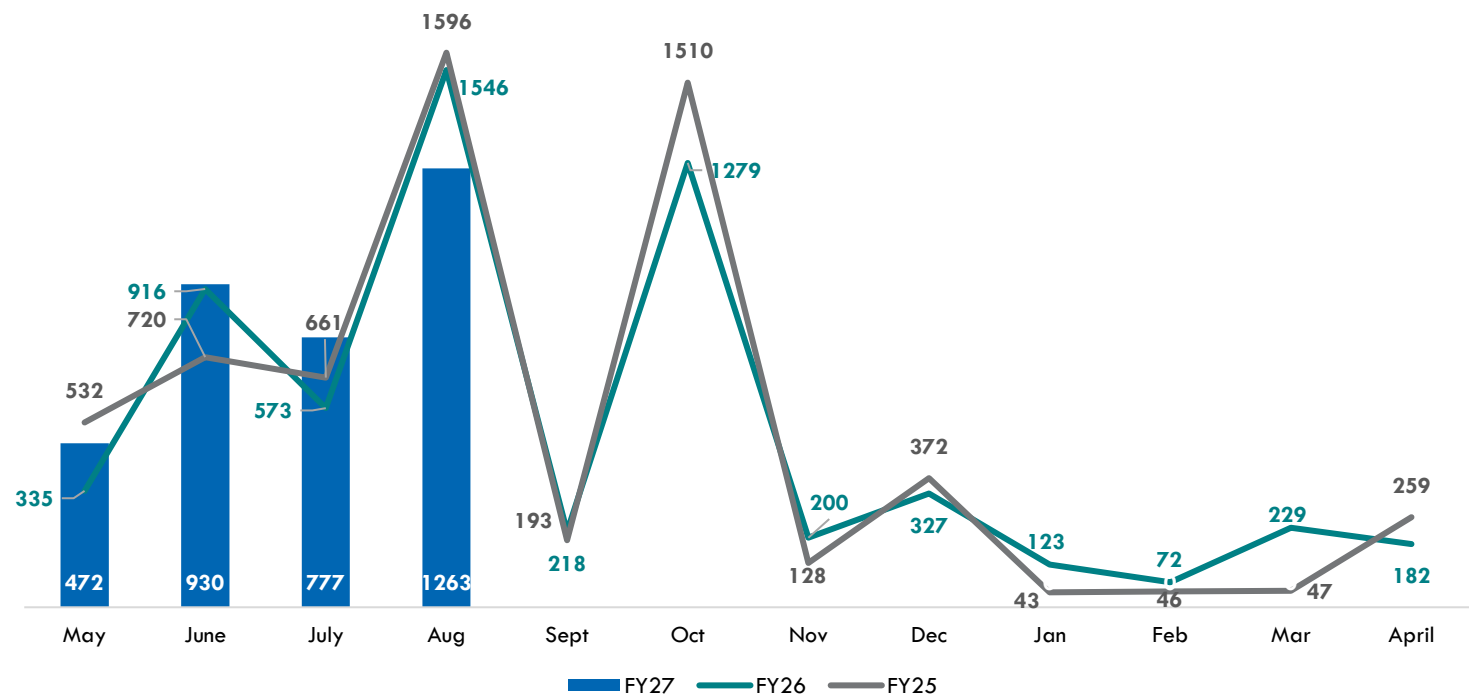


Outreach

outreach events attended



people engaged at outreach events



Notes on statistics

Between January 2025-May 2026, the library underwent a major renovation project. The project was phased, so large sections of the building were blocked off for construction. This significantly reduced spaces, services, and collections available to patrons. Below is a broad timeline which will help you better understand the statistics from FY25 and FY26.

