ADDISON
PUBLIC LIBRARY

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**

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1. **Call to Order**
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5. **Public Comment**
6. **Treasurer's Report**
7. **Consent Agenda**
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   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

	Beginning Balance	M.T.D. Changes	Ending Balance
General Fund			
Assets			
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
	11,431,153.86	(278,022.64)	11,153,131.22
Liabilities and Fund Balance			
Liabilities			
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
	6,282,255.66	(99,132.02)	6,183,123.64
Fund Balance			
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
	3,418,652.37	0.00	3,418,652.37
Total Liabilities and Fund Balance	9,700,908.03	(99,132.02)	9,601,776.01
Excess Revenues Over Expenses	1,730,245.83	(178,890.62)	1,551,355.21

Addison Public Library
Balance Sheet as of August 31, 2026

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

Addison Public Library
Balance Sheet as of August 31, 2026

	Beginning Balance	M.T.D. Changes	Ending Balance
Total All Funds			
Assets			
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
	20,377,351.34	(396,793.39)	19,980,557.95
Liabilities and Fund Balance			
Liabilities			
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
	6,402,993.04	(219,869.40)	6,183,123.64
Fund Balance			
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
	13,419,753.20	0.00	13,419,753.20
Total Liabilities & Fund Balance	19,822,746.24	(219,869.40)	19,602,876.84
Excess Revenues Over Expenditures	554,605.10	(176,923.99)	377,681.11

Addison Public Library
Balance Sheet as of August 31, 2026

	Beginning Balance	M.T.D. Changes	Ending Balance
General Capital Assets Fund			
Assets			
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	443,654.00	0.00	443,654.00
	16,048,542.07	0.00	16,048,542.07
Liabilities and Fund Balance			
Liabilities			
95-20-1000 - Accumulated Depreciation	2,102,471.00	0.00	2,102,471.00
	2,102,471.00	0.00	2,102,471.00
Net Capital Assets			
95-30-0600 - Net Capital Assets	13,946,071.07	0.00	13,946,071.07
	13,946,071.07	0.00	13,946,071.07
Total Liabilities and Net Capital Assets	16,048,542.07	0.00	16,048,542.07

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

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
General Fund					
Taxes					
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	247.98	12,630.21	23,349.72	10,719.51	54.09
	63,673.66	3,279,750.65	6,065,489.21	2,785,738.56	54.07
Fines & Fees					
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	2,606.79	7,037.69	9,500.00	2,462.31	74.08
	2,981.71	12,044.72	28,500.00	16,455.28	42.26
Intergovernmental					
10-43-3004 - Per Capita Grant - Current Year	0.00	60,693.40	52,660.00	(8,033.40)	115.26
	0.00	60,693.40	52,660.00	(8,033.40)	115.26
Interest					
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	26,936.59	58,957.05	200,000.00	141,042.95	29.48
	40,429.78	118,713.90	265,000.00	146,286.10	44.80
Miscellaneous					
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	1,616.00	2,592.58	6,500.00	3,907.42	39.89
	1,645.74	3,432.49	7,000.00	3,567.51	49.04
Total Non-Tax Revenues	45,057.23	194,884.51	353,160.00	158,275.49	55.18
Total General Fund Revenues	108,730.89	3,474,635.16	6,418,649.21	2,944,014.05	54.13

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

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
Capital Improvement Fund					
Other					
80-46-3029 - Interest on IMET	1,966.63	7,483.15	20,000.00	12,516.85	37.42
	1,966.63	7,483.15	20,000.00	12,516.85	37.42
Transfers					
80-49-3010 - Transfer from General	0.00	0.00	10,000.00	10,000.00	0.00
	0.00	0.00	(10,000.00)	(10,000.00)	0.00
Total Capital Improvement Fund Revenues	1,966.63	7,483.15	30,000.00	22,516.85	24.94
Rebillables Fund					
Miscellaneous					
Total All Funds	110,697.52	3,482,118.31	6,448,649.21	2,966,530.90	54.00

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

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
General Fund						
Staffing						
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	0.00	0.00	2,379.97	2,379.97	0.00	100.00
	288,306.87	1,410,181.91	4,595,469.97	3,185,288.06	30.69	69.31
Library Materials						
Children Services						
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	0.00	4,404.54	28,000.00	23,595.46	15.73	84.27
	0.00	15,785.70	99,000.00	83,214.30	15.95	84.05
Adult Services						
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	0.00	13,946.27	80,500.00	66,553.73	17.32	82.68
	0.00	40,510.21	247,500.00	206,989.79	16.37	83.63
Other Library Materials						
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	0.00	0.00	46,000.00	46,000.00	0.00	100.00
	0.00	107,155.55	339,500.00	232,344.45	31.56	68.44
Total Library Materials	0.00	163,451.46	686,000.00	522,548.54	23.83	76.17
General Contractual Services						
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	424.96	15,331.54	51,880.00	36,548.46	29.55	70.45
	5,606.58	40,398.26	168,480.00	128,081.74	23.98	76.02

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

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Physical Services						
Utilities and Services						
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	0.00	26,990.87	80,000.00	53,009.13	33.74	66.26
	374.64	32,557.82	105,780.00	73,222.18	30.78	69.22
Telecommunications						
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	100.20	2,003.55	11,500.00	9,496.45	17.42	82.58
	100.20	3,922.02	21,500.00	17,577.98	18.24	81.76
Maintenance and Repair						
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	0.00	11,740.69	75,000.00	63,259.31	15.65	84.35
	0.00	21,313.57	136,500.00	115,186.43	15.61	84.39
Total Physical Services	474.84	57,793.41	263,780.00	205,986.59	21.91	78.09
Automation						
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	0.00	45,265.97	102,000.00	56,734.03	44.38	55.62
	0.00	77,954.09	199,292.00	121,337.91	39.12	60.88
Continuing Education						
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	0.00	0.00	12,500.00	12,500.00	0.00	100.00
	0.00	9,302.09	69,450.00	60,147.91	13.39	86.61

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

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Programs						
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	0.00	1,054.07	9,000.00	7,945.93	11.71	88.29
	(150.00)	14,915.19	88,700.00	73,784.81	16.82	83.18
PR/Marketing						
10-64-8210 - Newletter	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	725.00	2,238.31	10,000.00	7,761.69	22.38	77.62
	725.00	21,837.25	78,800.00	56,962.75	27.71	72.29
Other Operating Expenses						
Supplies						
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	0.00	2,643.09	25,900.00	23,256.91	10.20	89.80
	(7,341.78)	21,965.25	163,425.47	141,460.22	13.44	86.56
Insurance						
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	0.00	58,982.00	64,000.00	5,018.00	92.16	7.84
	0.00	73,982.66	82,000.00	8,017.34	90.22	9.78
Grant Expenses						
10-66-9840 - Per Capita Grant - Current Year	0.00	3,920.00	52,660.00	48,740.00	7.44	92.56
	0.00	3,920.00	52,660.00	48,740.00	7.44	92.56

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

	M.T.D. Expended	Y.T.D. Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Other Expenses						
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
	0.00	27,578.38	87,400.00	59,821.62	31.55	68.45
Transfers						
Total Other Operating Expenses	(7,341.78)	127,446.29	385,485.47	258,039.18	33.06	66.94
Total General Fund Expenditures	287,621.51	1,923,279.95	6,535,457.44	4,612,177.49	29.43	70.57
Capital Improvement Fund						
Asset Replacement						
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
	0.00	1,181,157.25	3,035,000.00	1,853,842.75	38.92	61.08
RFID Project						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	0.00	1,181,157.25	3,035,000.00	1,853,842.75	38.92	61.08
Rebillables Fund						
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	287,621.51	3,104,437.20	9,570,457.44	6,466,020.24	32.44	67.56

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	5,181.62
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	3,721.88
10-50-2400	Health Insurance	EE/ER HSA Payroll Contribution 8/12/26	3,721.88			
Henry Fiene				22001	08/19/26	725.00
10-64-8910	Other Promotions	50% Deposit/ABC Parade Float 8/29/26	725.00			
Republic Services #551				22002	08/19/26	374.64
10-58-5310	Refuse Disposal Service	Acct #3-0551-3000027	374.64			
Ale Ramirez				22003	08/26/26	150.00
10-64-8160	Teen Program	DnD 8/26 Program	150.00			
Verizon				22004	08/26/26	100.20
10-58-5570	Leased Internet Access Line	Verizon	100.20			
Mission Square				ACH	08/25/26	3,654.23
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	3,557.63
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	17,465.20

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	17,465.20
			Check List Total	17,465.20

Check count = 8

Addison Public Library

Payroll Distribution Summary

Board Meeting 9/15/2026

Description	**Amount**
Payroll	**$294,027.13**

Approved by Board of Trustees

_____ _____

President **Date**

_____ _____

Secretary **Date**

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Albertsons - Safeway	021401804030	9/16/2026	$ 16.97	10-64-8100	Adult Services Programs	RED SDLS GRAPES, GLD DGLT DTE 28Z
Albertsons - Safeway	324513804030	9/16/2026	$ 12.97	10-62-7470	Staff In-Service	Supplies for SDD
Albertsons - Safeway	494540804030	9/16/2026	$ 11.48	10-66-9300	Library Wide Supplies	parade supplies
Albertsons - Safeway	545757804030	9/16/2026	$ 57.93	10-66-9980	Staff Recognition	Shout Out for SDD
Albertsons - Safeway	670541804030	9/16/2026	$ 81.88	10-64-8160	Teen Program	Teen snacks
Albertsons - Safeway	9/1/2026	9/16/2026	$ 26.97	10-66-9210	Office Supplies	Drinks for Intergovernmental Meeting
Albertsons - Safeway	9/1/2026	9/16/2026	$ 5.49	10-66-9300	Library Wide Supplies	
Amazon Capital Services	11YF-QDDR-3FK7	9/16/2026	$ 24.99	10-64-8100	Adult Services Programs	Patriotic Kisses 4th of July Candy - 200 Pieces Milk
Amazon Capital Services	13DP-6V43-3DQM	9/16/2026	$ 18.95	10-52-3100	Children Books	
Amazon Capital Services	146D-L3JC-193R	9/16/2026	$ 11.90	10-54-3110	Adult Books	
Amazon Capital Services	146D-L3JC-1RL7	9/16/2026	$ 30.44	10-52-3100	Children Books	
Amazon Capital Services	149F-HRDY-KDF3	9/16/2026	$ 510.01	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	14GT-P6H6-YGVW	9/16/2026	$ 24.99	10-66-9250	Materials Management Supplies	Mending tape
Amazon Capital Services	14LF-VQV4-DYWX	9/16/2026	$ 48.34	10-52-3100	Children Books	
Amazon Capital Services	17Q4-TY4C-Q7Q9	9/16/2026	$ 10.00	10-64-8100	Adult Services Programs	AS Program Supplies - Voter Registration Day
Amazon Capital Services	17Q4-TY4C-VQ7L	9/16/2026	$ 49.94	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	17WT-NTV6-41RN	9/16/2026	$ 47.73	10-64-8160	Teen Program	Designer kits
Amazon Capital Services	1973-7NK3-4D6P	9/16/2026	$ 104.01	10-64-8100	Adult Services Programs	
Amazon Capital Services	1973-7NK3-4MFY	9/16/2026	$ 12.99	10-54-3110	Adult Books	
Amazon Capital Services	19LJ-6NT9-171F	9/16/2026	$ 50.05	10-52-3900	Children Other Expenditures	
Amazon Capital Services	19R7-9JXG-FVTV	9/16/2026	$ 110.68	10-64-8160	Teen Program	Laser Tag
Amazon Capital Services	1C36-74C9-1LF9	9/16/2026	$ 70.57	10-54-3110	Adult Books	
Amazon Capital Services	1DN1-DPNC-979N	9/16/2026	$ 17.09	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1DPD-6JLW-4Q1J	9/16/2026	$ 242.70	10-64-8170	IT Programs	
Amazon Capital Services	1F3W-MRV3-XFJW	9/16/2026	$ 148.53	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1FDF-D376-VTNW	9/16/2026	$ 28.19	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1FF1-67H9-4KF9	9/16/2026	$ 10.99	10-54-3110	Adult Books	
Amazon Capital Services	1FNN-MVQY-QPFK	9/16/2026	$ 109.89	10-66-9240	Children Services Supplies	

