ADDISON
PUBLIC LIBRARY

Tuesday, November 17, 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 October: $187,903.75
   YTD Revenue: $6,178,480.88

   Expenditures
   Expended in October: $719,075.64
   YTD Expenditures: $4,368,931.80

   Disbursements
   $451,082.42 + October Payroll $278,068.88
   Grand Total for October Disbursements: $729,151.30
7. **Consent Agenda**
   A. Approval of Minutes
   B. Approval of Bills & Disbursements
8. **Reports**
   A. Director & Staff Reports
   B. Statistics
   C. Strategic Plan Report for Quarter 2
9. **New Business**
   A. ACTION ITEM: Proposal for Facility Assessment Report
   B. ACTION ITEM: Mid-Year Budget Review
   C. ACTION ITEM: Reasonable Accommodations policy
      The Board will consider a revision to the Reasonable Accommodations policy in the Library's Employee Handbook to ensure we are compliant with new amendments to state law that take effect on January 1, establishing workplace protections for employees experiencing menopause-related conditions.
      Proposed language to be added to the policy is highlighted in yellow.

D. ACTION ITEM: Naloxone Distribution
   The Board will discuss the possibility of installing a Naloxone dispensing cabinet at the library.
E. ACTION ITEM: 2027 Library Closure Dates
F. DISCUSSION ITEM: Illinois Public Library Standards - Finance & Budget
G. DISCUSSION ITEM: Illinois Public Library Standards - Marketing & Promotions
H. DISCUSSION ITEM: Illinois Public Library Standards - Human Resources

10. **Closed Session (if needed)**
11. **Correspondence & Announcements**
    A. Patron Communication
    B. Other Correspondence
12. **Additional Discussion**
13. **Adjournment**

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addisonlibrary.org

The Board of Trustees of the Addison Public Library welcomes comments from the public and will hear from any interested individual who wishes to address the Library pursuant to the guidelines outlined in this policy.

Public comment at meetings of the Library shall be restricted to civil discourse, free from disparaging remarks or inferences toward any person or organization. Speakers who fail to observe this protocol will be ruled out of order. The individuals appearing before the Library are also expected to follow these guidelines:

1. Members of the public may address the Library only at the appropriate times as indicated on the agenda, and when recognized by the Board President or meeting chair.

2. Individuals are expected to identify themselves by full name. Individuals are also requested to provide their address.

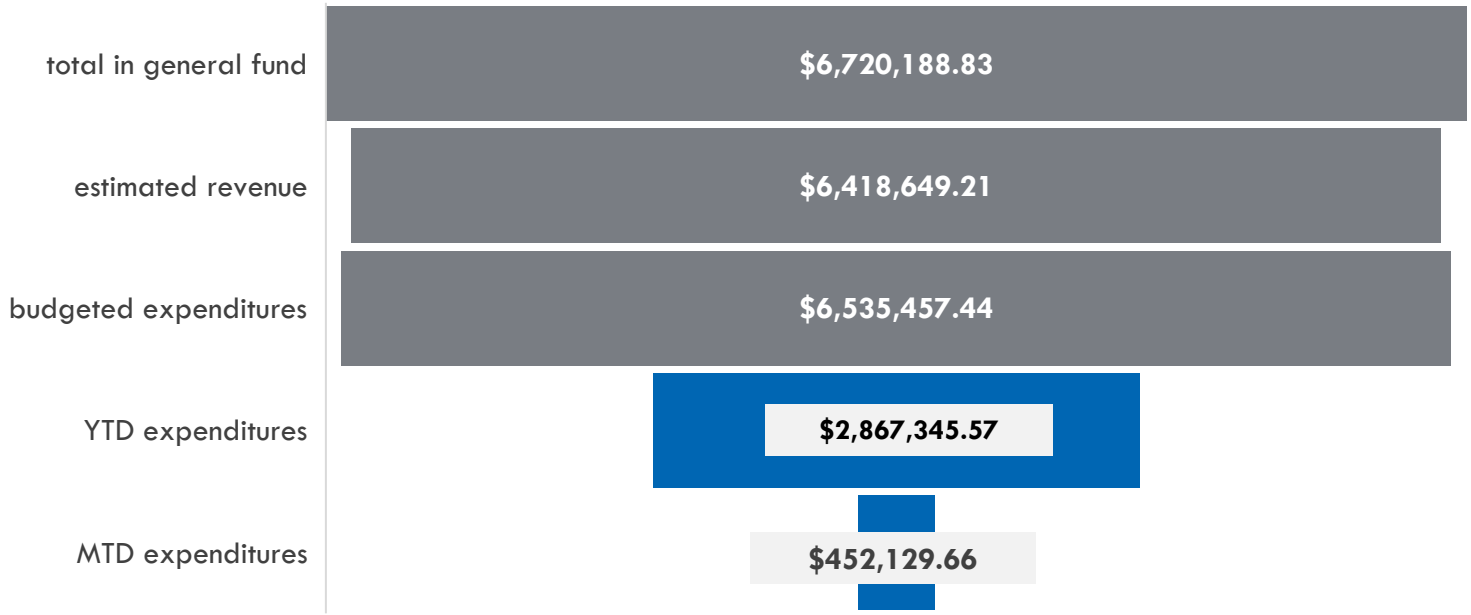
3. The time allowed for each individual to speak shall be limited to 3 minutes. A speaker may not cede time to another speaker.

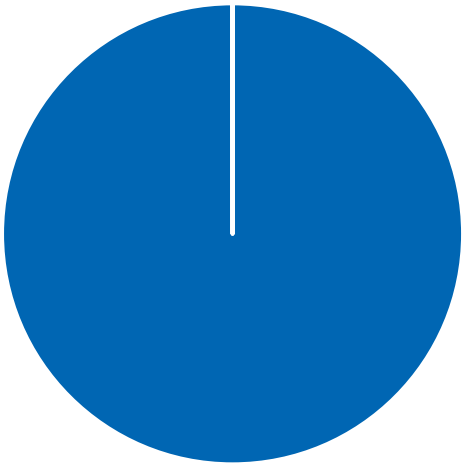
4. No more than 20 minutes shall be allowed for public comment at each meeting.

5. There shall be no expectation of immediate response on any matters raised during public comment. The Board may, however, refer any matter of public comment to the Library Director, Library staff, another appropriate individual or agency, or may place the matter on a future meeting agenda.

6. The Board President or meeting chair shall have the authority to determine procedural matters regarding public comment at Library meetings not otherwise defined in Board policy.

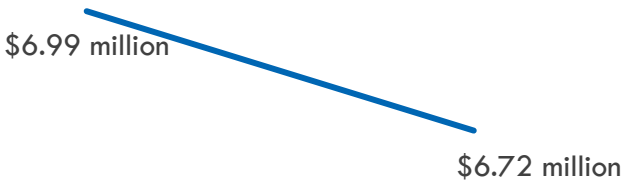
October 2026 Financial Highlights — General Fund





We have received 100% of our estimated revenue for the fiscal year including $184,490.39 this month.

At this point last year, we had received 99% of our estimated revenue for FY26.

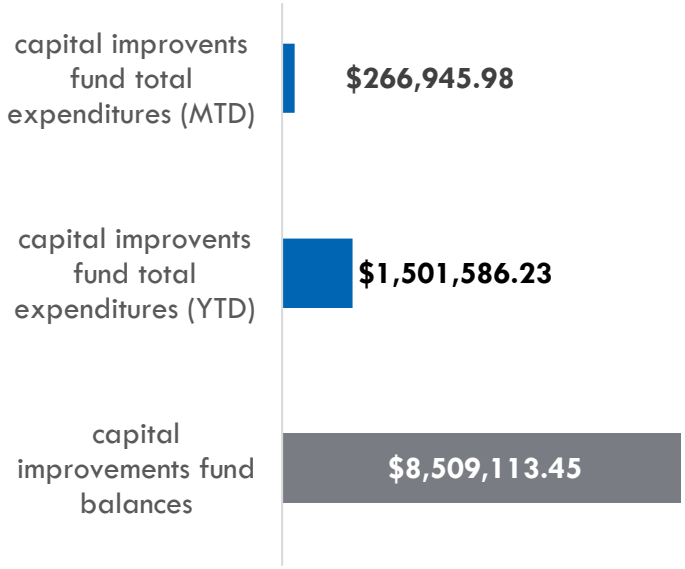


The general fund decreased from $6.99 million to $6.72 million from 10/1/2026 to 10/31/2026.

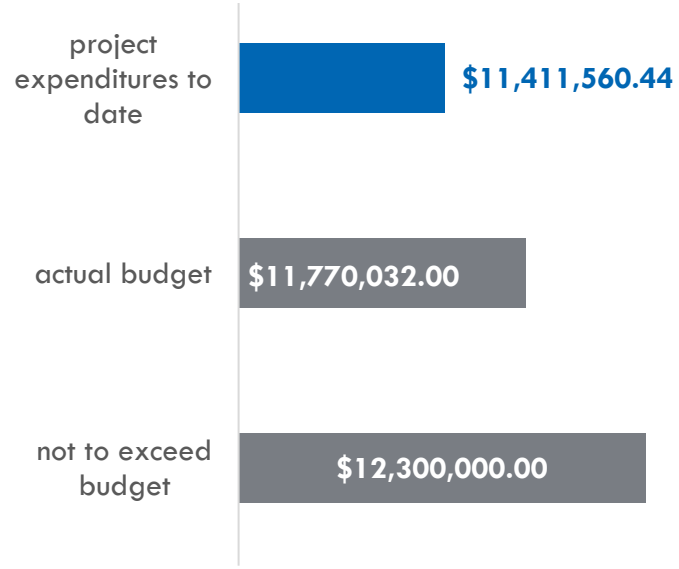
This is a result of $184k revenue coming in, $452k (general fund + asset replacement) expended.

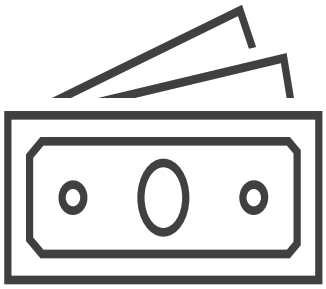
October 2026 Financial Highlights — General Fund

building project + asset replacement (FY27)



building project (January 2024 - present)

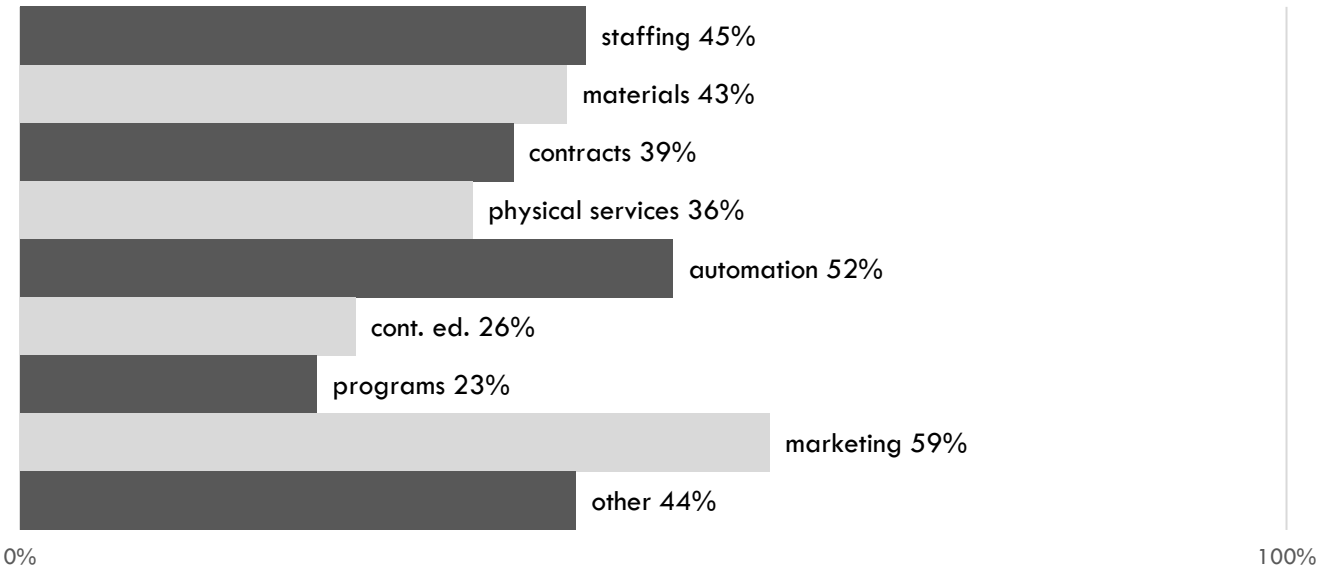




We have spent 44% of our estimated FY27 budget.

At this point last year, we had spent 42% of our estimated budget for FY26, so we're ahead of the previous year's spending.

Year-to-date spending by budget group



Addison Public Library
Balance Sheet as of October 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	8,585,996.91	57,214.37	8,643,211.28
10-11-1105 - Cash in Bank - Wintrust Bank Tax Account	5,752,829.94	(610,352.45)	5,142,477.49
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	839,879.30	18,061.74	857,941.04
10-11-1108 - Cash in Bank - Wintrust Bank Friends	7,484.98	204.00	7,688.98
10-11-2000 - Allocated Cash	(8,075,797.95)	266,945.98	(7,808,851.97)
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
	13,169,323.44	(267,926.36)	12,901,397.08
Liabilities and Fund Balance			
Liabilities			
10-22-0230 - Employee I.M.R.F. Payable	10,704.47	(287.09)	10,417.38
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
	6,183,282.37	(287.09)	6,182,995.28
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	9,601,934.74	(287.09)	9,601,647.65
Excess Revenues Over Expenses	3,567,388.70	(267,639.27)	3,299,749.43

Addison Public Library
Balance Sheet as of October 31, 2026

	Beginning Balance	M.T.D. Changes	Ending Balance
Capital Improvement Fund			
Assets			
80-11-1110 - Cash in Bank - Ill Metropolitan	698,635.15	3,413.36	702,048.51
80-11-2000 - Allocated Cash	8,074,010.92	(266,945.98)	7,807,064.94
	8,772,646.07	(263,532.62)	8,509,113.45
Liabilities and Fund Balance			
Liabilities			
	0.00	0.00	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	9,999,313.80	0.00	9,999,313.80
Excess Revenues Over Expenses	(1,226,667.73)	(263,532.62)	(1,490,200.35)
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 October 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	8,585,996.91	57,214.37	8,643,211.28
Cash in Bank - Wintrust Bank Tax Account	5,752,829.94	(610,352.45)	5,142,477.49
Cash in Bank - Wintrust Bank Librarian's Fund	2,000.00	0.00	2,000.00
Cash in Bank - Wintrust Bank General Fund	839,879.30	18,061.74	857,941.04
Cash in Bank - Wintrust Bank Friends	7,484.98	204.00	7,688.98
Cash in Bank - Ill Metropolitan	698,635.15	3,413.36	702,048.51
Property Taxes Receivable	5,995,489.21	0.00	5,995,489.21
Due from State	60,891.56	0.00	60,891.56
	21,943,756.54	(531,458.98)	21,412,297.56
Liabilities and Fund Balance			
Liabilities			
Employee I.M.R.F. Payable	10,704.47	(287.09)	10,417.38
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
	6,183,282.37	(287.09)	6,182,995.28
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	19,603,035.57	(287.09)	19,602,748.48
Excess Revenues Over Expenditures	2,340,720.97	(531,171.89)	1,809,549.08

Addison Public Library
Balance Sheet as of October 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 6 Months Ended October 31, 2026

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
General Fund					
Taxes					
10-41-3201 - Property Current - General	90,162.08	5,246,447.09	5,338,104.83	91,657.74	98.28
10-41-3202 - Property Current - F.I.C.A.	5,096.65	296,569.02	301,750.21	5,181.19	98.28
10-41-3203 - Property Current - I.M.R.F.	4,247.20	247,140.82	251,458.50	4,317.68	98.28
10-41-3205 - Property Current - Liability Insurance	940.44	54,724.03	55,680.10	956.07	98.28
10-41-3206 - Property Current - Audit	182.02	10,591.75	10,776.79	185.04	98.28
10-41-3207 - Property Current - Unemployment	91.02	5,295.87	5,388.40	92.53	98.28
10-41-3208 - Property Current - Workers Compensation	151.69	8,826.46	8,980.66	154.20	98.28
10-41-3301 - Replacement Taxes	0.00	40,586.28	70,000.00	29,413.72	57.98
10-41-3400 - Aggregate Refunds	394.39	22,948.80	23,349.72	400.92	98.28
	101,265.49	5,933,130.12	6,065,489.21	132,359.09	97.82
Fines & Fees					
10-42-3010 - Fines	861.50	3,596.73	4,000.00	403.27	89.92
10-42-3011 - Reciprocal Borrowing Reimbursements	2,198.29	3,072.38	4,500.00	1,427.62	68.28
10-42-3012 - Nonresident Fees	496.91	1,531.72	2,000.00	468.28	76.59
10-42-3017 - Sam's Lab	305.15	1,444.92	8,500.00	7,055.08	17.00
10-42-3099 - Printing and Copying Fee	2,218.97	11,545.66	9,500.00	(2,045.66)	121.53
	6,080.82	21,191.41	28,500.00	7,308.59	74.36
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	18,610.61	94,794.10	65,000.00	(29,794.10)	145.84
10-46-3029 - Ehlers Interest	57,214.37	52,092.77	200,000.00	147,907.23	26.05
	75,824.98	147,081.13	265,000.00	117,918.87	55.50
Miscellaneous					
10-47-3014 - Donations	9.10	69.36	0.00	(69.36)	0.00
10-47-3024 - Other Income	1,100.00	1,880.00	500.00	(1,380.00)	376.00
10-47-3030 - Friends of Addison Public Library	210.00	3,049.58	6,500.00	3,450.42	46.92
	1,319.10	4,998.94	7,000.00	2,001.06	71.41
Total Non-Tax Revenues	83,224.90	233,964.88	353,160.00	119,195.12	66.25
Total General Fund Revenues	184,490.39	6,167,095.00	6,418,649.21	251,554.21	96.08

Addison Public Library
Revenue Report
For the 6 Months Ended October 31, 2026

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
Capital Improvement Fund					
Other					
80-46-3029 - Interest on IMET	3,413.36	11,385.88	20,000.00	8,614.12	56.93
	3,413.36	11,385.88	20,000.00	8,614.12	56.93
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	3,413.36	11,385.88	30,000.00	18,614.12	37.95
Rebillables Fund					
Miscellaneous					
Total All Funds	187,903.75	6,178,480.88	6,448,649.21	270,168.33	95.81

Addison Public Library
Expense Report
For the 6 Months Ended October 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	244,867.00	1,648,434.15	3,596,510.00	1,948,075.85	45.83	54.17
10-50-2200 - Employer F.I.C.A. Expense	18,200.32	122,999.24	274,130.00	151,130.76	44.87	55.13
10-50-2300 - Employer I.M.R.F. Expense	14,598.06	94,207.37	200,950.00	106,742.63	46.88	53.12
10-50-2400 - Health Insurance	38,199.48	182,393.64	515,000.00	332,606.36	35.42	64.58
10-50-2450 - Employee Assistance Program	0.00	4,000.00	4,000.00	0.00	100.00	0.00
10-50-2500 - Recruiting	116.00	232.00	2,500.00	2,268.00	9.28	90.72
10-50-2600 - Wellness Initiatives EXP	0.00	0.00	2,379.97	2,379.97	0.00	100.00
	315,980.86	2,052,266.40	4,595,469.97	2,543,203.57	44.66	55.34
Library Materials						
Children Services						
10-52-3100 - Youth Books	9,303.13	30,648.43	71,000.00	40,351.57	43.17	56.83
10-52-3900 - Youth Other Expenditures	3,295.10	10,959.16	28,000.00	17,040.84	39.14	60.86
	12,598.23	41,607.59	99,000.00	57,392.41	42.03	57.97
Adult Services						
10-54-3110 - Adult Books	15,888.84	65,200.60	167,000.00	101,799.40	39.04	60.96
10-54-3900 - Adult Other Expenditures	9,661.33	32,905.28	80,500.00	47,594.72	40.88	59.12
	25,550.17	98,105.88	247,500.00	149,394.12	39.64	60.36
Other Library Materials						
10-55-3400 - Magazines/News	2,563.34	12,206.82	13,500.00	1,293.18	90.42	9.58
10-55-3500 - Online Databases	11,496.00	109,523.94	205,000.00	95,476.06	53.43	46.57
10-55-3860 - E-Books	1,597.24	32,197.73	75,000.00	42,802.27	42.93	57.07
10-55-3900 - Other Digital Media	0.00	2,500.00	46,000.00	43,500.00	5.43	94.57
	15,656.58	156,428.49	339,500.00	183,071.51	46.08	53.92
Total Library Materials	53,804.98	296,141.96	686,000.00	389,858.04	43.17	56.83
General Contractual Services						
10-56-4100 - Legal Fees	104.81	1,814.17	12,000.00	10,185.83	15.12	84.88
10-56-4410 - Collection Agency Fees	0.00	630.40	3,500.00	2,869.60	18.01	81.99
10-56-4420 - Equipment Rental & Leasing	105.00	254.85	5,000.00	4,745.15	5.10	94.90
10-56-4450 - Accounting Service Fees	425.00	11,635.00	28,100.00	16,465.00	41.41	58.59
10-56-4500 - Payroll Service Fees	5,169.72	25,281.40	60,000.00	34,718.60	42.14	57.86
10-56-4600 - Audit Service Fees	0.00	7,800.00	8,000.00	200.00	97.50	2.50
10-56-4900 - Other Contracts	510.83	18,206.26	51,880.00	33,673.74	35.09	64.91
	6,315.36	65,622.08	168,480.00	102,857.92	38.95	61.05

Addison Public Library
Expense Report
For the 6 Months Ended October 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	4,876.36	16,000.00	11,123.64	30.48	69.52
10-58-5120 - Water Service	0.00	1,847.21	4,200.00	2,352.79	43.98	56.02
10-58-5310 - Refuse Disposal Service	374.64	1,873.20	5,580.00	3,706.80	33.57	66.43
10-58-5320 - Cleaning Service	0.00	33,940.87	80,000.00	46,059.13	42.43	57.57
	374.64	42,537.64	105,780.00	63,242.36	40.21	59.79
Telecommunications						
10-58-5510 - Telephone	503.47	3,972.02	10,000.00	6,027.98	39.72	60.28
10-58-5570 - Leased Internet Access Line	1,055.50	4,226.30	11,500.00	7,273.70	36.75	63.25
	1,558.97	8,198.32	21,500.00	13,301.68	38.13	61.87
Maintenance and Repair						
10-58-5610 - Building Supplies	10,276.50	21,645.80	40,000.00	18,354.20	54.11	45.89
10-58-5620 - HVAC	0.00	950.00	15,000.00	14,050.00	6.33	93.67
10-58-5690 - Other Building Materials & Repair	300.46	1,234.92	6,500.00	5,265.08	19.00	81.00
10-58-5710 - Equipment Maintenance & Repair	2,600.22	19,656.76	75,000.00	55,343.24	26.21	73.79
	13,177.18	43,487.48	136,500.00	93,012.52	31.86	68.14
Total Physical Services	15,110.79	94,223.44	263,780.00	169,556.56	35.72	64.28
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	15,823.00	41,807.67	63,292.00	21,484.33	66.06	33.94
10-61-6200 - Software/Licenses	6,589.46	54,203.90	102,000.00	47,796.10	53.14	46.86
	22,412.46	102,715.02	199,292.00	96,576.98	51.54	48.46
Continuing Education						
10-62-7410 - Administration	0.00	1,029.00	3,500.00	2,471.00	29.40	70.60
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	760.00	950.00	190.00	80.00	20.00
10-62-7440 - Adult Services	125.48	2,695.48	4,300.00	1,604.52	62.69	37.31
10-62-7450 - Youth Services	0.00	(195.00)	1,500.00	1,695.00	(13.00)	113.00
10-62-7455 - Teen Services	0.00	(590.00)	1,000.00	1,590.00	(59.00)	159.00
10-62-7460 - Materials Management	15.00	(334.90)	2,150.00	2,484.90	(15.58)	115.58
10-62-7470 - Staff In-Service	90.98	1,612.32	6,750.00	5,137.68	23.89	76.11
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)	1,755.00	5,973.00	10,000.00	4,027.00	59.73	40.27
10-62-7550 - In-State Travel	1,614.44	2,500.69	16,500.00	13,999.31	15.16	84.84
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	1,800.00	12,500.00	10,700.00	14.40	85.60
	3,600.90	18,388.80	69,450.00	51,061.20	26.48	73.52

Addison Public Library
Expense Report
For the 6 Months Ended October 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	2,756.90	5,541.97	32,000.00	26,458.03	17.32	82.68
10-64-8120 - Youth Services Program	906.57	3,486.03	19,500.00	16,013.97	17.88	82.12
10-64-8160 - Teen Program	1,583.23	6,269.07	22,650.00	16,380.93	27.68	72.32
10-64-8165 - Community Engagement Program	796.41	2,461.24	5,550.00	3,088.76	44.35	55.65
10-64-8170 - IT Programs	1,631.74	3,035.58	9,000.00	5,964.42	33.73	66.27
	7,674.85	20,793.89	88,700.00	67,906.11	23.44	76.56
PR/Marketing						
10-64-8210 - Newletter	7,768.16	34,670.86	50,550.00	15,879.14	68.59	31.41
10-64-8220 - Flyers/Brochures	0.00	2,347.34	18,250.00	15,902.66	12.86	87.14
10-64-8910 - Other Promotions	0.00	9,620.48	10,000.00	379.52	96.20	3.80
	7,768.16	46,638.68	78,800.00	32,161.32	59.19	40.81
Other Operating Expenses						
Supplies						
10-66-9210 - Office Supplies	211.72	1,225.69	5,500.00	4,274.31	22.29	77.71
10-66-9220 - Guest Services Supplies	125.75	2,127.33	3,600.00	1,472.67	59.09	40.91
10-66-9230 - Adult Services Supplies	194.67	441.18	1,500.00	1,058.82	29.41	70.59
10-66-9240 - Youth Services Supplies	277.14	1,766.40	3,000.00	1,233.60	58.88	41.12
10-66-9245 - Teen Services Supplies	264.69	608.64	800.00	191.36	76.08	23.92
10-66-9250 - Materials Management Supplies	4,101.40	16,265.33	30,550.00	14,284.67	53.24	46.76
10-66-9270 - Information Technology Supplies	8,480.46	12,762.65	33,000.00	20,237.35	38.67	61.33
10-66-9290 - Postage	149.85	1,649.85	10,000.00	8,350.15	16.50	83.50
10-66-9300 - Library Wide Supplies	637.83	3,381.89	12,500.00	9,118.11	27.06	72.94
10-66-9330 - Community Engagement Supplies	305.46	1,777.85	3,900.00	2,122.15	45.59	54.41
10-66-9985 - Sam's Lab Donation	0.00	0.00	33,175.47	33,175.47	0.00	100.00
10-66-9986 - Sam's Lab Supplies	1,978.93	5,801.12	25,900.00	20,098.88	22.40	77.60
	16,727.90	47,807.93	163,425.47	115,617.54	29.25	70.75
Insurance						
10-66-9510 - Unemployment Compensation Insurance	1,050.58	2,695.24	6,000.00	3,304.76	44.92	55.08
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
	1,050.58	75,033.24	82,000.00	6,966.76	91.50	8.50
Grant Expenses						
10-66-9840 - Per Capita Grant - Current Year	1,280.00	14,945.00	52,660.00	37,715.00	28.38	71.62
	1,280.00	14,945.00	52,660.00	37,715.00	28.38	71.62

Addison Public Library
Expense Report
For the 6 Months Ended October 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	136.82	560.44	5,000.00	4,439.56	11.21	88.79
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	7,568.59	6,500.00	(1,068.59)	116.44	(16.44)
10-66-9970 - FUNshine Committee	94.98	1,174.33	5,000.00	3,825.67	23.49	76.51
10-66-9980 - Staff Recognition	171.02	212.69	10,000.00	9,787.31	2.13	97.87
	402.82	32,769.13	87,400.00	54,630.87	37.49	62.51
Transfers						
Total Other Operating Expenses	19,461.30	170,555.30	385,485.47	214,930.17	44.24	55.76
Total General Fund Expenditures	452,129.66	2,867,345.57	6,535,457.44	3,668,111.87	43.87	56.13
Capital Improvement Fund						
Asset Replacement						
80-55-1900 - Asset Replacement Expense	4,535.18	33,107.74	35,000.00	1,892.26	94.59	5.41
80-55-1905 - Renovation Project	262,410.80	1,468,478.49	3,000,000.00	1,531,521.51	48.95	51.05
	266,945.98	1,501,586.23	3,035,000.00	1,533,413.77	49.48	50.52
RFID Project						
80-65-1940 - RFID Project	0.00	0.00	0.00	0.00	0.00	100.00
Total Capital Improvement Fund Expenditures	266,945.98	1,501,586.23	3,035,000.00	1,533,413.77	49.48	50.52
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	719,075.64	4,368,931.80	9,570,457.44	5,201,525.64	45.65	54.35