January 2025-May 2026

- no outside meeting room bookings
- reduced programming

May 2025 - November 2025

- Creative and Sound Studio equipment reduced
- Reduced number of 2nd floor computers
- Reduced seating

November 2025-January 2026

- No 2nd floor study rooms
- No Creative equipment available; reduced Sound Studio equipment

January 2026-May 2026

- Approximately 10,000 children's materials in storage
- Reduced play area and seating in Youth Services
- No 1st floor study rooms
- Reduced seating

November 2025-January 2026

- No 2nd floor study rooms
- No Creative equipment available; reduced Sound Studio equipment

January 2026-May 2026

- Approximately 10,000 children's materials in storage
- Reduced play area and seating in Youth Services
- No 1st floor study rooms

FOL Meeting: August 12, 2026 (Rescheduled meeting from July 15, 2026)

From Patti Gebala <pgebala@addisonlibrary.org>

Date Thu 2026-08-20 8:47 PM

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

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

Hi Mary,

The following are notes from the 8/12/26 meeting (Postponed July 15, 2026) held in the Board Room @ 4:00PM:

- Meeting was called to order at 4:08PM, with eight members present (quorum achieved) and one guest.
- Minutes of the last meeting May 20, 2026, were read, corrected, and approved.
- The Friends had two APL staff members attend, Gaby Tafolla & Sara Lock, and a member of from the Friends of the Itasca Public Library, Sheri Danicek. Gaby talked about the upcoming Addison Medinah Shriners Parade and asked for support; Sara gave an update on the Career Online High School (COHS) program. Sheri, a supporter of APL, attended as an observer.
- The official treasurer's report through July \$10,392.98. The inquiry about the \$55 bank service charge from the last meeting was resolved and no longer is an issue.
- The statement from Knowledge Exchange for July was \$42 as compared to June with \$100. This is a new vendor since May and funds are down, will continue to monitor.
- The current membership is at 23.
- The FOL received a \$1500 donation from Marianne Fotopoulos in memory of her husband, Michael. Marianne and her family opted to dedicate the Greg Gove Mobile "Cooking" in the Youth Service's atrium; an engraved plaque will be created for the vestibule wall. Since the renovation, there has been attention to the new ball drop in Youth Services; the mobiles are now more visible with patrons looking up. There are twenty-two mobiles still available for dedication, affording us the opportunity to raise more funds; the September newsletter will mention this option for potential donors.
- The Friends received a request for funding from Adult Services for 3 scholarships for COHS totaling \$3,885. A motion was made and funding was approved.
- A motion was made to research a fund raiser for October, National Friends of the Library Month. A restaurant would be contacted and if agreeable, part of the proceeds from that day's sales would be donated to the FOL.
- The Friends voted to change their meeting time from 4PM to 6PM in order to attract more attendees. This change will start with the November 18th meeting to allow time to advertise the change.
- The meeting adjourned at 5:35PM. The next meeting is Wednesday, September 16, 2026 at 4PM, Board Room, 3rd floor.

Patti Gebala

Community Engagement Assistant



4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

As I've previously reported, we are now using a platform called Bill.com to process payments to vendors. This platform is being introduced by Lauterbach & Amen (L&A), our accounting firm, as a much more efficient way to handle routine bill payments. It will eliminate a lot of paper shuffling and file passing on our end and significantly reduce the physical storage needs for paper invoices. It will also serve as a more efficient system of record keeping which will help us with things like the annual financial audit and increase internal transparency for staff who are responsible for various budget lines.

I have contacted the Director at another library who is already using this platform, and she described their transition as moving their policy and procedures from the 20th century into the 21st century. The old model of writing checks to be mailed out once a month simply doesn't work in today's world where vendors expect more timely and automated payments.

With Bill.com, our payments are sent out to vendors directly by Bill.com. All vendors will have the option to provide their banking information to receive electronic ACH payments. Vendors who opt to receive a physical check will receive the check in the mail sent out by Bill.com on our behalf. We will no longer mail any physical checks ourselves.

L&A has recommended that we pay our invoices weekly rather than monthly. This will ensure all payments are received and credited to us in a timely manner, no matter when the invoice is received in relation to our board meeting date. Phil Lenzini, the Library's attorney, has confirmed that this is permissible under the Illinois Local Library Act if:

- We have a written policy where the Board delegates authority for weekly payments to the Library Director.
- There is a specified limit or cap for payments made without prior board approval.
- Weekly payments do not exceed the scope or limit of the Board-approved annual budget.
- The Board ratifies all payments at the monthly board meetings.

The drafted policy reflects these factors and breaks down in greater detail the types of payments that may be made and then ratified by the Board.