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Amazon Capital Services	1FTD-D4GD-3TJC	9/16/2026	$ 6.59	10-64-8120	Children Services Programs - General	Fall stickers
Amazon Capital Services	1FWW-6R3X-3VQN	9/16/2026	$ 61.26	10-54-3110	Adult Books	
Amazon Capital Services	1G4Q-MVG7-D3RN	9/16/2026	$ 38.13	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1GMK-XVVP-464G	9/16/2026	$ 16.50	10-54-3110	Adult Books	
Amazon Capital Services	1HWX-M1FQ-WVVY	9/16/2026	$ 56.77	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1JFN-CPLV-6QY9	9/16/2026	$ 34.69	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1JFN-CPLV-KGLM	9/16/2026	$ 14.34	10-52-3100	Children Books	
Amazon Capital Services	1JXH-NCV1-PLX9	9/16/2026	$ 3.16	10-52-3100	Children Books	
Amazon Capital Services	1JXQ-PDVN-41RC	9/16/2026	$ 29.90	10-52-3100	Children Books	
Amazon Capital Services	1JYL-D3G1-XNTL	9/16/2026	$ 363.82	10-66-9270	Information Technology Supplies	Ink Cartridges
Amazon Capital Services	1K7J-H7T9-TGKV	9/16/2026	$ 18.99	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1KW4-3D3J-XJ9Y	9/16/2026	$ 191.78	10-66-9330	Community Engagement Supplies	200 packs of 128MB flash drives
Amazon Capital Services	1LCG-4K9F-1XM3	9/16/2026	$ 5.95	10-64-8100	Adult Services Programs	Letter "E" Balloon
Amazon Capital Services	1LD6-79GV-KGVK	9/16/2026	$ 123.15	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1LVF-PKVX-47C4	9/16/2026	$ 113.86	10-66-9240	Children Services Supplies	Cardstock, Lysol Spray
Amazon Capital Services	1MNY-NN4T-3PHQ	9/16/2026	$ 18.60	10-54-3110	Adult Books	
Amazon Capital Services	1MNY-NN4T-3Q94	9/16/2026	$ 5.99	10-52-3100	Children Books	
Amazon Capital Services	1MNY-NN4T-3VWM	9/16/2026	$ 19.95	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1MQR-4VQH-1RKL	9/16/2026	$ 83.96	10-52-3100	Children Books	
Amazon Capital Services	1MWF-GP34-PLQF	9/16/2026	$ 15.99	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1MWF-GP34-PPPD	9/16/2026	$ 15.99	10-52-3100	Children Books	
Amazon Capital Services	1MWF-GP34-Q3PV	9/16/2026	$ 32.84	10-52-3100	Children Books	
Amazon Capital Services	1MWF-GP34-QHKT	9/16/2026	$ 7.99	10-52-3100	Children Books	
Amazon Capital Services	1MWW-YT69-TNHJ	9/16/2026	$ 6.68	10-66-9240	Children Services Supplies	Tempura paint
Amazon Capital Services	1MY3-HFMG-1JRP	9/16/2026	$ 14.43	10-52-3100	Children Books	
Amazon Capital Services	1N6M-YTFQ-469Q	9/16/2026	$ 60.10	10-64-8170	IT Programs	
Amazon Capital Services	1N6M-YTFQ-4D7N	9/16/2026	$ 34.93	10-52-3900	Children Other Expenditures	

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Amazon Capital Services	1N7J-6HRX-3WLG	9/16/2026	$ 19.95	10-52-3100	Children Books	
Amazon Capital Services	1N9F-FYPQ-GMGV	9/16/2026	$ 197.53	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1QYL-QQ4J-4JM7	9/16/2026	$ 27.90	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1R1W-6TKL-W96K	9/16/2026	$ 141.23	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1RCN-WMN6-V4HQ	9/16/2026	$ 37.98	10-54-3110	Adult Books	
Amazon Capital Services	1RHN-HP6V-1WDR	9/16/2026	$ 44.54	10-66-9986	Sam's Lab Supplies	Motorized VHSC to VHS Cassette Adapter
Amazon Capital Services	1RHN-HP6V-3D3R	9/16/2026	$ 29.99	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1RHN-HP6V-3QJK	9/16/2026	$ 40.00	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1RJ X-DJ RG-1CWH	9/16/2026	$ 36.99	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1T3Y-W6TL-C3WR	9/16/2026	$ 261.23	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1T3Y-W6TL-CHL3	9/16/2026	$ 28.95	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1T3Y-W6TL-D7QW	9/16/2026	$ 15.95	10-54-3110	Adult Books	
Amazon Capital Services	1T3Y-W6TL-FJX4	9/16/2026	$ 57.05	10-54-3110	Adult Books	
Amazon Capital Services	1T7X-FRMK-PWJP	9/16/2026	$ 80.98	10-66-9300	Library Wide Supplies	Library Wide Supplies
Amazon Capital Services	1T7X-FRMK-T1QR	9/16/2026	$ 18.72	10-66-9250	Materials Management Supplies	MM Supplies
Amazon Capital Services	1T7X-FRMK-VQ1H	9/16/2026	$ 8.50	10-66-9250	Materials Management Supplies	MM Supplies
Amazon Capital Services	1T7X-FRMK-VRP1	9/16/2026	$ 14.99	10-52-3100	Children Books	
Amazon Capital Services	1TQQ-GQV7-7463	9/16/2026	$ 11.36	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1V3R-11LY-YP1N	9/16/2026	$ 64.28	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1W31-J7MW-1VRK	9/16/2026	$ 118.93	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1WDD-NYXQ-4LLM	9/16/2026	$ 59.85	10-52-3100	Children Books	
Amazon Capital Services	1WDD-NYXQ-4Q1L	9/16/2026	$ 68.97	10-66-9270	Information Technology Supplies	Logitech MK270 Full Size Wireless Keyboard and Mouse Combo - Black
Amazon Capital Services	1WG6-4JPV-X4P4	9/16/2026	$ 73.55	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1WPD-KF7F-XW7F	9/16/2026	$ 300.70	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1X4Y-9JQ6-4KF7	9/16/2026	$ 8.50	10-64-8100	Adult Services Programs	500 Raffle Tickets
Amazon Capital Services	1XRG-NQHP-7T4G	9/16/2026	$ 49.99	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1Y1M-6YG1-3V1M	9/16/2026	$ 195.69	10-66-9250	Materials Management Supplies	Portable Blu Ray Player
Amazon Capital Services	1Y6X-99X9-X6Y9	9/16/2026	$ 9.99	10-66-9270	Information Technology Supplies	Acrylic sign holder

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Amazon Capital Services	1YHX-CCHV-WTQV	9/16/2026	$ 69.59	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	1YLY-3RC9-9RXG	9/16/2026	$ 61.15	10-52-3900	Children Other Expenditures	
Amazon Capital Services	1YPR-6MPK-71MP	9/16/2026	$ 39.95	10-54-3900	Adult Other Expenditures	
Amazon Capital Services	Invoice # 1C9W-KJJC-6FM1	9/16/2026	$ 269.97	10-64-8160	Teen Program	Laser Tag
American Library Association	08182026	9/16/2026	$ 125.00	10-62-7510	Memberships (Staff & Board)	ALA #1213425 - L. Dimick
Anderson Lock Company Ltd	09022026	9/16/2026	$ 3,712.00	80-55-1905	Renovation Project	H. Metal/Wd. Doors/Finish Hardware
Ballons by Laura	612	9/16/2026	$ 510.00	10-64-8910	Other Promotions	Balloon Decor for Parade
Brooke Sievers	083126BS	9/16/2026	$ 15.41	10-62-7550	In-State Travel	mileage reimbursement
Built Rite Construction LLC	09022026	9/16/2026	$ 58,093.00	80-55-1905	Renovation Project	Casework/Millwork
BulkBookstore	244970	9/16/2026	$ 436.50	10-64-8165	Community Engagement Program	Books for Book Bike
BulkBookstore	244970	9/16/2026	$ 2,068.25	10-64-8910	Other Promotions	Books for Parade
BulkBookstore	245500	9/16/2026	$ 976.25	10-64-8910	Other Promotions	Books for Parade
Caputo's Fresh Markets	00263530	9/16/2026	$ 938.98	10-62-7470	Staff In-Service	Staff boxed lunches
Caputo's Fresh Markets	00265208	9/16/2026	$ 244.96	10-66-9210	Office Supplies	Various items for Intergovernmental meeting
CDS Office Technologies	INV1785348	9/16/2026	$ 1,361.85	10-58-5710	Equipment Maintenance & Repair	
CDW Government	AK5DS4L	9/16/2026	$ 10.66	10-66-9270	Information Technology Supplies	EPSON ET-2700 INK MAINTENANCE BOX
CDW Government	AK67R4Q	9/16/2026	$ 116.45	10-66-9270	Information Technology Supplies	HP LASERJET PRO P1606 SMART PRIN BLK
Cintas Fire Protection	OF94800674	9/16/2026	$ 2,477.50	10-58-5710	Equipment Maintenance & Repair	Annual inspection
Colley Elevator	305279	9/16/2026	$ 750.00	10-58-5710	Equipment Maintenance & Repair	elevators

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Comcast	279311625	9/16/2026	$ 407.58	10-58-5510	Telephone	
Comcast	281598637	9/16/2026	$ 407.58	10-58-5510	Telephone	
Comcast	8771 20 183 0148973 8_29_2026	9/16/2026	$ 83.45	10-58-5510	Telephone	8_29_26 to 9_28_26
Comcast	8771 20 183 0923805	9/16/2026	$ 267.85	10-58-5570	Leased Internet Access Line	8/16/26 to 9/15/2026
Crimson Multimedia Dist.	030665	9/16/2026	$ 295.74	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	030666	9/16/2026	$ 122.06	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	030791	9/16/2026	$ 315.37	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	030792	9/16/2026	$ 72.06	10-52-3900	Children Other Expenditures	
Crimson Multimedia Dist.	030918	9/16/2026	$ 186.42	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	030919	9/16/2026	$ 20.00	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	030920	9/16/2026	$ 60.00	10-52-3900	Children Other Expenditures	
Crimson Multimedia Dist.	030974	9/16/2026	$ 166.96	10-52-3900	Children Other Expenditures	
Crimson Multimedia Dist.	031046	9/16/2026	$ 35.00	10-52-3900	Children Other Expenditures	
Crimson Multimedia Dist.	031147	9/16/2026	$ 266.69	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031311	9/16/2026	$ 276.34	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031312	9/16/2026	$ 80.00	10-52-3900	Children Other Expenditures	
Crimson Multimedia Dist.	031313	9/16/2026	$ 122.03	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031520	9/16/2026	$ 30.00	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031521	9/16/2026	$ 80.00	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031522	9/16/2026	$ 211.23	10-54-3900	Adult Other Expenditures	
Crimson Multimedia Dist.	031523	9/16/2026	$ 120.00	10-52-3900	Children Other Expenditures	
D&Z House of Books Inc	2026/1007743	9/16/2026	$ 204.92	10-54-3110	Adult Books	
D&Z House of Books Inc	2026/1009217	9/16/2026	$ 162.96	10-54-3110	Adult Books	
D&Z House of Books Inc	2026/I007933	9/16/2026	$ 89.88	10-54-3110	Adult Books	
D&Z House of Books Inc	2026/I009348	9/16/2026	$ 86.68	10-54-3110	Adult Books	
D&Z House of Books Inc	2026/I009367	9/16/2026	$ 94.68	10-54-3110	Adult Books	
Deborah Sanchez	8/26/2026	9/16/2026	$ 5.70	10-62-7550	In-State Travel	Mileage 8.26

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Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Demco Inc	7851326	9/16/2026	$ 830.86	10-66-9250	Materials Management Supplies	Book Tape, New Labels
Donna Quick	08142026	9/16/2026	$ 4.62	10-62-7550	In-State Travel	Quick Reimbursement
Douglas Floor Covering Inc.	09022026	9/16/2026	$ 18,315.00	80-55-1905	Renovation Project	Carpeting
DuPage Security Solutions Inc	67959	9/16/2026	$ 14.95	10-58-5610	Building Supplies	lubricant for keys
Ebsco Information Services	91011060214	9/16/2026	$ 10.00	10-55-3400	Magazines/News	
Ehlers Investment Partners LLC	24-16520	9/16/2026	$ 1,779.81	10-56-4900	Other Contracts	investment fund management fees
Elliot Construction Corporation	09022026	9/16/2026	$ 7,958.00	80-55-1905	Renovation Project	Earth Work/Concrete/Asphalt Paving
Eva Sylvester	9/3/2024	9/16/2026	$ 21.50	10-62-7550	In-State Travel	Mileage Reimbursement
Ferguson Enterprises	2267160	9/16/2026	$ 735.90	10-58-5610	Building Supplies	6 mixing values for restroom sinks
Ferguson Enterprises	2267515	9/16/2026	$ 95.91	10-58-5610	Building Supplies	
Ferguson Enterprises	2304350	9/16/2026	$ 735.90	10-58-5610	Building Supplies	6 LF 3/8 TSTC MIX VLV W/ VIS IND
Frederick Quinn Corporation	09022026	9/16/2026	$ 16,570.00	80-55-1905	Renovation Project	Construction Management
Gabriela Tafolla	CE-2608-GT	9/16/2026	$ 38.24	10-66-9330	Community Engagement Supplies	Bubbles & Labels
Gabriela Tafolla	CE-2608-GT	9/16/2026	$ 15.12	10-62-7550	In-State Travel	Outreach, Trail Tales, & Home Delivery
Garvey's Office Products	OE-QT-10814-1	9/16/2026	$ 982.20	10-64-8220	Flyers/Brochures	Branded Outreach Supplies
Garvey's Office Products	OE-QT-10814-1	9/16/2026	$ 2,291.80	10-64-8910	Other Promotions	Parade giveaways
Grainger	9029248714	9/16/2026	$ 331.25	10-58-5610	Building Supplies	30 gal trash can
Growing Minds Media LLC	34202	9/16/2026	$ 669.35	10-55-3500	Online Databases	
Heitkotter Inc.	09022026	9/16/2026	$ 13,070.00	80-55-1905	Renovation Project	Acoustical Ceilings and Treatment
Heyl Royster	1915797	9/16/2026	$ 125.00	10-56-4100	Legal Fees	legal services_policy review
IL Library Association	337233	9/16/2026	$ 150.00	10-62-7510	Memberships (Staff & Board)	Morris ILA membership
IL Library Association	337377	9/16/2026	$ 150.00	10-62-7510	Memberships (Staff & Board)	Dini ILA membership
Ingram Library Services	97897202	9/16/2026	$ 642.80	10-54-3110	Adult Books	AS-BKS