Addison Public Library
Check Register
All Bank Accounts
October 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
The Goalden System				22007	10/05/26	325.00
10-64-8165	Community Engagement Program	The Business Brain Program on 10/6/26	325.00			
Ale Ramirez				40926	10/31/26	(150.00)
10-64-8160	Teen Program	VOID CK 40926	-150.00			
Elan Financial Services				40999	10/08/26	4,704.18
10-61-6200	Software/Licenses	Airtable	96.00			
10-61-6200	Software/Licenses	Adobe Inc	359.40			
10-66-9230	Adult Services Supplies	Tracfone	140.57			
10-66-9920	Furniture and Equipment	The Webstaurant Store	136.82			
10-61-6200	Software/Licenses	CyberFox	87.50			
10-58-5610	Building Supplies	Chewy	173.45			
10-64-8170	IT Programs	123Stitch.com	252.01			
10-66-9245	Teen Services Supplies	American Button Machines	83.19			
10-58-5610	Building Supplies	Grainer	151.03			
10-66-9330	Community Engagement Supplies	B&H Photo, Video, Audio	199.22			
10-64-8160	Teen Program	Sam's Club	211.34			
10-61-6200	Software/Licenses	Zoho Corporation	123.50			
10-61-6200	Software/Licenses	ScreenConnect	39.00			
10-61-6200	Software/Licenses	LightSpeed	237.30			
10-64-8100	Adult Services Programs	Panera	121.41			
10-66-9986	Sam's Lab Supplies	Panera	192.39			
10-61-6200	Software/Licenses	ScreenConnect	41.00			
10-61-6200	Software/Licenses	SRFax	12.60			
10-61-6200	Software/Licenses	Zoho Corporation	155.00			
10-64-8100	Adult Services Programs	Panera	96.83			
10-66-9980	Staff Recognition	Sam's Club	94.52			
10-55-3400	Magazines/News	Small Cap Informer	299.00			
10-66-9250	Materials Management Supplies	Jewel	9.16			
10-54-3900	Adult Other Expenditures	Mobile Beacon	840.00			
10-55-3400	Magazines/News	Nathan Slaughter's High Yield Investing	99.00			
10-55-3400	Magazines/News	Kiplinger Retirement Report	39.95			
10-62-7460	Materials Management	ARRT	15.00			
10-58-5610	Building Supplies	Petco	31.46			
10-58-5610	Building Supplies	Petco	89.99			
10-58-5610	Building Supplies	Petco	55.95			
10-58-5610	Building Supplies	The Home Depot	121.59			
10-62-7510	Memberships (Staff & Board)	Annual Fee for CC	99.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OverDrive Inc				10/14/2026AP	10/14/26	369.25
10-55-3860	E-Books	Overdrive Advantage ebooks and eaudio	369.25			
Crimson Multimedia Dist.				10/14/2026AP	10/14/26	304.34
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	304.34			
Village of Addison: Misc Exp				10/14/2026AP	10/14/26	188.78
10-22-0255	Other Insurance Withholding Payable	TransAmerica - July 2026	188.78			
Brigit Goudie				10/14/2026AP	10/14/26	200.00
10-64-8120	Youth Services Program	Potion Painting Program 10.13.26	200.00			
Kessor D/B/A Superior				10/14/2026AP	10/14/26	1,652.00
80-55-1905	Renovation Project	Cleaning Services	1,652.00			
Douglas Floor Covering Inc.				10/14/2026AP	10/14/26	18,315.00
80-55-1905	Renovation Project	Carpeting	18,315.00			
Mechanical & Industrial Steel Services Inc.				10/14/2026AP	10/14/26	17,680.00
80-55-1905	Renovation Project	Structural Steel	17,680.00			
Heitkotter Inc.				10/14/2026AP	10/14/26	13,070.00
80-55-1905	Renovation Project	Acoustical Ceilings and Treatment	13,070.00			
TSI Commericial Floor Covering Inc				10/14/2026AP	10/14/26	1,220.00
80-55-1905	Renovation Project	Ceramic Tile	1,220.00			
Nelson Fire Protection				10/14/2026AP	10/14/26	6,992.00
80-55-1905	Renovation Project	Fire Protection	6,992.00			
Elliot Construction Corporation				10/14/2026AP	10/14/26	7,958.00
80-55-1905	Renovation Project	Earth Work/Concrete/Asphalt Paving	7,958.00			
OCLC Inc				10/14/2026AP	10/14/26	624.51
10-55-3860	E-Books	ebooks - Cloud Library - September purchases	624.51			
Unbounded Potential				10/14/2026AP	10/14/26	90.00
10-64-8120	Youth Services Program	LEGO Build & Play Club 10.12.26	90.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Village of Addison - HSA				10/14/2026AP	10/14/26	3,538.55
10-50-2400	Health Insurance	EE/ER HSA CONTRIBUTION for 10/7/26 PAYROLL	3,538.55			
Amazon Capital Services				10/14/2026AP	10/14/26	17.60
10-54-3110	Adult Books	Amazon Capital Services	17.60			
Amazon Capital Services				10/14/2026AP	10/14/26	41.98
10-66-9250	Materials Management Supplies	Tapetinel 19mm Blu-ray Disc Case 8 Disc Capacity x 2 Pack, Holds up to 16 Discs -	41.98			
Amazon Capital Services				10/14/2026AP	10/14/26	72.44
10-64-8170	IT Programs	Fabric, Cardstock and Construction Paper	72.44			
Amazon Capital Services				10/14/2026AP	10/14/26	81.69
10-66-9330	Community Engagement Supplies	XLNTTECH Laser Engraving Sheet	36.70			
10-62-7470	Staff In-Service	DreamSky Alarm Clock	44.99			
Amazon Capital Services				10/14/2026AP	10/14/26	28.47
10-54-3900	Adult Other Expenditures	Amazon Capital Services	28.47			
Amazon Capital Services				10/14/2026AP	10/14/26	17.99
10-64-8100	Adult Services Programs	Bimbo Biscuits Filled & Coated With Cocoa Cream Original Extra Chocolate Egyptian	17.99			
Amazon Capital Services				10/14/2026AP	10/14/26	143.73
10-64-8170	IT Programs	24 tote bags, heat transfer	142.91			
10-64-8100	Adult Services Programs	Tranquility Essential Booster Pads, Keychain Bracelet and Magnifying Glasses	0.82			
Amazon Capital Services				10/14/2026AP	10/14/26	145.55
10-58-5610	Building Supplies	2 Persilux Cordless Blackout Blinds	115.96			
10-66-9980	Staff Recognition	BAGSMART Boxy Tote Bag for Women, Crossbody Bag with Zipper, Crush Bow	29.59			
Amazon Capital Services				10/14/2026AP	10/14/26	136.75
10-64-8160	Teen Program	Lanyard String Kit, Pony Beads, Japanese Candy Kit, etc	136.75			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Limricc Unemployment Comp				10/14/2026AP	10/14/26	1,050.58
10-66-9510	Unemployment Compensation Insurance	UCGA Contribution Report Q3-2026	1,050.58			
Uline				10/14/2026AP	10/14/26	239.92
10-66-9986	Sam's Lab Supplies	KRAFT Mailing Tube - 50	239.92			
Ferguson Enterprises				10/14/2026AP	10/14/26	1,028.56
10-58-5710	Equipment Maintenance & Repair	2 - CCY 0.5 ELEC LAV FCT BATRY	1,028.56			
Chicago Sun-Times				10/14/2026AP	10/14/26	854.60
10-55-3400	Magazines/News	print copies of Chicago Sun-Times newspaper 52 weeks	854.60			
Imperial Dade				10/14/2026AP	10/14/26	2,160.14
10-58-5610	Building Supplies	Various paper towels and LINER CAN NAT 40X 48 45GAL	2,160.14			
Midwest Tape				10/14/2026AP	10/14/26	220.26
10-54-3900	Adult Other Expenditures	Midwest Tape	49.97			
10-54-3900	Adult Other Expenditures	Midwest Tape	122.31			
10-54-3900	Adult Other Expenditures	Midwest Tape	25.49			
10-54-3900	Adult Other Expenditures	Midwest Tape	22.49			
Midwest Tape				10/14/2026AP	10/14/26	882.96
10-52-3900	Youth Other Expenditures	Midwest Tape	22.49			
10-54-3900	Adult Other Expenditures	Midwest Tape	336.57			
10-54-3900	Adult Other Expenditures	Midwest Tape	483.91			
10-54-3900	Adult Other Expenditures	Midwest Tape	39.99			
Hallett Movers				10/14/2026AP	10/14/26	31,838.80
80-55-1905	Renovation Project	Moving and storage	31,838.80			
Chicago Tribune				10/14/2026AP	10/14/26	500.73
10-55-3400	Magazines/News	26 week renewal of print version of Chicago Tribune	500.73			
Grainger				10/14/2026AP	10/14/26	292.52
10-58-5610	Building Supplies	4 hand soap, 1,200 ML, Clear, PK2	292.52			
Ingram Library Services				10/14/2026AP	10/14/26	1,137.60
10-54-3110	Adult Books	Ingram Library Services	117.85			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3100	Youth Books	Ingram Library Services	12.79			
10-66-9250	Materials Management Supplies	Ingram Library Services	5.12			
10-54-3110	Adult Books	Ingram Library Services	79.46			
10-52-3100	Youth Books	Ingram Library Services	590.01			
10-66-9250	Materials Management Supplies	Processing	40.96			
10-54-3110	Adult Books	Ingram Library Services	271.60			
10-52-3100	Youth Books	Ingram Library Services	7.65			
10-66-9250	Materials Management Supplies	Ingram Library Services	12.16			
Sharon Gladys Bowers				10/14/2026AP	10/14/26	275.00
10-64-8100	Adult Services Programs	Navigating the grief journey 10/10/26	275.00			
Traliant Operating, LLC				10/14/2026AP	10/14/26	1,280.00
10-66-9840	Per Capita Grant - Current Year	Diversity, Equity & Inclusion Suite	1,280.00			
CDS Office Technologies				10/14/2026AP	10/14/26	309.70
10-58-5710	Equipment Maintenance & Repair	KONICA MINOLTA/BIZHUB C458 AND C558	309.70			
Elizabeth Lynch				10/14/2026AP	10/14/26	20.00
10-64-8160	Teen Program	Gift Card	20.00			
Value Line Publishing, LLC				10/14/2026AP	10/14/26	9,100.00
10-55-3500	Online Databases	Investment database for stocks	9,100.00			
The Language Labs				10/14/2026AP	10/14/26	485.00
10-64-8100	Adult Services Programs	Learn Spanish with the Language Labs: Level 3 Sept. & Oct. 2026	485.00			
Cintas Fire Protection				10/20/2026AP	10/20/26	4,535.18
80-55-1900	Asset Replacement Expense	Parts and Labor, ENG SPR REPAIRS	4,535.18			
Lesley Cyrier				10/20/2026AP	10/20/26	18.67
10-62-7550	In-State Travel	Lesley Cyrier	3.19			
10-62-7440	Adult Services	Lesley Cyrier	15.48			
CDS Office Technologies				10/20/2026AP	10/20/26	632.74
10-58-5710	Equipment Maintenance & Repair	Konica Minolta/BIZHUB C458 AND C558 Print Contract	294.17			
10-58-5710	Equipment Maintenance & Repair	KONICA MINOLTA/BIZHUB C458 AND C558	338.57			

Addison Public Library
Check Register
All Bank Accounts
October 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ALTA Language Services Inc				10/20/2026AP	10/20/26	116.00
10-50-2500	Recruiting	Speaking & Listening Test for 2 New Hires	116.00			
Technology Management Revolving Fund				10/20/2026AP	10/20/26	399.60
10-58-5570	Leased Internet Access Line	COMM SVCS STWD 2220705M01	399.60			
Erika Ochoa				10/20/2026AP	10/20/26	150.00
10-64-8100	Adult Services Programs	Zumba 10-12-26	150.00			
Gabriela Tafolla				10/20/2026AP	10/20/26	4.18
10-62-7550	In-State Travel	Outreach	4.18			
Matthew Williams				10/20/2026AP	10/20/26	22.04
10-62-7550	In-State Travel	Mileage Reimbursement - Pop-Up Library and Meetings	22.04			
Patti Gebala				10/20/2026AP	10/20/26	21.36
10-62-7550	In-State Travel	Travel: Outreach (Clarendale, Club Fitness, REC Center, G Stanley Hall)	21.36			
Ingram Library Services				10/20/2026AP	10/20/26	33.28
10-66-9250	Materials Management Supplies	Processing	33.28			
Ingram Library Services				10/20/2026AP	10/20/26	1,975.77
10-66-9250	Materials Management Supplies	Processing	33.92			
10-54-3110	Adult Books	Ingram Library Services	612.08			
10-52-3100	Youth Books	Ingram Library Services	33.53			
10-66-9250	Materials Management Supplies	Ingram Library Services	24.96			
10-52-3100	Youth Books	Ingram Library Services	426.17			
10-54-3110	Adult Books	Ingram Library Services	134.86			
10-66-9250	Materials Management Supplies	Processing	30.08			
10-54-3110	Adult Books	Ingram Library Services	158.15			
10-52-3100	Youth Books	Ingram Library Services	97.61			
10-66-9250	Materials Management Supplies	Processing	10.88			
10-52-3100	Youth Books	Ingram Library Services	53.29			
10-54-3110	Adult Books	Ingram Library Services	352.56			
10-66-9250	Materials Management Supplies	Processing	7.68			
Ingram Library Services				10/20/2026AP	10/20/26	4,889.71
10-66-9250	Materials Management Supplies	Processing	169.60			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-52-3100	Youth Books	Ingram Library Services	114.75			
10-54-3110	Adult Books	Ingram Library Services	493.70			
10-66-9250	Materials Management Supplies	Processing	28.80			
10-52-3100	Youth Books	Ingram Library Services	17.14			
10-54-3110	Adult Books	Ingram Library Services	129.50			
10-66-9250	Materials Management Supplies	Processing	9.60			
10-54-3110	Adult Books	Ingram Library Services	802.04			
10-52-3100	Youth Books	Ingram Library Services	167.69			
10-66-9250	Materials Management Supplies	Processing	37.12			
10-54-3110	Adult Books	Ingram Library Services	528.28			
10-52-3100	Youth Books	Ingram Library Services	156.62			
10-66-9250	Materials Management Supplies	Processing	32.00			
10-54-3110	Adult Books	Ingram Library Services	264.21			
10-52-3100	Youth Books	Ingram Library Services	106.08			
10-66-9250	Materials Management Supplies	Processing	16.00			
10-54-3110	Adult Books	Ingram Library Services	309.44			
10-52-3100	Youth Books	Ingram Library Services	139.98			
10-66-9250	Materials Management Supplies	Processing	22.40			
10-52-3100	Youth Books	Ingram Library Services	115.72			
10-54-3110	Adult Books	Ingram Library Services	585.88			
10-66-9250	Materials Management Supplies	Processing	28.80			
10-54-3110	Adult Books	Ingram Library Services	174.88			
10-52-3100	Youth Books	Ingram Library Services	50.45			
10-66-9250	Materials Management Supplies	Processing	9.60			
10-54-3110	Adult Books	Ingram Library Services	309.30			
10-52-3100	Youth Books	Ingram Library Services	55.41			
10-66-9250	Materials Management Supplies	Processing	14.72			
Sherie C Shapiro				10/20/2026AP	10/20/26	75.00
10-64-8100	Adult Services Programs	Ageless Grace 10-15-26	75.00			
Ingram Library Services				10/20/2026AP	10/20/26	3,474.55
10-54-3110	Adult Books	Ingram Library Services	476.37			
10-52-3100	Youth Books	Ingram Library Services	40.13			
10-66-9250	Materials Management Supplies	Processing	16.64			
10-52-3100	Youth Books	Ingram Library Services	54.20			
10-54-3110	Adult Books	Ingram Library Services	461.54			
10-66-9250	Materials Management Supplies	Processing	20.48			
10-54-3110	Adult Books	Ingram Library Services	1,081.48			
10-52-3100	Youth Books	Ingram Library Services	61.90			
10-66-9250	Materials Management Supplies	Ingram Library Services	37.76			
10-54-3110	Adult Books	Ingram Library Services	1,139.56			

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10-52-3100	Youth Books	Ingram Library Services	33.29			
10-66-9250	Materials Management Supplies	Processing	51.20			
Ingram Library Services				10/20/2026AP	10/20/26	32.00
10-66-9250	Materials Management Supplies	Processing	32.00			
Ingram Library Services				10/20/2026AP	10/20/26	22.40
10-66-9250	Materials Management Supplies	Processing	22.40			
Ingram Library Services				10/20/2026AP	10/20/26	11.52
10-66-9250	Materials Management Supplies	Processing	11.52			
Polonia Bookstore Inc				10/20/2026AP	10/20/26	657.94
10-54-3110	Adult Books	Polonia Bookstore Inc	371.52			
10-52-3100	Youth Books	Polonia Bookstore Inc	286.42			
Verizon				10/20/2026AP	10/20/26	100.20
10-58-5570	Leased Internet Access Line	Sep 7- Oct 6, 2026 (Hotspots used by CE Staff)	100.20			
Albertsons - Safeway				10/20/2026AP	10/20/26	146.84
10-64-8160	Teen Program	SNACKS	146.84			
Demco Inc				10/20/2026AP	10/20/26	30.93
10-66-9250	Materials Management Supplies	2 Boxes of Color-Coding Dot Labels	30.93			
Hallett Movers				10/20/2026AP	10/20/26	5,032.00
80-55-1905	Renovation Project	Storage	1,058.25			
80-55-1905	Renovation Project	Storage	3,973.75			
ADP, LLC				10/20/2026AP	10/20/26	5,169.72
10-56-4500	Payroll Service Fees	ADP Workforce Now Essential Time and Attendance 72	428.40			
10-56-4500	Payroll Service Fees	ADP Comprehensive Services Bundle	4,741.32			
Playaway Products				10/20/2026AP	10/20/26	897.06
10-52-3900	Youth Other Expenditures	Playaway Products	808.88			
10-52-3900	Youth Other Expenditures	Playaway Products	88.18			
Len's Ace Hardware Inc.				10/20/2026AP	10/20/26	67.16
10-58-5610	Building Supplies	Miscellaneous items	67.16			

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Playaway Products				10/20/2026AP	10/20/26	59.99
10-52-3900	Youth Other Expenditures	Playaway Products	59.99			
Midwest Tape				10/20/2026AP	10/20/26	1,283.52
10-54-3900	Adult Other Expenditures	Midwest Tape	13.49			
10-54-3900	Adult Other Expenditures	Midwest Tape	84.47			
10-54-3900	Adult Other Expenditures	Midwest Tape	73.46			
10-52-3900	Youth Other Expenditures	Midwest Tape	29.98			
10-54-3900	Adult Other Expenditures	Midwest Tape	50.21			
10-52-3900	Youth Other Expenditures	Midwest Tape	231.67			
10-54-3900	Adult Other Expenditures	Midwest Tape	159.69			
10-54-3900	Adult Other Expenditures	Midwest Tape	258.62			
10-54-3900	Adult Other Expenditures	Midwest Tape	329.94			
10-54-3900	Adult Other Expenditures	Midwest Tape	51.99			
Midwest Tape				10/20/2026AP	10/20/26	2,492.61
10-54-3900	Adult Other Expenditures	Midwest Tape	190.73			
10-54-3900	Adult Other Expenditures	Midwest Tape	92.20			
10-54-3900	Adult Other Expenditures	Midwest Tape	30.74			
10-54-3900	Adult Other Expenditures	Midwest Tape	26.98			
10-54-3900	Adult Other Expenditures	Midwest Tape	346.36			
10-54-3900	Adult Other Expenditures	Midwest Tape	16.49			
10-54-3900	Adult Other Expenditures	Midwest Tape	23.24			
10-54-3900	Adult Other Expenditures	Midwest Tape	19.49			
10-52-3900	Youth Other Expenditures	Midwest Tape	231.67			
10-66-9250	Materials Management Supplies	Processing	375.58			
10-54-3900	Adult Other Expenditures	Midwest Tape	154.97			
10-54-3900	Adult Other Expenditures	Midwest Tape	77.99			
10-54-3900	Adult Other Expenditures	Midwest Tape	149.97			
10-54-3900	Adult Other Expenditures	Midwest Tape	240.66			
10-54-3900	Adult Other Expenditures	Midwest Tape	326.18			
10-54-3900	Adult Other Expenditures	Midwest Tape	128.20			
10-54-3900	Adult Other Expenditures	Midwest Tape	11.69			
10-54-3900	Adult Other Expenditures	Midwest Tape	49.47			
Quill				10/20/2026AP	10/20/26	415.33
10-66-9300	Library Wide Supplies	6Pk 70Ct lcd plsma wipes	83.99			
10-66-9300	Library Wide Supplies	Ticonderoga golf pencil 144	9.21			
10-66-9300	Library Wide Supplies	Expanding file folder, 5x8 white pads	28.10			

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10-66-9300	Library Wide Supplies	5 containers of 8.5x11 copier paper, staples	288.84			
10-66-9210	Office Supplies	Ribbon calc red/blk ink	5.19			
Midwest Tape				10/20/2026AP	10/20/26	415.91
10-54-3900	Adult Other Expenditures	Midwest Tape	415.91			
Imperial Dade				10/20/2026AP	10/20/26	2,960.34
10-58-5610	Building Supplies	Various paper towels and liners	2,960.34			
Albertsons - Safeway				10/20/2026AP	10/20/26	21.96
10-64-8100	Adult Services Programs	Around the world program - Mexico	21.96			
Johnson Controls Security				10/20/2026AP	10/20/26	300.46
10-58-5690	Other Building Materials & Repair	11/01/26-01/31/27 ALARM	300.46			
Albertsons - Safeway				10/20/2026AP	10/20/26	63.98
10-64-8165	Community Engagement Program	Outreach candy	63.98			
Library Supply Solutions				10/20/2026AP	10/20/26	2,634.00
10-66-9250	Materials Management Supplies	RFID Block-Lite Paper Tag - 2000/Roll	2,634.00			
Comcast				10/20/2026AP	10/20/26	410.02
10-58-5510	Telephone	Comcast	410.02			
Libraria				10/20/2026AP	10/20/26	2,594.94
10-52-3100	Youth Books	Libraria	2,594.34			
10-66-9250	Materials Management Supplies	Processing	0.60			
Ingram Library Services				10/20/2026AP	10/20/26	51.84
10-66-9250	Materials Management Supplies	Processing	51.84			
Village of Addison: Misc Exp				10/20/2026AP	10/20/26	1,148.86
10-64-8210	Newletter	INTERGOVERNMENTAL NEWSLETTER	1,148.86			
Amazon Capital Services				10/20/2026AP	10/20/26	24.19
10-66-9250	Materials Management Supplies	Nylon Spring Clamp Set, Asfroy Lg Teflon Bone Folder	24.19			
D&Z House of Books Inc				10/20/2026AP	10/20/26	266.92

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10-54-3110	Adult Books	D&Z House of Books Inc	124.28			
10-54-3110	Adult Books	D&Z House of Books Inc	142.64			
Eden Morris				10/20/2026AP	10/20/26	253.01
10-62-7550	In-State Travel	ILA Conference 2026 reimbursement	253.01			
Jenny Cuevas				10/20/2026AP	10/20/26	214.60
10-62-7550	In-State Travel	ILA Conference 2026 reimbursement mileage	214.60			
Amazon Capital Services				10/20/2026AP	10/20/26	82.90
10-52-3100	Youth Books	Amazon Capital Services	26.98			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	35.14			
10-52-3100	Youth Books	Amazon Capital Services	20.78			
Amazon Capital Services				10/20/2026AP	10/20/26	30.28
10-66-9250	Materials Management Supplies	Paper towel holder and 500CT swabs	30.28			
Amazon Capital Services				10/20/2026AP	10/20/26	39.28
10-64-8165	Community Engagement Program	24 PACK BREAD BAGS, BAGDREAM PAPER BAGS	39.28			
Amazon Capital Services				10/20/2026AP	10/20/26	24.99
10-54-3900	Adult Other Expenditures	Amazon Capital Services	24.99			
Amazon Capital Services				10/20/2026AP	10/20/26	23.41
10-54-3900	Adult Other Expenditures	Amazon Capital Services	23.41			
Amazon Capital Services				10/20/2026AP	10/20/26	97.23
10-66-9230	Adult Services Supplies	Donation box	54.10			
10-64-8100	Adult Services Programs	Coffee mug, buttercream crackers and cracker sandwich	35.01			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	8.12			
Amazon Capital Services				10/20/2026AP	10/20/26	127.36
10-52-3900	Youth Other Expenditures	Amazon Capital Services	114.37			
10-54-3110	Adult Books	Amazon Capital Services	12.99			
Amazon Capital Services				10/20/2026AP	10/20/26	233.66
10-66-9220	Guest Services Supplies	200 Medicare Card Holders	104.93			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	82.74			

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10-62-7470	Staff In-Service	Elite Gourmet 12" PFAS-Free Ceramic Electric Skillet, 1200W, Extra-Deep	45.99			
Amazon Capital Services				10/20/2026AP	10/20/26	9.99
10-66-9980	Staff Recognition	Toddler Girls Canvas Shoes	9.99			
Amazon Capital Services				10/20/2026AP	10/20/26	270.78
10-66-9250	Materials Management Supplies	Cases for Blu-Ray DVD 4 and 6 Disc Capacity	43.94			
10-64-8170	IT Programs	24 bamboo cutting boards, 24 coffee cups, 120 clear bookmarks	226.84			
Amazon Capital Services				10/20/2026AP	10/20/26	38.79
10-66-9270	Information Technology Supplies	Skywin Stackable Storage Bins Open Front for Pantry Storage, 4 Pack - White	38.79			
Nardi's Pizza				10/20/2026AP	10/20/26	101.75
10-64-8100	Adult Services Programs	Pizza for D&D 9-17-26	37.75			
10-64-8100	Adult Services Programs	Pizza for D&D and Books & Bites 10-15-26	64.00			
Amazon Capital Services				10/20/2026AP	10/20/26	333.76
10-64-8170	IT Programs	MITINU 50 pk Basswood Sheets, 36 Paint Markers, 24 Wood Planter Boxes	313.77			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	19.99			
Amazon Capital Services				10/20/2026AP	10/20/26	686.27
10-64-8100	Adult Services Programs	Nagaraya Cracker Nuts 4-Pack:	27.95			
10-66-9240	Youth Services Supplies	500 ct 9"x12" Poly Bags, KOVIEDE 100 sheets paper, Caperci 500pcs muffin cups	149.99			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	21.91			
10-52-3900	Youth Other Expenditures	Amazon Capital Services	137.40			
10-66-9270	Information Technology Supplies	GRENPRO 4V Cordless Electric Screwdriver Set, 51 Magnetic Bits, LED Light	31.57			
10-54-3110	Adult Books	Amazon Capital Services	17.60			
10-64-8120	Youth Services Program	Madisi Crayons 250 packs, 1000 ct, 24 Christmas Craft Kits	220.13			
10-54-3900	Adult Other Expenditures	Amazon Capital Services	79.72			
Lauterbach Amen LLP				10/20/2026AP	10/20/26	300.00

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10-56-4450	Accounting Service Fees	Treasurer Report	300.00			
Mary Medjo Me Zengue				10/20/2026AP	10/20/26	250.50
10-62-7550	In-State Travel	ILA Conference expense reimbursement	250.50			
Republic Services #551				10/20/2026AP	10/20/26	374.64
10-58-5310	Refuse Disposal Service	2 Waste Containers and 1 Recycling Service 10/01-10/31	374.64			
Amazon Capital Services				10/20/2026AP	10/20/26	6.49
10-54-3900	Adult Other Expenditures	Amazon Capital Services	6.49			
Deborah Sanchez				10/20/2026AP	10/20/26	255.06
10-62-7550	In-State Travel	Reimbursement request Debbie Sanchez_ILA Conference_2026	255.06			
Brooke Sievers				10/20/2026AP	10/20/26	223.15
10-62-7550	In-State Travel	mileage reimbursement	223.15			
Village of Addison: Misc Exp				10/20/2026AP	10/20/26	2,016.51
10-22-0255	Other Insurance Withholding Payable	Allstate ID Protection	85.65			
10-22-0255	Other Insurance Withholding Payable	MetLife Hyatt Legal 11/2026	132.00			
10-22-0255	Other Insurance Withholding Payable	MoA Self Bill Life & AD&D	858.96			
10-22-0255	Other Insurance Withholding Payable	MoA Worksite Benefits - Nov 2026	751.12			
10-22-0255	Other Insurance Withholding Payable	TransAmerica - September 2026	188.78			
Crimson Multimedia Dist.				10/20/2026AP	10/20/26	523.59
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	35.00			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	92.03			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	396.56			
Deborah Sanchez				10/20/2026AP	10/20/26	2.51
10-62-7550	In-State Travel	Mileage Debbie Sanchez Sept 2026	2.51			
Frederick Quinn Corporation				10/20/2026AP	10/20/26	18,073.00
80-55-1905	Renovation Project	Construction Management Payment #22	18,073.00			
Douglas Floor Covering Inc.				10/20/2026AP	10/20/26	18,316.00
80-55-1905	Renovation Project	Resilient & Carpeting Payment #22	18,316.00			
Mechanical & Industrial Steel Services Inc.				10/20/2026AP	10/20/26	17,680.00

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
80-55-1905	Renovation Project	Structural Steel Payment #22	17,680.00			
Prime Architectural Metal & Glass Inc.				10/20/2026AP	10/20/26	21,907.00
80-55-1905	Renovation Project	Aluminum/Glass Payment #22	21,907.00			
Weatherguard Roofing Co				10/20/2026AP	10/20/26	4,068.00
80-55-1905	Renovation Project	Roofing/Sheet Metal Payment #22	4,068.00			
Nelson Fire Protection				10/20/2026AP	10/20/26	6,993.00
80-55-1905	Renovation Project	Fire Protection Payment #22	6,993.00			
Built Rite Construction LLC				10/20/2026AP	10/20/26	13,523.00
80-55-1905	Renovation Project	Casework/Millwork Payment #22	13,523.00			
Crimson Multimedia Dist.				10/20/2026AP	10/20/26	779.07
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	161.03			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	281.03			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	197.01			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	140.00			
Albertsons - Safeway				10/20/2026AP	10/20/26	24.98
10-66-9970	FUNshine Committee	Apple cider, apples for potluck	24.98			
Robbins Schwartz				10/20/2026AP	10/20/26	104.81
10-56-4100	Legal Fees	PTAB appeals	104.81			
OverDrive Inc				10/27/2026AP	10/27/26	247.62
10-55-3860	E-Books	Overdrive Advantage ebooks and eaudio	247.62			
Crimson Multimedia Dist.				10/27/2026AP	10/27/26	367.31
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	75.28			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	80.00			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	140.00			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	72.03			
Built Rite Construction LLC				10/27/2026AP	10/27/26	58,093.00
80-55-1905	Renovation Project	Casework/Millwork	58,093.00			
Crimson Multimedia Dist.				10/27/2026AP	10/27/26	893.57
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	80.00			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	165.00			

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10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	334.36			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	314.21			
Betsi Beltran				10/27/2026AP	10/27/26	10.64
10-62-7550	In-State Travel	Mileage for Betsi Beltran - September 2026	10.64			
Ursa Miles Storytelling LLC				10/27/2026AP	10/27/26	150.00
10-64-8120	Youth Services Program	Ursa Miles Storytelling 10.17.26 split with Addison Museum	150.00			
Village of Addison - HSA				10/27/2026AP	10/27/26	3,536.44
10-50-2400	Health Insurance	EE/ER HSA CONTRIBUTION for 10/21/26 PAYROLL	3,536.44			
Swan				10/27/2026AP	10/27/26	15,823.00
10-61-6100	ILS Services	SWAN Fees Covers October 1, 2026 - December 31, 2026	15,823.00			
Lauterbach Amen LLP				10/27/2026AP	10/27/26	125.00
10-56-4450	Accounting Service Fees	August 2026 Bill.com additional users (5 x $25)	125.00			
Amazon Capital Services				10/27/2026AP	10/27/26	588.29
10-64-8170	IT Programs	Various program supplies	323.77			
10-66-9986	Sam's Lab Supplies	Various program supplies	264.52			
Amazon Capital Services				10/27/2026AP	10/27/26	279.30
10-64-8100	Adult Services Programs	Books, Coaster Painting Kit,	262.31			
10-64-8165	Community Engagement Program	Beginner's Guide to DIY & Home Repair; Essential DIY Techniques for the First	16.99			
Nardi's Pizza				10/27/2026AP	10/27/26	37.05
10-64-8100	Adult Services Programs	Pizza for Books & Bites 10-22-26	37.05			
Albertsons - Safeway				10/27/2026AP	10/27/26	36.92
10-66-9980	Staff Recognition	Snacks for Back to School event from Staff Outing Committee	36.92			
Innovation Arts Connection LLC				10/27/2026AP	10/27/26	200.00
10-64-8120	Youth Services Program	Monster Mash Dance Party 10.23.26	200.00			

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Amazon Capital Services				10/27/2026AP	10/27/26	43.69
10-54-3900	Adult Other Expenditures	Amazon Capital Services	43.69			
Amazon Capital Services				10/27/2026AP	10/27/26	9.98
10-66-9986	Sam's Lab Supplies	Neodymium Disc Magnets 6x2mm, Strong Round Rare Earth Fridge Magnet 180Pcs	9.98			
Amazon Capital Services				10/27/2026AP	10/27/26	10.90
10-66-9250	Materials Management Supplies	Asfroy Large Teflon Bone Folder - Large Handmade Tool, Best for Bookbinding,	10.90			
Amazon Capital Services				10/27/2026AP	10/27/26	26.99
10-54-3900	Adult Other Expenditures	Amazon Capital Services	26.99			
Amazon Capital Services				10/27/2026AP	10/27/26	24.99
10-52-3100	Youth Books	Amazon Capital Services	24.99			
Amazon Capital Services				10/27/2026AP	10/27/26	6.53
10-54-3110	Adult Books	Amazon Capital Services	6.53			
Amazon Capital Services				10/27/2026AP	10/27/26	181.50
10-66-9245	Teen Services Supplies	Beadsmith boxes, cups with lids, Marble Mania Marble Run	181.50			
American Library Association				10/27/2026AP	10/27/26	312.00
10-62-7510	Memberships (Staff & Board)	Courtney Moore Membership Renewal	184.00			
10-62-7510	Memberships (Staff & Board)	Sue Eilers ALA Membership Renewal 2203340	128.00			
Ingram Library Services				10/27/2026AP	10/27/26	1,659.01
10-52-3100	Youth Books	Mylar Supplies	48.01			
10-54-3110	Adult Books	Adult and Children Books	481.81			
10-66-9250	Materials Management Supplies	Processing	18.56			
10-52-3100	Youth Books	Ingram Library Services	41.93			
10-54-3110	Adult Books	Ingram Library Services	548.75			
10-66-9250	Materials Management Supplies	Ingram Library Services	21.12			
10-54-3110	Adult Books	Ingram Library Services	415.13			
10-52-3100	Youth Books	Ingram Library Services	62.58			
10-66-9250	Materials Management Supplies	Processing	21.12			