If the Board approves this policy, we will begin making weekly vendor payments on Monday of each week. Every invoice uploaded into the system must be approved at the Department level by the designated staff member who is responsible for that budget line, it must be approved by Lauterbach & Amen, and it must be finally approved by me. No payment is sent out until all 3 levels of approval are in place.

ROUTINE BILL PAYMENT – DRAFT POLICY

The Addison Public Library operates under the authority of the Illinois Local Library Act (75 ILCS 5/), which governs the financial management and expenditure processes of public libraries throughout the state. This policy has been developed to ensure compliance with the Act, maintain fiscal responsibility, and uphold financial transparency. Under Section 4-7 of the Illinois Local Library Act, the Library Board of Trustees has exclusive control over the expenditure of all library funds. This act grants the Board the authority to establish procedures for financial oversight, including delegating payment processing responsibilities to designated staff members.

1. Authority & Delegation:

- The Library Board of Trustees has exclusive control over expenditures as per the Illinois Local Library Act.
- The Board delegates authority to the Library Director to process routine payments. The Director has the authority to approve operational contracts and spend the budget that has been established by the Board without additional approval with the following exceptions:
 - When it involves a capital project that must go out for competitive bid (i.e., projected cost exceeds \$25,000) or
 - When the potential expenditure would exceed 100% of its budget category
- Items not approved by the Board as part of the annual budget may be approved by the Library Director if under \$5,000 or by the full Board if \$5,000 or more.
- In the event of an emergency, the Library Director may hire or purchase any goods or services costing \$25,000 or less in order to resolve the emergency (anything of a life-threatening nature, anything that requires immediate repair, anything that would bring considerable expense if delayed). Any goods or service in an emergency over \$25,000 must be approved by a three-fourths vote of the Library Board at an emergency Board meeting.
- All expenditures shall be reported to the Board at each regular meeting for review and approval.

2. Types of Payments:

- A. **General Operating Expenses** Routine expenses necessary for library operations may be paid without prior Board approval, provided they are within the approved annual budget. These include:
 - Utilities (water, gas, sewer, internet, phone, garbage & recycling, etc.)
 - Payroll & Employee Benefits (salaries, health insurance, retirement contributions, etc.)
 - Building Maintenance & Services (janitorial, HVAC, building supplies, etc.)
 - Office & Library Supplies (paper, printer ink, office supplies, etc.)
 - Software & IT Services (tech consulting, website hosting, cybersecurity, etc.)
 - Professional Development & Membership Dues (ALA, ILA, conference fees, etc.)
- B. **Vendor Contracts & Service Agreements** The Library Director is authorized to approve payments for invoices and contracts previously approved by the Board, that fall within budget limits including:
 - Book & Media Purchases
 - Database Subscriptions
 - Technology Services (public printing, copying, fax, etc.)
 - Facility Services (alarm monitoring, building system maintenance and inspections, etc.)

- Insurance Policies (property, liability, workers' compensation, unemployment)
- C. Programming, Marketing & Outreach Costs**
- The Library Director may approve payments related to approved library programs, guest speakers, event supplies, and marketing within budget limits.
- D. Capital & Infrastructure Expenses**
- Large capital purchases and infrastructure repairs (e.g., roof replacement, HVAC system upgrades) require prior Board approval.
 - Payments must be made per terms of contract and in compliance with the approved budget.
- E. Emergency & Contingency Expenses**
- In an emergency (e.g., flooding, electrical failure), the Library Director is authorized to approve emergency payments of up to \$10,000.
 - The Board must be notified immediately, and the expenditure must be ratified at the next meeting.
- 3. Payment Procedures:**
- Personnel-related items will be paid semi-monthly. A payment cycle of no more than once a week will be used for all other financial transactions.
 - All invoices must be reviewed by the Library Director or designated financial officer for accuracy and appropriateness before payment.
 - Payments shall be made via check, ACH transfer, or credit card, as appropriate.
 - Any single expense that falls within the approved budget but exceeding \$10,000 requires Board approval.
 - Any non-routine expenditure outside of the approved budget requires Board approval.
 - At each regular meeting, the board will receive a list of bills and expenditures for review and approval or ratification as part of the consent agenda.
 - All financial records will be maintained in accordance with state and local regulations.