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Ingram Library Services	97897202	9/16/2026	$ 44.92	10-52-3100	Children Books	CS-BKS
Ingram Library Services	97897203	9/16/2026	$ 29.44	10-66-9250	Materials Management Supplies	
Ingram Library Services	98022524	9/16/2026	$ 309.74	10-52-3100	Children Books	Children Books
Ingram Library Services	98022525	9/16/2026	$ 24.32	10-66-9250	Materials Management Supplies	
Ingram Library Services	98074517	9/16/2026	$ 207.38	10-54-3110	Adult Books	AS-BKS
Ingram Library Services	98074517	9/16/2026	$ 22.91	10-52-3100	Children Books	CBKS
Ingram Library Services	98074518	9/16/2026	$ 8.32	10-66-9250	Materials Management Supplies	
Ingram Library Services	98106525	9/16/2026	$ 2,032.58	10-52-3100	Children Books	
Ingram Library Services	98106525	9/16/2026	$ 1,360.22	10-54-3110	Adult Books	
Ingram Library Services	98106526	9/16/2026	$ 180.48	10-66-9250	Materials Management Supplies	
Ingram Library Services	98125634	9/16/2026	$ 219.17	10-54-3110	Adult Books	Library materials
Ingram Library Services	98125635	9/16/2026	$ 7.68	10-66-9250	Materials Management Supplies	
Ingram Library Services	98134178	9/16/2026	$ 213.96	10-54-3110	Adult Books	AS-BKS
Ingram Library Services	98134178	9/16/2026	$ 52.50	10-52-3100	Children Books	CS-BKS
Ingram Library Services	98134179	9/16/2026	$ 11.52	10-66-9250	Materials Management Supplies	
Ingram Library Services	98146602	9/16/2026	$ 25.80	10-52-3100	Children Books	
Ingram Library Services	98146602	9/16/2026	$ 1,431.51	10-54-3110	Adult Books	
Ingram Library Services	98146603	9/16/2026	$ 40.96	10-66-9250	Materials Management Supplies	
Ingram Library Services	98165296	9/16/2026	$ 409.69	10-54-3110	Adult Books	
Ingram Library Services	98165296	9/16/2026	$ 21.21	10-52-3100	Children Books	
Ingram Library Services	98165297	9/16/2026	$ 18.56	10-66-9250	Materials Management Supplies	
Ingram Library Services	98191598	9/16/2026	$ 380.57	10-54-3110	Adult Books	AS BKS
Ingram Library Services	98191598	9/16/2026	$ 263.74	10-52-3100	Children Books	CS-BKS
Ingram Library Services	98191599	9/16/2026	$ 32.00	10-66-9250	Materials Management Supplies	
Ingram Library Services	98211978	9/16/2026	$ 1,068.86	10-54-3110	Adult Books	
Ingram Library Services	98211978	9/16/2026	$ 108.53	10-52-3100	Children Books	
Ingram Library Services	98211979	9/16/2026	$ 55.04	10-66-9250	Materials Management Supplies	
Ingram Library Services	98211980	9/16/2026	$ 58.32	10-52-3100	Children Books	
Ingram Library Services	98211980	9/16/2026	$ 175.97	10-54-3110	Adult Books	
Ingram Library Services	98211981	9/16/2026	$ 10.24	10-66-9250	Materials Management Supplies	

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Ingram Library Services	98258741	9/16/2026	$ 242.26	10-54-3110	Adult Books	AS-BKS
Ingram Library Services	98258741	9/16/2026	$ 22.47	10-52-3100	Children Books	CS-BKS
Ingram Library Services	98258742	9/16/2026	$ 8.96	10-66-9250	Materials Management Supplies	
Ingram Library Services	98272340	9/16/2026	$ 503.26	10-54-3110	Adult Books	
Ingram Library Services	98272340	9/16/2026	$ 167.04	10-52-3100	Children Books	
Ingram Library Services	98272341	9/16/2026	$ 30.72	10-66-9250	Materials Management Supplies	BUNDLE MYLAR RPQ
Ingram Library Services	98341639	9/16/2026	$ 662.14	10-52-3100	Children Books	
Ingram Library Services	98341639	9/16/2026	$ 1,238.86	10-54-3110	Adult Books	
Ingram Library Services	98341640	9/16/2026	$ 79.36	10-66-9250	Materials Management Supplies	BUNDLE MYLAR RPQ
Ingram Library Services	98341641	9/16/2026	$ 109.11	10-54-3110	Adult Books	
Ingram Library Services	98341641	9/16/2026	$ 96.11	10-52-3100	Children Books	
Ingram Library Services	98341642	9/16/2026	$ 10.24	10-66-9250	Materials Management Supplies	BUNDLE MYLAR RPQ
Ingram Library Services	98365326	9/16/2026	$ 488.15	10-54-3110	Adult Books	
Ingram Library Services	98365326	9/16/2026	$ 28.19	10-52-3100	Children Books	
Ingram Library Services	98365327	9/16/2026	$ 22.40	10-66-9250	Materials Management Supplies	BUNDLE MYLAR RPQ
Ingram Library Services	98379820	9/16/2026	$ 62.54	10-54-3110	Adult Books	
Ingram Library Services	98379820	9/16/2026	$ 31.17	10-52-3100	Children Books	
Ingram Library Services	98379821	9/16/2026	$ 0.64	10-66-9250	Materials Management Supplies	
Ingram Library Services	98391618	9/16/2026	$ 670.37	10-54-3110	Adult Books	
Ingram Library Services	98391618	9/16/2026	$ 59.63	10-52-3100	Children Books	
Ingram Library Services	98391619	9/16/2026	$ 31.36	10-66-9250	Materials Management Supplies	
Ingram Library Services	98405776	9/16/2026	$ 244.97	10-52-3100	Children Books	
Ingram Library Services	98405776	9/16/2026	$ 298.33	10-54-3110	Adult Books	
Ingram Library Services	98405777	9/16/2026	$ 27.52	10-66-9250	Materials Management Supplies	
Ingram Library Services	98416815	9/16/2026	$ 84.27	10-52-3100	Children Books	CS BKS
Ingram Library Services	98416815	9/16/2026	$ 75.93	10-54-3110	Adult Books	AS BKS
Ingram Library Services	98416816	9/16/2026	$ 8.96	10-66-9250	Materials Management Supplies	
Ingram Library Services	98442531	9/16/2026	$ 160.75	10-54-3110	Adult Books	
Ingram Library Services	98442531	9/16/2026	$ 84.17	10-52-3100	Children Books	
Ingram Library Services	98442532	9/16/2026	$ 10.24	10-66-9250	Materials Management Supplies	

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Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Ingram Library Services	98451335	9/16/2026	$ 21.86	10-52-3100	Children Books	
Ingram Library Services	98451335	9/16/2026	$ 182.69	10-54-3110	Adult Books	
Ingram Library Services	98451336	9/16/2026	$ 9.60	10-66-9250	Materials Management Supplies	
Ingram Library Services	98513553	9/16/2026	$ 52.64	10-52-3100	Children Books	
Ingram Library Services	98513553	9/16/2026	$ 466.31	10-54-3110	Adult Books	
Ingram Library Services	98513554	9/16/2026	$ 21.76	10-66-9250	Materials Management Supplies	
Ingram Library Services	98541179	9/16/2026	$ 41.77	10-52-3100	Children Books	
Ingram Library Services	98541179	9/16/2026	$ 425.77	10-54-3110	Adult Books	
Ingram Library Services	98541180	9/16/2026	$ 19.84	10-66-9250	Materials Management Supplies	
Ingram Library Services	98602268	9/16/2026	$ 303.28	10-54-3110	Adult Books	
Ingram Library Services	98602268	9/16/2026	$ 20.80	10-52-3100	Children Books	
Ingram Library Services	98602269	9/16/2026	$ 11.52	10-66-9250	Materials Management Supplies	
Ingram Library Services	98636492	9/16/2026	$ 42.25	10-52-3100	Children Books	
Ingram Library Services	98636492	9/16/2026	$ 478.82	10-54-3110	Adult Books	
Ingram Library Services	98636493	9/16/2026	$ 18.56	10-66-9250	Materials Management Supplies	
Ingram Library Services	98677796	9/16/2026	$ 230.43	10-54-3110	Adult Books	
Ingram Library Services	98677796	9/16/2026	$ 34.69	10-52-3100	Children Books	
Ingram Library Services	98677797	9/16/2026	$ 10.88	10-66-9250	Materials Management Supplies	
Ingram Library Services	98696419	9/16/2026	$ 42.92	10-52-3100	Children Books	
Ingram Library Services	98696419	9/16/2026	$ 534.92	10-54-3110	Adult Books	
Ingram Library Services	98696420	9/16/2026	$ 19.84	10-66-9250	Materials Management Supplies	
Ingram Library Services	98727018	9/16/2026	$ 304.36	10-54-3110	Adult Books	
Ingram Library Services	98727019	9/16/2026	$ 12.16	10-66-9250	Materials Management Supplies	
Ingram Library Services	98797217	9/16/2026	$ 88.31	10-52-3100	Children Books	
Ingram Library Services	98797217	9/16/2026	$ 392.06	10-54-3110	Adult Books	
Ingram Library Services	98797218	9/16/2026	$ 19.84	10-66-9250	Materials Management Supplies	
Ingram Library Services	98868001	9/16/2026	$ 73.18	10-52-3100	Children Books	
Ingram Library Services	98868001	9/16/2026	$ 3,255.93	10-54-3110	Adult Books	
Ingram Library Services	98868002	9/16/2026	$ 133.76	10-66-9250	Materials Management Supplies	
Ingram Library Services	98904942	9/16/2026	$ 1,604.74	10-54-3110	Adult Books	

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Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Ingram Library Services	98904942	9/16/2026	$ 86.48	10-52-3100	Children Books	
Ingram Library Services	98904943	9/16/2026	$ 67.20	10-66-9250	Materials Management Supplies	
Ingram Library Services	98929109	9/16/2026	$ 457.50	10-54-3110	Adult Books	
Ingram Library Services	98929109	9/16/2026	$ 9.68	10-52-3100	Children Books	
Ingram Library Services	98929110	9/16/2026	$ 19.20	10-66-9250	Materials Management Supplies	
Ingram Library Services	98978346	9/16/2026	$ 11.36	10-52-3100	Children Books	
Ingram Library Services	98978346	9/16/2026	$ 660.25	10-54-3110	Adult Books	
Ingram Library Services	98978347	9/16/2026	$ 26.24	10-66-9250	Materials Management Supplies	
Ingram Library Services	99010613	9/16/2026	$ 18.28	10-52-3100	Children Books	
Ingram Library Services	99010613	9/16/2026	$ 450.10	10-54-3110	Adult Books	
Ingram Library Services	99010614	9/16/2026	$ 17.28	10-66-9250	Materials Management Supplies	
Ingram Library Services	99042150	9/16/2026	$ 194.97	10-54-3110	Adult Books	
Ingram Library Services	99042150	9/16/2026	$ 3,236.47	10-52-3100	Children Books	
Ingram Library Services	99042151	9/16/2026	$ 197.12	10-66-9250	Materials Management Supplies	
Ingram Library Services	99074895	9/16/2026	$ 267.04	10-54-3110	Adult Books	
Ingram Library Services	99074895	9/16/2026	$ 87.87	10-52-3100	Children Books	
Ingram Library Services	99074896	9/16/2026	$ 3.84	10-66-9250	Materials Management Supplies	
Ingram Library Services	99095282	9/16/2026	$ 245.42	10-54-3110	Adult Books	
Jackson-Hirsh Inc.	1111619	9/16/2026	$ 257.69	10-66-9986	Sam's Lab Supplies	7 laminate pouches
Jenny Cuevas	08282026	9/16/2026	$ 26.60	10-62-7550	In-State Travel	
Jodi Gianakopoulos	JG Mileage 8-24-26	9/16/2026	$ 35.11	10-62-7550	In-State Travel	
Johnson Plastics Plus	3946753	9/16/2026	$ 672.99	10-66-9986	Sam's Lab Supplies	ICHTSTDKIT560 8.27x11.69 kit
Kessor D/B/A Superior	09022026	9/16/2026	$ 1,652.00	80-55-1905	Renovation Project	Cleaning Services
Len's Ace Hardware Inc.	549909/1	9/16/2026	$ 97.60	10-58-5610	Building Supplies	Cleaning supplies
Len's Ace Hardware Inc.	549909/1	9/16/2026	$ 41.38	10-66-9300	Library Wide Supplies	Batteries
Len's Ace Hardware Inc.	549934/1	9/16/2026	$ -			
Len's Ace Hardware Inc.	549934/1	9/16/2026	$ 44.03	10-58-5610	Building Supplies	cleaning supplies
Len's Ace Hardware Inc.	549956/1	9/16/2026	$ 17.08	10-58-5610	Building Supplies	OUTSIDE ROLLER BRCKT, RLR SHADE GXY WHT
Len's Ace Hardware Inc.	550010/1	9/16/2026	$ 26.07	10-58-5610	Building Supplies	SUPPLY LINE