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Ingram Library Services				10/27/2026AP	10/27/26	1,179.28
10-54-3110	Adult Books	Ingram Library Services	1,083.27			
10-52-3100	Youth Books	Ingram Library Services	96.01			
American Library Association				10/27/2026AP	10/27/26	344.00
10-62-7510	Memberships (Staff & Board)	Gabriela Tafolla Membership Renewal	221.00			
10-62-7510	Memberships (Staff & Board)	Sarah van der Heyden Membership Renewal	123.00			
VisoGraphic				10/27/2026AP	10/27/26	6,619.30
10-64-8210	Newletter	November/December 2026 Newsletter	6,619.30			
Illinois Library Association				10/27/2026AP	10/27/26	600.00
10-62-7510	Memberships (Staff & Board)	Medjo Me Zengue_annual membership	250.00			
10-62-7510	Memberships (Staff & Board)	Eilers annual membership	150.00			
10-62-7510	Memberships (Staff & Board)	Yabin Liu annual membership	200.00			
Johnson Plastics Plus				10/27/2026AP	10/27/26	1,088.99
10-66-9986	Sam's Lab Supplies	IColor Toner Cartridges	1,088.99			
Quill				10/27/2026AP	10/27/26	165.72
10-66-9300	Library Wide Supplies	Kleenex, Wipe disnfct fresh scent, Bic roundstic bp med blk 60	165.72			
Midwest Tape				10/27/2026AP	10/27/26	1,095.66
10-54-3900	Adult Other Expenditures	Midwest Tape	255.95			
10-54-3900	Adult Other Expenditures	Midwest Tape	26.23			
10-54-3900	Adult Other Expenditures	Midwest Tape	146.21			
10-54-3900	Adult Other Expenditures	Midwest Tape	13.49			
10-54-3900	Adult Other Expenditures	Midwest Tape	82.47			
10-54-3900	Adult Other Expenditures	Midwest Tape	131.74			
10-54-3900	Adult Other Expenditures	Midwest Tape	340.37			
10-54-3900	Adult Other Expenditures	Midwest Tape	44.03			
10-52-3900	Youth Other Expenditures	Midwest Tape	11.99			
10-55-3860	E-Books	Hoopla Flex eAudiobooks	43.18			
Midwest Tape				10/27/2026AP	10/27/26	621.75
10-52-3900	Youth Other Expenditures	Midwest Tape	27.73			
10-54-3900	Adult Other Expenditures	Midwest Tape	126.69			
10-54-3900	Adult Other Expenditures	Midwest Tape	266.37			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Midwest Tape	157.97			
10-54-3900	Adult Other Expenditures	Midwest Tape	42.99			
Len's Ace Hardware Inc.				10/27/2026AP	10/27/26	134.85
10-58-5610	Building Supplies	Various cleaning supplies	134.85			
Len's Ace Hardware Inc.				10/27/2026AP	10/27/26	98.61
10-66-9300	Library Wide Supplies	AA and AAA BATTERY ALKALI NE AA 20PK	61.97			
10-58-5610	Building Supplies	GLASS CLEANER FRESH 19OZ	36.64			
OTC Brands Inc				10/27/2026AP	10/27/26	50.48
10-64-8165	Community Engagement Program	Bulk Mini Everyday Fun Puzzles	50.48			
Village of Addison:Health Ins				10/27/2026AP	10/27/26	2,368.24
10-50-2400	Health Insurance	Delta Dental November 2026	2,368.24			
JONES OUTDOOR SERVICES LLC				10/27/2026AP	10/27/26	2,890.00
10-58-5610	Building Supplies	JONES OUTDOOR SERVICES LLC	2,890.00			
Polonia Bookstore Inc				10/27/2026AP	10/27/26	537.06
10-54-3110	Adult Books	Polonia Bookstore Inc	537.06			
Sen Source				10/27/2026AP	10/27/26	360.00
10-61-6200	Software/Licenses	Annual Renewal 11/15/2026 11/15/2027	360.00			
Comcast				10/27/2026AP	10/27/26	555.70
10-58-5570	Leased Internet Access Line	September 16, 2026 to October 15, 2026	277.85			
10-58-5570	Leased Internet Access Line	October 16, 2026 to November 15, 2026	277.85			
Grainger				10/27/2026AP	10/27/26	651.42
10-58-5610	Building Supplies	Hand soap, Urinal Screen Deodorizer, Dust Mop	651.42			
Ingram Library Services				10/27/2026AP	10/27/26	857.33
10-54-3110	Adult Books	Ingram Library Services	841.43			
10-52-3100	Youth Books	Ingram Library Services	15.90			
Ingram Library Services				10/27/2026AP	10/27/26	286.46
10-52-3100	Youth Books	Ingram Library Services	11.41			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3110	Adult Books	Ingram Library Services	275.05			
Ingram Library Services				10/27/2026AP	10/27/26	422.48
10-54-3110	Adult Books	Ingram Library Services	399.01			
10-52-3100	Youth Books	Ingram Library Services	23.47			
Ingram Library Services				10/27/2026AP	10/27/26	805.78
10-54-3110	Adult Books	Ingram Library Services	729.60			
10-52-3100	Youth Books	Ingram Library Services	76.18			
Very Smart People LLC				10/27/2026AP	10/27/26	250.00
10-64-8100	Adult Services Programs	Make AI Work for You Program 10/21/26	250.00			
Ingram Library Services				10/27/2026AP	10/27/26	3,576.28
10-52-3100	Youth Books	Ingram Library Services	3,482.60			
10-52-3900	Youth Other Expenditures	Ingram Library Services	21.04			
10-54-3110	Adult Books	Ingram Library Services	72.64			
Ingram Library Services				10/27/2026AP	10/27/26	854.70
10-54-3110	Adult Books	Ingram Library Services	803.04			
10-52-3100	Youth Books	Ingram Library Services	51.66			
Marti LaHood				10/27/2026AP	10/27/26	80.00
10-64-8100	Adult Services Programs	Chair Yoga 10-22-26	80.00			
Ale Ramirez				10/27/2026AP	10/27/26	150.00
10-64-8160	Teen Program	DnD 10.21.26	150.00			
Fiero Learning				10/27/2026AP	10/27/26	2,396.00
10-55-3500	Online Databases	Coding database	2,396.00			
NobleTec LLC				10/27/2026AP	10/27/26	4,953.24
10-66-9270	Information Technology Supplies	Toner cartridges	3,118.68			
10-61-6200	Software/Licenses	LIC-ENT-1YR: Meraki MR Enterprise License, 1YR	1,834.56			
CDS Office Technologies				10/27/2026AP	10/27/26	204.00
10-66-9270	Information Technology Supplies	HP 962XL Yellow and Cyan Ink Cartridges	204.00			
Village of Addison:Health Ins				10/6/2026AP	10/06/26	33,098.88

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-50-2400	Health Insurance	Aetna Medical Insurance October 2026 Invoice	33,098.88			
FP Mailing Solutions				10/6/2026AP	10/06/26	149.85
10-66-9290	Postage	POSTBASE VISION PSD COMMERCIAL	149.85			
Diana M Cincinello				10/6/2026AP	10/06/26	80.00
10-64-8100	Adult Services Programs	Diana M Cincinello	80.00			
Kiwanis Club of Addison				10/6/2026AP	10/06/26	70.00
10-66-9970	FUNshine Committee	Kiwanis Club of Addison	70.00			
CDS Office Technologies				10/6/2026AP	10/06/26	524.22
10-58-5710	Equipment Maintenance & Repair	SHARP/BP70C55 (Copier - 2nd floor Workroom)	524.22			
Marisol Ceron				10/6/2026AP	10/06/26	500.00
10-64-8100	Adult Services Programs	Flor de Piel Program 9-28-26	500.00			
NobleTec LLC				10/6/2026AP	10/06/26	5,087.42
10-66-9270	Information Technology Supplies	NobleTec LLC	5,087.42			
Claire Bartlett				10/6/2026AP	10/06/26	46.44
10-64-8120	Youth Services Program	Snacks for Taste the World Jr. 9/26/26; the library's Jewel card was declined and Claire needed to use her personal card	46.44			
Ingram Library Services				10/6/2026AP	10/06/26	700.73
10-52-3100	Youth Books	Ingram Library Services	105.46			
10-54-3900	Adult Other Expenditures	Ingram Library Services	41.60			
10-54-3110	Adult Books	Ingram Library Services	526.15			
10-66-9250	Materials Management Supplies	Processing	27.52			
Ebsco Information Services				10/6/2026AP	10/06/26	117.86
10-55-3400	Magazines/News	Spanish Language print magazine	117.86			
Comcast				10/6/2026AP	10/06/26	93.45
10-58-5510	Telephone	Sep 29, 2026 to Oct 28, 2026	93.45			
Albertsons - Safeway				10/6/2026AP	10/06/26	46.98
10-64-8160	Teen Program	Candy	46.98			

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All Bank Accounts
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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Amsterdam				10/6/2026AP	10/06/26	206.53
10-66-9210	Office Supplies	EMPLOYEE HISTORY FOLDER	206.53			
Polonia Bookstore Inc				10/6/2026AP	10/06/26	637.20
10-55-3400	Magazines/News	magazines in Polish	637.20			
Village of Addison:Health Ins				10/6/2026AP	10/06/26	2,368.24
10-50-2400	Health Insurance	Delta Dental October 2026	2,368.24			
Midwest Tape				10/6/2026AP	10/06/26	112.46
10-54-3900	Adult Other Expenditures	Midwest Tape	112.46			
Norcomm Public Safety				10/6/2026AP	10/06/26	210.00
10-58-5710	Equipment Maintenance & Repair	Alarm and Monitoring system	105.00			
10-56-4420	Equipment Rental & Leasing	Alarm and Monitoring system	105.00			
Kiwanis Club of Addison				10/6/2026AP	10/06/26	400.00
10-62-7510	Memberships (Staff & Board)	Kiwanis Club of Addison	400.00			
Amazon Capital Services				10/6/2026AP	10/06/26	335.51
10-66-9330	Community Engagement Supplies	Address labels, raffle tickets, monthly planner	69.54			
10-64-8100	Adult Services Programs	AS Program Supplies: Passport, Tea, Melon Seeds	138.82			
10-66-9240	Youth Services Supplies	Amazon Capital Services	127.15			
Amazon Capital Services				10/6/2026AP	10/06/26	300.68
10-64-8165	Community Engagement Program	AMAZON FIRE HD 10 TABLET	300.68			
Amazon Capital Services				10/6/2026AP	10/06/26	183.13
10-66-9986	Sam's Lab Supplies	Photo album, fabric squares, storage organizer, 30 binder folders	183.13			
Carol Leeson				10/6/2026AP	10/06/26	300.00
10-64-8170	IT Programs	Crochet Classes for Sept 22 and Sept 29	300.00			
Village of Addison:Health Ins				10/6/2026AP	10/06/26	292.31
10-50-2400	Health Insurance	VSP October 2026	292.31			
Crimson Multimedia Dist.				10/6/2026AP	10/06/26	869.06

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	242.23			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	150.00			
10-54-3900	Adult Other Expenditures	Crimson Multimedia Dist.	396.83			
10-52-3900	Youth Other Expenditures	Crimson Multimedia Dist.	80.00			
OverDrive Inc				10/6/2026AP	10/06/26	312.68
10-55-3860	E-Books	Overdrive Advantage ebooks and eaudio	312.68			
Mission Square				ACH	10/07/26	3,054.23
10-22-0260	Def Annuity Withholding Payable	Plan# 306740 - 10/7/26 Payroll	2,579.23			
10-22-0270	Roth 457 Payable	Plan# 306740 - 10/7/26 Payroll	475.00			
Mission Square				ACH	10/21/26	3,029.23
10-22-0260	Def Annuity Withholding Payable	Plan# 306740 - 10/21/26 Payroll	2,504.23			
10-22-0270	Roth 457 Payable	Plan# 306740 - 10/21/26 Payroll	525.00			
					Check List Total	451,082.42

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Check Number	Check Date	Payee	Amount
Vendor Checks			
22007	10/05/26	The Goalden System	325.00
40926	10/31/26	Ale Ramirez	(150.00)
40999	10/08/26	Elan Financial Services	4,704.18
10/14/2026AP	10/14/26	OverDrive Inc	369.25
10/14/2026AP	10/14/26	Crimson Multimedia Dist.	304.34
10/14/2026AP	10/14/26	Village of Addison: Misc Exp	188.78
10/14/2026AP	10/14/26	Brigit Goudie	200.00
10/14/2026AP	10/14/26	Kessor D/B/A Superior	1,652.00
10/14/2026AP	10/14/26	Douglas Floor Covering Inc.	18,315.00
10/14/2026AP	10/14/26	Mechanical & Industrial Steel Services Inc.	17,680.00
10/14/2026AP	10/14/26	Heitkotter Inc.	13,070.00
10/14/2026AP	10/14/26	TSI Commericial Floor Covering Inc	1,220.00
10/14/2026AP	10/14/26	Nelson Fire Protection	6,992.00
10/14/2026AP	10/14/26	Elliot Construction Corporation	7,958.00
10/14/2026AP	10/14/26	OCLC Inc	624.51
10/14/2026AP	10/14/26	Village of Addison - HSA	3,538.55
10/14/2026AP	10/14/26	Unbounded Potential	90.00
10/14/2026AP	10/14/26	Amazon Capital Services	17.60
10/14/2026AP	10/14/26	Amazon Capital Services	41.98
10/14/2026AP	10/14/26	Amazon Capital Services	72.44
10/14/2026AP	10/14/26	Amazon Capital Services	81.69
10/14/2026AP	10/14/26	Amazon Capital Services	28.47
10/14/2026AP	10/14/26	Amazon Capital Services	17.99
10/14/2026AP	10/14/26	Amazon Capital Services	143.73
10/14/2026AP	10/14/26	Amazon Capital Services	145.55
10/14/2026AP	10/14/26	Amazon Capital Services	136.75
10/14/2026AP	10/14/26	Limricc Unemployment Comp	1,050.58
10/14/2026AP	10/14/26	Uline	239.92
10/14/2026AP	10/14/26	Hallett Movers	31,838.80
10/14/2026AP	10/14/26	Chicago Tribune	500.73
10/14/2026AP	10/14/26	Midwest Tape	882.96
10/14/2026AP	10/14/26	Ferguson Enterprises	1,028.56
10/14/2026AP	10/14/26	Chicago Sun-Times	854.60
10/14/2026AP	10/14/26	Imperial Dade	2,160.14
10/14/2026AP	10/14/26	Midwest Tape	220.26
10/14/2026AP	10/14/26	Elizabeth Lynch	20.00
10/14/2026AP	10/14/26	Value Line Publishing, LLC	9,100.00
10/14/2026AP	10/14/26	The Language Labs	485.00
10/14/2026AP	10/14/26	Sharon Gladys Bowers	275.00
10/14/2026AP	10/14/26	Traliant Operating, LLC	1,280.00
10/14/2026AP	10/14/26	CDS Office Technologies	309.70
10/14/2026AP	10/14/26	Grainger	292.52
10/14/2026AP	10/14/26	Ingram Library Services	1,137.60
10/20/2026AP	10/20/26	Ingram Library Services	3,474.55
10/20/2026AP	10/20/26	Ingram Library Services	32.00
10/20/2026AP	10/20/26	Ingram Library Services	22.40
10/20/2026AP	10/20/26	Ingram Library Services	11.52
10/20/2026AP	10/20/26	Polonia Bookstore Inc	657.94
10/20/2026AP	10/20/26	Albertsons - Safeway	146.84
10/20/2026AP	10/20/26	Demco Inc	30.93
10/20/2026AP	10/20/26	Gabriela Tafolla	4.18
10/20/2026AP	10/20/26	Matthew Williams	22.04
10/20/2026AP	10/20/26	Patti Gebala	21.36
10/20/2026AP	10/20/26	Ingram Library Services	33.28
10/20/2026AP	10/20/26	Ingram Library Services	1,975.77
10/20/2026AP	10/20/26	Ingram Library Services	4,889.71
10/20/2026AP	10/20/26	Sherie C Shapiro	75.00

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Check Number	Check Date	Payee	Amount
10/20/2026AP	10/20/26	Cintas Fire Protection	4,535.18
10/20/2026AP	10/20/26	Lesley Cyrier	18.67
10/20/2026AP	10/20/26	CDS Office Technologies	632.74
10/20/2026AP	10/20/26	ALTA Language Services Inc	116.00
10/20/2026AP	10/20/26	Technology Management Revolving Fund	399.60
10/20/2026AP	10/20/26	Erika Ochoa	150.00
10/20/2026AP	10/20/26	Quill	415.33
10/20/2026AP	10/20/26	Midwest Tape	415.91
10/20/2026AP	10/20/26	Imperial Dade	2,960.34
10/20/2026AP	10/20/26	Albertsons - Safeway	63.98
10/20/2026AP	10/20/26	Ingram Library Services	51.84
10/20/2026AP	10/20/26	Comcast	410.02
10/20/2026AP	10/20/26	Libraria	2,594.94
10/20/2026AP	10/20/26	Midwest Tape	1,283.52
10/20/2026AP	10/20/26	Midwest Tape	2,492.61
10/20/2026AP	10/20/26	Playaway Products	897.06
10/20/2026AP	10/20/26	Len's Ace Hardware Inc.	67.16
10/20/2026AP	10/20/26	Playaway Products	59.99
10/20/2026AP	10/20/26	Verizon	100.20
10/20/2026AP	10/20/26	Johnson Controls Security	300.46
10/20/2026AP	10/20/26	Hallett Movers	5,032.00
10/20/2026AP	10/20/26	ADP, LLC	5,169.72
10/20/2026AP	10/20/26	Village of Addison: Misc Exp	1,148.86
10/20/2026AP	10/20/26	Library Supply Solutions	2,634.00
10/20/2026AP	10/20/26	Amazon Capital Services	97.23
10/20/2026AP	10/20/26	Albertsons - Safeway	21.96
10/20/2026AP	10/20/26	Amazon Capital Services	24.19
10/20/2026AP	10/20/26	D&Z House of Books Inc	266.92
10/20/2026AP	10/20/26	Eden Morris	253.01
10/20/2026AP	10/20/26	Jenny Cuevas	214.60
10/20/2026AP	10/20/26	Amazon Capital Services	82.90
10/20/2026AP	10/20/26	Amazon Capital Services	30.28
10/20/2026AP	10/20/26	Amazon Capital Services	9.99
10/20/2026AP	10/20/26	Amazon Capital Services	23.41
10/20/2026AP	10/20/26	Amazon Capital Services	39.28
10/20/2026AP	10/20/26	Amazon Capital Services	24.99
10/20/2026AP	10/20/26	Amazon Capital Services	127.36
10/20/2026AP	10/20/26	Amazon Capital Services	38.79
10/20/2026AP	10/20/26	Amazon Capital Services	6.49
10/20/2026AP	10/20/26	Amazon Capital Services	233.66
10/20/2026AP	10/20/26	Lauterbach Amen LLP	300.00
10/20/2026AP	10/20/26	Nardi's Pizza	101.75
10/20/2026AP	10/20/26	Amazon Capital Services	333.76
10/20/2026AP	10/20/26	Amazon Capital Services	686.27
10/20/2026AP	10/20/26	Amazon Capital Services	270.78
10/20/2026AP	10/20/26	Deborah Sanchez	255.06
10/20/2026AP	10/20/26	Brooke Sievers	223.15
10/20/2026AP	10/20/26	Village of Addison: Misc Exp	2,016.51
10/20/2026AP	10/20/26	Mary Medjo Me Zengue	250.50
10/20/2026AP	10/20/26	Deborah Sanchez	2.51
10/20/2026AP	10/20/26	Frederick Quinn Corporation	18,073.00
10/20/2026AP	10/20/26	Douglas Floor Covering Inc.	18,316.00
10/20/2026AP	10/20/26	Mechanical & Industrial Steel Services Inc.	17,680.00
10/20/2026AP	10/20/26	Prime Architectural Metal & Glass Inc.	21,907.00
10/20/2026AP	10/20/26	Weatherguard Roofing Co	4,068.00
10/20/2026AP	10/20/26	Nelson Fire Protection	6,993.00
10/20/2026AP	10/20/26	Built Rite Construction LLC	13,523.00
10/20/2026AP	10/20/26	Crimson Multimedia Dist.	779.07

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Check Number	Check Date	Payee	Amount
10/20/2026AP	10/20/26	Albertsons - Safeway	24.98
10/20/2026AP	10/20/26	Crimson Multimedia Dist.	523.59
10/20/2026AP	10/20/26	Republic Services #551	374.64
10/20/2026AP	10/20/26	Robbins Schwartz	104.81
10/27/2026AP	10/27/26	OverDrive Inc	247.62
10/27/2026AP	10/27/26	Crimson Multimedia Dist.	893.57
10/27/2026AP	10/27/26	Crimson Multimedia Dist.	367.31
10/27/2026AP	10/27/26	Built Rite Construction LLC	58,093.00
10/27/2026AP	10/27/26	Betsi Beltran	10.64
10/27/2026AP	10/27/26	Ursa Miles Storytelling LLC	150.00
10/27/2026AP	10/27/26	Village of Addison - HSA	3,536.44
10/27/2026AP	10/27/26	Amazon Capital Services	9.98
10/27/2026AP	10/27/26	Amazon Capital Services	588.29
10/27/2026AP	10/27/26	Amazon Capital Services	279.30
10/27/2026AP	10/27/26	Nardi's Pizza	37.05
10/27/2026AP	10/27/26	Swan	15,823.00
10/27/2026AP	10/27/26	Lauterbach Amen LLP	125.00
10/27/2026AP	10/27/26	Albertsons - Safeway	36.92
10/27/2026AP	10/27/26	Innovation Arts Connection LLC	200.00
10/27/2026AP	10/27/26	Amazon Capital Services	43.69
10/27/2026AP	10/27/26	Amazon Capital Services	10.90
10/27/2026AP	10/27/26	Amazon Capital Services	24.99
10/27/2026AP	10/27/26	Amazon Capital Services	26.99
10/27/2026AP	10/27/26	Amazon Capital Services	6.53
10/27/2026AP	10/27/26	Amazon Capital Services	181.50
10/27/2026AP	10/27/26	American Library Association	344.00
10/27/2026AP	10/27/26	American Library Association	312.00
10/27/2026AP	10/27/26	Sen Source	360.00
10/27/2026AP	10/27/26	Len's Ace Hardware Inc.	134.85
10/27/2026AP	10/27/26	Len's Ace Hardware Inc.	98.61
10/27/2026AP	10/27/26	Midwest Tape	1,095.66
10/27/2026AP	10/27/26	Midwest Tape	621.75
10/27/2026AP	10/27/26	Ingram Library Services	1,179.28
10/27/2026AP	10/27/26	VisoGraphic	6,619.30
10/27/2026AP	10/27/26	Ingram Library Services	1,659.01
10/27/2026AP	10/27/26	Illinois Library Association	600.00
10/27/2026AP	10/27/26	Johnson Plastics Plus	1,088.99
10/27/2026AP	10/27/26	Quill	165.72
10/27/2026AP	10/27/26	NobleTec LLC	4,953.24
10/27/2026AP	10/27/26	CDS Office Technologies	204.00
10/27/2026AP	10/27/26	Very Smart People LLC	250.00
10/27/2026AP	10/27/26	Ingram Library Services	3,576.28
10/27/2026AP	10/27/26	Ingram Library Services	854.70
10/27/2026AP	10/27/26	Marti LaHood	80.00
10/27/2026AP	10/27/26	Ale Ramirez	150.00
10/27/2026AP	10/27/26	Fiero Learning	2,396.00
10/27/2026AP	10/27/26	JONES OUTDOOR SERVICES LLC	2,890.00
10/27/2026AP	10/27/26	OTC Brands Inc	50.48
10/27/2026AP	10/27/26	Village of Addison:Health Ins	2,368.24
10/27/2026AP	10/27/26	Polonia Bookstore Inc	537.06
10/27/2026AP	10/27/26	Comcast	555.70
10/27/2026AP	10/27/26	Grainger	651.42
10/27/2026AP	10/27/26	Ingram Library Services	857.33
10/27/2026AP	10/27/26	Ingram Library Services	286.46
10/27/2026AP	10/27/26	Ingram Library Services	422.48
10/27/2026AP	10/27/26	Ingram Library Services	805.78
10/6/2026AP	10/06/26	Claire Bartlett	46.44
10/6/2026AP	10/06/26	Ingram Library Services	700.73

Addison Public Library
Check List
All Bank Accounts
October 1, 2026 - October 31, 2026

Check Number	Check Date	Payee		Amount
10/6/2026AP	10/06/26	Ebsco Information Services		117.86
10/6/2026AP	10/06/26	Comcast		93.45
10/6/2026AP	10/06/26	Polonia Bookstore Inc		637.20
10/6/2026AP	10/06/26	Albertsons - Safeway		46.98
10/6/2026AP	10/06/26	Amsterdam		206.53
10/6/2026AP	10/06/26	CDS Office Technologies		524.22
10/6/2026AP	10/06/26	Marisol Ceron		500.00
10/6/2026AP	10/06/26	NobleTec LLC		5,087.42
10/6/2026AP	10/06/26	Village of Addison:Health Ins		33,098.88
10/6/2026AP	10/06/26	FP Mailing Solutions		149.85
10/6/2026AP	10/06/26	Diana M Cincinello		80.00
10/6/2026AP	10/06/26	Kiwanis Club of Addison		70.00
10/6/2026AP	10/06/26	Norcomm Public Safety		210.00
10/6/2026AP	10/06/26	Midwest Tape		112.46
10/6/2026AP	10/06/26	Village of Addison:Health Ins		2,368.24
10/6/2026AP	10/06/26	Kiwanis Club of Addison		400.00
10/6/2026AP	10/06/26	Amazon Capital Services		300.68
10/6/2026AP	10/06/26	Amazon Capital Services		335.51
10/6/2026AP	10/06/26	Amazon Capital Services		183.13
10/6/2026AP	10/06/26	Carol Leeson		300.00
10/6/2026AP	10/06/26	Village of Addison:Health Ins		292.31
10/6/2026AP	10/06/26	Crimson Multimedia Dist.		869.06
10/6/2026AP	10/06/26	OverDrive Inc		312.68
ACH	10/07/26	Mission Square		3,054.23
ACH	10/21/26	Mission Square		3,029.23
			Vendor Check Total	451,082.42
			Check List Total	451,082.42

Check count = 198

Addison Public Library

Payroll Distribution Summary

Board Meeting 11/17/2026

Description	**Amount**
Payroll	**$278,068.88**

Approved by Board of Trustees

_____ _____

President **Date**

_____ _____

Secretary **Date**

EHLERS
INVESTMENT PARTNERS

Monthly Portfolio Summary

Addison Public Library

For the Period Ending: 10/31/2026

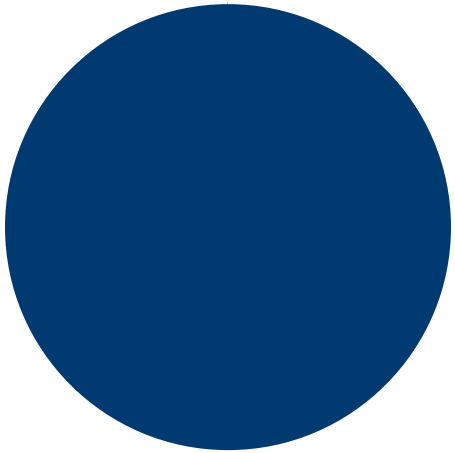
Monthly Summary

Addison Public Library

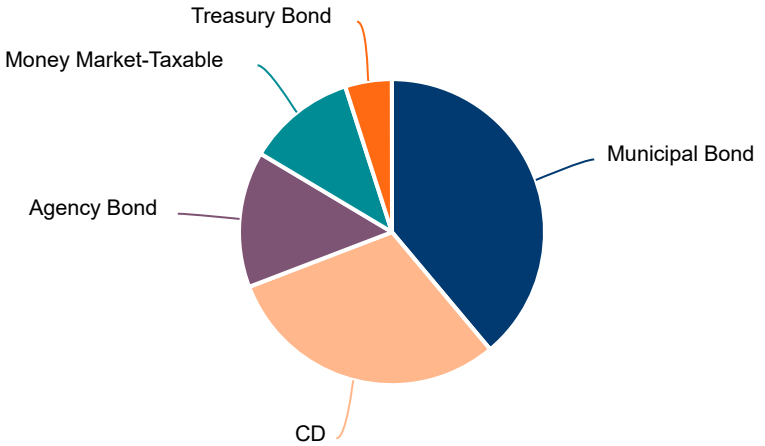
10/31/2026

EHLERS INVESTMENT PARTNERS

Account Overview



Asset Class Allocation



Accounts Overview

Account	Market Value	Allocation
Addison Public Library - General Fund	$8,643,211.28	100.00 %
Table Total	**$8,643,211.28**	**100.00 %**

Asset Class Allocation

Asset Class	Market Value	Allocation
Municipal Bond	$3,363,727.85	38.92 %
CD	$2,615,932.17	30.27 %
Agency Bond	$1,243,684.49	14.39 %
Money Market-Taxable	$993,259.97	11.49 %
Treasury Bond	$426,606.80	4.94 %
Table Total	**$8,643,211.28**	**100.00 %**

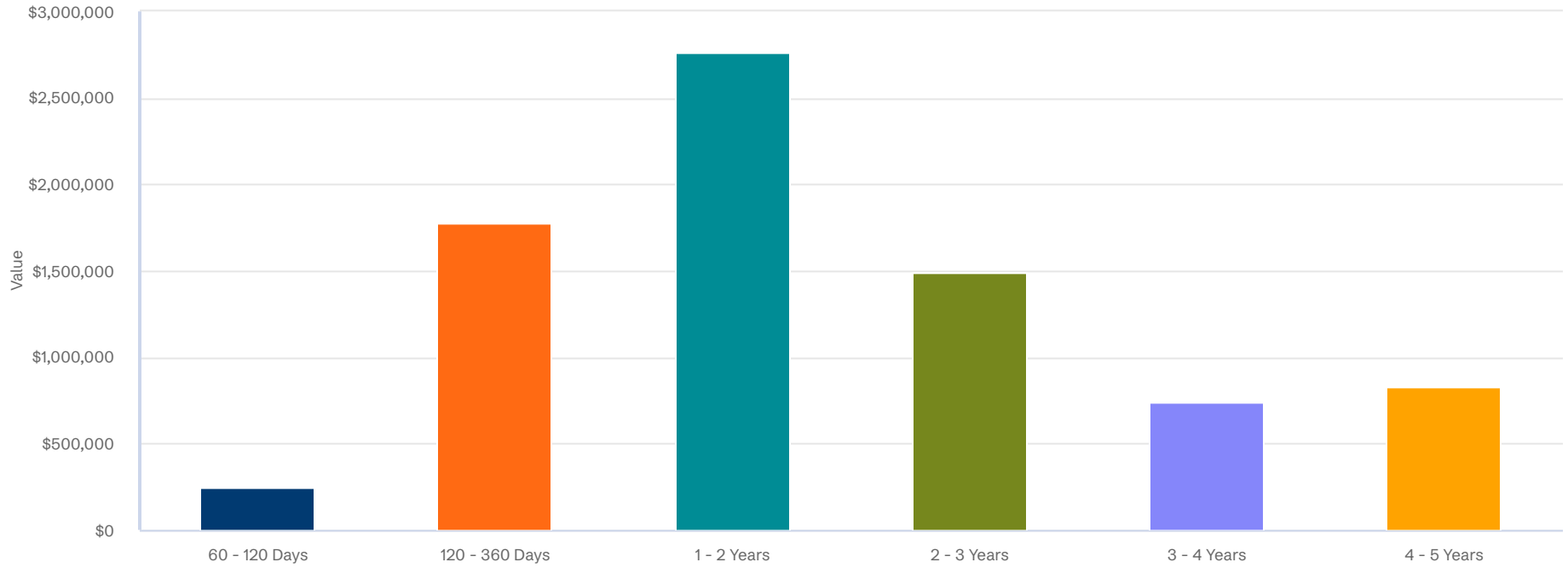
Portfolio Detail

Market Value	$8,643,211.28
Accrued Interest	$78,186.12
Market Value with Accrued Interest	$8,721,397.40
Average Maturity	1.69
Duration	1.83 %
Avg. Moody Rating	Aa1
Average Coupon	3.19 %

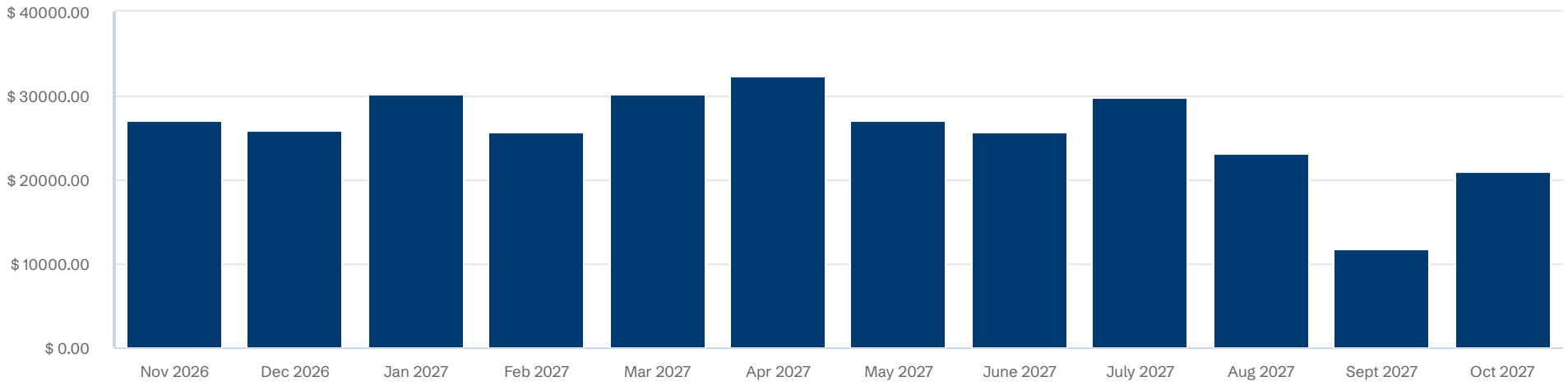
Maturity Year

Maturity Year	Number of Securities	Maturity Amount	Allocation
2027	11	2,777,000.00	36.10 %
2028	7	2,004,000.00	25.74 %
2029	6	1,494,000.00	18.94 %
2030	6	1,065,000.00	12.80 %
2031	2	500,000.00	6.41 %
Total:		**7,840,000.00**	**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)
Nov 2026	$0.00	$26,977.96	$26,977.96
Dec 2026	$0.00	$25,961.51	$25,961.51
Jan 2027	$0.00	$30,214.96	$30,214.96
Feb 2027	$250,000.00	$25,719.16	$275,719.16
Mar 2027	$480,000.00	$30,198.46	$510,198.46
Apr 2027	$425,000.00	$32,349.01	$457,349.01
May 2027	$108,000.00	$26,977.96	$134,977.96
June 2027	$0.00	$25,592.51	$25,592.51
July 2027	$500,000.00	$29,845.96	$529,845.96
Aug 2027	$0.00	$23,062.66	$23,062.66
Sept 2027	$259,000.00	$11,829.46	$270,829.46
Oct 2027	$0.00	$21,001.26	$21,001.26

Disclaimer & Terms

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ADDISON
PUBLIC LIBRARY

Director's Report – October 2026

Legislative Meetups – Instead of the breakfast or lunch events that have been held in the past, this year's ILA legislative meetups will be done virtually, via Zoom. Legislators and their staff have been invited to attend the Meetups scheduled for:

- Wednesday, December 9 from 12:00 – 1:00 pm
- Thursday, December 10 from 12:00 – 1:00 pm

The tentative schedule for these events is as follows:

Noon: Welcome from ILA President, Rene Leyva
12:05: Brief Introduction from the ILA Executive Director
12:07: Remarks from ILA Legislative Consultant Derek Blaida on state & federal legislative agenda
12:20: Mix of 2-5 invited legislators responding to a library-related question and experiences from library advocates (5-7 minutes each)
12:55: Closing remarks from ILA President, Rene Leyva, with a Call to Action!