If a quorum of the Board is not available or a regular monthly meeting is cancelled, the Board will ratify payments at their next meeting.

Since 2009 we have had an intergovernmental agreement in place with Addison School District #4 that allows us to issue “teacher cards” to District 4 teachers. The cards are intended to provide access to our print and electronic resources to supplement the District 4 curriculum and classroom needs of teachers. They are not intended to be used for personal or leisure purposes by the teachers and they are not intended for the public library to replace the need for school libraries and media centers. Overall the agreement has worked out well.

It is being brought to the Board this month because we are finding that more and more of our databases and digital content come with licensing agreements that prohibit us from providing access to teachers under this agreement. Those providers would like the schools to subscribe to their content if there is a need for such content to support their curriculum or classroom needs. For that reason, we have added the highlighted language shown on pg. 2, specifying that we will provide teachers with access to our collections as legally permitted and “allow teachers to gain access to the Library databases except where licensing restrictions prohibit such access”. Otherwise, the content of the agreement is unchanged from the agreement that was signed in 2009.

Dr. Sutton will be presenting the IAG to the District 4 Board for their approval at their next meeting on Wednesday, September 16.

INTERGOVERNMENTAL COOPERATIVE AGREEMENT

WHEREAS, the Board of Library Trustees of the Addison Public Library, DuPage County, Illinois, (hereinafter APL) and the Addison School District #4 have the authority to enter into an intergovernmental agreement pursuant to the Illinois Constitution, Article VII, Section 10 and the Illinois Intergovernmental Cooperation Act, Illinois Compiled Statutes, Chapter 5, Para. 220, et seq,

And WHEREAS, School District #4 serves students residing in the Village of Addison and students residing in the Addison Public Library District,

And WHEREAS, APL is willing to allow teachers access to Library databases and materials, as legally permitted, in accordance with the terms of this agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Addison Public Library, DuPage, Illinois, as follows:

1. APL will provide Teacher Loan Cards to certified teachers within the Addison School District #4. This card will allow teachers to gain access to the Library databases except where licensing restrictions prohibit such access and will permit teachers use of Library materials in their classrooms. APL will serve all District #4 schools.
2. Teacher Loan Cards will be in effect for the length of the school year. Current Library policies regarding loss and damage will be in effect for all materials checked out on Teacher Loan Cards.
3. Teacher Loan Cards are to be used for curriculum and instructional support. The Teacher Loan Card is not to serve in place of a personal library card nor is it to be used to provide library service to an employee living in an area untaxed or unserved for library service.
4. Teacher Loan Cards, and the purpose of this entire agreement, are NOT to replace the school libraries and media centers, which have related, but distinctly different missions and roles needed for a complete educational environment. Public library services are curriculum supplements and provide support for the educational mission, but school libraries and media centers are of critical importance for that mission.
5. The Board of the Addison School District #4 will hereby assume responsibility for the use of Library materials by teachers in the performance of their work for the School District. Upon presentation of itemized billing by the Public Library, the Addison School District #4 will promptly pay any charges incurred for lost or damaged materials.
6. The Board of the Addison School District #4 will annually supply reasonable identification on letterhead stationery of teachers to be issued teacher loan cards and will let the public library know during the year of any cards that should no longer be honored due to a change in a teacher's status with the district such as resignation, retirement, or suspension.
7. Addison School District #4 will allow Addison Public Library staff to utilize meeting rooms at no charge provided that all other room reservation policies are upheld.
8. The Addison Public Library will allow teacher loan cardholders to utilize meeting and study rooms at no charge, provided all other room reservation policies are upheld.
9. The President and Secretary of each Board are hereby authorized to execute said intergovernmental agreement on behalf of each Board.
10. This agreement shall be in full force and effect after its adoption in the matter approved by law. The agreement can be dissolved at any time by any of the respective Boards of Trustees upon thirty calendar days' written notice.

This agreement contains the understanding between the parties and supersedes any prior understanding or written or oral agreements between them regarding the subject matter of the agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between and among the parties relating to the subject matter of this agreement which are not fully expressed herein.

This agreement may be executed by the parties hereto in two (2) counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement.