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Len's Ace Hardware Inc.	550056/1	9/16/2026	$ 8.99	10-58-5610	Building Supplies	SUPPLY LINE 3/8X3/8X16
Len's Ace Hardware Inc.	550079/1	9/16/2026	$ 8.99	10-58-5610	Building Supplies	PIPE PVC 1-1/4X10 SCH40
Len's Ace Hardware Inc.	550495/1	9/16/2026	$ 99.00	10-58-5610	Building Supplies	Miscellaneous items
Len's Ace Hardware Inc.	550660/1	9/16/2026	$ 127.66	10-58-5610	Building Supplies	Miscellaneous items
Lesley Cyrier	LACONI 82826	9/16/2026	$ 6.99	10-62-7550	In-State Travel	
Libraria	291703	9/16/2026	$ 803.69	10-52-3100	Children Books	
Libraries First	9892	9/16/2026	$ 197.50	10-64-8120	Children Services Programs - General	
Libraries First	9892	9/16/2026	$ 197.50	10-64-8100	Adult Services Programs	
Libraries First	9893	9/16/2026	$ 132.00	10-64-8100	Adult Services Programs	
Library Supply Solutions	22322-26	9/16/2026	$ 2,634.00	10-66-9250	Materials Management Supplies	RFID Block-Lite Paper Tag - 2000/Roll
Libraryworks Inc.	EKM3L	9/16/2026	$ 49.00	10-62-7410	Administration	advocacy webinar
Mack & Associates, P.C.	12433	9/16/2026	$ 7,800.00	10-56-4600	Audit Service Fees	audit service fees
Manufacturers News Inc	A11446-00	9/16/2026	$ 284.90	10-54-3110	Adult Books	
Matthew Williams	CE-2608-MW	9/16/2026	$ 26.68	10-62-7550	In-State Travel	Travel for Outreach; Continuing Education
Matthew Williams	CE-2608-MW	9/16/2026	$ 12.98	10-66-9330	Community Engagement Supplies	Parade Staples
Mechanical & Industrial Steel Services Inc.	09022026	9/16/2026	$ 17,680.00	80-55-1905	Renovation Project	Structural Steel
Medinah Shrine Therapy Dog Club	Paws 91226	9/16/2026	$ 100.00	10-64-8100	Adult Services Programs	
MG Mechanical Contracting Inc	09022026	9/16/2026	$ 52,078.00	80-55-1905	Renovation Project	HVAC
Midwest Tape	509177751	9/16/2026	$ 1,191.75	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509177753	9/16/2026	$ 52.99	10-54-3900	Adult Other Expenditures	
Midwest Tape	509177754	9/16/2026	$ 51.18	10-52-3900	Children Other Expenditures	
Midwest Tape	509213126	9/16/2026	$ 41.98	10-52-3900	Children Other Expenditures	
Midwest Tape	509235779	9/16/2026	$ 202.42	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509239890	9/16/2026	$ 83.21	10-54-3900	Adult Other Expenditures	AS AV

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Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Midwest Tape	509239891	9/16/2026	$ 20.24	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509239892	9/16/2026	$ 195.67	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509239893	9/16/2026	$ 266.41	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509239895	9/16/2026	$ 62.38	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509239896	9/16/2026	$ 7.49	10-54-3900	Adult Other Expenditures	AS AV
Midwest Tape	509246042	9/16/2026	$ 39.99	10-54-3900	Adult Other Expenditures	
Midwest Tape	509276358	9/16/2026	$ 81.46	10-54-3900	Adult Other Expenditures	
Midwest Tape	509276390	9/16/2026	$ 185.92	10-54-3900	Adult Other Expenditures	
Midwest Tape	509276391	9/16/2026	$ 30.74	10-54-3900	Adult Other Expenditures	
Midwest Tape	509276392	9/16/2026	$ 62.97	10-54-3900	Adult Other Expenditures	
Midwest Tape	509276393	9/16/2026	$ 38.98	10-52-3900	Children Other Expenditures	
Midwest Tape	509276394	9/16/2026	$ 74.96	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304344	9/16/2026	$ 102.98	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304346	9/16/2026	$ 216.96	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304498	9/16/2026	$ 63.71	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304590	9/16/2026	$ 20.24	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304591	9/16/2026	$ 30.74	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304592	9/16/2026	$ 13.49	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304593	9/16/2026	$ 231.67	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304594	9/16/2026	$ 257.16	10-54-3900	Adult Other Expenditures	
Midwest Tape	509304595	9/16/2026	$ 23.99	10-52-3900	Children Other Expenditures	
Midwest Tape	509330635	9/16/2026	$ 13.49	10-54-3900	Adult Other Expenditures	
Midwest Tape	509330636	9/16/2026	$ 40.48	10-54-3900	Adult Other Expenditures	
Midwest Tape	509330637	9/16/2026	$ 78.09	10-54-3900	Adult Other Expenditures	
Midwest Tape	509330639	9/16/2026	$ 44.98	10-54-3900	Adult Other Expenditures	
Midwest Tape	509331360	9/16/2026	$ 26.24	10-54-3900	Adult Other Expenditures	
Midwest Tape	509357242	9/16/2026	$ 59.99	10-54-3900	Adult Other Expenditures	
Midwest Tape	509358127	9/16/2026	$ 200.40	10-66-9250	Materials Management Supplies	Processing
Midwest Tape	509367273	9/16/2026	$ 95.21	10-54-3900	Adult Other Expenditures	
Midwest Tape	509367274	9/16/2026	$ 134.75	10-54-3900	Adult Other Expenditures	

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Midwest Tape	509367276	9/16/2026	$ 18.74	10-54-3900	Adult Other Expenditures	
Midwest Tape	509367277	9/16/2026	$ 158.95	10-54-3900	Adult Other Expenditures	
Midwest Tape	509367278	9/16/2026	$ 236.17	10-52-3900	Children Other Expenditures	
Midwest Tape	509367279	9/16/2026	$ 148.45	10-54-3900	Adult Other Expenditures	
Midwest Tape	509367280	9/16/2026	$ 67.47	10-54-3900	Adult Other Expenditures	
Midwest Tape	509367281	9/16/2026	$ 18.74	10-52-3900	Children Other Expenditures	
Midwest Tape	509371843	9/16/2026	$ 82.98	10-54-3900	Adult Other Expenditures	
Midwest Wrecking Co Inc	09022026	9/16/2026	$ 13,963.00	80-55-1905	Renovation Project	Demolition
Nardi's Pizza	150512	9/16/2026	$ 106.00	10-64-8160	Teen Program	
Nardi's Pizza	150513	9/16/2026	$ 36.50	10-64-8100	Adult Services Programs	
Nardi's Pizza	150514	9/16/2026	$ 36.50	10-64-8100	Adult Services Programs	
Nardi's Pizza	150515	9/16/2026	$ 62.00	10-64-8100	Adult Services Programs	
Nardi's Pizza	236561	9/16/2026	$ 33.00	10-64-8100	Adult Services Programs	
Natalie Hernandez	CE-2608-NH	9/16/2026	$ 3.80	10-62-7550	In-State Travel	
Nelson Fire Protection	09022026	9/16/2026	$ 6,992.00	80-55-1905	Renovation Project	Fire Protection
New Readers Press ProLiteracy	40597	9/16/2026	$ 167.51	10-54-3110	Adult Books	
Nicor Gas	8/5/2026	9/16/2026	$ 1,091.64	10-58-5100	Natural Gas Service	natural gas
OCLC Inc	1000521560	9/16/2026	$ 3,429.20	10-55-3860	E-Books	
Office Depot	4.73178E+11	9/16/2026	$ 30.00	10-66-9330	Community Engagement Supplies	PORTFOLIO, PAPER,2POCKET, EA
OverDrive Inc	01107C026302430	9/16/2026	$ 542.46	10-55-3860	E-Books	
OverDrive Inc	01107CO26279321	9/16/2026	$ 500.21	10-55-3860	E-Books	
OverDrive Inc	CD0110726303329	9/16/2026	$ 2,500.00	10-55-3900	Other Digital Media	
OverDrive Inc	H-0122552	9/16/2026	$ 5,000.00	10-55-3860	E-Books	
Patti Gebala	CE-2608-PW	9/16/2026	$ 12.39	10-62-7550	In-State Travel	Travel: Outreach (Clarendale, Club Fitness, REC Center

Addison Public Library
Bill Approval List
9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Patti Gebala	CE-2608-PW	9/16/2026	$ 34.72	10-64-8165	Community Engagement Program	Treats for Memory Care Readaloud
Playaway Products	542389	9/16/2026	$ 659.26	10-52-3900	Children Other Expenditures	
Playaway Products	545070	9/16/2026	$ 696.46	10-52-3900	Children Other Expenditures	
Polonia Bookstore Inc	83764	9/16/2026	$ 102.46	10-54-3110	Adult Books	
Polonia Bookstore Inc	83964	9/16/2026	$ 134.78	10-52-3100	Children Books	
Polonia Bookstore Inc	83968	9/16/2026	$ 335.58	10-52-3100	Children Books	
Polonia Bookstore Inc	84159	9/16/2026	$ 825.76	10-54-3110	Adult Books	
Pronunciator	26984	9/16/2026	$ 1,850.00	10-55-3500	Online Databases	
Quill	49996027	9/16/2026	$ 297.49	10-66-9300	Library Wide Supplies	Library Wide Supplies
Quill	50105138	9/16/2026	$ 68.97	10-66-9250	Materials Management Supplies	
Quill	50105138	9/16/2026	$ 12.38	10-66-9300	Library Wide Supplies	
Rails	16501	9/16/2026	$ 8,067.00	10-55-3500	Online Databases	
Republic Services #551	0551-016628762	9/16/2026	$ 374.64	10-58-5310	Refuse Disposal Service	9/1-9/30
Richard K. Miller & Associates	87110	9/16/2026	$ 600.00	10-55-3500	Online Databases	
Robbins Schwartz	1053591	9/16/2026	$ 361.27	10-56-4100	Legal Fees	Addison tax consortium
Robbins Schwartz	1055974	9/16/2026	$ 315.94	10-56-4100	Legal Fees	Addison tax consortium
Samantha Parkison	8.12.2026	9/16/2026	$ 1,800.00	10-62-7600	Tuition Reimbursement	tuition reimbursement
Sign Palace	48439	9/16/2026	$ 450.00	80-55-1905	Renovation Project	Lobby lettering
Socorro Molinar	N/A	9/16/2026	$ 12.31	10-62-7550	In-State Travel	
Technology Management Revolving Fund	T2625062	9/16/2026	$ 399.60	10-58-5570	Leased Internet Access Line	INVT2625062
Theresa Azure	N/A	9/16/2026	$ 35.73	10-62-7550	In-State Travel	
Todays Business Solutions Inc	081426-13	9/16/2026	$ 445.76	10-58-5510	Telephone	
TSI Commericial Floor Covering Inc	09022026	9/16/2026	$ 1,220.00	80-55-1905	Renovation Project	Ceramic Tile
Tumbleweed Press Inc	122471	9/16/2026	$ 1,150.56	10-55-3500	Online Databases	

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Twin Oaks Landscaping Inc.	09022026	9/16/2026	$ 1,105.00	80-55-1905	Renovation Project	Landscaping
Uline	212242410	9/16/2026	$ 103.49	10-66-9230	Adult Services Supplies	Slatwall Sign Holder 11X17"
Unique Management Services Inc	6162340	9/16/2026	$ 118.20			
Village of Addison - HSA	08062026	9/16/2026	$ 3,721.88	10-50-2400	Health Insurance	8/26/2026 HSA CONTRIBUTION
Village of Addison - HSA	0909/2026	9/16/2026	$ 3,721.88	10-50-2400	Health Insurance	EE/ER HSA CONTRIBUTION for 9/9/2026 PAYROLL
Village of Addison: Misc Exp	08252026	9/16/2026	$ 85.65	10-22-0255	Other Insurance Withholding Payable	Allstate ID - September 2026 Invoice
Village of Addison: Misc Exp	08252026	9/16/2026	$ 858.15	10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha/Self Bill
Village of Addison: Misc Exp	08252026	9/16/2026	$ 783.00	10-22-0255	Other Insurance Withholding Payable	Mutual of Omaha/Worksite Benefits
Village of Addison: Misc Exp	08252026	9/16/2026	$ 132.00	10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal/September
Village of Addison: Misc Exp	CEELE20261068	9/16/2026	$ 160.00	10-56-4900	Other Contracts	Elevator Inspection Fee
Village of Addison: Water Ser	5433070004-001	9/16/2026	$ 1,188.90	10-58-5120	Water Service	Water
Village of Addison:Health Ins	08262026DeltaDental	9/16/2026	$ 2,424.50	10-50-2400	Health Insurance	Delta Dental - September 2026
Village of Addison:Health Ins	08262026VSP	9/16/2026	$ 300.20	10-50-2400	Health Insurance	VSP - September 2026
Village of Addison:Health Ins	08272026 Aetna	9/16/2026	$ 33,881.24	10-50-2400	Health Insurance	Aetna Medical Insurance/Sept 2026
VisoGraphic	251984	9/16/2026	$ 6,619.30	10-64-8210	Newletter	
World Book School & Library	ARI0018431	9/16/2026	$ 3,348.13	10-55-3500	Online Databases	general online encyclopedia
WP Company LLC	6065	9/16/2026	$ 1,620.68	10-55-3500	Online Databases	