There will be a 3rd meetup on Wednesday, December 16 that will not include legislators or legislative staff. This one will focus on practical advocacy tips, helping participants build on connections made and information shared during the earlier meetups, and to identify ways to engage with representatives on an ongoing basis.

You can register for the meetups on the ILA website: https://www.ila.org/events/legislative-meetups

Because they are offered virtually this year, there is no cost to register.

Renovation Punch List – We have made a bit more progress on the punch list. Brooke and I now have phone conferences every Monday afternoon with the architects and construction manager to review the outstanding issues. Some of the low voltage wiring issues were resolved this month, and some of the missing signage has been installed, including the dedication plaque in the vestibule. There are still outstanding issues with both wiring and signage, as well as some issues with locks, keys, and doors that have not yet been resolved. In addition, we've had some warranty claims with furniture that Tiffany from Product Architecture + Design is helping us work through. In total there are still almost 30 separate outstanding issues on the punch list as of the second week in November. In all, we had 18 different contractors working on the project (and numerous subcontractors working under those 18). 16 of the 18 have completed their work. But we are all growing increasingly frustrated with the 2 that still have work to complete. It's now been almost 6 months since our grand re-opening. We signed the Certificate of Substantial Completion on 5.18.26 which certifies that the project is sufficiently finished so that all spaces in the building can now be occupied and used for its intended purposes. I'm disappointed that we haven't wrapped everything up, but am cautiously optimistic that we will have everything resolved soon.

HVAC training – Brooke and I joined Greg Czajkowski and Greg Baca for a training session on the Building Automation System (BAS) software that controls our HVAC system. This system monitors conditions in our building and is programmed to heat and cool the building as needed to make everyone in the building comfortable, but it is a system that has to be monitored, and there are many factors that can affect the temperature and air quality in the building. There are sensors that monitor conditions like temperature and humidity. There are devices to execute the system's commands such as opening a damper to allow more outside air in. We were given an overview of the equipment in the mechanical room, the equipment on the rooftop and ductwork and variable air volume or VAV boxes located in the ceiling throughout the building. As a former English major, I realized there is a lot of math and science behind this system. While I don't feel ready to step in to do Greg's job when he takes a day off, it was very useful to get a better understanding of how the system works, how Greg can adjust things as needed, and when and why adjustments may be needed from time to time.

Open Enrollment – The open enrollment for our employee health insurance program runs from November 3 – November 13 this year. Sundae and Donna did a great deal of testing in the open enrollment platform, ensuring that things were set up properly and in accordance with the library's policies with regard to coverage limits. Since we are part of the same benefits plan as the Village of Addison but have different coverage limits than Village and Police Department employees, this testing is important every year. They've participated in weekly calls with the Village HR and Finance Department staff as well as our insurance brokers to prepare for open enrollment and Sundae has done an excellent job of sharing important information on this topic with staff who are eligible for insurance benefits through the library.

Patron Behavior Issues - Brooke, Elizabeth, and I met on 10/22 with the Principal, Deans, and Student Resource officer from Indian Trail to discuss strategies for how we can work together to address the recent behavior issues we've encountered with IT students and to hopefully prevent or discourage future issues.

As a result of that meeting, we now have new methods of communication in place to share information with the school about students who are suspended from the library for more than one day. We've also had school personnel regularly stopping by after school just to walk around (inside & outside) to check on things.

Officer Soto, the school resource officer, has arranged for more vigilant enforcement of e-bike safety enforcement around the library after school, and has assured us that the Addison Police is fully prepared to enforce new e-bike and e-scooter laws taking effect in January, which will prevent any junior high aged student from legally riding one.

Internally, Brooke, Elizabeth, Lesley, and I met to discuss possible changes to our patron behavior guidelines, and we've agreed on some revisions to the written documents we use for staff training. These revisions are in progress now and will be posted on Jostle for staff once they are ready. I am also happy to share them directly with the Board if you are interested.

Since the fight in mid-October, we've had no further issues with violence from students or adults at the library. We have issued a couple more 1-week suspensions to students for using profanity and being disrespectful to staff, but this is normal stuff we are accustomed to, and our staff are well trained to address these situations. It is important to remember that there is phenomenal brain development happening with students this age. They have not yet mastered mature decision

making or impulse control. As their frontal lobes grows, they are learning to think more about independence, safety, and cause-and-effect. Testing boundaries is a normal part of adolescent development that helps teenagers build autonomy, figure out their agency, and seek emotional security. That doesn't mean we tolerate inappropriate or disrespectful behavior, but we also know how to address it with firmness and consistency to help students learn. Welcoming them back with a clean slate after a suspension is an important part of this, and students learn that being at the library is a privilege that they come to value, knowing there are consequences for not adhering to the behavior policy and guidelines.

Another positive outcome of our meeting on 10/22 is that Brooke and I now have an upcoming meeting on 11/18 with the Associate Superintendent for Special Education at District 4 to discuss how the school may be able to help us with trauma-informed strategies and verbal de-escalation. We've always told our staff to not intervene in a physical fight. We just call the police. I don't expect any of our employees to endanger themselves in this type of situation and we have not provided training for this. Having said that, of the 3 fights we've had this fall (1 between adults and 2 between junior high students) our employees have intervened 3 times. And I will admit that I was one of the 3. I tried to pull the two girls involved in the last fight apart. We knew that police were already on their way, but I instinctively felt that I could not stand by and watch while these two young ladies could potentially hurt each other. Thankfully, in my case the police arrived almost immediately and were able to break up the fight right away. And, thankfully, none of our staff have been injured in these cases, but I do know there has to be a better way to prepare staff to respond in these situations. So, I asked the IT Principal what their expectations are and what training is provided. If a fight breaks out in the hallway at school, is the math teacher trained to get involved or just call for back up? It turns out they have extensive training and most of it does not involve physically responding. They recommended training through the Crisis Prevention Institute, but we may be also able to explore some "train the trainer" sessions where D4 personnel share their training with us and we can then use what we learn to share with our own staff.

Other Meetings-

- Routine bi-weekly/monthly check-ins with my direct reports and weekly Library Leadership team meetings
- SWAN Fireside Chat – 10/27
- Intergovernmental – 11/4
- Benefits Day @ Village of Addison – 11/5
- Park District Master Plan Update – 11/10

COMMUNITY ENGAGEMENT OCTOBER 2026

ADDISON PUBLIC LIBRARY

SUCCESS STORIES

Matt: A patron came in to meet Matt to help prep for an upcoming interview; they met and discussed how the types of questions that could be asked, how best to answer them, and crafted specific examples that can be used to enhance the answer. A couple of weeks later, the patron came back to tell Matt that he landed the job, and the interview prep really helped!

Patti: When preparing for the two senior fairs (Park District & Clarendale), Patti invited a special guest to our table, a tuxedo cat! The Companion Pet from our Library of things sparked quite a bit of conversation and helped to feature a lesser-known segment of an already special collection.

Rebs: Channeling their love of the outdoors, Rebs brought in materials and ideas that brought together the décor and fishing activity for the Trunk or Treat activities. Even though we couldn't use it at every event, they enjoyed seeing some of the same kids recognize the activity and show excitement to participate!

Samantha: Samantha and Elizabeth F. filmed a 15-minute video segment on ACTV highlighting book discussion groups at the library. They discussed what to expect at a book group here at the library, what resources we offer to help you make your own book club, and upcoming dates. Both Doree and Mike from the Village were impressed with how smooth our interview went and together we agreed to keep filming more regularly in a similar format.

Gaby: For the first time since 2019, Gaby attended the ILA conference! During her time there, Gaby learned plenty about making the library more welcoming to our patrons, exploring the ways Illinois libraries tailor their models based on community needs, and connected to staff with similar roles at other libraries.









Photos (Top to bottom): Rebs facilitating the fishing activity at Scarecrow Fest; Matt checking out a title at the REC Center; Samantha & Patti at the Clarendale Senior Fair; Gaby & Patti at the D88 Trunk or Treat.

OUTREACH

- **Clarendale's Memory care unit.** We celebrated Halloween with a reading of "The Most Haunted House in America" written by Jarrett Dapler. This title centered around ghosts in The White House, continuing our America 250 celebration!
- **District 88's *Dream. Plan. Do.* Speaker & career exploration series.** Matt went to Addison Trail to speak with students on his career journey and how to become a librarian. Matt spoke to around 50 students about the various careers he has had, how he landed in libraries, as well as how the library can support them in any career path they decide to choose.
- **Senior fairs!** Both Clarendale and the Addison Park District hosted senior resource fairs where Gaby, Samantha, and Patti took this opportunity to engage with our seniors and connect with other agencies.
- **All the Trunk or Treats!** CE decided to go with the camping theme, which was a great way to re-use marketing materials from the 2024 Summer Reading theme. Getting dates further in advance helped plan for the five Halloween events we participated in: Candy Carnival (Park District), Scarecrow Fest (Addison Early Learning Center), and 3 more trunk or treats (Addison Township, D88/Letterman Club, ASD4/Addison Teachers' Association).
- **Special thanks** to CE guests: Sarahi (IT), Lesley (AS), and Yesenia (AS) for joining us at these events this month and helping us interact with 1,262 community members in the span of a week! And to Xenia (AS) for joining Matt at the Fire Department's Open House!

STATISTICS

- CE connected with 1738 community members at 13 outreach events!
- 15 New Job Toolkits distributed and 13 one-on-one appointments with Job Seekers & Business Owners.
- Matt & Gaby notarized a total of 49 signatures this month.

ADDISON
PUBLIC LIBRARY

TEEN SERVICES – OCTOBER 2026

SNAPSHOT







Teen program participation this October (1070) was about twice as high as last year (525) . We saw a lot of interest in programs like Taste the World, Laser Tag and Fort Building, Let's Play Scary Video Games, Gore Makeup, and our "Rush Hour" activities after school. We are also continuing to see large numbers of students attending our Lunch Bunch sessions at the junior high. These are weekly programs where staff read aloud in the school library during the students' lunch. We held two sessions in October and reached 340 students.

We hosted 20 class visits from Indian Trail, reaching 443 students. Most of these were sixth graders who were also getting library cards and they were so excited. We caught kids saying, "I think I like reading now" or whispering to their card, "I feel like I could do anything." One girl who could not check out during the visit came back with her new library card to get a book Rachel recommended.

We hosted a Gore Makeup event with a professional makeup artist. We always love seeing kids explore and get creative, but we were especially excited to have a participant who hopes to turn it into a career. She stayed after the program to talk with the artist about their career and the industry.

We had a great interaction with a reluctant reader and their parent that demonstrates the importance of our summer reading model. The parent came up to the desk asking for the Hunger Games and when we explained that it was checked out and unavailable, the teen said, "Good. I hate reading." The parent explained that the only book the teen liked is OuterBanks. When we explained that we actually already had a list of readalikes, because it was one of our picks for summer reading last year, the teen shouted, "That's how I got it!" They took home several of our recommendations.

ADDISON
PUBLIC LIBRARY

YOUTH SERVICES – OCTOBER 2026

SNAPSHOT

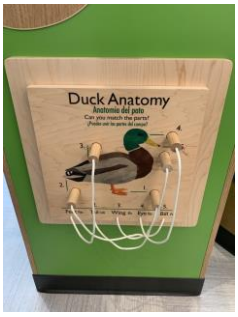
Highlights from October:

- Debbie attended the Illinois Library Association Annual Conference in Peoria on Oct. 6 and 7. She returned with a lot of great ideas to share with Youth Services staff.
- Fall Reading wrapped up on Oct. 30. We had a total of 30 completed logs.
- We celebrated Hispanic Heritage Month with a special flag scavenger hunt representing different Latin American countries.
- Claire and Tatiana put together a take-home craft to celebrate Día de los muertos, which included a calavera (skull) to paint, a special barrilete (kite) to put together, and fact sheets on traditions from different countries.
- This month Youth Services staff planned and presented a variety of seasonal programs, including Spooky STEAM, Spooky Storytime, Monster Mash Dance Party, and Pumpkin-palooza. Participants even dressed up in costume for some of them!
- Play area and baby garden interactions:
    - We were very excited to introduce the new early learning panels to the play area and Youth Services department this month. The panels are both interactive and bilingual and encourage little ones to use a variety of skills, including counting, matching, and making observations.
    - Debbie spoke with two children who were adding up dots on the dominoes on the magnet wall. She explained how dominoes worked and helped them match the dots, and quickly they were matching the dots on their own.
    - Louise took the photo below of two babies utilizing the baby garden. One is looking at herself in the mirror and holding onto the barre, while the other is practicing standing.









STATISTICS

Youth Programs: 29 programs, 627 participants

Asynchronous Programs: 7 programs, 657 participants | Appointments: 20 | Continuing Education: 21.5 hours

Reference Questions: 205| Directional Questions: 232|Play Structure Questions/Interactions: 50

Book Displays: Firefighters & Fire Safety; Celebrate Italian American Heritage; Banned Books Week; A Book a Day Keeps the Monsters Away; If You Like … *Witches of Brooklyn*.

ADDISON
PUBLIC LIBRARY
Figure 1 This image is the library logo.

MATERIALS MANAGEMENT – OCTOBER 2026

SNAPSHOT

Jenny attended OCLC Day at the NIU Campus in Naperville where she had the opportunity to learn about updates to products we currently use such as Connexion (for cataloging) and WorldShare (for interlibrary loan). Also, Addison was recognized as one of the top 10 lending libraries in Illinois for OCLC's fiscal year. Thank you to Marilyn, who handles this work within the department.

Library Aides completed a time study, which will help us evaluate current workflows and tasks.

PROJECTS

Johnny shadowed and participated in the Adult Services program Book Bites.

Sue shifted the youth Spanish Easy and Readers collections. She also volunteered to be a Tour Buddy for one of our new hires.

Paul is participating in the RAILS Illinois Cataloging Mentorship Program (iCAMP) and is serving as a cataloging mentor.

Kristina created two endcap displays: Polish American Heritage Month (Polish) and Domestic Violence Awareness Month (Graphic Novels).

Karen completed the judging on the Biblioboard Illinois Author Contest.

Jenny and Eden attended the ILA Conference in Peoria.



Figure 2 Library Aide Johnny, pictured on the far left, attending the Adult Services program Book Bites.

Raghda processed 111 invoices and placed 56 orders. And Theresa updated the barcode labels on the tote bags in the youth collection.

STATISTICS

Staff completed **45** hours of continuing education.

Staff added **1,889** items.

Staff withdrew **819** items.

Library Aides shelved **326** carts.

Addison patrons borrowed **28** items from other libraries through interlibrary loan.

Average time Addison patrons had to wait for item to arrive through OCLC: **6.64** days.

Addison Library sent **143** items to other libraries through interlibrary loan.

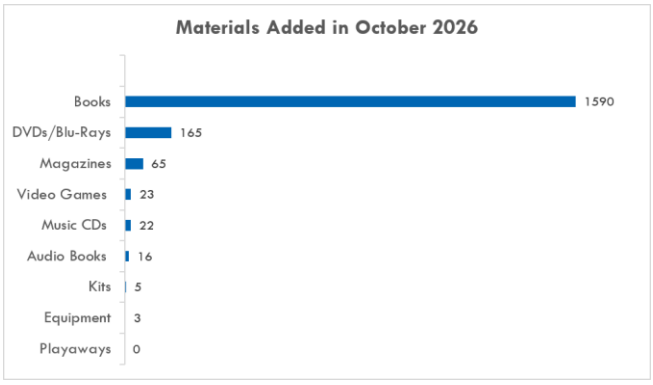


Figure 3 This chart shows the number of items added to the collections by format.

ADDISON
PUBLIC LIBRARY

GUEST SERVICES (GS) – OCTOBER 2026

SNAPSHOT

Staffing Updates: Mayte started in Guest Services on October 12, 2026. Guest Services is now fully staffed. Javier was able to meet with his mentor, Jose Maldonado, from the RAILS BIPOC Library Workers Mentorship Program in October.

D88 Transitions Students: The D88 Transitions students worked 34 hours in October 2026 compared to 36.75 hours in October 2025. We love their help especially as they empty the AMH bins and put the items on the carts.

Staff Picks Display: October's theme was Halloween and Black and Orange. We recognize not everyone celebrates Halloween but wanted the display to be fun for everyone. Many patrons are so happy with the Guest Services display each month and love the themes we pick! The items get checked out very quickly!

Patron Connections: Michelle had her first patron that remembered her. They thanked her for their previous interaction and told her that they were happy to see her.

Javier shared with patrons that APL participates in Explore More Illinois and the Museum Adventure Pass. He let the patrons know that their library card will allow them access to these services.

All staff have been showing patrons how to use the self-check machines so that patrons don't get error messages.

We continue to receive very positive feedback about the library renovation.

Jackie was able to get a patron and his daughter cards because we had what he wanted. Jackie told a Spanish speaking patron we have Spanish books/media on the second floor after hearing them tell their daughter "I would get a library card if I could check out books in Spanish."

STATISTICS

Drive-up Statistics

- 331 items checked out at the window.
    - We are giving out bookmarks at the desk and at the drive-up window with instructions on how to request holds to be sent to the window. The other goal is to remind people to use the drive-up window.
- 195 Addison items and 136 items from other SWAN libraries

Returned Items

- 2,611returned manually by staff in Workflows.
- 7,666 returned via Automated Materials Handler (AMH)

37 patrons were new adults in October, and their accounts will be updated in November.

30 non-SWAN ILLs checked out this month.

13 non-SWAN Reciprocal Borrower accounts were entered in October.

Self-checkout was 33% of checkouts this month, which is equal to June for the high this fiscal year.

ADDISON
PUBLIC LIBRARY

ADULT SERVICES – OCTOBER 2026

October was focused on teamwork and collaboration.

Early in the month Jodi partnered with the DuPage Co. Forest Preserve rangers to offer a sun-activated printing and journaling program. Fortunately, the weather cooperated and everyone had a wonderful time! A patron stated, "*Jodi and the forest ranger provided an educational walk through the preserves where we saw differences in leaves and nuts from a variety of trees. The sun pictures were a fun activity after our walk. We look forward to doing this again.*"

On Halloween, the library hosted our first Legal Wellness Clinic. Sara arranged this program as a complement to our Court Access program and our other programs/resources focused on legal literacy and providing equitable access to the justice system through education. This program is run by a non-profit organization and a legal check-up is a free, confidential one-on-one with a volunteer attorney, who asks you a series of questions in 6 areas of the law, even if you don't think you have any legal issues, to help you know your rights and options. This program is designed to hopefully prevent the need for our court access services. Fifteen patrons were seen on Halloween and the staff from Legal Wellness Clinic shared we were the most organized and successful library they have ever worked with! We already have another clinic scheduled for May 2027.

Following October's book discussion on *Brotherless Nights,* a patron shared the following comment. "*This was a well-organized and interesting discussion on a topic of which few in attendance had little knowledge about. It made for a personable, enlightening and educational evening. Given the lack of meaningful and respectful discourse in our current time this made for a refreshing and delightful evening.*" *Brotherless Nights* is the College of DuPage's Great Read for the 2026-2027 school year. Every year we read the title and participates in additional programming. The day following our discussion we hosted a COD professor for a virtual program on "*The Best Bet in Asia: Sri Lanka and the Civil War*" as a companion to the book. Fourteen people attended the live zoom presentation and the recording posted on YouTube has 76 views so far.

Thanks to a session Lesley attended at PLA earlier this year, in October we launched our first AI programming series. The series was two parts. The first was a session with Very Smart People called "Make AI Work for You" where patrons learned about the wide range of generative AI websites and aps as well as the basics of writing prompts. The following week, Sara and Megan facilitated a hands-on session where patrons could come in and try writing prompts and utilizing these tools with assistance from staff. Patrons appreciated the practice in a safe environment loved the handout Sara created. One patron summed up the experience by stating, "*Sara and Megan were awesome.*"

Around the World continues to be a success with the program filling to capacity for every month. In October, Sophia was sick and unable to lead the session so Ana and Elizabeth jumped in and took the group to Mexico! This was a perfect fit for Hispanic Heritage month and an opportunity for both Ana and Elizabeth to share their personal connections and stories about Mexico. Again, a patron summarized the program so well, "I *loved Elizabeth and Ana presenting the program. They did an excellent job! I did miss Sophia though.*"



ELL Books & Bites

In October our ELL Books & Bites group read *The Particular Sadness of Lemon Cake* by Aimee Bender. This session was particularly special as we had almost an entirely new group of participants and Library Aid Johnny shadowed three of the sessions. One patron shared, "*I absolutely love attending this reading club! It's always interactive, engaging, and a wonderful experience. Elizabeth and Ana are knowledgeable librarians who make every discussion interesting with their thoughtful questions. I've completed four books with them so far, and I'm already looking forward to many more. Truly love this event!*" Everyone was thrilled with Johnny's contributions and two patrons loved the book group experience so much that they don't want to wait until the next session of Books & Bites in January, so they will try attending Elizabeth's December book group discussion of *The Murder of Roger Ackroyd* by Agatha Christie. This is the goal of all our ELL programs, to help patrons improve their English, feel comfortable at the library, and then move on to attend and participate in other ways.

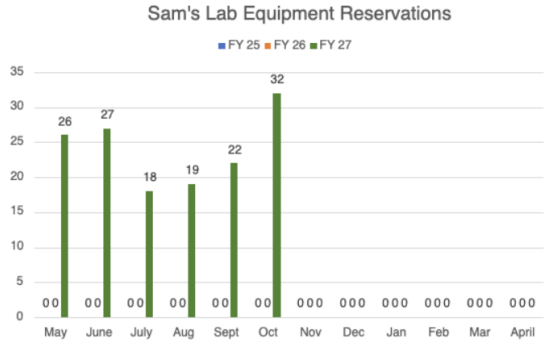
Yesenia and Lesley joined Community Engagement on October 29 for the ASD4 Trunk or Treat. The weather was perfect and they both enjoyed the opportunity to engage with the community and see some of our regular after school visitors in their costumes!

IT Services – October 2026

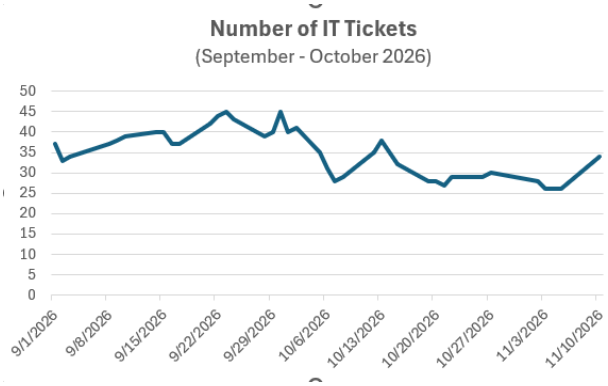
SNAPSHOT – Sam's Lab

Sam's Lab equipment reservations for patrons (excluding training sessions and programs) increased to 32 in October. This is our highest amount since opening in May 2026.

We also see a monthly average of appointments around 30, plus monthly average for 3D prints around 100.



SNAPSHOT – Number of Open IT Tickets



A chart (left) illustrates the trend of the number of open IT tickets in September and October 2026.

Our new IT System Administrator inherited 31 tickets. Hitting the ground running, he resolved a total of 33 tickets since October 6. Great Job!

With that said, we still had 28 open tickets at the end of October, due to more tickets being created in that time. (As of November 10, the total number of open tickets increased to 34.)

PROJECTS

The IT Services Associates

- Answered a total of 664 patron queries in October 2026.
  - 14% decrease from September 2026 with 775 queries.
  - 2% decrease from October 2025 with 680 queries.

The IT System Administrator

- Performed monthly patch for virtual hosts and servers.
- Replaced 4 staff computers.
- Tested HDMI and data connections, as listed on the building renovation punch list.

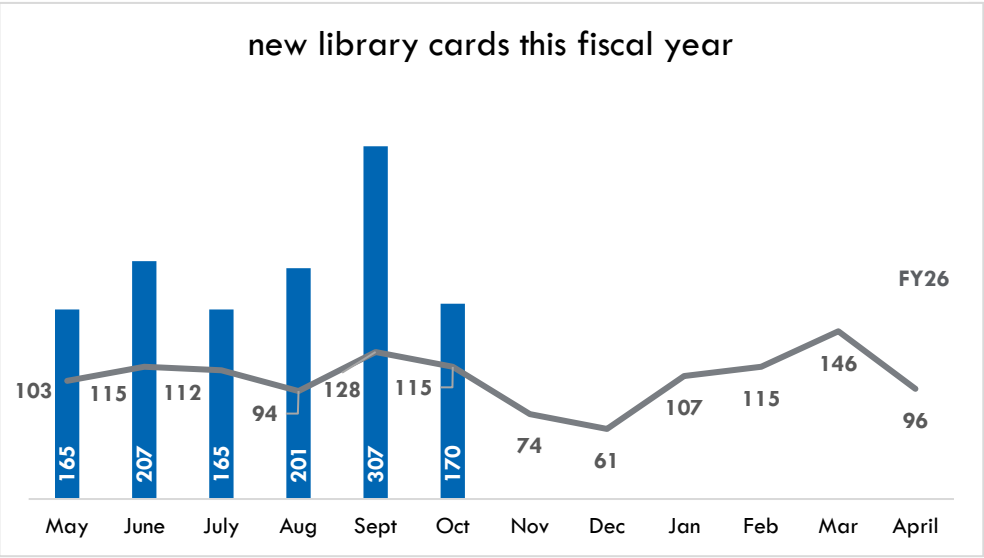
The Head of IT Services

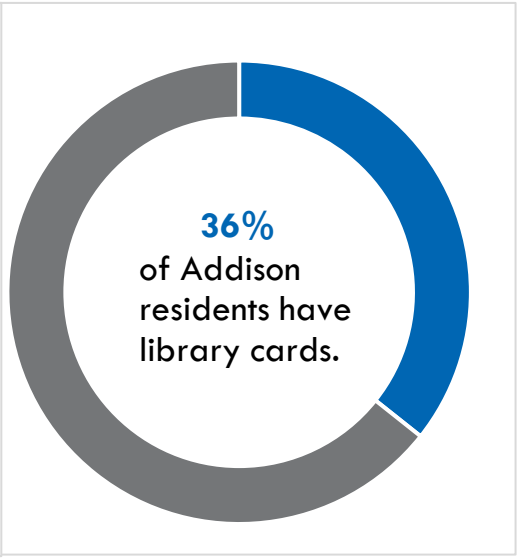
- Focused on onboarding our new IT System Administrator, who started on 10/5/2026.
- Performed mid-year budget review, adjusting budget requests accordingly.
- Attended HR Source training.

October 2026 Library Usage Report

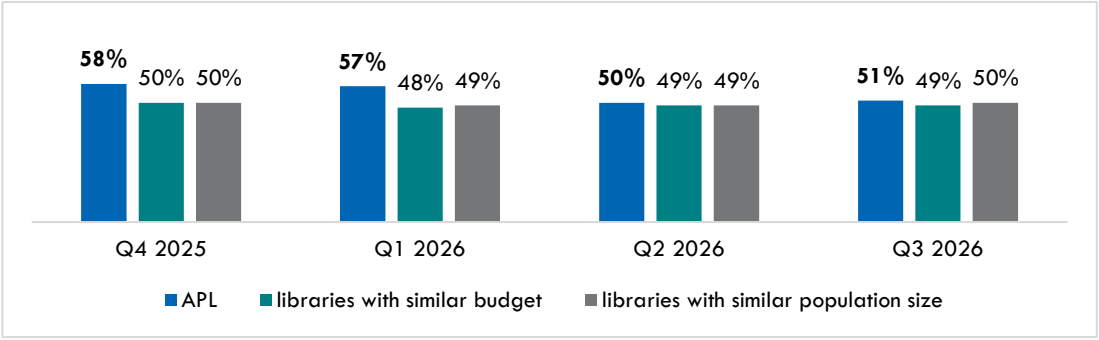
Library Cards

170 new library cards this month.