BOARD OF LIBRARY TRUSTEES

Addison Public Library

President

Secretary

Date

BOARD OF EDUCATION

Addison School District #4

President

Secretary

Date

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

Library Name Addison Public Library

Date 9/8/2026

Completed by Gaby Tafolla

Job Title Head of Community Engagement

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☒ The director and board are knowledgeable of state-wide advocacy training tools.	☒ Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	☒ Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	Information on relevant legislation is shared on Jostle & Boardbook to draw attention to key legislation changes.

2	☒ The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	☒ The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	☒ The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	☒ The director and staff collect and analyze data to measure how community members use the library.	☒ Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	☒ The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	Ribbon cutting infographic and annual report were shared recently
4	☒ The director and board know their local, state and federal elected officials.	☒ The library includes local, state and federal elected officials on mailing lists and invites them to events.	☒ The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	Local officials were invited to the Grand Reopening event held in May 2026. Adult Services coordinated with Village Hall to facilitate a Candidate Forum in 2025 and plans to coordinate similar events.

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

Notes/Comments:

Illinois Public Library Standards– Information Services: Action Plan

Library Name Addison Public Library

Date 8/17/026

Completed by Lesley Cyrier

Job Title Head of Adult Services

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

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

3	☒ The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	☒ If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		
4	☒ Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	☒ The library provides a variety of self-service information service resources via its website or library apps 24/7.	☐ The library provides information services by chat or phone outside of the hours the library is open.	Our chat service is not staffed when we are closed. However, our system allows patrons to submit a ticket for assistance which is answered by APL staff the next time we are open. Request an appointment forms are also always available for patrons to complete.

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

7	☒ Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	☒ The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	☒ The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	
8	☒ The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	☒ In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	☐ In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	We currently have many bilingual staff members (primarily English/Spanish). Tools such as translation apps are provided to staff to assist patrons speaking a language they do not. We strive to provide great patron service no matter the language spoken.

Notes/Comments:

Illinois Public Library Standards – Programming: Action Plan

Library Name Addison Public Library

Date September 4, 2026

Completed by Sarah van der Heyden

Job Title Maker Services Manager

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☐ The library provides programs for all ages free of charge or on a cost recovery basis.	☒ The library provides virtual or hybrid programs where appropriate.		Addison Public Library meets highest standards. We offer programs for all ages free of charge. Virtual and hybrid programs are offered, especially for business services and Illinois Library Presents programs.
2	☐ The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	☒ The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	☐ The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	Addison Public Library provides accommdations to the best of our abilities. Closed captioning is available for virtual programs. Meeting Room 1 is equipped with a speaker system. Additional assistive tech can be borrowed from the Library of Things if needed. At this time, the library does not have dedicated programs for patrons with specific needs.
3	☒ The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			Policy 6.4 covers Programming and Policies 8.3 and 8.4 provide patrons with protocol to file complaints and challenge library decisions.

4	☐ The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	☐ The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	☒ The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	Addison Public Library meets highest standard. Community Engagement hosts Pop-Ups, Park Visits, and other programs at alternate venues. We frequently partner with COD, the Addison Historical Society, APPLE, and other organizations to present programs and connect patrons to resources around our community.
5	☒ The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		.	A Program Survey is emailed to every registered participant and paper surveys are also available. These are reviewed for feedback. Staff review attendance and cost when deciding and planning programs. We offer programs that tie into our mission to improve literacy, access, and foster community.

6	☐ The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	☐ The library provides staff training in best practices for meeting the programming needs of a diverse community.	☒ The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	We have staff training and resources -- like the EDISJ toolkit -- that helps staff plan diverse programs and understand demographics based on 2020 Census. We offer programs related to Hispanic Heritage Month, Black History Month, and other cultures. We've also hosted programs for Veterans, caregivers and new parents, teaching patrons about Medicare/Medicaid, offering continuing education like GED classes.
---	--	--	--	--

Notes/Comments:

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

I can't believe the book drop off
(on the east side of the library)
is still worthless.

This has been an on-going problem
that you knew about, since
I have personally spoken to you
several times.

Now we've spent 9.3 million for
this renovation - TAX MONEY - and
you still haven't addressed this!