Addison Public Library

Bill Approval List

9/15/2026

$ 381,859.29
Total Bills

Vendor Name	Invoice #	Due Date	Bill Line Item Amount	Bill Line Item Account Number	Bill Line Item Account Name	Bill Line Item Description
Yesenia Benavidez	YB Mileage 9-26	9/16/2026	$ 12.76	10-62-7550	In-State Travel	

EHLERS
INVESTMENT PARTNERS

Monthly Portfolio Summary

Addison Public Library

For the Period Ending: 8/31/2026

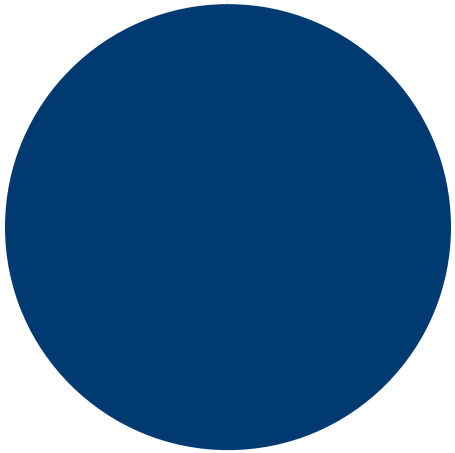
Monthly Summary

Addison Public Library

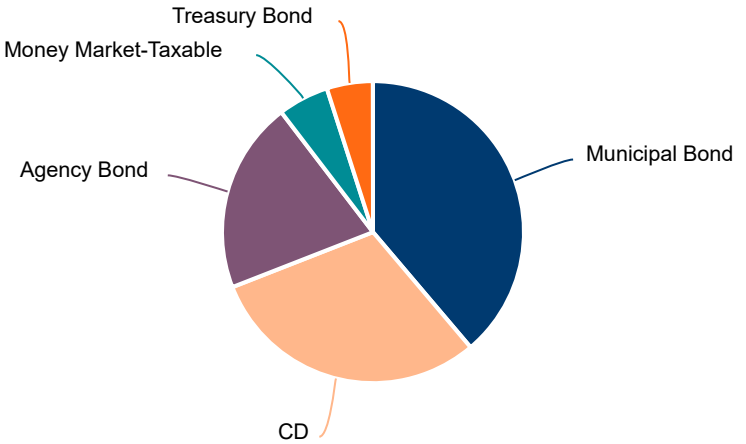
8/31/2026

EHLERS INVESTMENT PARTNERS

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 %**

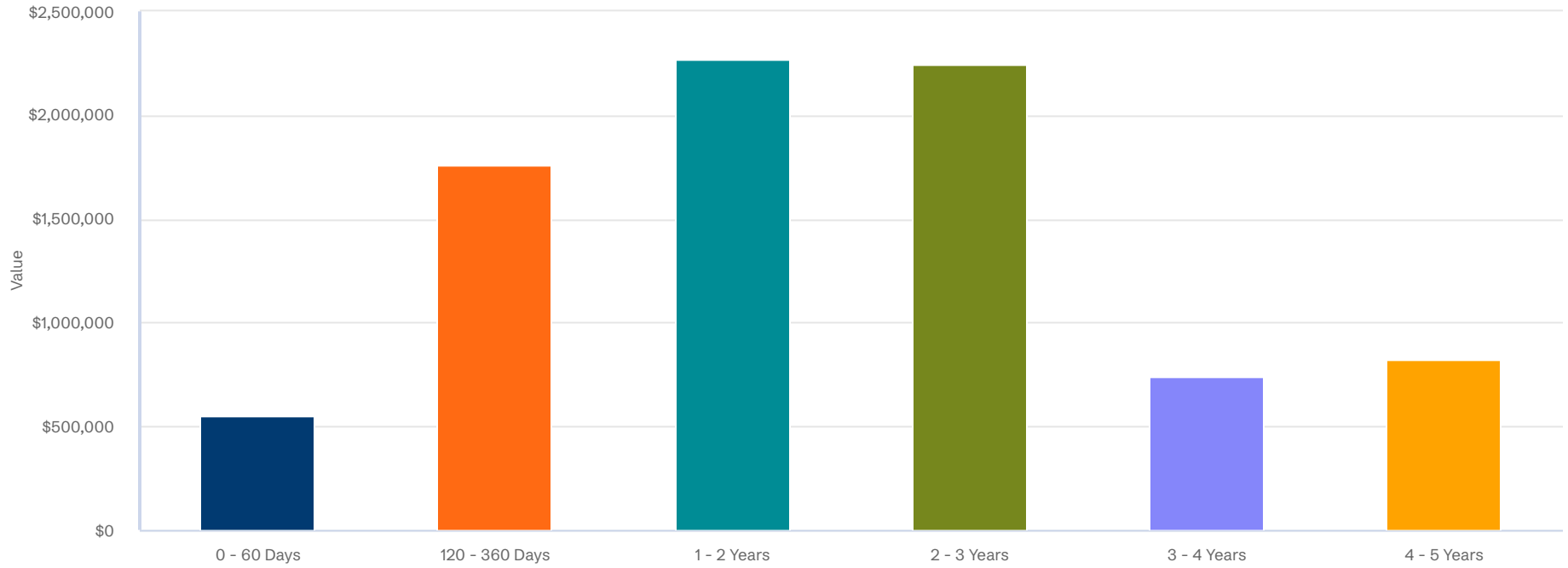
Portfolio Detail

Market Value	$8,717,481.56
Accrued Interest	$62,282.32
Market Value with Accrued Interest	$8,779,763.88
Average Maturity	1.85
Duration	1.86 %
Avg. Moody Rating	Aa1
Average Coupon	3.21 %

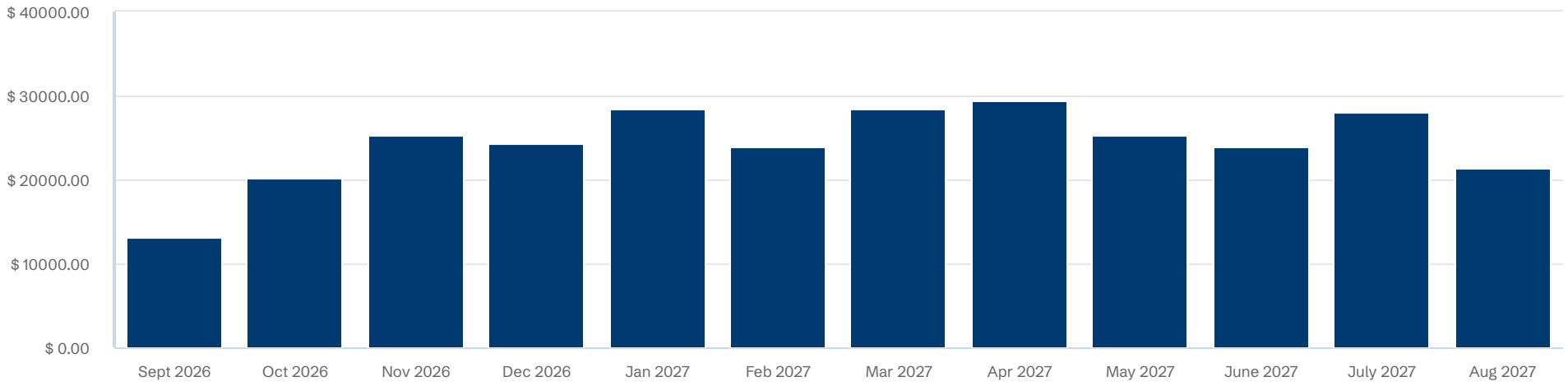
Maturity Year

Maturity Year	Number of Securities	Maturity Amount	Allocation
2026	1	550,000.00	6.66 %
2027	11	2,777,000.00	33.55 %
2028	7	2,004,000.00	24.05 %
2029	6	1,494,000.00	17.76 %
2030	6	1,065,000.00	11.97 %
2031	2	500,000.00	6.02 %
Total:		**8,390,000.00**	**100.00 %**

Maturity Period



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

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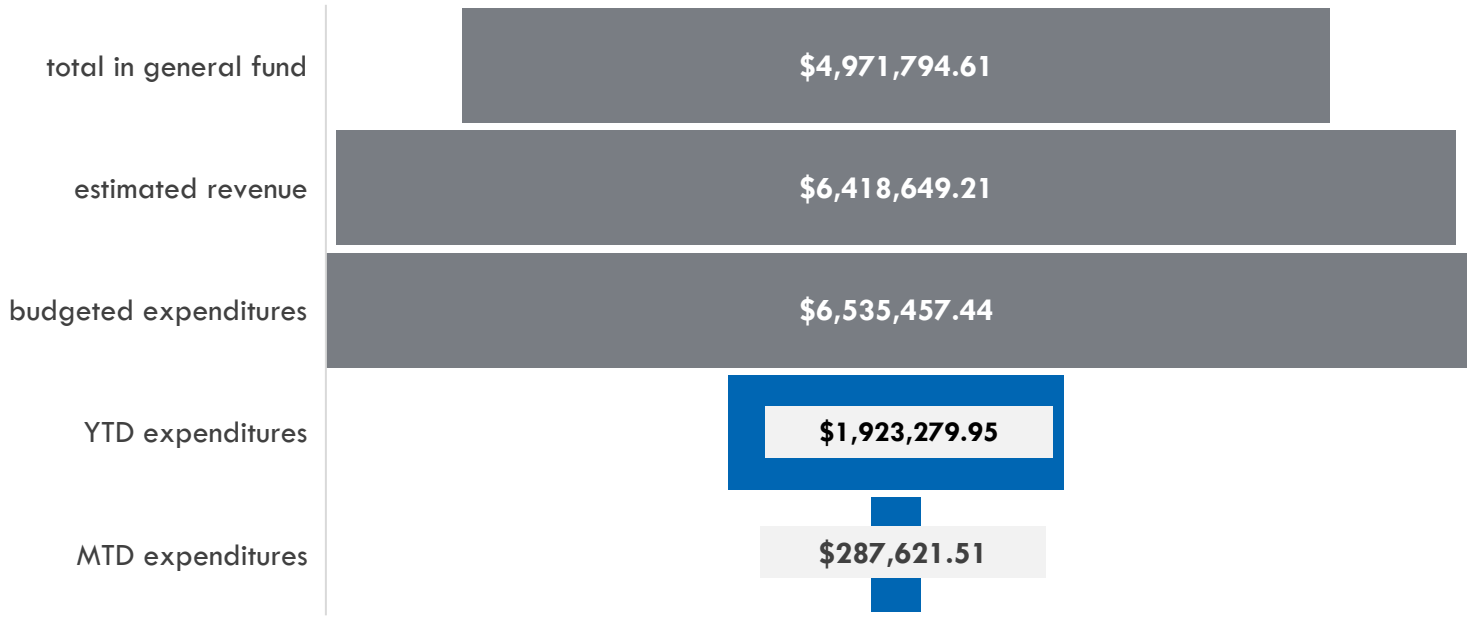
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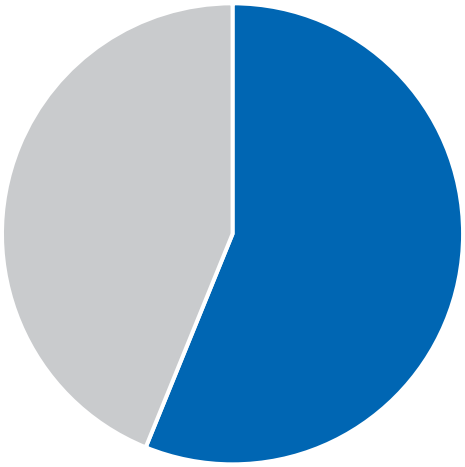
Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical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

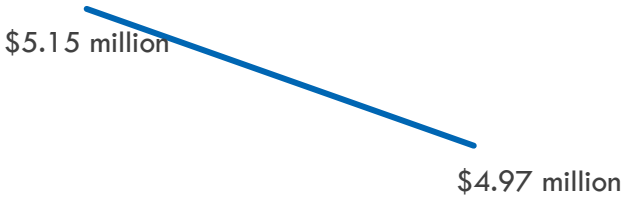
August 2026 Financial Highlights — General Fund





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.