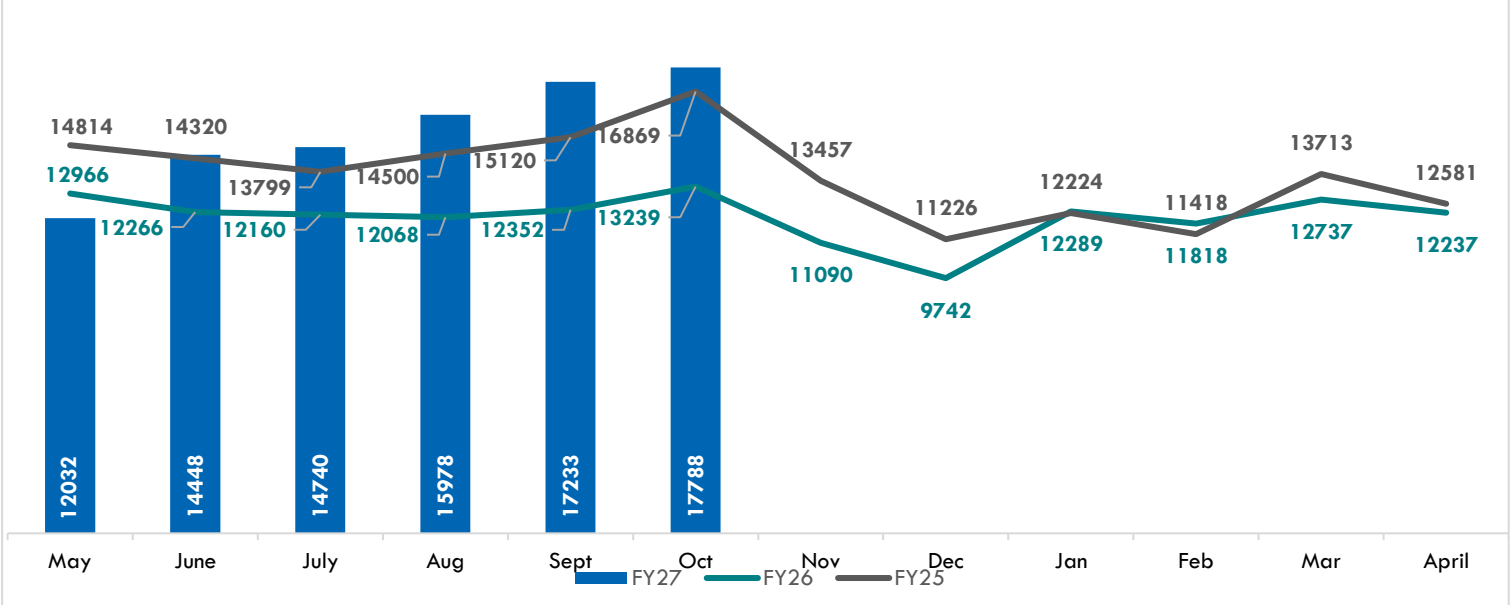




percentage of new cardholders who signed up between 12 and 24 months ago and actively use the library

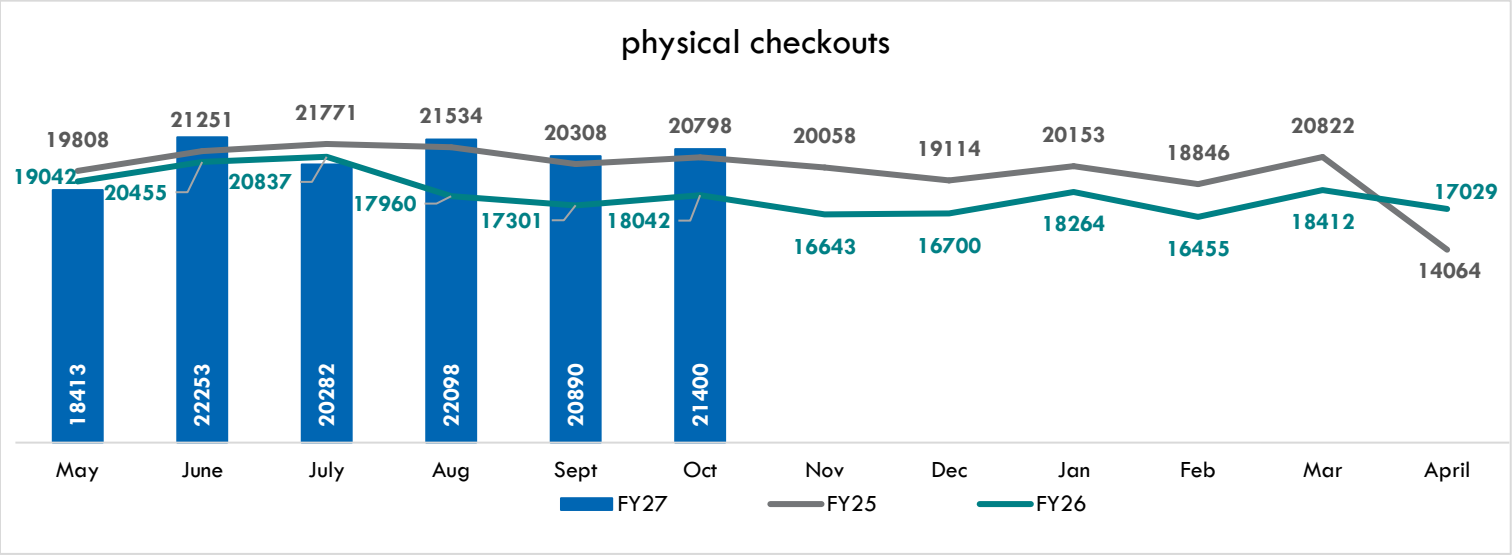


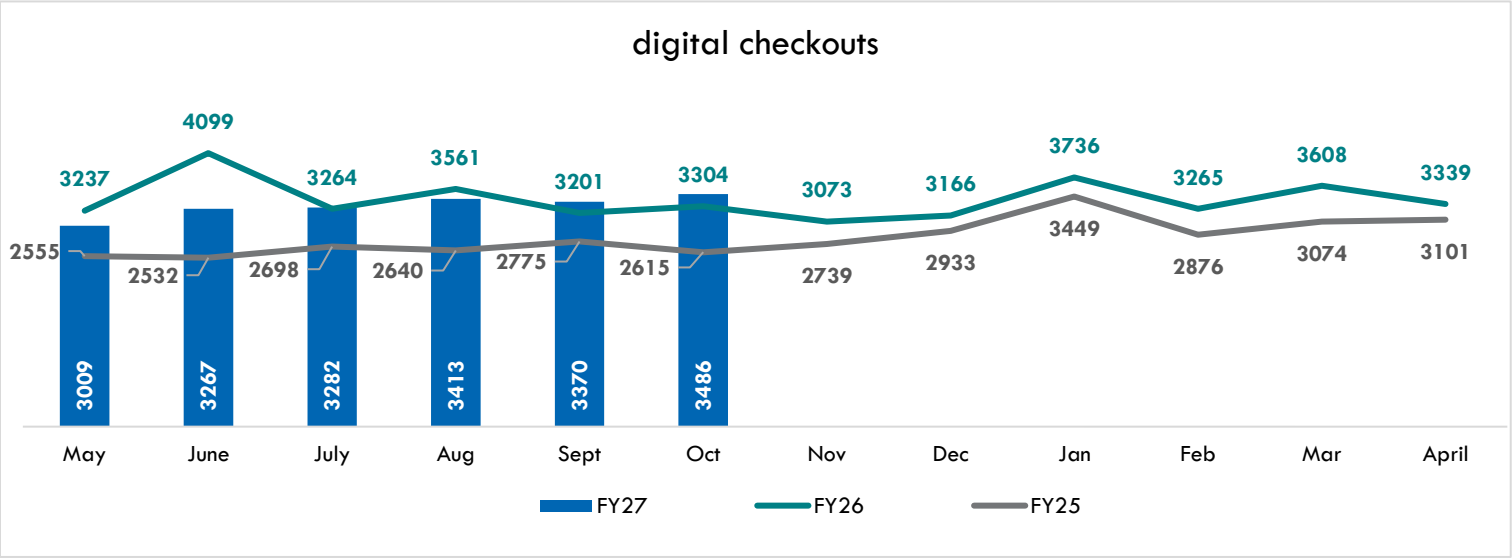
Library Visits



Circulation

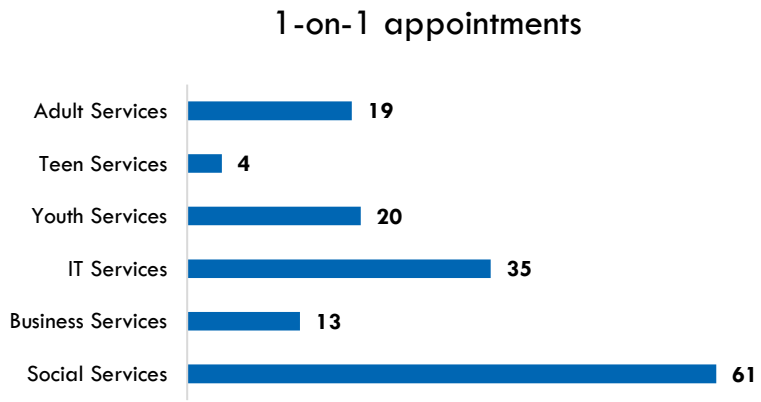
24886 total checkouts this month



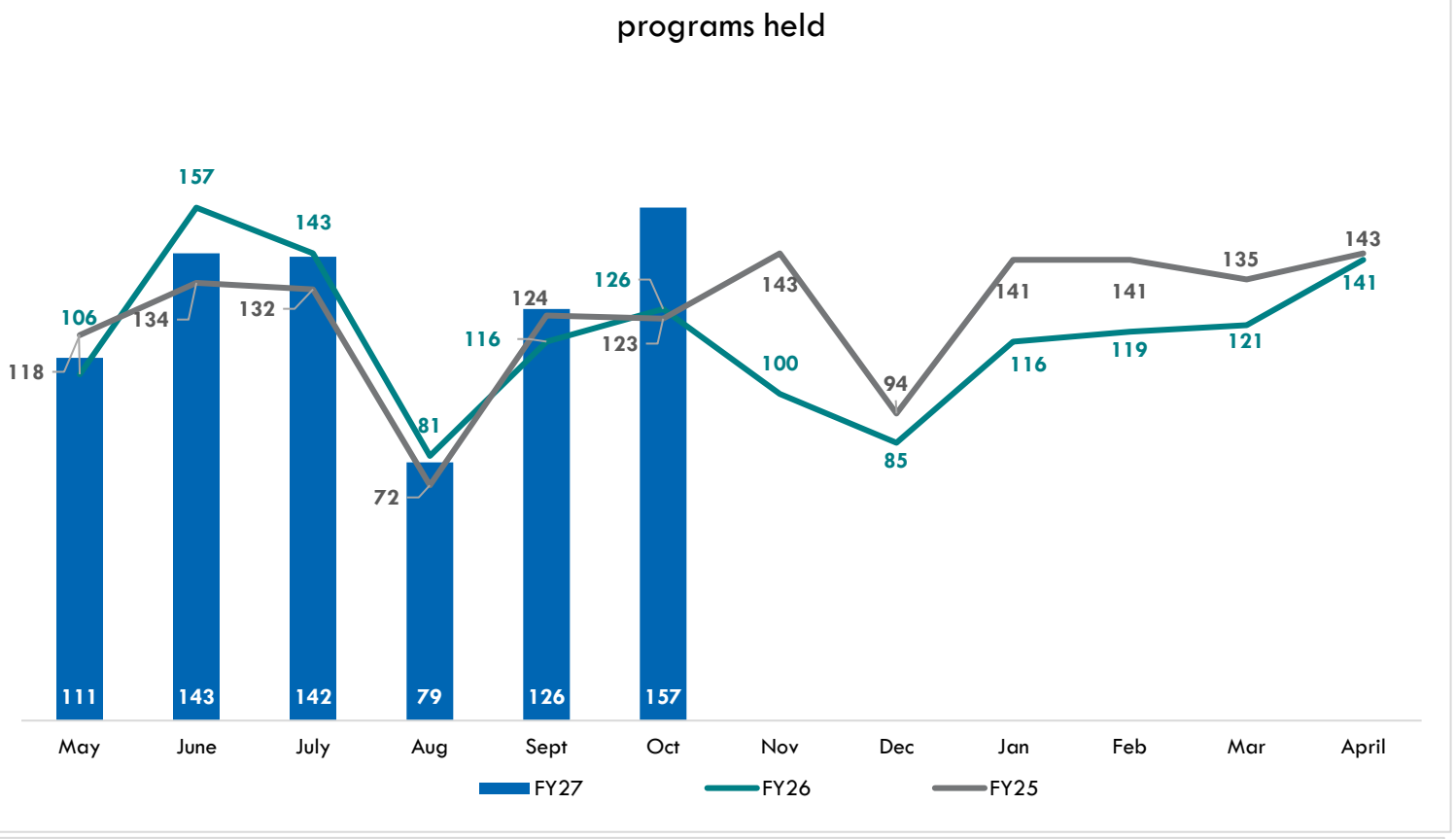


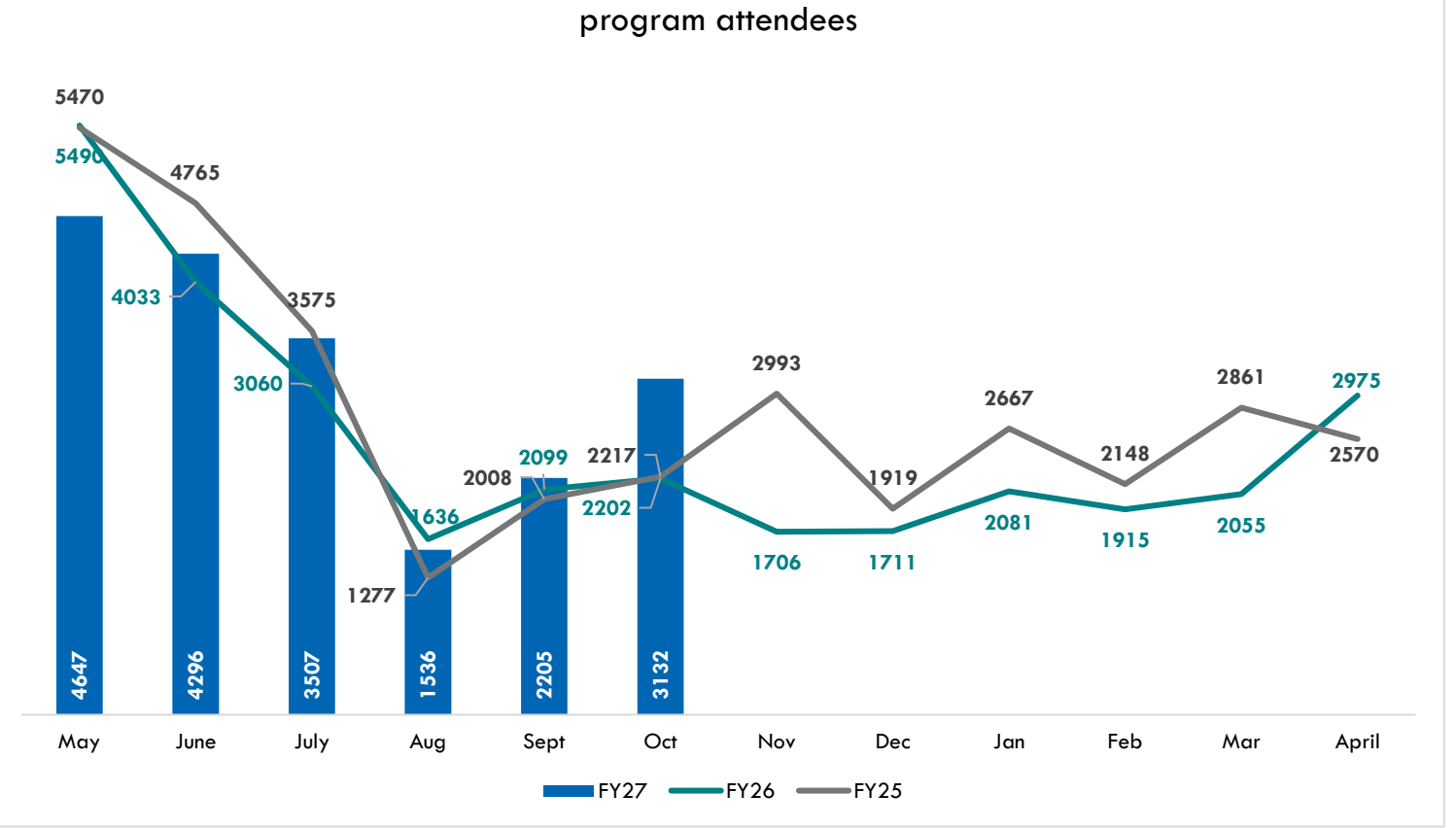
Bookings and Appointments

152 1-on-1 appointments
1963 computer logins
1262 wifi sessions
11 public meeting room bookings
819 study room bookings
40 Digital Media Lab bookings

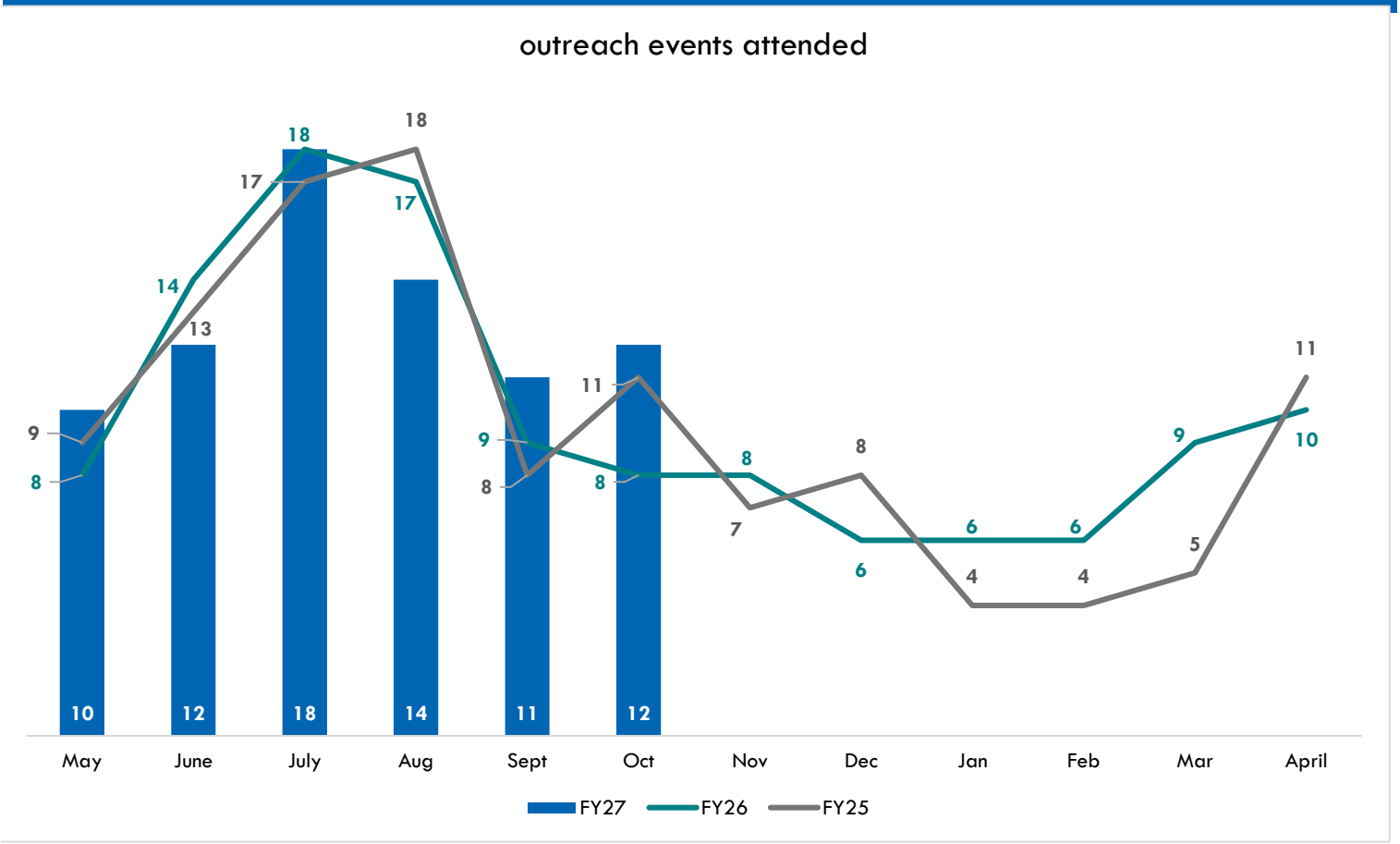


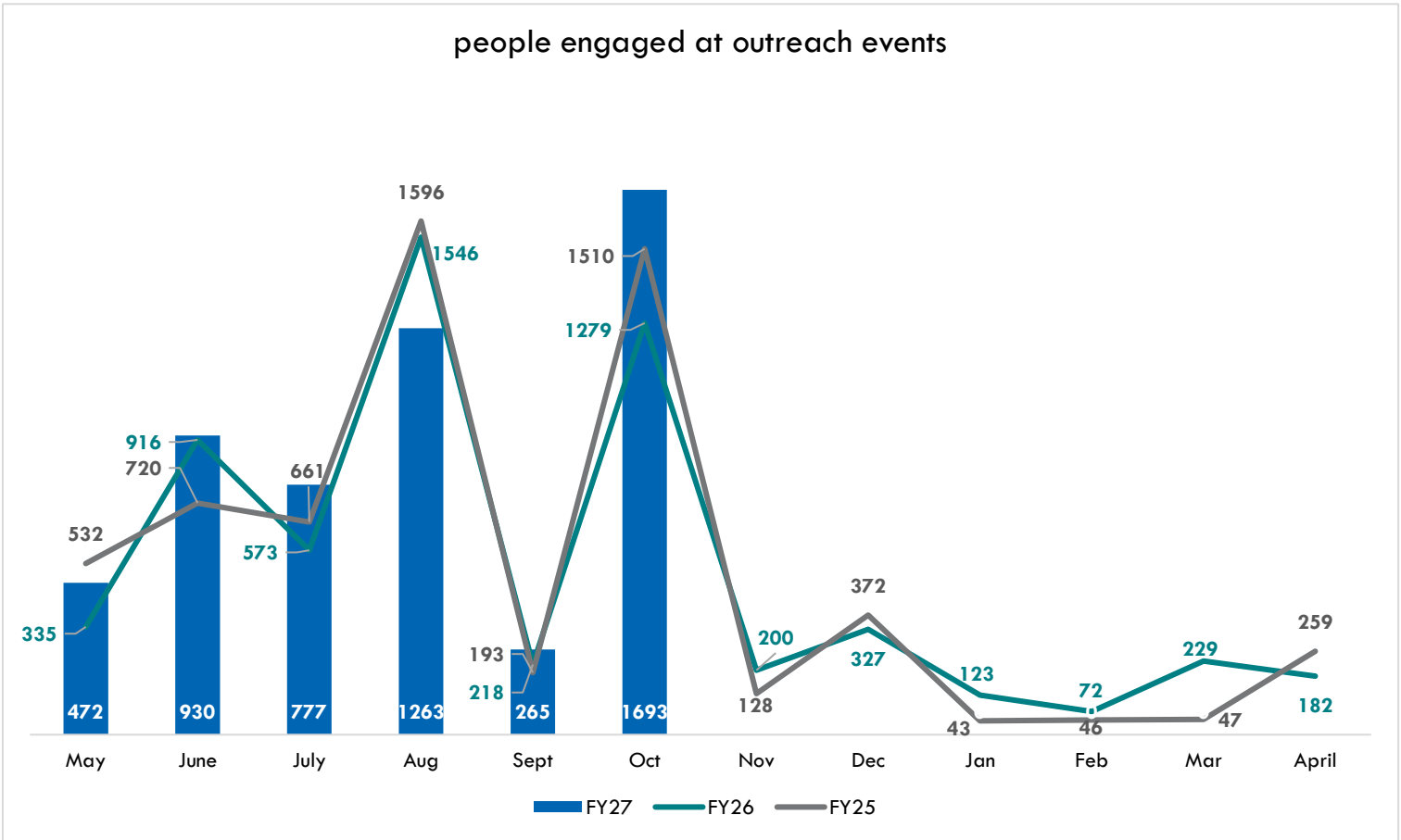
Programs


programs held
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25
111
143
142
79
126
157
118
106
134
157
143
132
72
81
116
124
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
2205
3132
5470
5490
4765
4033
3575
3060
1277
1636
2008
2099
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


people engaged at outreach events
May
June
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
FY27
FY26
FY25

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

ADDISON
PUBLIC LIBRARY

STRATEGIC PLAN REPORT – NOVEMBER 2026

2026-2028 Strategic Initiatives

The Strategic Plan is divided into four initiatives:

- Literacy;
- Patron Experience;
- Access and Equity;
- Sharing Our Story.

By focusing on these four initiatives, our ultimate impacts will be:

- Lifelong users that value the Library.
- Patrons feel valued and respected.
- Library works for everyone.
- Library leads, reflects, supports, and serves our diverse community.

The report below covers May -July 2026. By focusing on the activities below, we aim to increase Addison cardholders, program attendees, and circulation by 5% over the previous fiscal year. We've also included some items that do not fit under the Strategic Activities but focus on increasing usage.

Increase cardholders by 5%.

- Everyone in Guest Services is actively asking if all family members want cards beyond just the 1 person that initially asks, we are promoting the online registration form as a more convenient alternative.
- Continuous promotion of cardholder benefits on while on desk like booking a study room in advance.
- Sam's Lab has priority pick up for Grab & Go Kits in November and December and is offering free laminate pouches to cardholders.
- Youth Increased promotion at storytimes of the benefits of getting your child a library card, including an updated handout provided to parents and caregivers that explains the benefits of library cards for kids.
- Teen Services and Guest Services worked together to get Teen Limited Access cars applications to every sixth grader in their first two weeks of school. We processed 114 new cards.

- We created and mailed library card sign up postcards to 515 new Addison households and 335 households in unincorporated Addison. The Library welcomed 307 new cardholders in September, its highest monthly total since September 2022. Giveaways at the service desks also encouraged conversations about library cards and library services.

Increase program attendees by 5%.

- We are targeting specific demographics for program promotion such as a flyer at the Veteran's Campus for the veteran genealogy program.
- Youth Services is sending e-mail reminders to patrons for registered for programs and following-up with waitlisted patrons if space becomes available. Adding additional slots to registered programs where feasible and welcoming in walk-ins when space is available.

Increase circulation by 5%.

- Collection promotion is happening at most programs. Staff bring books, movies, etc. related to the program.
- Youth Services is promoting checkouts during one-on-one appointments. Staff utilize learning games and books from the collection for the appointments and talk to parents and caregivers about continuing learning at home.
- Teen Services highlighted Hoopla, Kanopy, and ComicsPlus during school visits. Staff created a game to play with teens after school to show them how to find movies on Hoopla and Kanopy.

STRATEGIC PLAN REPORT – NOVEMBER 2026

Patron Experience

Adapt services, programs, and collections to usage patterns and patron feedback.

Activity	Progress
Systematically review post-project data gathered on services offered, programs, and circulation.	• Reviewing patron survey input from Sam's Lab program attendees to gather ideas for post-holiday programming. • Youth Services is focusing on analyzing the uptick in appointment cancellations and using patron input to modify programming for the storytime crowd.
Identify patron usage patterns and tailor services, collections, and programs to increase usage.	• Book & Bites program will no longer be offered during the summer after reviewing attendance data. • Spanish classes will only go up to Level 2 since attendance is very low for Level 3. • Around the World program will be offered twice per month (day and evening) to accommodate patron interest. • High interest and enthusiasm from elementary aged kids exists for specialized programs like Spooky STEAM and Potion Painting. We will identify more of these to offer.

Engage with families using the play structure and baby garden.

Activity	Progress
Demonstrate playing and learning with children.	• Youth Services staff are observing and championing imaginative and symbolic play (symbolic play occurs when a child utilizes one object for another), such as when a little one pretended one of the domino magnets was a phone. When a child talks to a staff member about their imaginative play, staff work to continue the dialogue and keep the child engaged.
Promote and explain safe ways to play in the new space.	• Youth Services staff continue to be creative when working with young patrons on redirection from unsafe behaviors. One staff member suggested to "march like ants" rather than run. Climbing the walls of the baby garden and the outside of the play structure are other behaviors requiring redirection, and often staff will ask a child to show them something else in the play structure, whether it's how the ball drop works or what they can make in the kitchen. This helps move the child's play in a more positive and safe direction.

STRATEGIC PLAN REPORT – NOVEMBER 2026

Literacy

Engage with patrons in new ways to celebrate the love of reading.

Activity	Progress
Identify ways collections can be more browseable.	• The Creative Collection has been a success. It's highly visible from the stairs and easy to direct patrons to resources to learn new maker skills.
Promote non-bestsellers	• Guest Services specifically selects not new or bestsellers for their display on the desk. • New adult displays on the 2nd floor: Trending and Staff Picks. • Rotated signage colors above the display at the top of the stairs on the 2nd floor, so that they don't blend in and continue to grab the attention of patrons. • Teen Services has been analyzing the checkout data in the YA collection from Addison residents only and noticed that popularity of trending books, especially TikTok favorites. We shifted many of our in-shelf displays to highlight readalikes of these titles. • Added a half-page spread in the November/December 2026 newsletter that highlights under-represented authors and titles (continuation of underrepresented author feature in Page Turners emails).
Try new book clubs and book discussion groups for teens and adults (comic books, classics, romance).	• Launched the Adult Reading Challenge on September 1st.
Promote literacy resources while speaking to community groups like COD classes.	• Adult Services staff has visited each session of COD ESL classes in Addison once. The teachers were so excited that they asked us to come twice each semester, once for ELL and other library services and once to discuss Social Services. • Adult Services staff appeared on ACTV to promote our monthly Tuesday night book group.

STRATEGIC PLAN REPORT – NOVEMBER 2026

Access + Equity

Ensure APL is prepared for WCAG (Web Content Accessibility Guidelines) 2.1 Level AA accessibility standards.

Activity	Progress
Identify which databases are not compliant and be prepared to cancel subscriptions by April 2027.	• Materials Management has a tracking spreadsheet of all subscribed databases and know which ones have statements of compliance and which databases are in progress. • WCAG Committee is looking at other subscriptions we have for staff and patron use such as Jostle, Springshare, and TBS.
Review PDF files to ensure they have appropriate alt text.	• No progress
Create guidelines for staff to ensure that moving forward we consistently adhere to WCAG standards for any online presence we have.	• No progress

Review public policies with a focus on reducing barriers and improving patron experience.

Activity	Progress
Library Leadership Team will review current public policies and submit recommended updates to the Board.	• Library Leadership Team have reviewed Sections 4-8 and drafted recommended updates for Board review. • A few policies are waiting for final revisions including the behavior, social media, and maker services policies.

Sharing Our Story

Feature patron stories in the newsletter, social media, and website that highlight the use of the new library spaces.

Activity	Progress
Focus on stories from Sam's Lab.	• PR has shared multiple stores of what patrons have created using equipment in Sam's Lab.
Emphasis on tying together early literacy with the play area and baby garden.	• PR and Youth Services shared a blog post on our website, email newsletter, and social media highlighting early literacy and play at the library, giving specific examples of items in our play area and how to use them.

10/29/26

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

re: Proposal for Facility Assessment Report including 10-year Annual Cost Projections

Mary-

Thank you for your consideration of product Architecture + Design to complete a facility assessment report for your library. We are proud of the work we completed together on the recently completed building renovation and look forward to completing this report to gain important building systems information for future needs and costs. As discussed, we will provide you with a written pdf report along with and electronic copy of the summary matrix for your records and use.

Completed Facility Assessment Reports + References:

- Niles-Maine Public Library: Rich Wozniczka, Assistant Director (rwoz@nilelibrary.org)
- Lincolnwood Public Library: Susan Lempke, Library Director (slempke@lincolnwoodlibrary.org)
- Waukegan Public Library: Tiffany Verzani, Library Director (tiffanyverzani@waukeganpl.info)
- Mount Prospect Public Library: Su Reynders, Director (sreynders@mppl.org)
- Chicago Ridge Public Library: Dana Wishnick, Director (dwishnick@chicagoridgelibrary.org)
- Downers Grove Public Library: Julie Milavec, Director (jmilavec@dglibrary.org
- Lincolnwood Public Library: Su Reynders (sreynders@mppl.org)
- Oak Brook Public Library: Jacob Post, Director (jpost@oak-brook.org)
- Schaumburg Township District Library: Annie Miskewitch, Director (amiskewitch@stdl.org)
- Warrenville Public Library: Sandy Whitmer, Director (director@warrenville.com)

Project Scope:

Facility Assessment Report:

The following constitutes the list of proposed building equipment and infrastructure to be included in the scope of services for the facility assessment. The facility assessment report will include a 10-year outlook starting from 2026 through 2036 including any expected annual expenditures and escalation.