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

I am impressed with you employee
name YABIN who help me to meet
my needs to print and find
my papers in ~~my~~ my email and
very knowledgeable and very patient
to teach me and follow me
in the printer. I recommend
her to honor for her job very
well done. Pls. let me know
if I can contribute to her
being a good & excellent
employee.

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

We are very please with the service
and guidance Eva Villegas
has provide ^{helping us} navigating the Library
System very professional and kind
manner. It's great seen ~~for~~ ^{EVA} ~~for~~
helping us navigating the system with
dignity and respect. Eva enjoys working
there. It shows thru her work.
Very happy with her.

Municipal Minute

From Municipal Minute <jtappendorf@ancelglink.com>

Date Thu 2026-08-13 9:12 AM

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

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



[Contact Us](#)

[Join This List](#)

Municipal Minute

[Governor Signs Bill Requiring Libraries and Other Facilities to Post Suicide Hotline \(9-8-8\) Information](#)

On August 7, 2026, Governor Pritzker signed [Public Act 104-0808](#) into law, also referred to as Tammurra's Act (Act). The Act applies to various facilities and institutions, including libraries established under the Local Library Act and Public Library District Act of 1991, county shelter care homes, public institutions of higher education, and licensed day care centers. The Act takes effect on January 1, 2027.

The Act requires that contact information for the [9-8-8 National Suicide Prevention Lifeline](#) be posted in these facilities "in a prominent location that is visible to and accessible by" patrons and users. The 9-8-8 Lifeline is a free, nationwide resource administered by the Substance Abuse and Mental Health Services Administration of the federal government (SAMHSA). While the Act does not specify what contact information must be posted, the 9-8-8 Lifeline allows individuals seeking assistance to call, text, or "chat" online.

The 9-8-8 Lifeline website (linked above) has many resources readers can consult, including FAQs, a glossary of terms, and information regarding services available to individuals. Notably, the website offers free print materials that include contact information for those seeking assistance.

Post Authored by Erin Monforti, Ancel Glink

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



• [Email to a friend](#) • [View comments](#) • [Track comments](#) •

[More Recent Articles](#)

- [City Not Liable for Damages in Failed Sale of City Land](#)
- [7th Circuit Addresses First Amendment Challenge to Town's Deletion of Comments on Website](#)
- [Quorum Forum Podcast Ep. 108: Election Special!](#)
- [ISBE Has Issued 408 Pages of AI Guidance: What School Districts Need to Know](#)
- [Employees First Amendment Retaliation Claims Rejected by Court](#)

[Safely Unsubscribe](#) • [Archives](#) • [Preferences](#) • [Contact](#) • [Subscribe](#) • [Privacy](#)

Email subscriptions powered by [FeedBlitz®](#) • [650 E. Palisade Avenue Ste 2, PO Box 173 • Englewood Cliffs, NJ 07632](#)

Re: SmartProcure Public Records Request to Addison Public Library for Contact Information

From Mary Medjo Me Zengue <medjo@addisonlibrary.org>
Date Tue 2026-08-25 9:08 AM
To jgenite@smartprocure.com <jgenite@smartprocure.com>

 1 attachment (19 KB)
FOIA Request - Smart Procure 8_17_2026.xlsx;

Hello,

We have uploaded a file with the information responsive to your request for employee contact information, including:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Addison Public Library)
7. Email Address
8. Office Address (Address, City, State, Zip)

has been uploaded to your system using the link provided in your email below. If I have misunderstood your request in any way, or you need additional information, please provide clarification or additional information in writing, and I will respond within the statutory deadline.

Mary Medjo Me Zengue (she/her)
Director | 630.458.3300



From: Jomer Genite <jgenite@smartprocure.com>
Sent: Monday, August 17, 2026 9:25 AM
To: FOIA <foia@addisonlibrary.org>
Subject: SmartProcure Public Records Request to Addison Public Library for Contact Information

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

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

SmartProcure is submitting a public records request to the Addison Public Library for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Addison Public Library)
7. Email Address
8. Office Address (Address, City, State, Zip)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxQnlQRFBMCZzdD1JTjZvcmc9QWRkaXNvbIB1YmxpY0xpYnJhcnkmb3JnaWQ9MTQ4MDM1>

If this request was misrouted, please forward it to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email, or I can be reached at the phone number below in my signature.