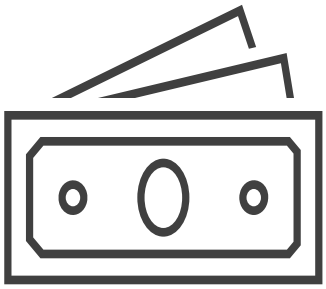
August 2026 Financial Highlights — General Fund

building project + asset replacement (FY27)

capital improvents fund total expenditures (MTD)	$0.00
capital improvents fund total expenditures (YTD)	$1,181,157.25
capital improvements fund balances	$8,825,639.70

building project (January 2024 - present)

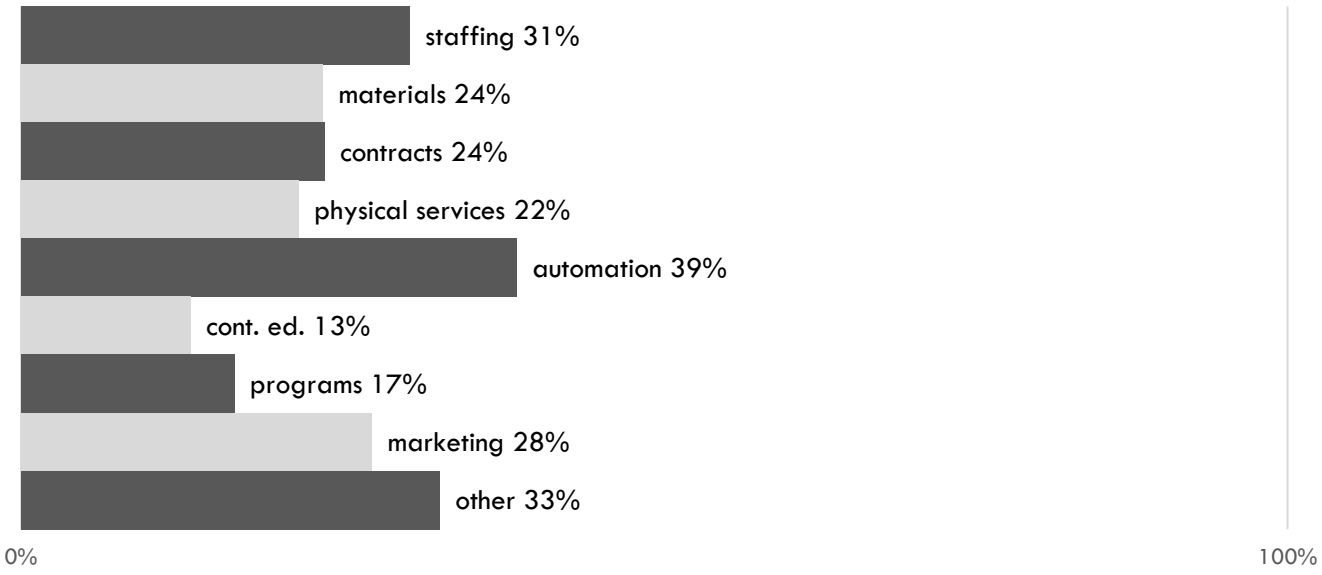
project expenditures to date	$11,164,940.51
actual budget	$11,770,032.00
not to exceed budget	$12,300,000.00



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 Sherrif 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.

ADDISON
PUBLIC LIBRARY

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.

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This image is the library logo.

MATERIALS MANAGEMENT – AUGUST 2026

SNAPSHOT

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



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.

A big thank you to Kristina, Marilyn, Raghda, 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.

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.

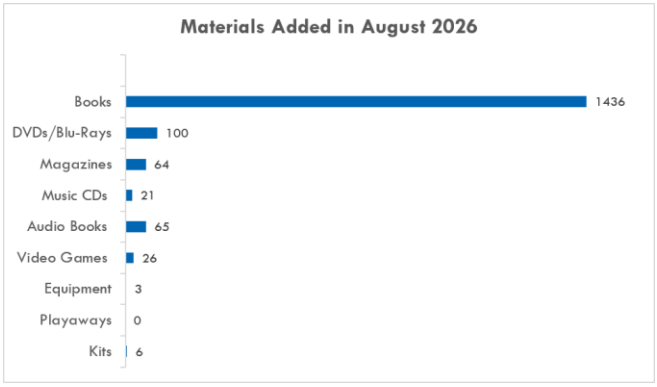
Staff withdrew **711** items.

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.

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TEEN SERVICES – AUGUST 2026

SNAPSHOT



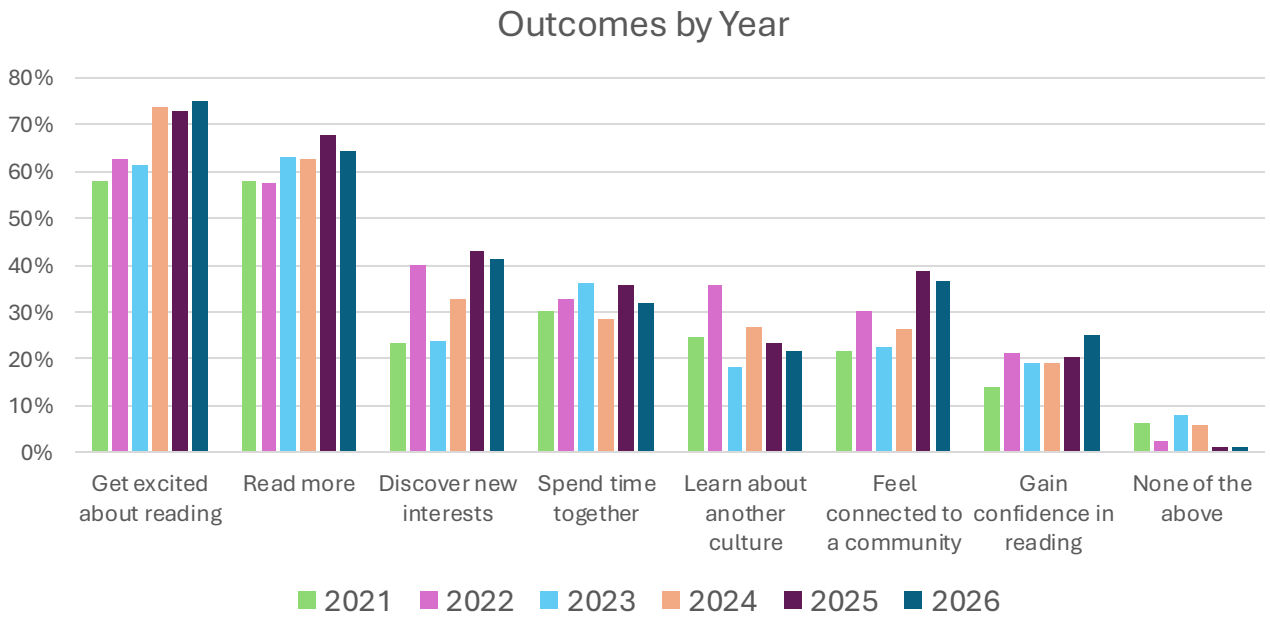
We had a very busy start to the school year. In the first two weeks, we've passed out 1,268 snacks or an average of 115 snacks a day. We returned to serving snacks in Meeting Room 1, now that the building project is complete, and can now offer activities like Badminton again. Teens are mostly in our 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.



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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

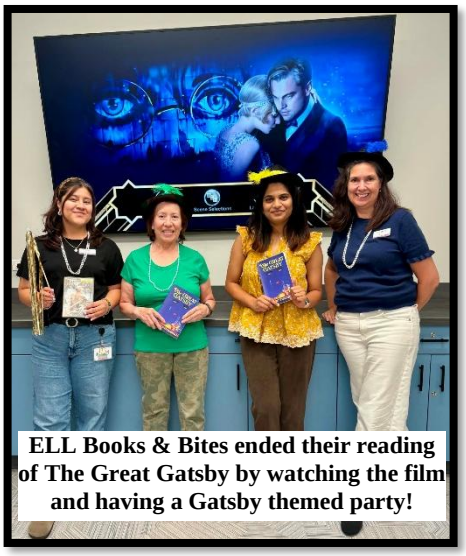
Reference Questions: 240| Directional Questions: 231|Play Structure Questions/Interactions: 101

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

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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.



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

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.

We have several new initiatives that launch September 1as 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

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.

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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.

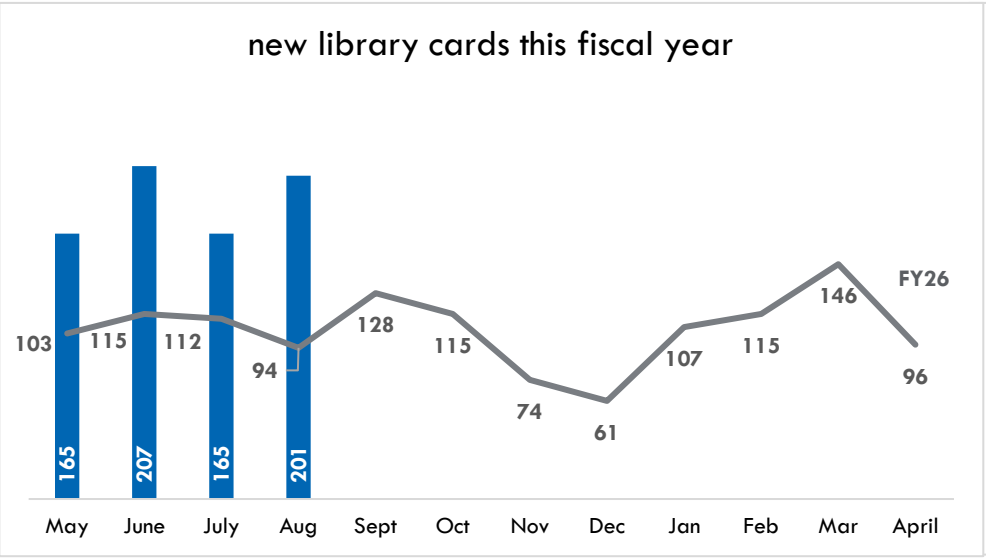
The Head of IT Services

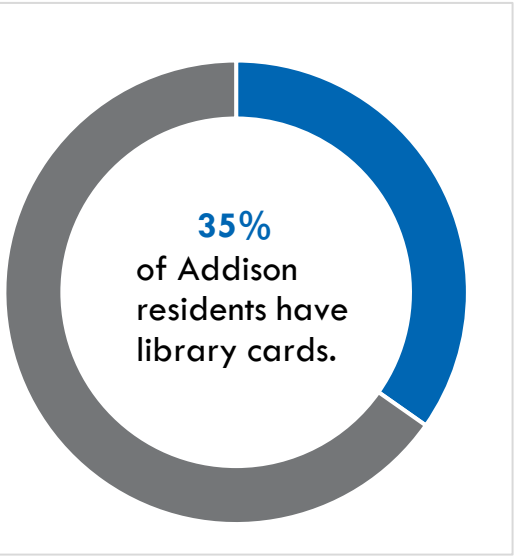
- Worked with the HR Coordinator on revising job descriptions and interview questions.
- Took care of 3 Security Incident Responses from CrowdStrike.
- Filled in at the IT Desk and Sam's Lab for 10.5 hours.

August 2026 Library Usage Report

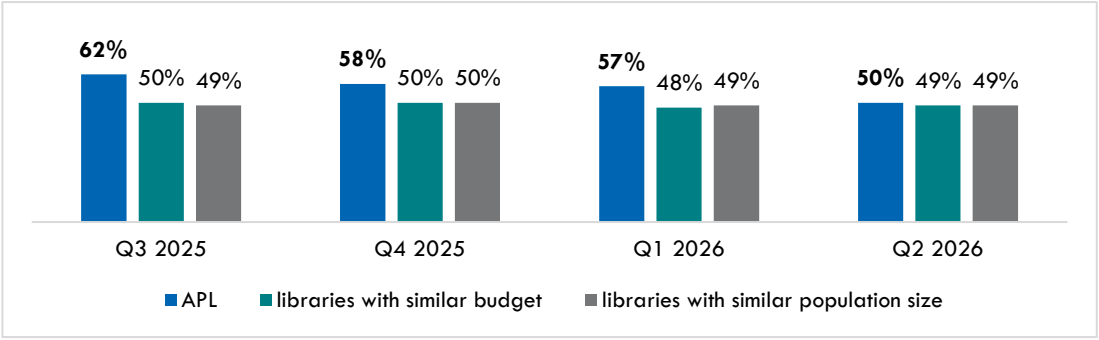
Library Cards

201 new library cards this month.