1. MEP + FP:
    a. HVAC system, equipment, and associated main piping and support infrastructure
    b. Plumbing Systems
        i. Subsoil drainage/sumps and ejector pits as applicable
        ii. Building supply and waste systems including fixtures
        iii. Misc. Equipment
            1. Hot water Heater
            2. Exhaust fans
    c. Electrical Systems
        i. Panel loads
        ii. Lighting: Interior and Exterior (see sustainability section also)
        iii. Major Equipment
    d. Sprinkler System (Fire Safety)
    e. Fire Alarm System (Fire Safety)

f. Security System
g. Major Data Infrastructure & Cabling
h. Regulatory/Code Compliance including required Clearances at Mechanical/Electrical Infrastructure

2. Building Exterior:
    a. Exterior Envelope
        i. Wall Systems/Materials:
            1. Panel Systems
            2. Window Wall System
            3. Masonry
    b. Roof
    c. Landscaping
    d. Concrete Site Work including Retaining Walls, Sidewalks, Curbs
    e. Asphalt Parking lot and Entry/Exit Drives
    f. Overall Site Drainage and Retention

3. Building Interior:
    a. Elevator
    b. Floor Finishes
    c. Interior wall finishes
    d. Ceiling Tile Schedule for Replacement
    e. Restrooms (Patron & Staff)
    f. Millwork including Staff Desks

4. Furniture: Current Inventory and Schedule of replacement (Plan and Spread Sheet)
    a. Staff Spaces
    b. Public/Patron Spaces

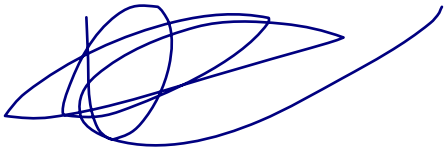
5. Accessibility:
    a. Our extensive knowledge of library design, applicable building codes, and the Illinois Accessibility Code will enable us to complete summary report for the library including but not limited to:
        i. Required clearances and slopes along the path of travel
        ii. Collection Clearances
        iii. Toilet rooms and water fountains
        iv. Public Service Points
        v. Exterior Site Sidewalks and Vehicle Drop Offs

All inspections of the existing conditions will be visual and non-invasive based on retaining continuity of both the exterior envelope and interior finishes. The final report will include photographs, field notes and equipment lists that represent the current condition of the building to the best of our abilities and knowledge. Should the need arise for further forensic investigation (example: exterior wall deterioration), our team will notify the owner prior to any work commencing along with any associated cost to complete the work under a separate proposal.

Total Fee:
Compensation for the finished facility assessment report will be based on a fixed fee of $15,500.00 within the constraints noted above. Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of

documents, printing, transportation, postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.



Dan Pohrte
product ARCHITECTURE + DESIGN

e: dpohrte@product-architects.com
v 312.202.0701 c 773.837.0447

Accepted by:

_____Date:_____
Mary Medjo Me Zengue, APL Library Director



MOUNT PROSPECT PUBLIC LIBRARY:
CAPITAL ASSESSMENT REPORT 2020-2030

Summary Capital Assessment Report:

Mount Prospect Public Library

Project Goals: 1

Summary Matrix:

Summary Capital Assessment with Cost Projections through 2030 3

Full Reports:

Shales Mcnutt Construction: **Exterior Envelope Analysis and Interior Finishes** 6

Hutchinson Design Group: **Roof Analysis**: 20

2010 Engineering: **MEP + FP and Lighting Replacement Analysis:** 38

***product** architecture +design:* **Furniture Inventory and Future Needs Analysis**: 54

***product** architecture +design:* **Accessibility Analysis:**: 65

Appendix A:

Existing Building Plans 80

Project Goals:

Product Architecture + Design has completed the following capital assessment report as a tool to understand the current condition of the building infrastructure and systems including future life cycle costs for operation and replacement. The summary represents a 10 year projection through 2030.

The following list was provided to the team at an initial kick-off meeting as topics to be included in the final report:

Building Exterior:
Membrane Roof
Metal Roof+Coping
Masonry Walls(Tuckpointing)
Exterior Curtainwall System(Glazing)
Concrete Work (Retaining Wall)
Automatic Entrance Doors and Storefront
Parking Garage Slab, Ceiling, and Sprinkler System
General Landscaping

Building Systems:
HVAC system
Boilers
Air Handlers
Compressors
Pumps
Electrical Systems including Exterior & Interior Lighting and Panel Loads
Hot water heater
Humidifers
Plumbing
Sprinkler System
Fire Alarm System
Elevator & Dumbwaiter

Building Interior:
Painting
Carpet
Flooring
Ceiling Tile Replacement
Restrooms (Family/Staff)
Millwork/Service points
Furniture

Accessibility:

In addition, our extensive knowledge of library design, applicable building codes, and the Illinois Accessibility Code enabled us to complete and accessibility evaluation for the library:

Required clearances and slopes along the path of travel
Toilet rooms and water fountains
Stairs and Elevators
Public Service Points

Summary Matrix:

The following matrix summarizes the information presented by the individual reports through year 2030.

Building Report Sextion	Item	Total Projected Cost (2020 $)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Projected Cost (2030 $)
multiplier: 4% escalation per year			1.00	1.04	1.08	1.12	1.17	1.22	1.27	1.32	1.37	1.42	1.48	
Building Review Report / smc	**Exterior Architectural**													
	Brick Masonry - main building	$ 250,000									$ 342,142			$ 342,142
	Brick Masonry - entry retaining walls	$ 7,500		$ 7,800					$ 9,490					$ 17,290
	Exterior Misc. Doors	$ 4,500						$ 5,475					$ 6,661	$ 12,136
	Garage Level Ceiling Paint / Patch	$ 48,000		$ 49,920										$ 49,920
	Concrete Pavement - N/W corner	$ 13,200		$ 13,728					$ 16,702					$ 30,430
	Concrete Stair - N/W corner	$ 25,000			$ 27,040									$ 27,040
	Railing Supports	$ 18,000				$ 20,248				$ 23,687				$ 43,934
	Caulking	$ 40,000		$ 41,600					$ 50,613					$ 92,213
	Landscape Allowance (annual)	$ 5,000		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 50,000
	Interior Architectural													
	Glass and Glazing	$ 7,500						$ 9,125				$ 10,675		$ 19,800
	Flooring (1/4 total flooring each year)	$ 170,000		$ 176,800		$ 191,227		$ 206,831		$ 223,708				$ 798,566
	Painting	$ 25,000		$ 26,000				$ 30,416				$ 35,583		$ 91,999
	Entrance Doors & Operators	$ 5,500			$ 5,949				$ 6,959				$ 8,141	$ 21,049
	Elevator Work (1 at a time for all three)	$ 75,000								$ 98,695	$ 102,643	$ 106,748		$ 308,086
	millwork allowance	$ 60,000		$ 15,600	$ 16,224	$ 16,873	$ 17,548							$ 66,245
	Water Fountain Replacement (each)	$ 7,500		$ 7,800	$ 8,112	$ 8,436	$ 8,774							$ 33,122
	Automatic Door Operators (each)	$ 5,000		$ 10,400	$ 10,816	$ 11,249	$ 11,699							$ 44,163
	Total Architectural	**$ 1,334,200**		$ 354,648	$ 73,141	$ 253,033	$ 43,020	$ 256,847	$ 88,764	$ 351,090	$ 449,785	$ 158,006	$ 19,802	$ 2,048,136
Roofing Synopsis / Hutchinson Design Group														
Membrane Roof Areas														
**see report for area diagram*	Roof Area 1	$ 1,200,000							$ 1,518,383					$ 1,518,383
	Roof Area 2	$ 200,000							$ 253,064					$ 253,064
Reroof Recommended in	Roof Area 3	$ 6,000							$ 7,592					$ 7,592
2027 - 2029	Roof Area 4	$ 6,000							$ 7,592					$ 7,592
	Roof Area 5	$ 6,500							$ 8,225					$ 8,225
	Penthouse Wall Cladding	$ 68,000							$ 86,042					$ 86,042
	Roof Repairs	$ 17,500							$ 22,143					$ 22,143
	Total Roofing	**$ 1,504,000.00**		$ -	$ -	$ -	$ -	$ -	$ 1,903,040	$ -	$ -	$ -	$ -	**$ 1,903,040**

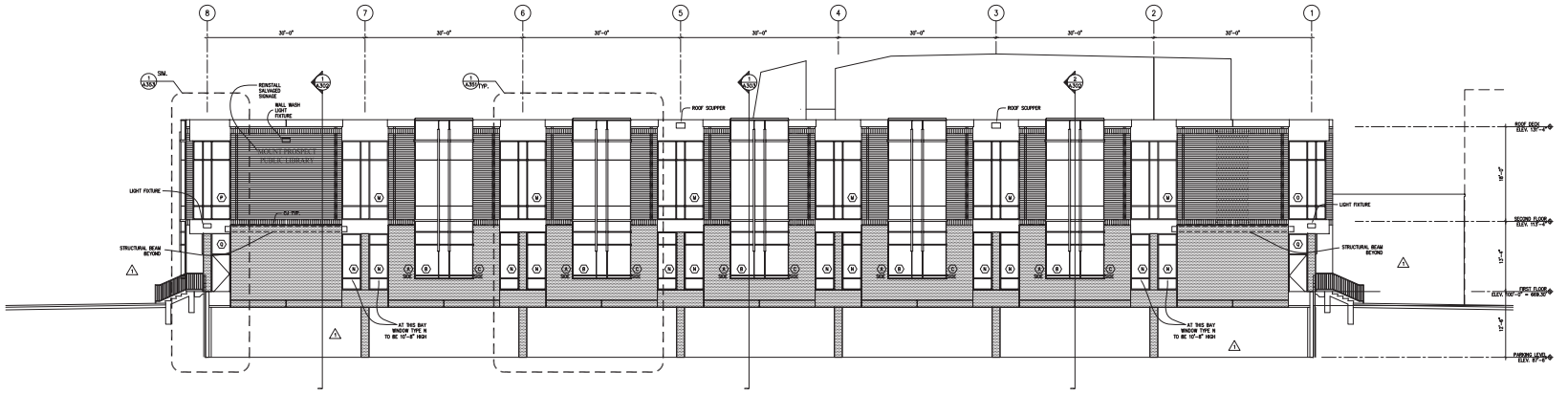
Building Report Sextion	Item	Total Projected Cost (2020 $)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Projected Cost (2030 $)
Building Review Report / 20/10	**Mechanical**													
	Hot Water Boilers	$ 235,000						$ 285,913						$ 285,913
	2 Variable Frequency Drives at Hot Water Pumps	$ 14,000		$ 14,560										$ 14,560
	Air Cooled Water Chillers	$ 370,000						$ 450,162						$ 450,162
	Insulation on Exterior Chilled Water Piping	$ 45,000		$ 46,800										$ 46,800
	Service Grate at Air Cooled Water Chillers	$ 40,000						$ 48,666						$ 48,666
	6 Variable Frequency Drives at Air Handling Units	$ 40,000		$ 41,600										$ 41,600
	96 Variable Air Volume Boxes	$ 460,000											$ 680,912	$ 680,912
	4 Gas Fired Humidifiers	$ 130,000		$ 135,200										$ 135,200
	BAS Controls Upgrade	$ 350,000		$ 364,000										$ 364,000
	Server Room Duct Free Split System	$ 18,000		$ 18,720										$ 18,720
	Total Mechanical	**$ 1,702,000**	$ -	$ 620,880	$ -	$ -	$ -	$ 784,741	$ -	$ -	$ -	$ -	$ 680,912	$ 2,086,533
	Electrical													
	Lighting Upgrades													
	Lighting control panel upgrades (3 Levels)	$ 42,000					$ 51,099							$ 51,099
	Lighting Upgrade to LED (Retrofit Tubes and drivers)	$ 160,000						$ 194,664						$ 194,664
	Misc Lighting/Electrical Costs													
	Panel Infrared Scanning $300/Panel	$ 9,000		$ 9,360										$ 9,360
	Inspect exterior switchgear internal componants	$ 1,500		$ 1,560										$ 1,560
	Replace Exterior Swtichgear	$ 60,000		$ 62,400										$ 62,400
	Provide bonding jumpers at IT Racks from ground bar (ground bar is existing)	$ 1,000		$ 1,040										$ 1,040
	Fire Alarm Panel CPU upgrade	$ 5,000					$ 5,849							$ 5,849
	Additional outlets in main server room	$ 1,500		$ 1,560										$ 1,560
	Install Water Meter Bonding Jumper	$ 1,500		$ 1,560										$ 1,560
	Total Electrical Upgrades	**$ 281,500**	$ -	$ 77,480	$ -	$ -	$ 56,949	$ 194,664	$ -	$ -	$ -	$ -	$ -	$ 329,093
	Plumbing													
	Replace gas fired water heater	$ 15,000		$ 15,600										$ 15,600
	Seal sanitary basin air tight	$ 5,000		$ 5,200										$ 5,200
	Add RPZ's to chem. dispensers	$ 6,000		$ 6,240										$ 6,240
	Replace EWC's, add bottle fillers	$ 25,000						$ 30,416						$ 30,416
	Retrofit flush valve to hands free	$ 33,000						$ 40,150						$ 40,150
	Replace submersible pumps	$ 35,000						$ 42,583						$ 42,583
	Total Plumbing	**$ 119,000**	$ -	$ 27,040	$ -	$ -	$ -	$ 113,149	$ -	$ -	$ -	$ -	$ -	$ 140,189
	Fire Protection													
	Replace additional heads in Garage	$ 72,000						$ 87,599						$ 87,599
	Total Fire Protection	**$ 72,000**	$ -	$ -	$ -	$ -	$ -	$ 87,599	$ -	$ -	$ -	$ -	$ -	$ 87,599

Building Report Sextion	Item	Total Projected Cost (2020 $)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Projected Cost (2030 $)
Report Summary		Total Cost (2020 $)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Cost (2030 $)
Building Review Report / smc	Total Architectural	$ 1,334,200	$ -	$ 354,648	$ 73,141	$ 253,033	$ 43,020	$ 256,847	$ 88,764	$ 351,090	$ 449,785	$ 158,006	$ 19,802	$ 2,048,136
Roofing Synopsis / Hutchinson Design	Total Roofing	$1,504,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,903,040	$ -	$ -	$ -	$ -	$ 1,903,040
Building Review Report / 20/10	Total Mechanical	$1,702,000	$ -	$ 620,880	$ -	$ -	$ -	$ 784,741	$ -	$ -	$ -	$ -	$ 680,912	$ 2,086,533
	Total Lighting Upgrades	$ 283,180	$ -	$ 77,480	$ -	$ -	$ 56,949	$ 194,664	$ -	$ -	$ -	$ -	$ -	$ 329,093
	Total Plumbing	$ 119,000	$ -	$ 27,040	$ -	$ -	$ -	$ 113,149	$ -	$ -	$ -	$ -	$ -	$ 140,189
	Total Fire Protection	$ 72,000	$ -	$ -	$ -	$ -	$ -	$ 87,599	$ -	$ -	$ -	$ -	$ -	$ 87,599
	Total IT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	soft cost including GC/Arch Fees & Contingency	$ 1,504,314	$ -	$ 324,014	$ 21,942	$ 75,910	$ 29,991	$ 431,100	$ 597,541	$ 105,327	$ 134,935	$ 47,402	$ 210,214	$ 1,978,377
	Total Report minus Furniture	$ 6,518,694	$ -	$ 1,404,062	$ 95,083	$ 328,942	$ 129,960	$ 1,868,101	$ 2,589,345	$ 456,417	$ 584,720	$ 205,408	$ 910,929	$ 8,572,968
Furniture Inventory / product A+D	Total Furniture including Install	$ 2,836,561	$ -	$ -	$ -	$ -	$ -	$ 575,185	$ 598,192	$ 622,120	$ 647,005	$ 672,885	$ 699,801	$ 3,815,188
	Arch Fees	$ 226,925	$ -	$ -	$ -	$ -	$ -	$ 46,015	$ 47,855	$ 49,770	$ 51,760	$ 53,831	$ 55,984	$ 1,144,556
	Total Report w/ Furniture	$ 9,582,180	$ -	$ 1,404,062	$ 95,083	$ 328,942	$ 129,960	$ 2,489,300	$ 3,187,538	$ 1,128,307	$ 1,283,486	$ 932,124	$ 1,666,714	$ 13,532,712

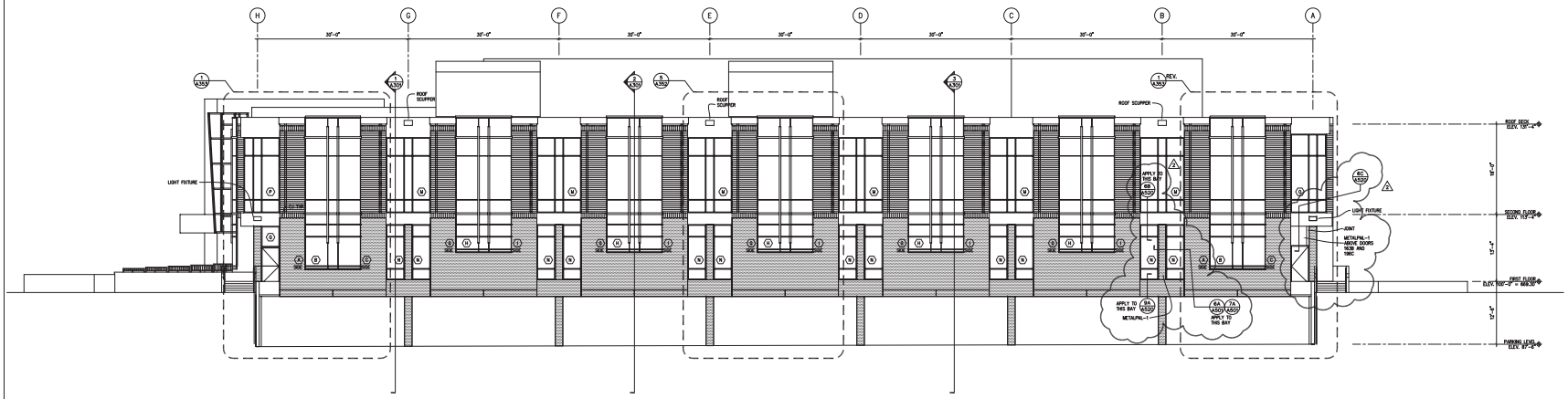
Exterior Envelope and Building Interior Analysis:

Shales Mcnutt Construction performed a visual inspection of both the exterior envelope and the interior finishes of the existing faculty. In addition, SMC contracted with an elevator inspection consultant to perform a thorough inspection of the 3 existing elevators.

The following is a full report documenting their findings and recommendations based on industry standards.



1 WEST ELEVATION
A202 1/8" = 1'-0"



2 NORTH ELEVATION
A202 1/8" = 1'-0"

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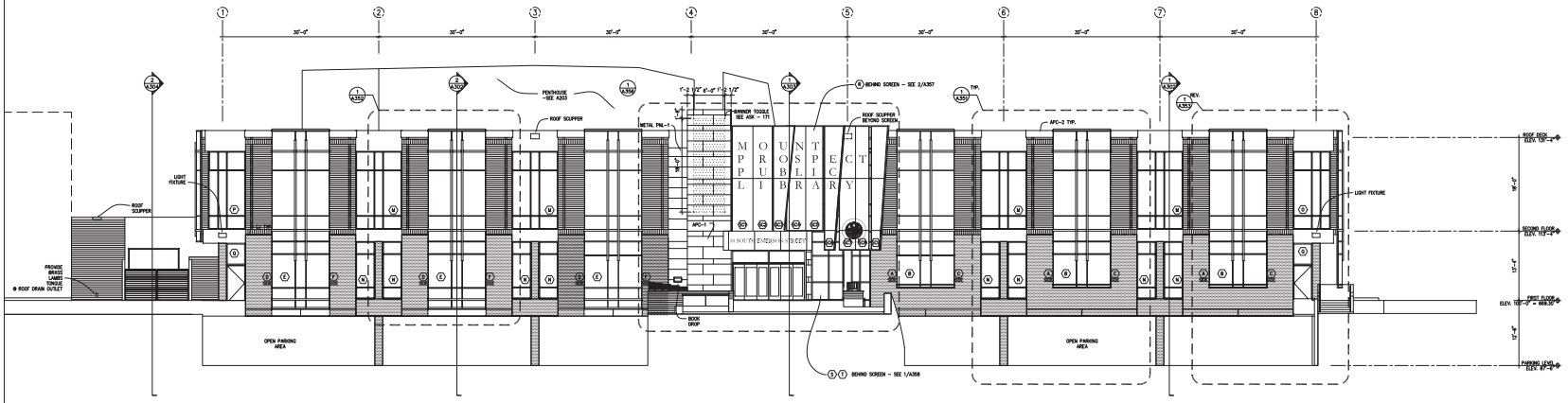
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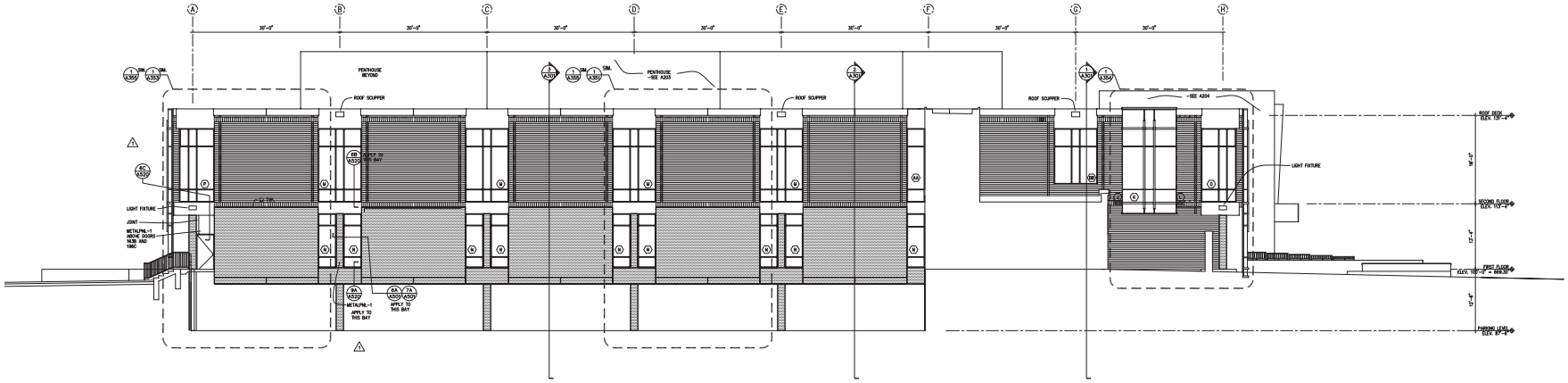
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2	8/15/03	CCD 008
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TITLE EXTERIOR ELEVATIONS

A202



1 EAST ELEVATION
A201 1/8" = 1'-0"



2 SOUTH ELEVATION
A201 1/8" = 1'-0"

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Main Library Renovation and Addition

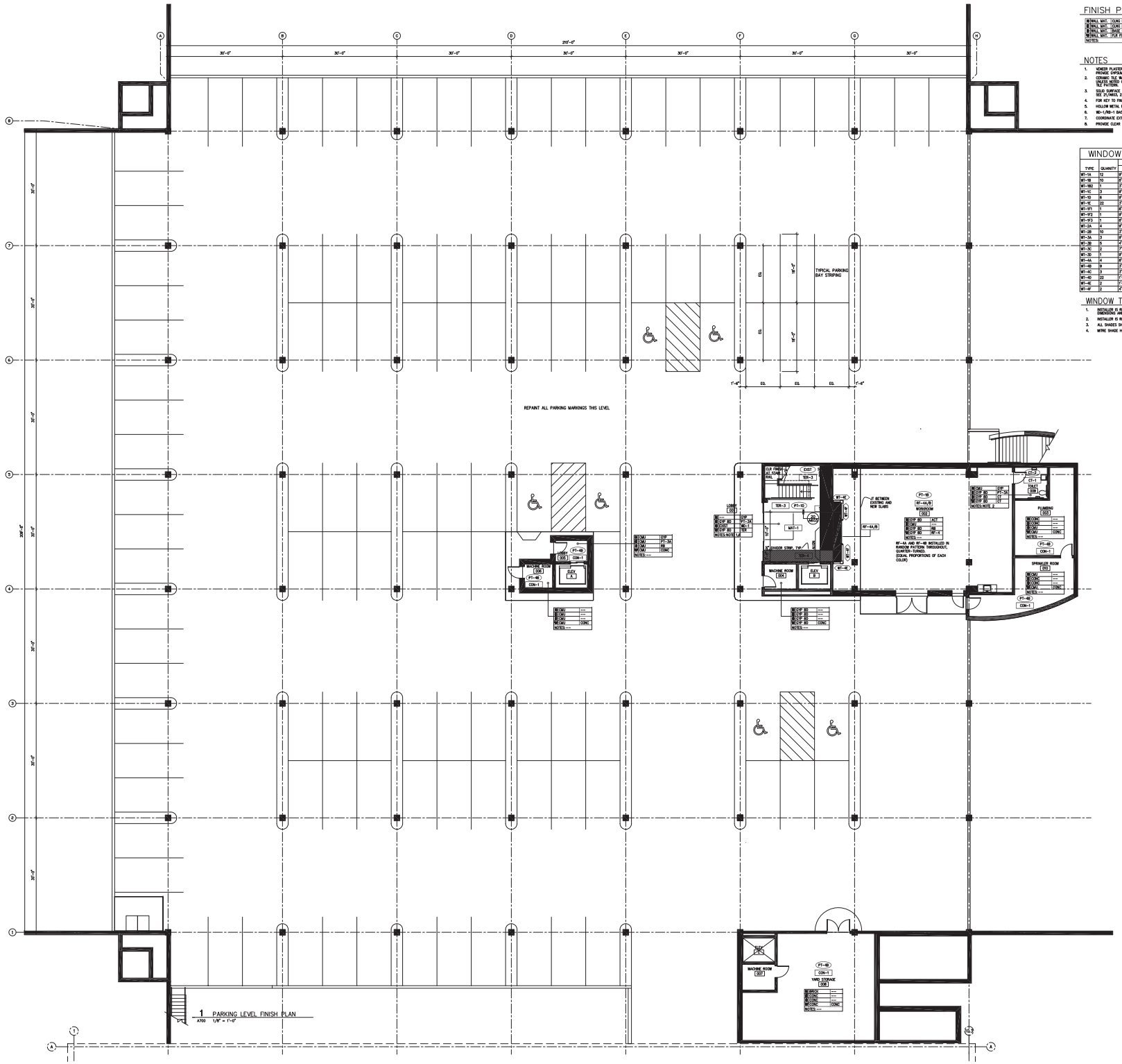
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	04/24/2003	CONSTRUCTION ISSUE
1	6/13/03	CCO 038

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TITLE EXTERIOR ELEVATIONS

A201



FINISH PLAN KEY

W/WALL MAT.	CLNG MAT.	FLOOR FINISH	WALL FINISH
B/WALL MAT.	CLNG FINISH	(CPT-1A)	(PT-1B)
S/WALL MAT.	BASE FINISH	STYLE COLOR	STYLE COLOR FINISH
W/WALL MAT.	TILE FINISH		
NOTES:			

NOTES

1. HEMEN PLASTER TO 8'-0" AFF (PUBLIC AREAS AND ROOMS). PROVIDE GYPSUM BOARD CONSTRUCTION AS PER SECTION 09260 ABOVE 8'-0"
2. CERAMIC TILE WAINSCOT TO 4'-0" AFF (TOILET ROOMS). PT-2B ABOVE UNLESS NOTED OTHERWISE. SEE 11/A401 AND 12/A405 FOR WALL TILE PATTERN.
3. SOLID SURFACE TRANSITIONS TO BE USED AT ALL DOOR THRESHOLDS. SEE 21/A603, 22/A603, 23/A603, 24/A603 AND 25/A603.
4. FOR KEY TO FINISH CODES SEE FINISH SCHEDULE IN SPECIFICATIONS.
5. HOLLOW METAL FRAMES TO BE PAINTED PT-2A.
6. WD-1/RB-1 BASE DETAIL. SEE DETAIL 1/A812.
7. COORDINATE EXTENT OF FLOOR FINISHES WITH MILLWORK DRAWINGS.
8. PROVIDE CLEAR FINISH AT RAILS STAIRS B AND C.

WINDOW TREATMENT SCHEDULE

TYPE	QUANTITY	WINDOW WIDTH	WINDOW HEIGHT	DETAIL	REMARKS
WT-1A	12	6'-10"	12'-2"	8/A331	WT TO STOP AT LOWEST MULLION
WT-1B	10	6'-10"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-1B2	1	3'-8"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-1C	3	6'-10"	6'-2"	4/A352	WT TO STOP AT LOWEST MULLION
WT-1D	6	6'-10"	5'-8"	8/A331	
WT-1E	22	6'-10"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-1F1	1	6'-10"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F2	1	6'-11"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F3	1	6'-10"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-2A	4	6'-10"	5'-8"	8/A331	
WT-2B	10	3'-8"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-3A	3	6'-10"	2'-2"	8/A352	
WT-3B	3	4'-0"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-3C	2	7'-2"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-3D	1	8'-0"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-4A	4	6'-10"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-4B	9	3'-8"	6'-7"	4/A331	WT TO STOP AT LOWEST MULLION
WT-4C	3	3'-0"	3'-0"	9/A551	INTERIOR PUNCHED OPENING
WT-4D	22	1'-8"	7'-0"	-	INTR SIDELIGHT (T3 ON A603)
WT-4E	2	1'-9 1/2"	6'-3"	-	INTERIOR (FRAME F8 ON A603)
WT-4F	2	2'-0"	6'-3"	-	INTERIOR (FRAME F7 ON A603)

WINDOW TREATMENT NOTES

1. INSTALLER IS RESPONSIBLE FOR FIELD VERIFYING ALL QUANTITIES, DIMENSIONS AND CONDITIONS.
2. INSTALLER IS RESPONSIBLE FOR SUBMITTING SHOP DRAWINGS FOR APPROVAL.
3. ALL SHADES SHALL BE FULL WIDTH WITH NO SEAMS OR BATTENS.
4. WIRE SHADE HOUSING AT CORNERS AT WT-3B AND WT-3C (SEE DETAIL).