Regards,

Jomer Genite
Data Acquisition Specialist
SmartProcure
Direct: (954) 234-2775

Re: SmartProcure FOIA Request to Addison Public Library For PO/Vendor Information

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

Date Tue 2026-08-18 1:16 PM

To Sheri Reid <sreid@smartprocure.com>

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

 2 attachments (449 KB)

SmartProcure FOIA Request - ADDISONLIBR.pdf; SmartProcure FOIA Request - ADDISONLIBR.xlsx;

Thank you for contacting the Addison Public Library with a request pursuant to the Illinois Freedom of Information Act ("FOIA") | 5 ILCS 140/1 et seq., received on Saturday, August 15, 2026. You requested the following items for a time period of 5/7/2026 to current:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Attached please find all documentation responsive to items #1-#6 of your request available "without" copying, scanning, or printing.

These messages and the attached documents are intended to be fully responsive to your specific request. If I have misunderstood your request in any way, please clarify your request to me in writing.

Mary Medjo Me Zengue (she/her)

Director | 630.458.3300



ADDISON
PUBLIC LIBRARY

4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

From: Sheri Reid <sreid@smartprocure.com>

Sent: Saturday, August 15, 2026 8:00 AM

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

Subject: SmartProcure FOIA Request to Addison Public Library For PO/Vendor Information

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

Dear Mary Medjo Me Zengue or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Addison Public Library for any and all purchasing records from 5/7/2026 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759

Re: Public Record Request

From Mary Medjo Me Zengue <medjo@addisonlibrary.org>
Date Wed 2026-08-12 10:06 AM
To Amber Petraitis <agent-smartprocure002@smartprocure.us>

Hello Ms. Petraitis,

I uploaded a series of files using the link provided this morning. These files are intended to be fully responsive to your specific FOIA request submitted on July 31, 2026. If I have misunderstood your request in any way or you have any difficulty opening the files, please clarify your request to me in writing.

Mary Medjo Me Zengue (she/her)
Director | 630.458.3300



From: Amber Petraitis <agent-smartprocure002@smartprocure.us>
Sent: Friday, July 31, 2026 5:00 AM
To: Mary Medjo Me Zengue <medjo@addisonlibrary.org>
Subject: Public Record Request

You don't often get email from agent-smartprocure002@smartprocure.us. [Learn why this is important](#)

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

Good Morning,

SmartProcure respectfully requests copies of any current or most recently active contracts between **Addison Public Library** and the following vendors:

- 1. Mechanical And Industrial Steel Services**
- 2. Eco Lighting And Technology**
- 3. Prime Architectural**
- 4. Mg Mechanical**
- 5. Frederick Quinn**
- 6. Hargrave Builders**
- 7. Hallett Sons Expert Movers**

8. Ingram Library Services

9. Builtrite Construction

If any such contracts exist, I would appreciate receiving the associated documentation that includes the following details:

The names of the contracting parties.

A description of the nature and purpose of the contract.

The contract's start and end dates.

The total value or cost of the contract.

Any amendments, extensions, or renewals related to the contract.

In addition, we request electronic copies of all executed contracts, service agreements, amendments, and other contractual documents between the agency and private vendors with a cumulative value greater than \$50,000, executed between January 1, 2025, and the present.

If the requested records are available in digital format, I would appreciate receiving them electronically. You may either email the documents directly or upload them securely using the link below:

<http://cargo.govspend.com/agency-upload?id=5c3db3120867cc0031e5b16b-5c6026ed77ff415a9479c0602dba608e>

If you are not the appropriate custodian of these records, please forward this request to the correct department or individual.

If these records are available through an online portal, database, or website, please provide the direct link along with any instructions necessary to access or locate the relevant materials.

If any part of this request needs to be clarified or narrowed to assist in locating the records, I'm happy to work with you on that. I truly appreciate your time and assistance in helping me access this information.

Regards,

Amber Petraites

Customer Relations Specialist

954-314-2797

Email: agent-smartprocure002@smartprocure.us

5000 T-Rex Ave, Suite. 200, Boca Raton, FL 33431