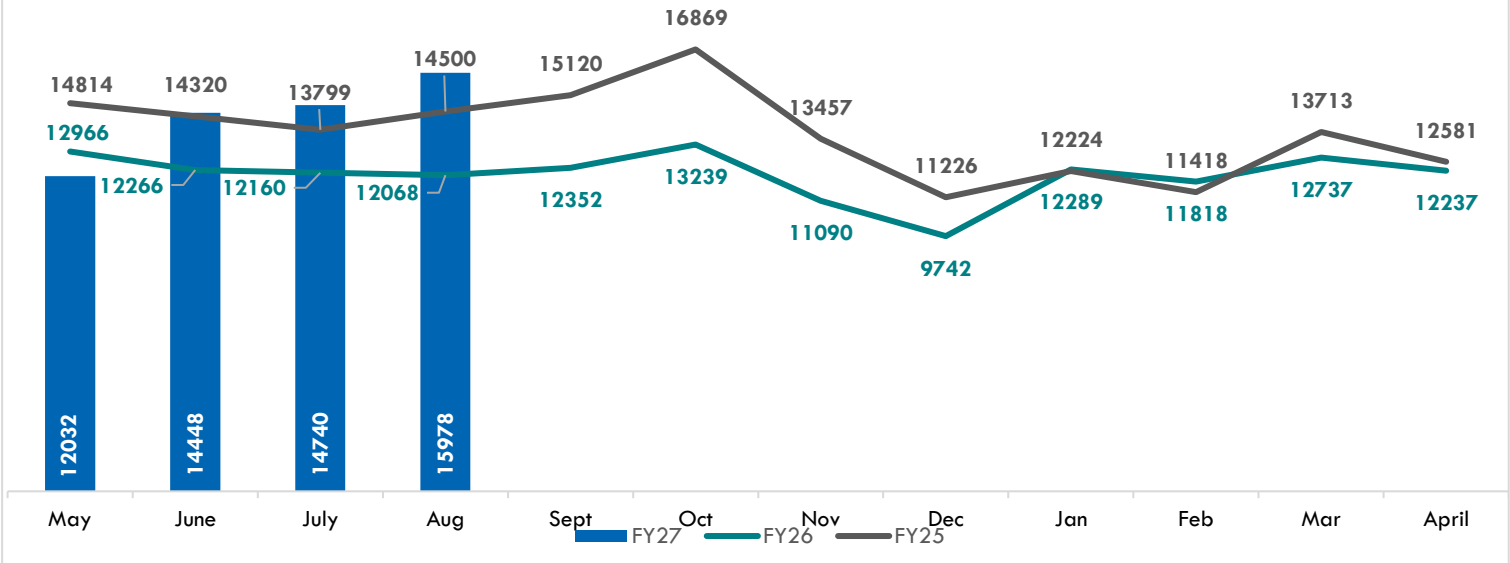




percentage of new cardholders who signed up between 12 and 24 months ago and actively use the library