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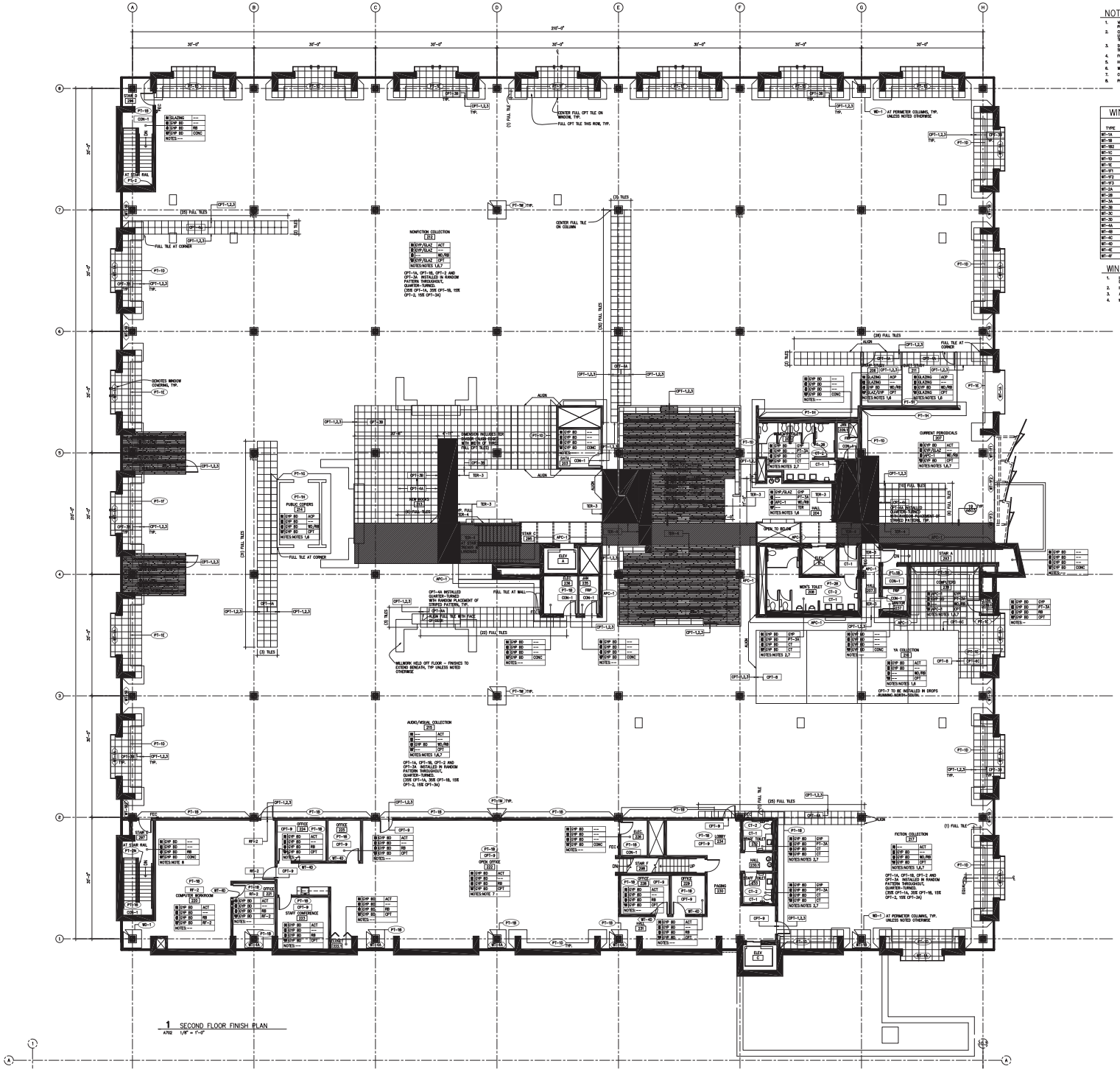
Main Library Renovation and Addition

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TITLE PARKING LEVEL FINISH PLAN

A700



1 SECOND FLOOR FINISH PLAN
A702 1/8" = 1'-0"

FINISH PLAN KEY

WALL MAT.	CLNG MAT.	FLOOR FINISH	WALL FINISH
WALL MAT.	CLNG FINISH	(CPT-1A)	(PT-1B)
WALL MAT.	BASE FINISH	STYLE COLOR	STYLE COLOR
WALL MAT.	TILE FINISH		FINISH
NOTES:			

NOTES

1. VENEER PLASTER TO 8'-0" AFF (PUBLIC AREAS AND ROOMS). PROVIDE GYPSUM BOARD CONSTRUCTION AS PER SECTION 09260 ABOVE 8'-0"
2. CERAMIC TILE WAINSCOT TO 4'-0" AFF (TOILET ROOMS). PT-1B ABOVE UNLESS NOTED OTHERWISE. SEE 11/A401 AND 12/A405 FOR WALL TILE PATTERN.
3. SOLID SURFACE TRANSITIONS TO BE USED AT ALL DOOR THRESHOLDS. SEE 21/A603, 22/A603, 23/A603, 24/A603 AND 25/A603.
4. FOR KEY TO FINISH CODES SEE FINISH SCHEDULE IN SPECIFICATIONS.
5. HOLLOW METAL FRAMES TO BE PAINTED PT-2N.
6. WD-1/RB-1 BASE DETAIL. SEE DETAIL 1/A812.
7. COORDINATE EXTENT OF FLOOR FINISHES WITH MILLWORK DRAWINGS.
8. PROVIDE CLEAR FINISH AT RAILS STAIRS B AND C.

WINDOW TREATMENT SCHEDULE

TYPE	QUANTITY	WINDOW WIDTH	WINDOW HEIGHT	DETAIL	REMARKS
WT-1A	12	6'-10"	12'-2"	8/A351	WT TO STOP AT LOWEST MULLION
WT-1B	10	6'-10"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1B2	1	3'-8"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1C	3	6'-10"	6'-7"	4/A352	WT TO STOP AT LOWEST MULLION
WT-1D	6	6'-10"	5'-8"	8/A351	
WT-1E	22	3'-8"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1F1	1	6'-10"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F2	1	6'-11"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F3	1	6'-10"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-2A	4	6'-10"	5'-8"	8/A351	
WT-2B	10	3'-8"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-3A	3	6'-10"	2'-3"	9/A352	
WT-3B	9	6'-0"	2'-0"	-	SEE INTERIOR ELEVATIONS
WT-3C	2	7'-2"	2'-0"	-	SEE INTERIOR ELEVATIONS
WT-3D	1	8'-0"	2'-0"	-	SEE INTERIOR ELEVATIONS
WT-4A	4	6'-10"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-4B	9	3'-8"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-4C	3	3'-0"	3'-0"	9/A351	INTERIOR PUNCHED OPENING
WT-4D	22	1'-8"	7'-0"	-	INTR SIDELIGHT (T3 ON A603)
WT-4E	2	1'-4 1/2"	6'-3"	-	INTERIOR (FRAME F8 ON A603)
WT-4F	2	1'-4"	6'-3"	-	INTERIOR (FRAME F7 ON A603)

WINDOW TREATMENT NOTES

1. INSTALLER IS RESPONSIBLE FOR FIELD VERIFYING ALL QUANTITIES, DIMENSIONS AND CONDITIONS.
2. INSTALLER IS RESPONSIBLE FOR SUBMITTING SHOP DRAWINGS FOR APPROVAL.
3. ALL SHADES SHALL BE FULL WIDTH WITH NO SEAMS OR BATTENS.
4. WIRE SHADE HOUSING AT CORNERS AT WT-3B AND WT-3C (SEE DETAIL).

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Construction Issue
April 24th, 2003

Mount Prospect Public Library

Main Library Renovation and Addition

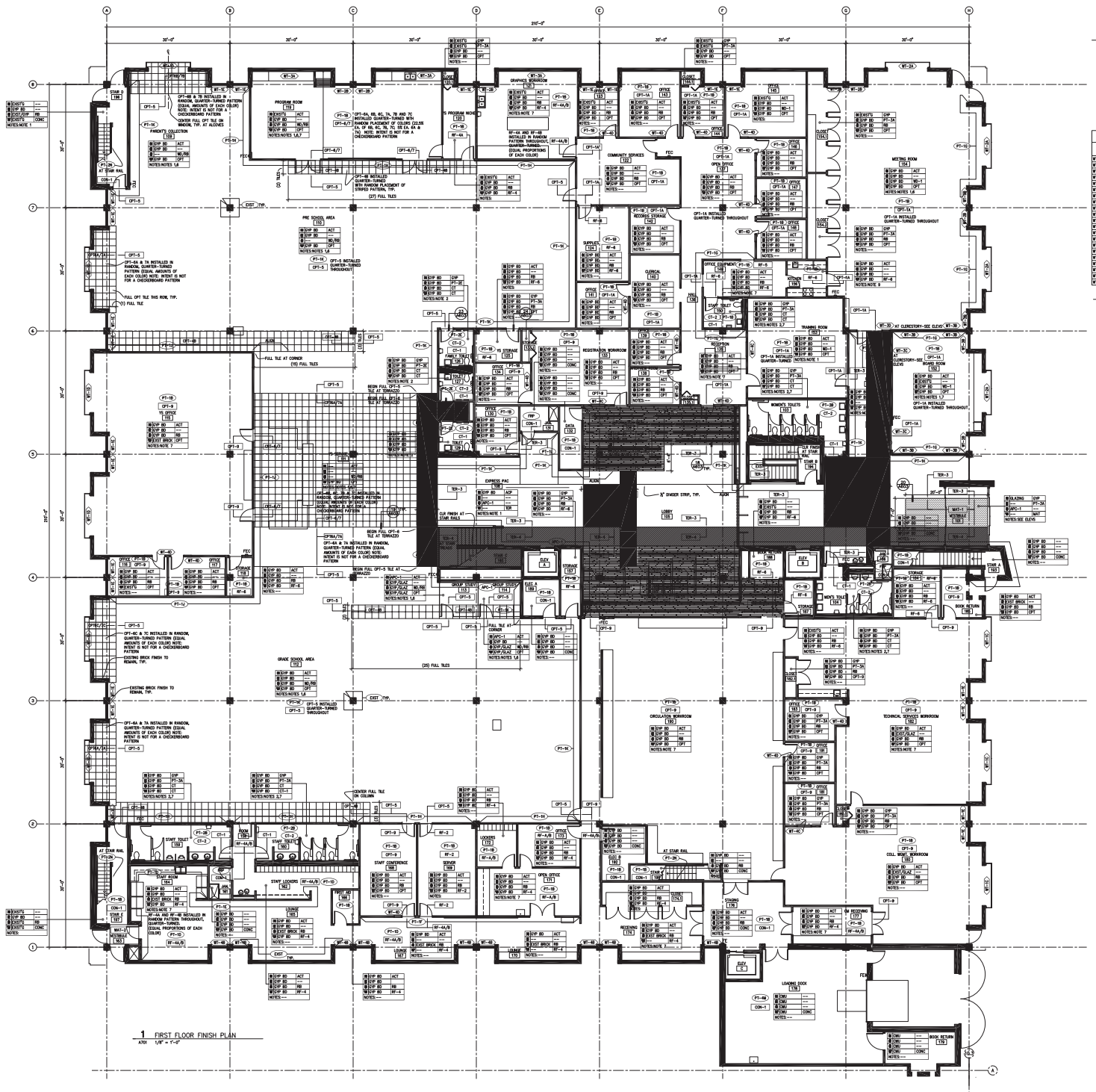
10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
BID	03/17/2003	BID DOCUMENTS
A	04/24/2003	ADDENDUM#1, ISSUE

Mark	Date	Description

COMMISSION NO. 20030306.00
PROJECT PHASE BID DOCUMENT
QA/QC Drawn By: TL Checked By: TL
DRAWING ©2002 Meyer, Scherer, & Rockcastle, Ltd
TITLE SECOND FLOOR FINISH PLAN

A702



1 FIRST FLOOR FINISH PLAN
A701 1/8" = 1'-0"

FINISH PLAN KEY

WALL MAT.	CLNG MAT.	FLOOR FINISH	WALL FINISH
WALL MAT.	CLNG FINISH	CPT-1A	PT-1A
WALL MAT.	BASE FINISH	STYLE COLOR	STYLE COLOR
WALL MAT.	FLR FINISH		
NOTES:			

NOTES

1. VENEER PLASTER TO 8'-0" AFF (PUBLIC AREAS AND ROOMS). PROVIDE GYPSUM BOARD CONSTRUCTION AS PER SECTION 09260 ABOVE 8'-0" UNLESS NOTED OTHERWISE. SEE 11/A601 AND 12/A602 FOR WALL TILE PATTERN.
2. CERAMIC TILE WAINSCOT TO 4'-0" AFF (TOILET ROOMS). PT-2B ABOVE
3. SOLID SURFACE TRANSITIONS TO BE USED AT ALL DOOR THRESHOLDS. SEE 21/A603, 22/A603, 24/A603 AND 25/A603.
4. FOR KEY TO FINISH CODES SEE FINISH SCHEDULE IN SPECIFICATIONS.
5. HOLLOW METAL FRAMES TO BE PAINTED PT-2A.
6. WD-1/WD-1 BASE DETAIL. SEE DETAIL 1/A812.
7. COORDINATE EXTENT OF FLOOR FINISHES WITH MILLWORK DRAWINGS.
8. PROVIDE CLEAR FINISH AT RAILS STAIRS B AND C.
9. AT JANITOR'S CLOSETS WHERE MATERIAL "FRP" IS INDICATED, PROVIDE FRP PANELS TO 8'-0" A.F.F.

WINDOW TREATMENT SCHEDULE

TYPE	QUANTITY	WINDOW WIDTH	WINDOW HEIGHT	DETAIL	REMARKS
WT-1A	12	9'-10"	12'-2"	9/A351	WT TO STOP AT LOWEST MULLION
WT-1B	10	6'-10"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1B3	1	3'-4"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1C	3	9'-10"	6'-7"	4/A352	WT TO STOP AT LOWEST MULLION
WT-1D	6	9'-10"	5'-4"	8/A351	
WT-1E	22	5'-4"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-1F1	1	6'-10"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F2	1	6'-11"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-1F3	1	6'-6"	12'-8"	2/A356	WT TO STOP AT LOWEST MULLION
WT-2A	4	9'-10"	5'-4"	8/A351	
WT-2B	10	5'-4"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-3A	3	9'-10"	2'-6"	8/A352	
WT-3B	9	4'-0"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-3C	2	7'-0"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-3D	1	9'-0"	3'-0"	-	SEE INTERIOR ELEVATIONS
WT-4A	4	9'-10"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-4B	9	5'-4"	6'-7"	4/A351	WT TO STOP AT LOWEST MULLION
WT-4C	3	5'-0"	5'-0"	9/A351	INTERIOR PUNCHED OPENING
WT-4D	22	1'-8"	7'-0"	-	INTR SIDELIGHT (F3 ON A603)
WT-4E	2	1'-9 1/2"	6'-0"	-	INTERIOR (FRAME F8 ON A603)
WT-4F	2	4'-0"	6'-0"	-	INTERIOR (FRAME F7 ON A603)

WINDOW TREATMENT NOTES

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Construction Issue
April 24th, 2003

Mount Prospect Public Library

Main Library Renovation and Addition

10 South Emerson Street
Mount Prospect, Illinois
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ISSUE/REVISION		
BD	03/17/2003	BID DOCUMENTS
A	03/19/2003	ADDENDUM#1, ISSUE
B	03/28/2003	ADDENDUM NO. 2
Mark	Date	Description

COMMISSION NO. 20030308.00
PROJECT PHASE BID DOCUMENT
QA/QC Drawn By: TL Checked By: TL
DRAWING ©2002 Meyer, Scherer, & Rockcastle, Ltd
TITLE FIRST FLOOR FINISH PLAN

A701

Mount Prospect Public Library

Findings

By visual inspection and meetings on September 2, 2020, the following items were identified as needing or likely to need attention in the next several years.

1. Exterior

General – The building in general is in very good condition and shows the signs of being very well maintained.

Masonry – The masonry walls for the building are in very good shape and showing little to no signs of significant deterioration. However, due to the age of the building, we would anticipate that there is likely going to be the need for some tuckpointing by the end of the 10 year projection.

As for the masonry retaining walls at the front entrance, those are in need of some more immediate attention. These types of walls – exposed to the elments on all sides – do need more frequent mainetenace as a rule. As show in the images below, many of the skyward facing caulk joints have come loose allowing water infiltration. These joints should be replaced with new high-quality caulk and the face of the walls need some tuckpointing.

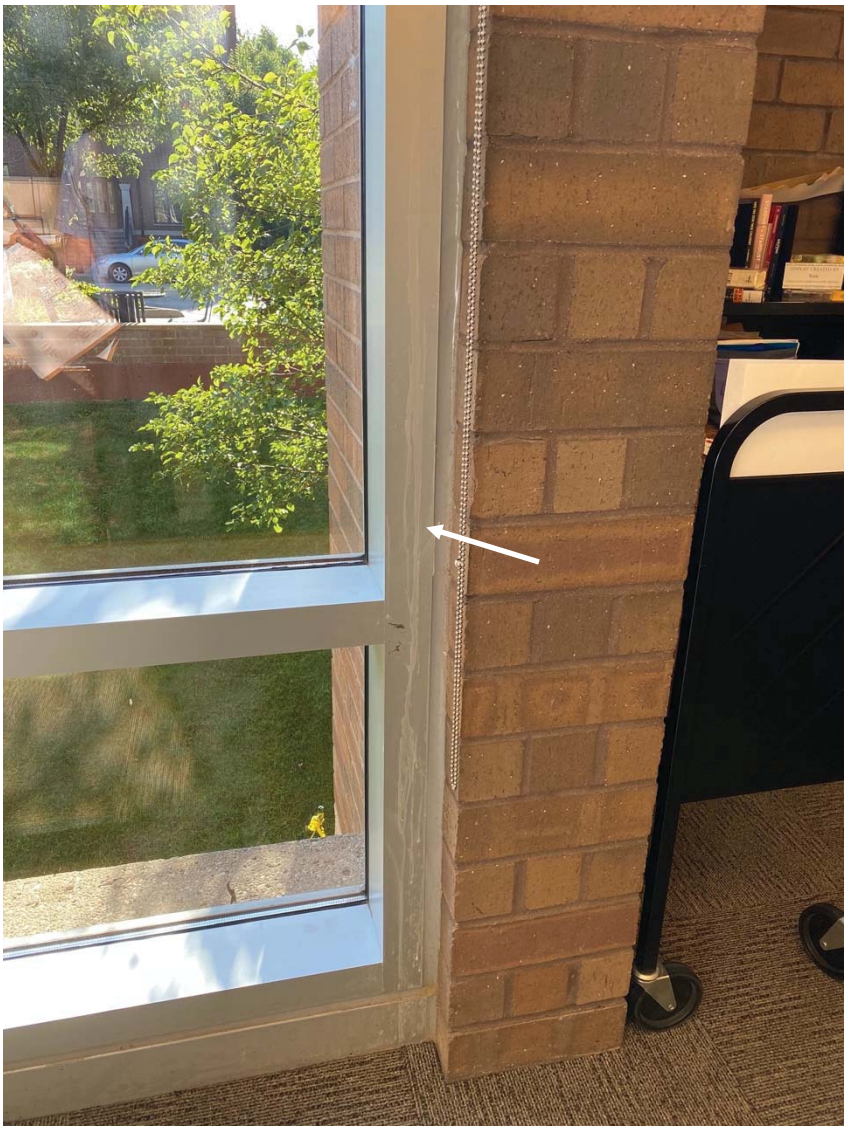




Exterior Doors – Although the non-main entrance doors appear to be in good shape now, due to the age of the building, over the next 10 years we would expect that metal doors and frames are likely to start rusting and deteriorating requiring replacement. Monitoring the doors and frames plus proactive maintenance and painting will prolong the life of the doors.

Exterior Windows – The aluminum windows throughout the facility appear to be in great shape. The seals between the frame and the glass were sound and not showing any signs of shrinking. The glass seals are still holding as we did not observe any "cloudy" glazing. Although the caulk joints between the frames and the masonry appeared to be sound, there are a couple of locations that are showing signs of minor water infiltration – see caulking narrative below. Due to the age of the building, over the next 10 years we would expect that there will be the need for some glazing replacement.

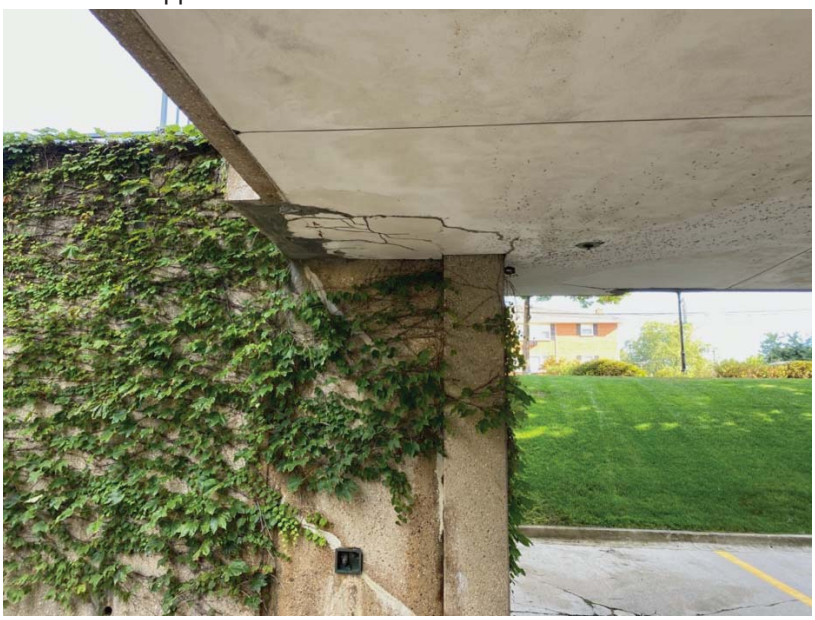




Misc. Caulking – As mentioned above the caulk between the window frames and the masonry needs to be inspected and repaired as needed. Also, there are joints between precast concrete cladding and the masonry that are showing signs of cracking and deterioration. Although the majority of the exterior caulking still has life left in it, we recommend that obviously damaged caulking be removed and replaced with a high-quality caulk and areas with water infiltration evidence be further inspected and that caulk replaced as required.



Garage Level Ceiling – the garage level ceiling has experienced patching and touch up paininting over the years and the there is some patching still required particularly in the north-west corner where there appears to be a water infiltration issue – see below.

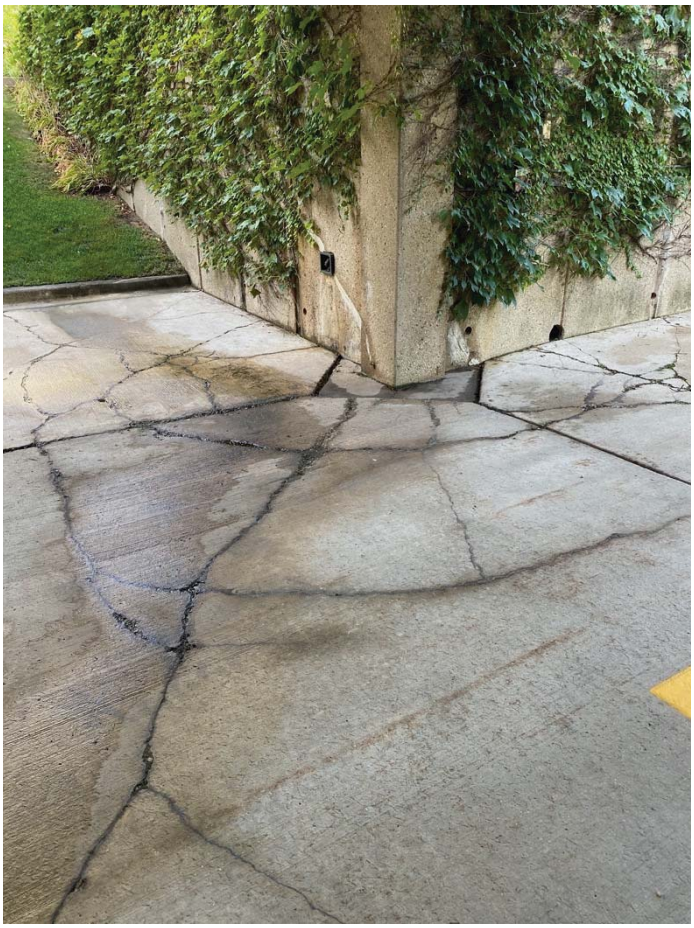


North-west Stair – It appears that the stair has settled while the building structure has not, creating a trip hazard and likely a place for water infiltration that may be adding to the adjacent garage ceiling damage. The short term colution may be to re-seal the joint between the parts that have moved to prevent water infiltration. The long term solution is to replace the stairs or a portion of them to raise the top elevation in alignment with the adjacent slab.



Railing Supports – It is noted that the detail at the base of the handrails at each of the corner stairs seems to be deteriorating. The concrete attachment point is relatively thin and likely deteriorating from the use of salt in the winter time. Although the rails are stable now, over the next 10 years these may become less stable and in need of repair.

North-west Garage Pavement – The pavement in the northwest corner of the parking level apparently has little to no slope or has experienced settlement that causes rain water to not drain properly to a near by storm sewer inlet. The solution is to remove and replace the damaged portion of the pavement and either reinstall it to drain properly or add a local storm inlet tied to the agjacent storm system.



2. Interior

General – Similar to the exterior, the interior is well maintained and aging well. Only minor isues were discovered

Insulated Glass Windows– Although the insulated glass in the windows all appear to be in good shape, over the next 10 years it is likely that some of the insulated glass panels will experience blown seals. It is recommended that the libray anticipate this in their budgets.

Flooring – The flooring in the facility is in good shape over all. The hard flooring - terrazzo, tile, VCT, LVT – are in good shape and appear to have greater than 10 years life remaining. Although the carpet In some areas has already been replaced, the carpet will wear faster - especially in high traffic areas – within the next 10 years. As a result, we have added a line item in the 10 year outlook for periodic replacement of flooring as may be needed. The cost projection includes a budget to replace about 25% of the carpeting at a time.

Painting – Periodic painting of walls takes place as both routine maintenance as well as complete room freshening. Although the routine maintenance of touch-up painting is outside of the scope of this report, we have added to the cost spreadsheet a line item for more substantial freshening of spaces every couple of years.

Entrance Doors & Door Operators – All of the public entry doors appeared to be in good shape, and with normal routine maintenance have significant useful life left. However, with the amount of traffic and the normal use of the automatic operators, we have added a line item for the potential future more significant repair or replacement issues.

3. Elevators

The building has 3 elevators and each of these were reviewed by Smart Elevator. The elevators appear to be in good shape and well maintained. Typical life span for elevators is 20-25 and they have currently provided 17 years of service so within the next 10 years they will be reaching that time frame in which a significant update is required so we have added these costs to the cost matrix and spread them over 3 years. See the report prepared by Smart Elevator for more information.

Mount Prospect Public Library
10 S. Emerson
Mount Prospect, IL 60056

Elevator State ID # H002259, H002258, H002260
Last Annual Inspection, May 28, 2020
Equipment Installation Date, 2003
Equipment Type, Hydraulic Passenger Elevators
Equipment Controller, Otis 211
Equipment Voltage, 480V
Door Type, Single Speed Side Opening

All three hydraulic elevators have basement located elevator machine rooms. All three elevators have front opening door operators. The existing equipment is in good condition and appears to be well maintained based on our survey conducted September 2, 2020. The existing equipment has a recommended life span of 20-25 years. The existing equipment is proprietary to Otis Elevator. Estimate number for modernization would be $75,000 per elevator. That would include the following components;

Non-proprietary elevator control system with new leveling system (Motion Control Engineering, recommended)
Non-proprietary door operators (GAL, recommended)
Submersible power unit with new hydraulic control valve and hydraulic fluid (Maxton valve, recommended)
Car operating panel with new phone and LED fixtures (Innovation Industries, recommended)
Hall station push buttons with LED fixtures and current code compliance for fire signage and ADA requirements
Traveling cable and hoistway wiring as required

The existing life safety system and elevator machine room electrical can be tied into the new elevator system as recommended by Smart Elevators.

Optional, the elevator cab interior can be budgeted for $15,000 per elevator. This would include new LED downlit stainless-steel ceiling. Plastic laminate wall panels chosen at the customers selection with available stainless-steel reveals. New stainless-steel hand rails that comply with ADA and current elevator code.

If the customer is looking to piece mail the elevator upgrades together such as a door package or fixture upgrade, due to the proprietary nature of the existing equipment, Smart Elevators will be unable to providing individual upgrades. In that case, the OEM supplier is recommended to be contacted to proceed.

Thank you for the opportunity to survey the equipment.

Respectfully,

Scott Kinzie
Smart Elevators

Roof Analysis:

Hutchinson Design Group is an industry leading roofing consultant that performed a comprehensive inspection of both the membrane and metal standing seam roofs and coping at the existing faculty. The following is a full report documenting their findings and recommendations based on industry standards.

The Mount Prospect Public Library is a two story, square in geometry facility with an articulated façade that translates into the roof edge parapets and metal copings (see photo 11). There are five separate and distinct roof areas all covered in fully adhered EPDM: A main roof and then four roofs above (see roof plan R1 and photos 1-8). The existing roof appears to be circa 2004 from the original construction. The director of buildings and grounds indicated that the library currently has a semiannual roof maintenance program with Combine Roofing, an excellent roofing contractor. This is an excellent program to keep the roof watertight and to extend its service life.

All the roofs are currently in fair to good conditions. The main roof (area 1) drains to interior roof drains with control top drains (see photo 9), but also has roof edge overflow scuppers (see photo 10). At the west end of roof area 2 on roof area 1, is a mechanical area enclosed with a screen wall, which has been named roof area 1A, which like area 1, drains to internal roof drains. Roof area 2, Mechanical Room: Drains to roof edge gutters and downspouts (see photo 5). Roof areas 3 and 4, Light Monitor: Drain to roof edge scuppers, conductor boxes and downspouts (see photos 6 and 7). Roof area 5 drains through a roof edge scupper to a conductor box and downspout (see photo 8).

Observations

While the roofing is currently in fair to good condition, there are several concerns that should be addressed. The most obvious issues upon walking the roof are:

1. Numerous groups of patches (see photo 13) and the debonding of several (see photo 14).
2. The lack of roof and insulation protection at access doors and mechanical area traffic patterns (see photos 18 – 21).

Other observed conditions of concern include:

1. Ridging insulation below the roof membrane (see photo 16).

2. Smoke hatches with inappropriate termination of the roof base flashing (see photo 17).
3. Low curb height on a slope roof area (see photo 22).
4. Older flashings pulled tight at circular HVAC structural supports (see photo 23).
5. Blistering flashings and patches (see photos 10 and 15).

The mechanical room and light monitors are clad in aluminum composite panels (ACM) with nice clearance above the roof (see photos 6, 7,12 and 18). The ACM joints are caulked with sealant that is deteriorating (see photo 24). Once the sealant deteriorates, water will be able to enter and has a good chance to move into the interior.

Recommendations

1. Continue with the roof maintenance program.
2. Roof Patches: Inspect all, clean and re-adhere the loose patches. Then clean the EPDM and install a larger piece of self-adhering EPDM over the group of patches.
3. Blisters base flashings: Remove and reflash with membrane or liquid flashing.
4. At all roof access doors: Install four 2'-0" x 2'-0" rubber pavers on the roof over laid with 2" concrete pavers.
5. Mechanical Area, Area 1A: Install 2'-0" x 2'-0" rubber pavers on the roof, two wide along the west wall and to the southwest door.
6. Install the 2" pavers to areas of the RTUs required for access.
7. Smoke Hatches: Install closed cell backer rod, 1.5 times the void up into the integral curb counter flashing and set the clips.
8. Paint the roof hatch in area 5.
9. Ridging Insulation: Fasten down to the roof deck and patch.
10. ACM: Remove and replace the sealant joints.

With the recommendations and continued roof maintenance, the roof should have a remaining service life of 7-9 years.

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Mount Prospect Library

Inspection Photo Report

Photos taken 9/2/20




Photo 1: Area 1: Views from the southeast corner across the fully adhered EPDM Roof.




Photo 2: Area 1: Looking west on the south side of the penthouse and north down the west side of the main roof.

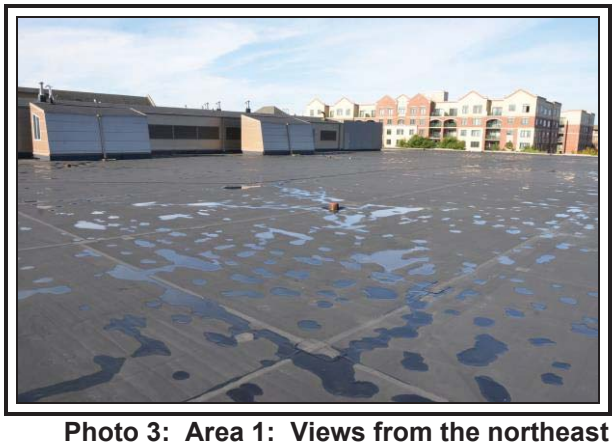



Photo 3: Area 1: Views from the northeast corner across the fully adhered EPDM Roof.

Mount Prospect Library

Inspection Photo Report
Photos taken 9/2/20





Photo 4: Area 1A: This mechanical area is enclosed by a screen wall.

Mount Prospect Library
Inspection Photo Report
Photos taken 9/2/20



Photo 5: Area 5: Looking west across the fully adhered EPDM roof of the penthouse. The roof drains to roof edge gutters and downspouts.