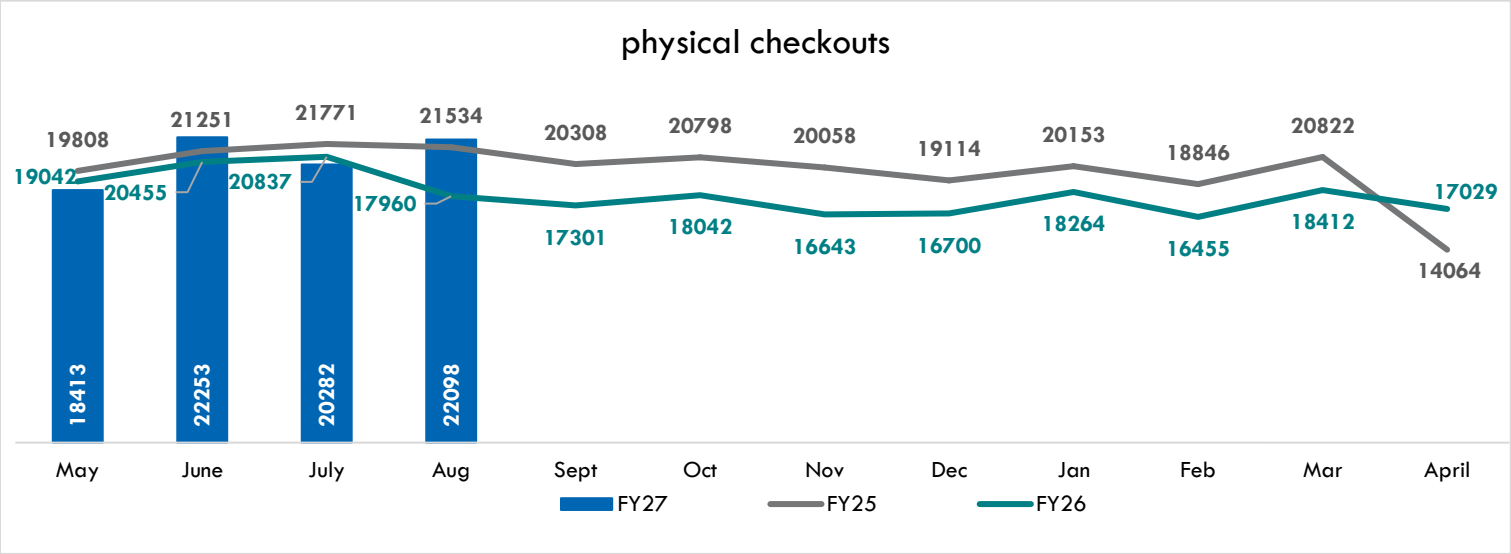


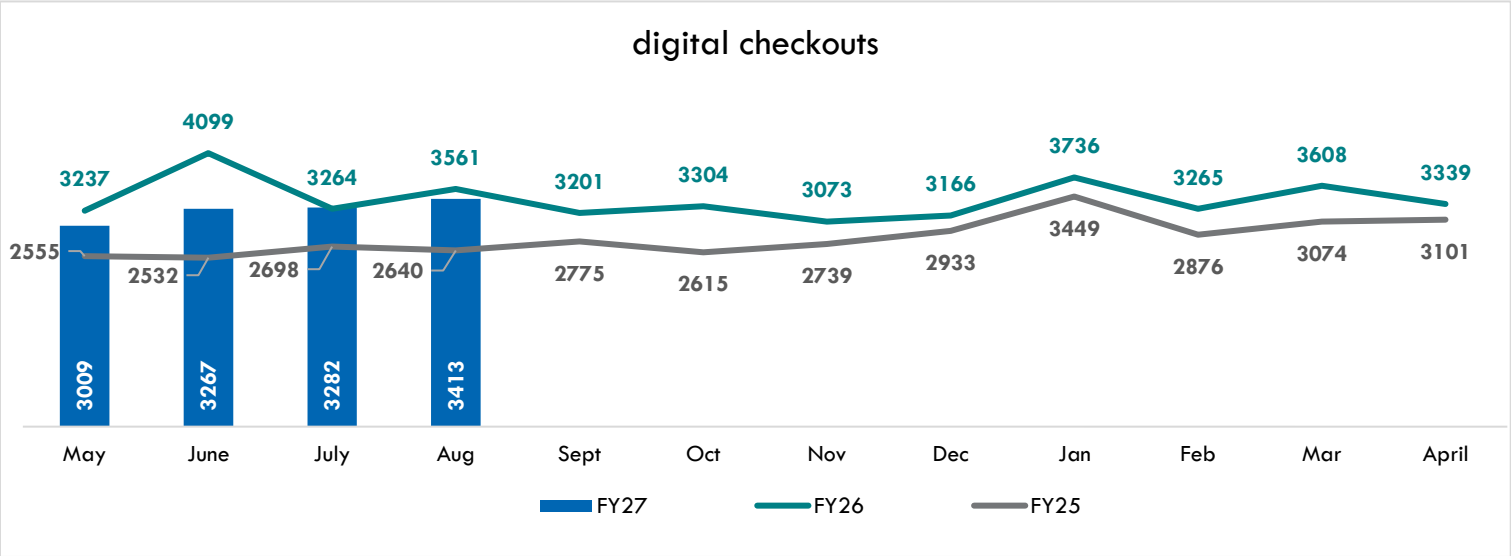
Library Visits



Circulation

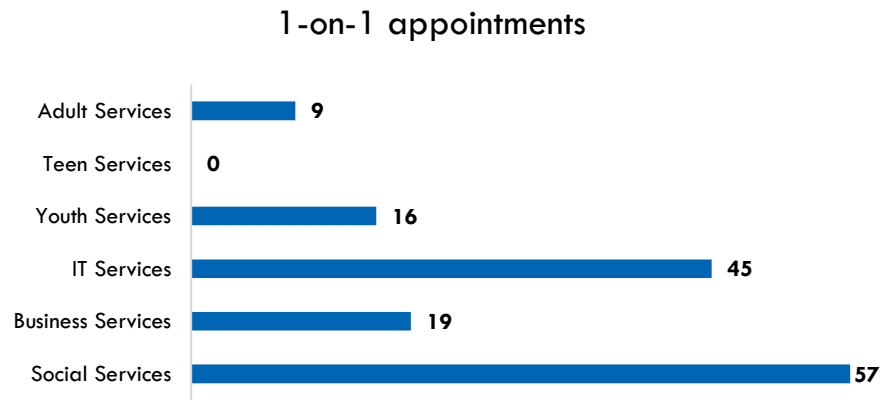
25511 total checkouts this month



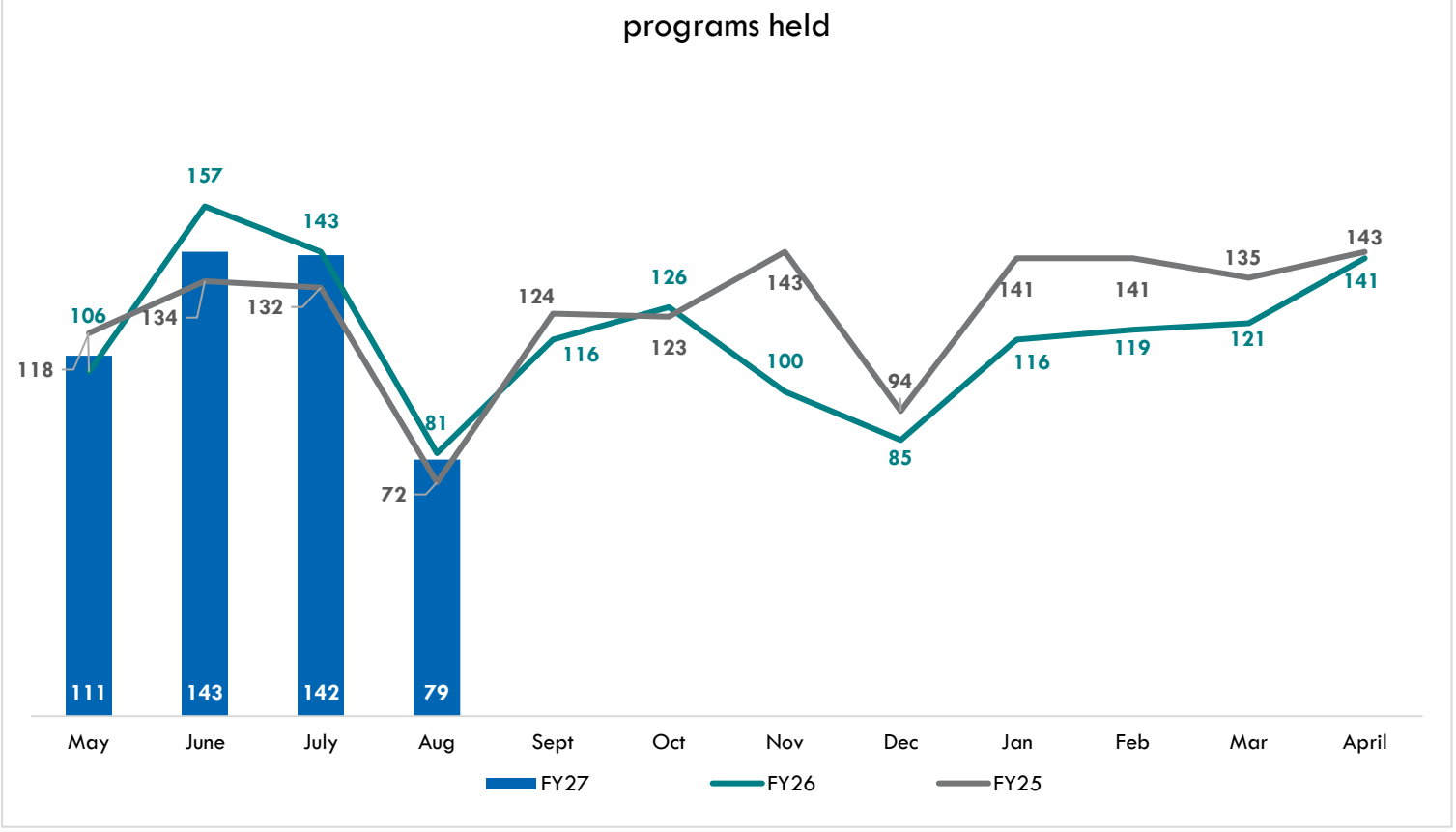


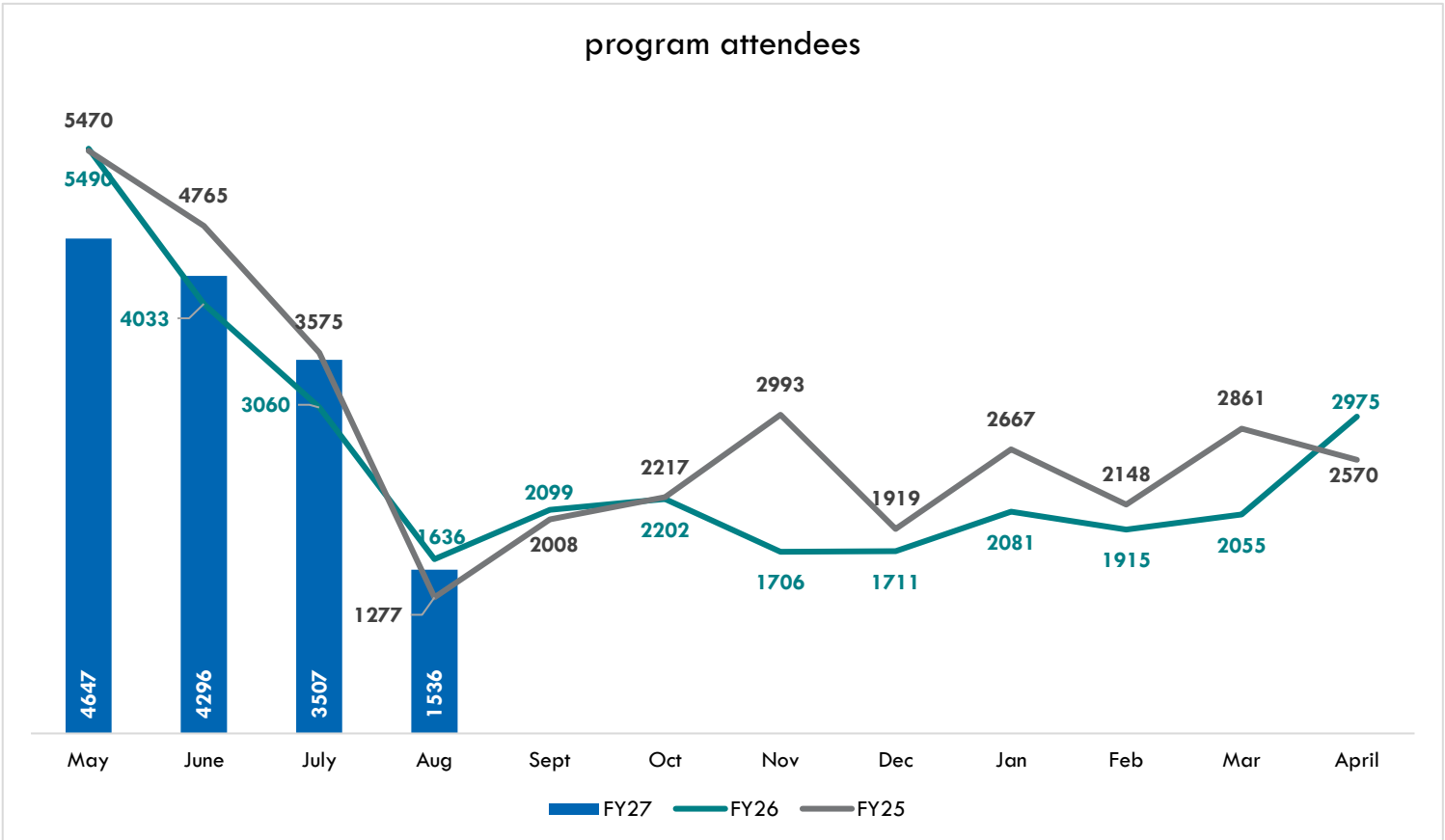
Bookings and Appointments

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

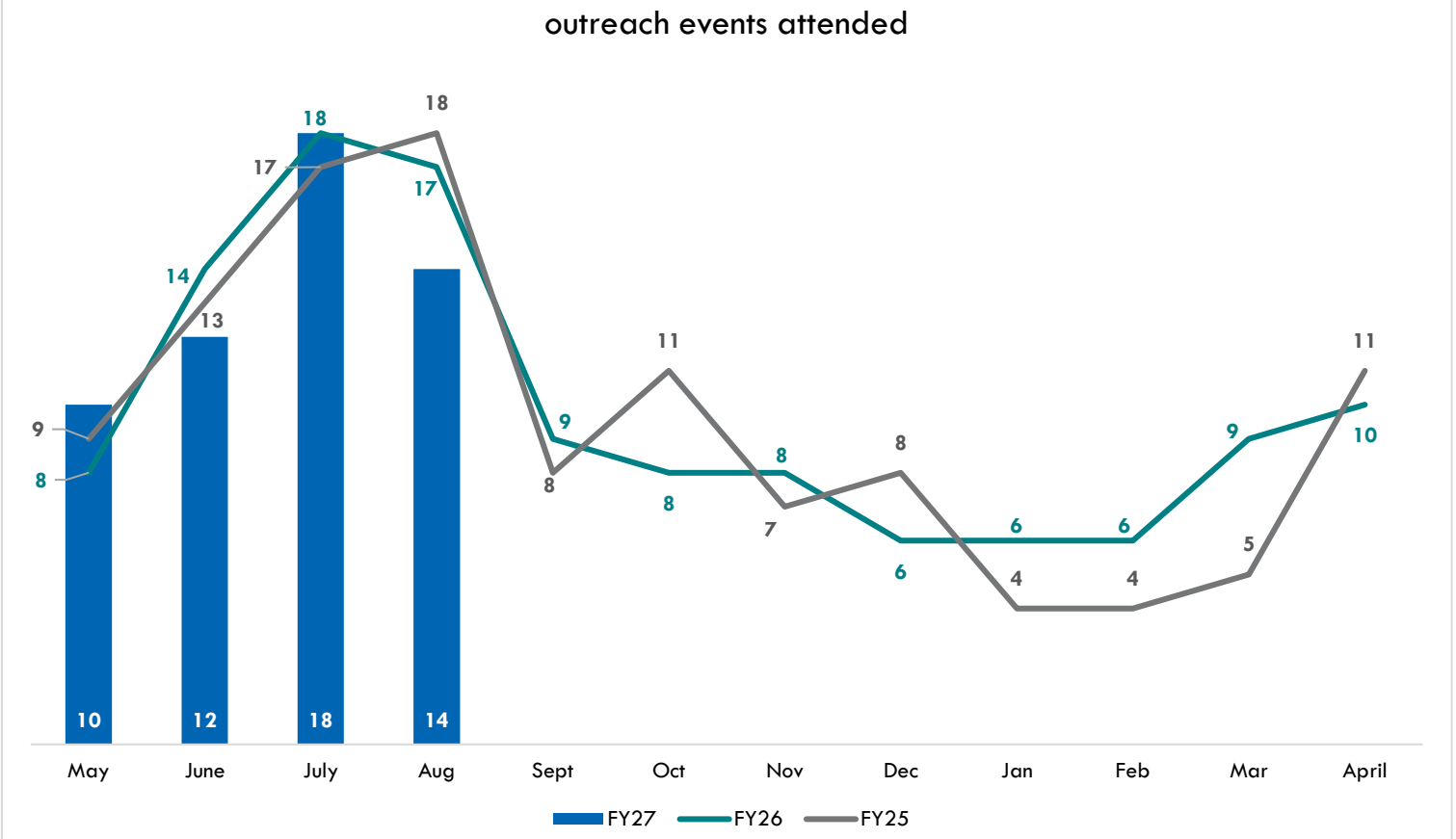


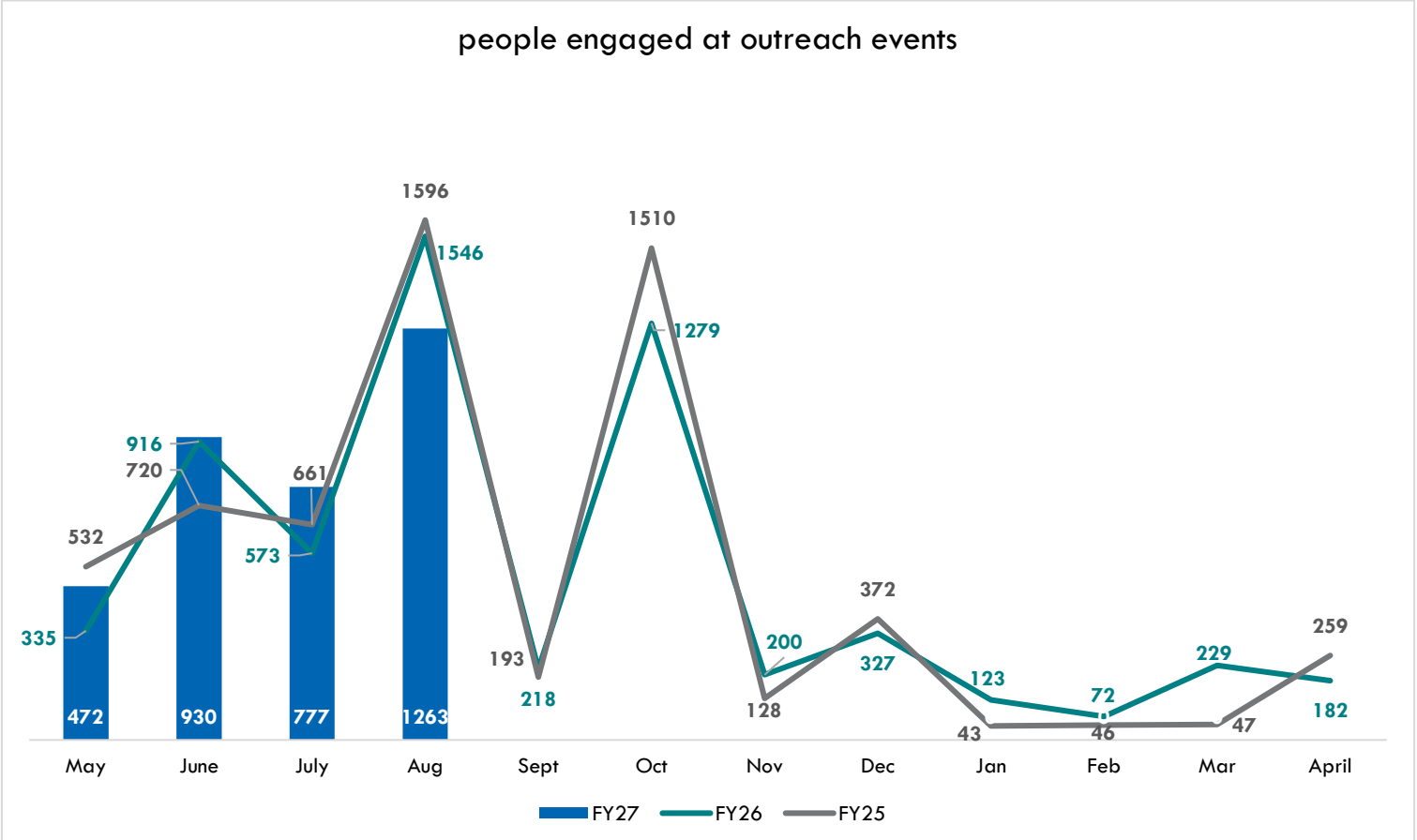
Programs


programs held
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25
111
143
142
79
118
106
134
157
143
132
72
81
124
116
126
123
143
100
94
85
141
116
141
119
135
121
143
141


program attendees
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25
4647
4296
3507
1536
5470
5490
4765
4033
3575
3060
1277
1636
2099
2008
2217
2202
2993
1706
1919
1711
2667
2081
2148
1915
2861
2055
2975
2570

Outreach


outreach events attended
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25
10
12
18
14
9
8
14
13
18
17
18
17
9
8
11
8
8
7
8
6
6
4
6
4
9
10
5
11


people engaged at outreach events
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25
472
930
777
1263
335
532
916
720
573
661
1596
1546
193
218
1510
1279
128
200
372
327
43
123
46
72
47
229
259
182

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 statitsics 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

Outlook

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

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4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

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September 2026
Bill Payment Policy

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.

ADDISON
PUBLIC LIBRARY

September 2026
IAG – Teacher Cards

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 Survery 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 unutilized.

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

How were spent $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 & ē your employee name YABIN who help me so much ē my needs to print and find my papers in my email and very knowledgeable and very patient to teach me and follow me in the printer. I recommend her to manor for her good 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 helping us navagating the Library has provide Navagating the Library System very professional and kind maner, it's great seen EVA helpingusnavageting the system with dignity and respect, Eva enjoys working there, it shows thru her work: very happy with her.

Outlook

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.

Ancel Glink

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.



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Outlook

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

ADDISON PUBLIC LIBRARY
4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

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=c2RqPWEyYlZQMDAwMDAxQnlQRFlBMCZzdD1JTCZvcmc9QWRkaXNvblB1YmxpY0xpYnJhcnkmb3JnaWQ9MTQ4MDM1

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

Outlook

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

Outlook

Re: Public Record Request

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

Hello Ms. Petraites,

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

ADDISON PUBLIC LIBRARY
4 Friendship Plaza
Addison, IL 60101
addisonlibrary.org

From: Amber Petraites <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