Mount Prospect Library

Inspection Photo Report

Photos taken 9/2/20

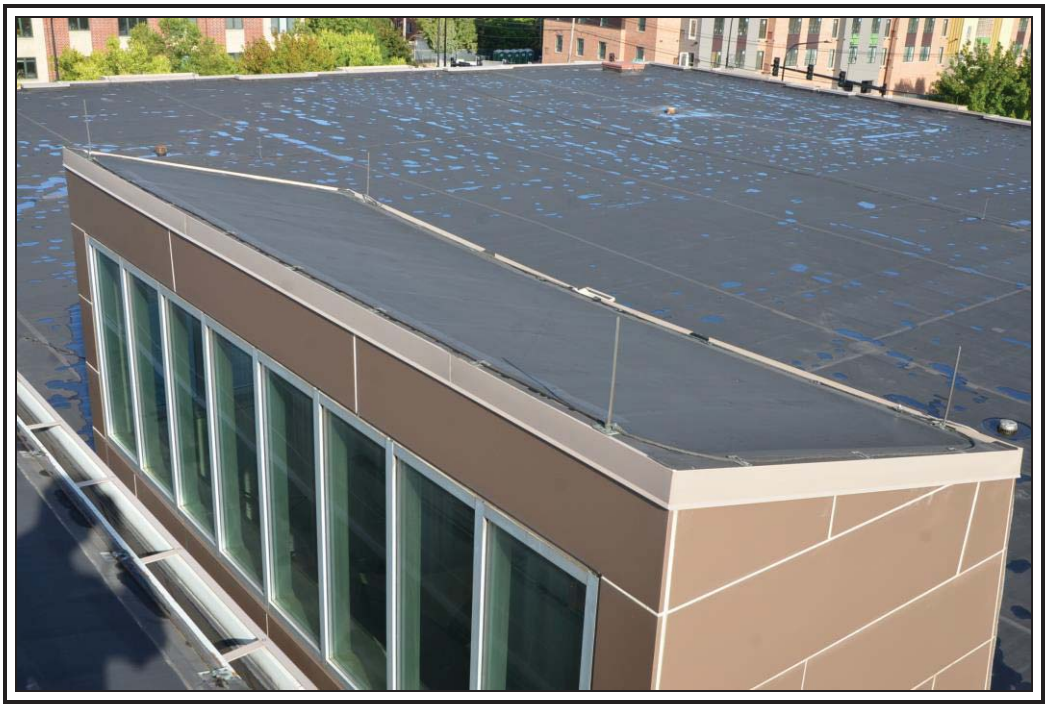




Photo 6: Area 3: The sloped EPDM roof drains to a roof edge scupper, conductor box and downspouts. The light monitor walls are clad in an aluminum composite panel whose sealant joints are deteriorating.

Mount Prospect Library
Inspection Photo Report
Photos taken 9/2/20





Photo 7: Area 4: The sloped EPDM roof drains to a roof edge scupper, conductor box and downspouts. The light monitor walls are clad in an aluminum composite panel whose sealant joints are deteriorating.

Mount Prospect Library
Inspection Photo Report
Photos taken 9/2/20

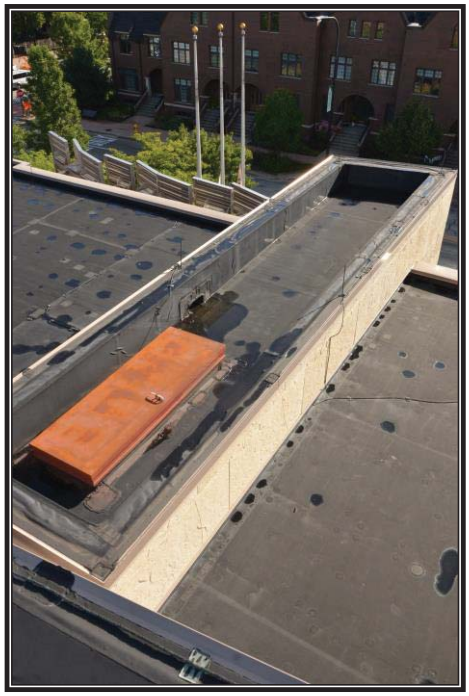


Photo 8: Area 5: The fully adhered EPDM roof drains to the scupper within the parapet wall. On the left parapet wall there is a through wall scupper that drains the area. The roof hatch could use a coat of paint.



Photo 9: The main roof drains to interior roof drains with controlled drainage.

Mount Prospect Library
Inspection Photo Report
Photos taken 9/2/20



Photo 10: The main roof has roof edge scupper overflows. The uncured EPDM is blistering and should be re-flashed.

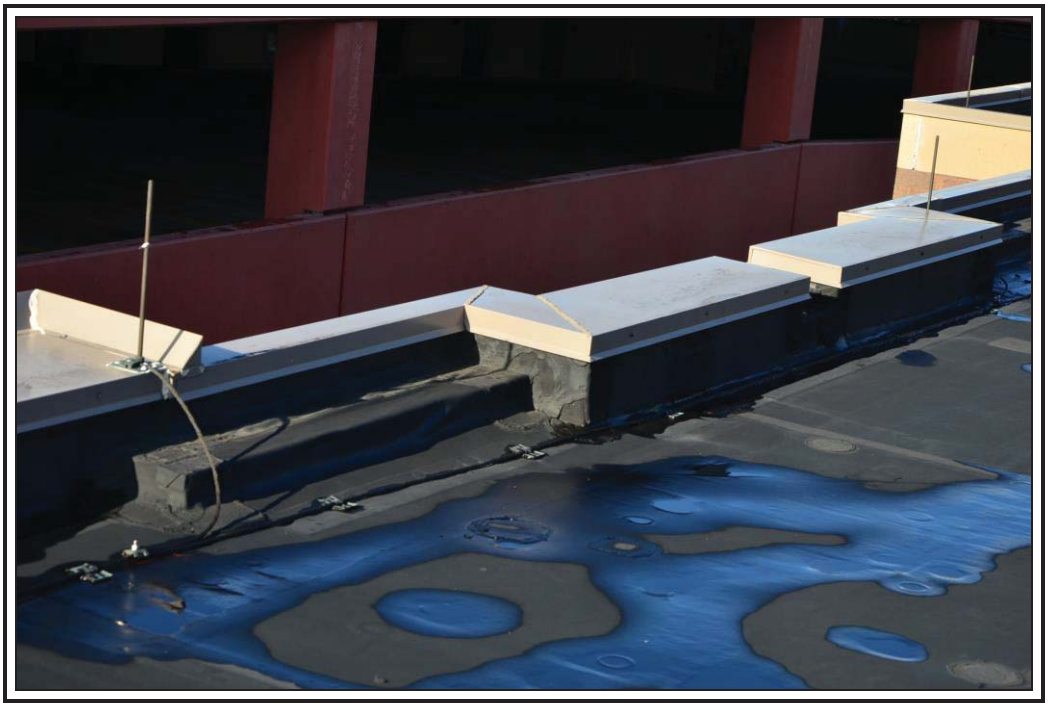


Photo 11: The main roof, roof area 1, has an articulated parapet roof edge capped with metal copings.

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Inspection Photo Report
Photos taken 9/2/20



Photo 12: The base of the penthouse: The roof base flashing is counter flashed. The mechanical penthouse walls above are clad in an aluminum composite panel whose sealant joints are deteriorating.

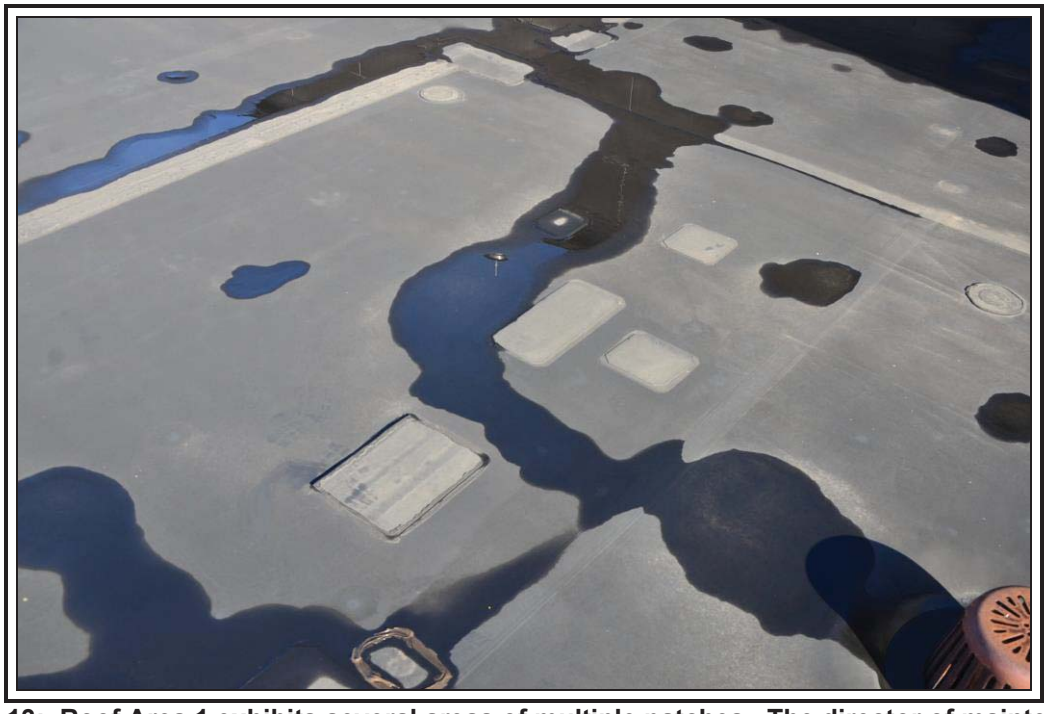


Photo 13: Roof Area 1 exhibits several areas of multiple patches. The director of maintenance suggested that they may have occurred during the initial construction.

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Photo 14: Several patches are starting to delaminate. It would be prudent to patch over all the patches.



Photo 15: There appears to be some outgassing of an adhesive at this patch which should be replaced.

Mount Prospect Library

Inspection Photo Report

Photos taken 9/2/20



Photo 16: On the north side of the penthouse, there are several insulation pieces that are ridging and should be fastened down and patched.

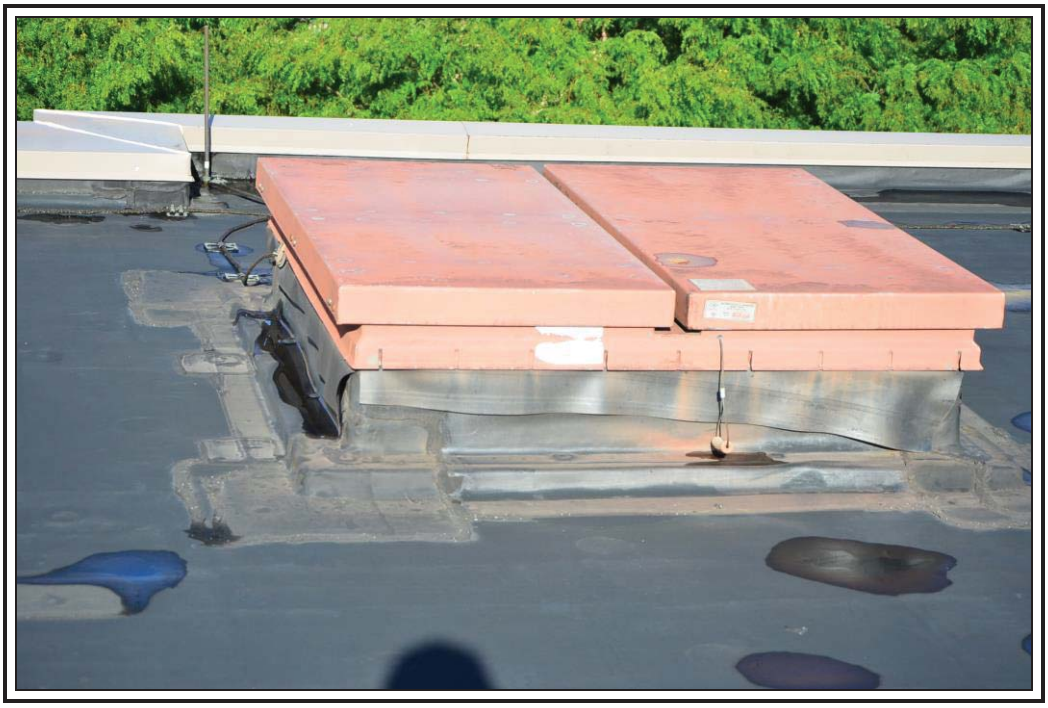


Photo 17: Roof Area 1, Smoke Hatch: There is no foam rod securement at the top of the curb. A foam rod 1.5 diameter of the void should be inserted around both smoke vents and then the clips in the counter flashing set.

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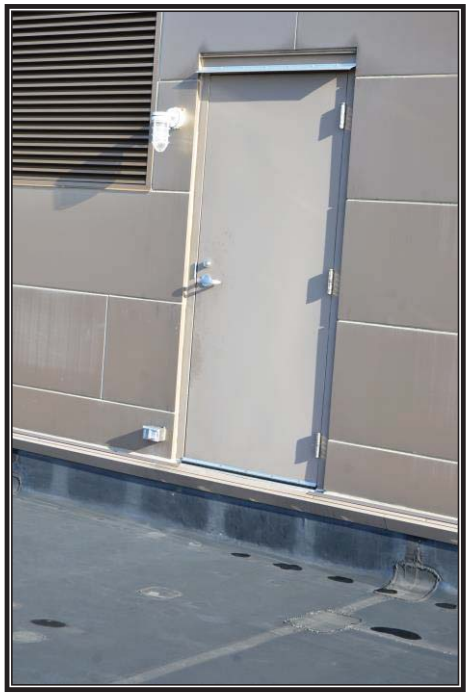


Photo 18: There are no protective pavers at any of the roof access doors. It is recommended that four concrete pavers over a 2" rubber paver be placed at each door. The mechanical penthouse walls are clad in an aluminum composite panel whose sealant joints are deteriorating.



Photo 19: Roof Area 5: If this roof hatch is used, it is recommended that concrete pavers over a 2" rubber paver be placed at the three sides of the roof hatch.

Mount Prospect Library

Inspection Photo Report

Photos taken 9/2/20



Photo 20: Roof Area 1 A: This photo is taken at the access door to the north. Along the penthouse wall are two doors and a ladder without protection. It is recommended that two rows of 2" rubber pavers be installed along the penthouse wall and at the far end to the door in the southwest corner.



Photo 21: Roof Area 2, Roof Access Ladder: It is recommended that four concrete pavers over a 2" rubber paver be placed at the ladder.

Mount Prospect Library
Inspection Photo Report
Photos taken 9/2/20



Photo 22: Roof Area 2: The roof curb at this flue is very low. It is recommended that the curb be raised, flashed and a new stainless-steel square to round transitional flashing and rain cap be installed.



Photo 23: Roof Area 1A, HVAC Support: While the flashing looks good, it might be prudent to enhance the flashing with liquid flashing.

Mount Prospect Library
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Photos taken 9/2/20

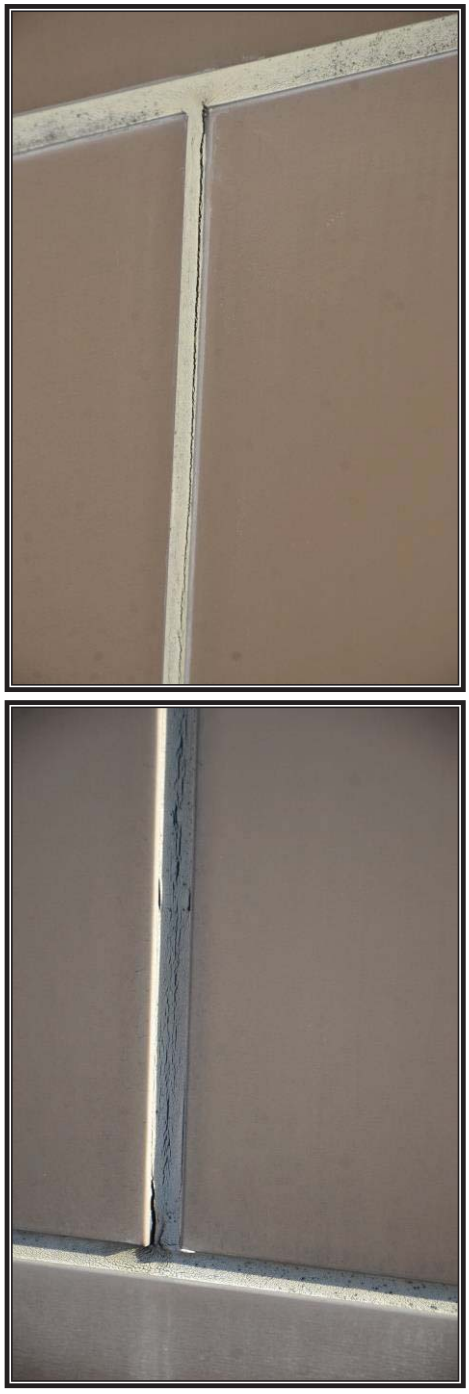
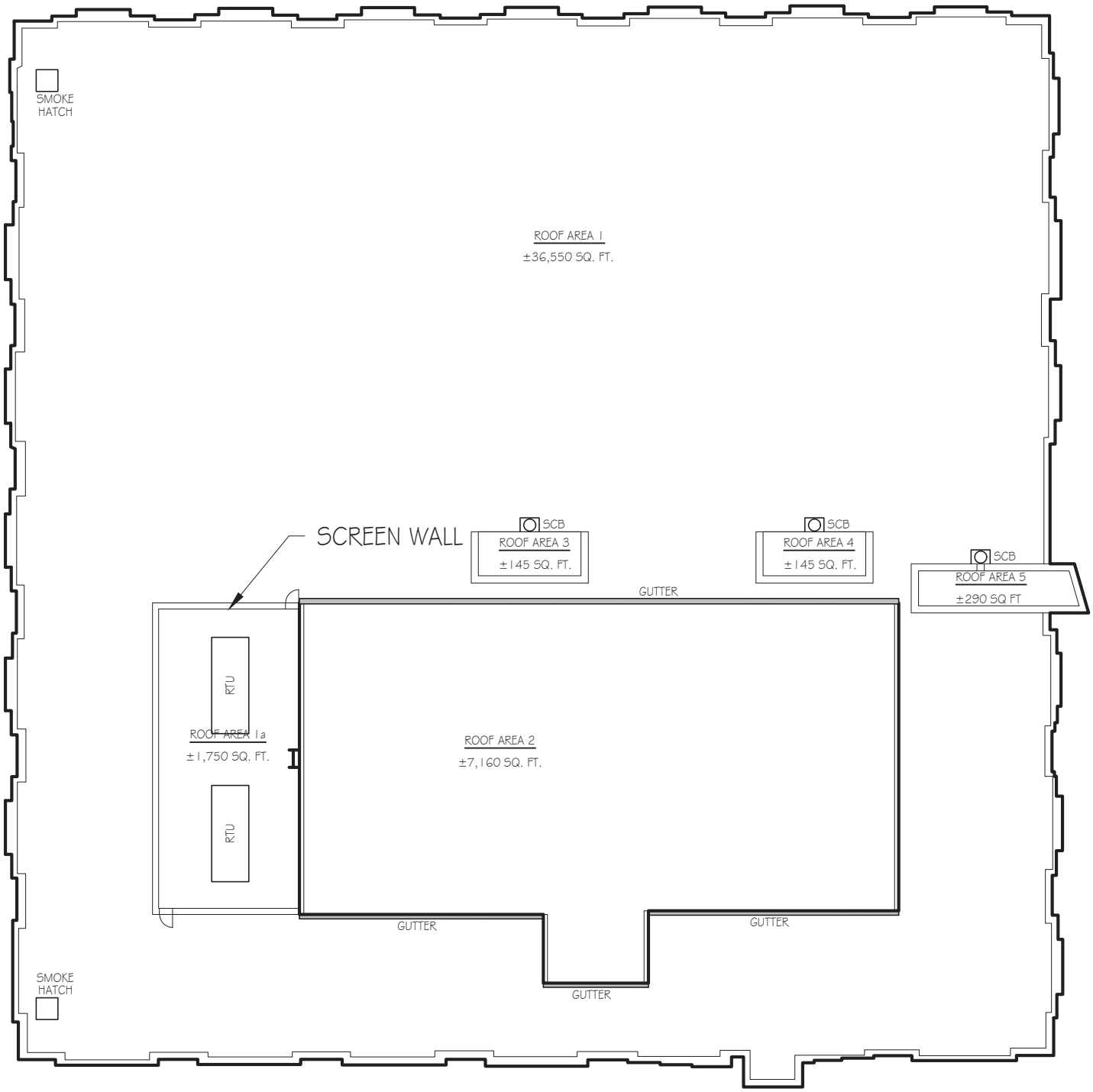


Photo 24: The penthouse walls are clad in aluminum composite metal panels with caulked joints. The sealant is deteriorating and should be removed and replaced in the near future.



1
R1

MOUNT PROSPECT PUBLIC LIBRARY - ROOF PLAN

NTS

N

MOUNT PROSPECT PUBLIC LIBRARY

HDG Hutchinson Design Group, Ltd.
232 E. Main Street
Barrington, Illinois 60010
847.756.4450 v
847.756.4451 f

10 S. EMERSON ST
MT. PROSPECT, IL 60056

MT. PROSPECT PUBLIC LIBRARY ROOF PLAN

R1
1 OF 1 SHEETS

Mechanical Electrical Plumbing & Fire Protection Systems Analysis:

2010 Engineering performed a comprehensive inspection of all major mechanical, electrical, plumbing and fire protection equipment at the existing faculty. Their team also met with staff and the contracted maintenance firm for the mechanical system to further understand any issues that would need to be included as part of this report.

The following is a full report documenting their findings and recommendations based on industry standards.

MEPFP Facility Report
Mount Prospect Public Library
10 South Emerson Street
Mount Prospect, Illinois

September 9, 2020

HVAC

Central Heating Plant

The central heating plant is located in the mechanical penthouse and consists of (3) Thermal Solutions gas fired hot water boilers, 88% efficient, non-condensing. Two boilers are model number EVA1500 with input capacity of 1,500 MBH and output capacity of 1,320 MBH. A smaller boiler utilized during summer for reheat is model number EVA1000 with input capacity of 1,000 MBH and output capacity of 880 MBH. All boilers were manufactured in 2003.

The hot water system includes hot water pumps on inertia bases, air separator, expansion tank, etc. A chemical pot feeder and side stream filter are available for chemical treatment and system cleaning.

Hot water piping is utilized to circulate hot water to all building heating elements including air handling units, variable air volume boxes, cabinet unit heaters, suspended unit heaters, cabinet convectors, finned tube radiation, and the heat exchanger.

The parking level ceiling space below the first floor is heated by finned tube radiation elements fed by a glycol-water system. The glycol-water system is heated by a hot water heat exchanger in the mechanical penthouse with associated pumps, air separator, expansion tank, etc.

Recommendations:

1. The boilers are approaching the end of their useful life. We recommend that they be scheduled for replacement in the next 5 years.
2. The 2 variable frequency drives serving the hot water system pumps are approaching the end of their useful life. We recommend that they be scheduled for replacement in the next 2 years.

Central Cooling Plant

The central cooling plant consists of (2) Trane air cooled water chillers located on the roof adjacent to the mechanical penthouse. They are model number RTAA110 with nominal capacity of 110 tons each. They were manufactured in 2003 and were refurbished with new compressors in 2015. About half of the condenser fans motors have been replaced.

The chilled water system utilizes 30% glycol and includes a glycol fill station, chilled water pumps on inertia bases, air separator, thermal storage tanks, expansion tank, etc. A chemical pot feeder and side stream filter are available for chemical treatment and system cleaning.

Chilled water piping is utilized to circulate chilled water to (3) air handling units in the penthouse.

Recommendations:

1. The air cooled water chillers are approaching the end of their useful life. Their typical 20 year life span has been extended by replacing the compressors in 2015. Condenser fan motors will continue to fail in the coming years. We recommend that the chillers be scheduled for replacement within the next 5 years.
2. The insulation jacket on the exterior chilled water piping has deteriorated and is allowing water to penetrate into the insulation. All the piping insulation outside the building should be replaced with new insulation and a VentureClad 1577CW jacket in lieu of aluminum.
3. The chillers are mounted on steel support framing above the roof making it difficult to service them, especially on the side where the piping is located. This has resulted in service personnel climbing on the piping and has contributed to the deterioration of the insulation. When the chillers are replaced, we recommend providing a service grate to provide access to service the units.

Air Handling Units

The building is heated, cooled, and ventilated by (4) Trane M-Series Climate Changer indoor air Variable Air Volume handling units located in the mechanical penthouse. Each unit has a return/exhaust fan, chilled water coil, hot water coil, humidifier distribution tube, and supply fan. AHU-1 & 2 serve the first floor and AHU-3 & 4 serve the second floor. The units were installed in 2003 and are in good condition. The galvanized condensate drain piping was recently replaced with PVC.

Two of the 8 supply and return fan variable frequency drives have been recently replaced.

Recommendations:

1. The 6 remaining variable frequency drives are nearing the end of their useful life and should be replaced in the next 2 years.
2. The air handling units are in good condition and shouldn't need replacement for another 20 years.

HVAC System

The air distribution system consists of ductwork, variable air volume boxes, diffusers, and registers. The duct distribution on the first and second floor consists of a large loop fed by 2 air handling units. A total of 96 Trane variable air volume boxes with hot water heating coils provide individual temperature control throughout the building. The VAV boxes are original to the building.

Finned tube radiation at the perimeter of the building provides heat to "wash" the tall glass walls.

Recommendations:

1. The VAV boxes are in good condition and should be scheduled for replacement in the next 10 years.

Gas Fired Humidifiers

Building humidification is provided by (4) DriSteem model GTS99-400 gas fired steam humidifiers. Each humidifier is supplies steam to one of the 4 air handling units in the mechanical penthouse via a steam distribution manifold in the air handling unit. A Johnson water softener in the mechanical penthouse conditions the domestic water supplying the humidifiers. All equipment is original to the building.

Recommendation:

1. The humidifiers are approaching the end of their useful life. Currently, the software is obsolete. We recommend scheduling the humidifiers for replacement in the next 2 years.

Main Server Room Cooling

The main server room is cooled by a Mitsubishi duct free split system with nominal cooling capacity of 3 tons. The condensing unit is located on the roof in the chiller enclosure.

Recommendation:

1. The equipment is assumed to be original to the building and should be replaced in the next 2 years.

Exhaust Fans

All exhaust fans are located in the mechanical penthouse. They are utility sets exhausting out wall louvers. All are in good condition.

Temperature Controls

The HVAC system is is controlled by a Johnson Controls Metasys Direct Digital Control system. It is upgraded to current technology and maintained by Integrated Control Technologies. It continues to be a valuable tool for operating the building and should be maintained.

PLUMBING

Domestic Water Service

An 8" combined water main enters the building in the lower level Water Service Room on the east side of the building. The water service then splits into a 6" fire protection water service and a 3" domestic water service. The 3" domestic water supply is routed thru a Village of Mt. Prospect water meter and 3" Zurn Wilkins Model 375 Reduced Pressure Zone backflow preventer. There is a full size by-pass at the water meter and there is a 2" irrigation supply line with a Watts Model 909 RPZ assembly served from the domestic water service.

Domestic Water Heaters

Domestic hot water for a majority of the building is provided by a gas fired tank type heater located in the upper level mechanical mezzanine. The water heater is an A.O. Smith Model BTH150 with storage capacity of 100 gallons and heating capacity of 150,000 BTU/HR input capable of 171 gallons per hour of recovery. The water heater was installed 2003. It has an Amtrol Model T-12 expansion tank and a Bell & Gossett PL-36B recirculation pump.

There are two small electric water heaters located in the lower level garage area. The first is an AO Smith model ELSF 20, 19 gallon, 2.5 KW. This water heater serves the lavatory and sink in the lower level Workroom. The second water heater is an AO Smith model ELSF 20, 19 gallon, 2.5 KW. This water heater serves the mop sink in the yard storage room.

Domestic Water System

Domestic water piping appears to all be copper piping and in good condition. Domestic water piping is insulated with fiberglass insulation.

Sanitary System

Sanitary drainage and venting for the building is primarily cast iron piping. The piping is in good condition and waste flows well under normal conditions.

Storm System

The roof drainage is accomplished by roof drains and cast iron interior piping off of the flat roof areas.

Plumbing Fixtures

Public toilet room plumbing fixtures are commercial quality fixtures in good condition for their age. There appears to be an adequate number of fixtures for this facility. Fixtures include wall mounted water closets with manual flush valves, wall mounted urinals with manual flush valves and wall mounted or self-rimming drop -in lavatories with hands free sensor faucets. Lavatory faucets have thermostatic mixing valves to limit the water temperature to 110 degrees.

Support fixtures include break room and activity room stainless steel sinks with lever control faucets. There are various mop sinks located throughout the building with a service sink bucket bracket faucet

with vacuum breaker. Three mop sink locations have a cleaning chemical dispenser with hose connection to the mop sink faucet. Dual height electric water coolers are located throughout the building.

Plumbing Equipment

There are three submersible pump systems located in the lower level garage area. The largest pump system is a storm duplex self-primming type serving the catch basins, trench drains and drain tile piping located throughout the lower level garage area. This pump system is a Metropolitan SP-4 5240-2D-M4-4, 2" discharge, 2hp, rated at 100 gpm at 34 TFH, basin size of 60"X11'-0" deep. The second is a simplex sanitary submersible pump serving the Workroom toilet room and all nearby floor drains in the water service room. This pump system is a Metropolitan SP-2 SK60M4-4, 3/4 hp, 2" discharge, rated at 20 gpm at 20 TFH, basin size of 36"x48" deep. The third is a duplex sanitary submersible pump serving plumbing fixtures on the south side of the first floor. This pump system is a Metropolitan SP-3 SK60M4-4, 3/4 hp, 2" discharge, rated at 20 gpm at 20 TFH, basin size of 42" x48" deep. There are also various small submersible pumps in each of the elevator shafts.

Recommendations:

1. Water heater in the upper level mechanical mezzanine is at the end of its life cycle and should be replaced.
2. Seal air tight the duplex sanitary pump system located in the Yard Storage Room.
3. Three mop sinks have a cleaning chemical dispenser connected to the faucet. Provide an isolated RPZ Reduced Pressure Zone backflow preventer at each location to protect the potable water.
4. Replace each of the electric water coolers with a model that has a bottle filler.
5. Add a retrofit automatic sensor to each water closet and urinal for hands free operation.
6. Replace the lower level submersible and self primming pump systems within 5-8 years.

FIRE PROTECTION

Fire Protection Service

An 8” combined water main enters the building in the lower level Water Service Room on the east side of the building. The 6” fire protection service is protected by a 6” Zurn Wilkins 350DA Double Check Detector Assembly backflow preventer with a 3/4" Wilkins 950 double check bypass backflow preventer and meter. Both fire protection backflow preventers have been tested and have passed certificaton for the year.

Fire Protection System

The entire building is protected by a wet pipe sprinkler system. There are control valves on each floor to separate each floor into a dedicated zone. There are (5) hose valves located throughout the building in the stairwells to provide a Class I standpipe system. The lower level garage that is open to the exterior is served by a wet system in a heated ceiling space. It was noted that approximately 60 pendent heads of the 390 existing heads in the lower level were recently replaced.

Sprinkler system appears to be in good condition with no visible damage to sprinklers. Sprinklers are uprights in mechanical spaces and primarily chrome semi-recessed pendent heads in the acoustical ceiling grid. There are also concealed sprinklers in the hard ceilings of the decorative lobby areas.

There are two fire department connections. Both are free standing pedestal type on the east side of the building. One is a Storz type and the second a Siamese type. There was a wall mounted visual fire alarm indication device within 20 feet of the fire department connections.

Recommendation:

1. With some of the pendent heads recently being replaced in the lower level garage area, the entire lower level system should be further reviewed by a sprinkler contractor for possible further replacement.

ELECTRICAL

Electrical Service

The building is served by a pad mounted utility transformer mounted transformer located at the southwest corner of the property. The main service entrance switch is located exterior to the building adjacent to the lower level open air garage. The main switchgear only serves as a main disconnecting switch and is rated at 1600A, 277/480V. The main switch feeds a main distribution board in the mechanical penthouse of the building. All subsequent electrical distribution is fed from the penthouse. .

The main service switch is located exterior to the building and is in a exterior rated enclosure. However the placement of the switch has resulted in significant deterioration at the base of the switchgear. We noted the following contributing factors:

1. The gear is on a elevated concrete pad but the pad slopes back towards the equipment allowing ponding of water around the base.
2. There is a downspout above a portion of the pad allowing water from a gutter to drain onto the pad.
3. The west side of the pad is adjacent to a sloped green space allowing water to runoff to the top of the pad.
4. There is a lawn sprinkler in the sloped green space contributing to water run off onto the pad.

Recommendations:

1. Thermal imaging service is recommended at the switchboard and panels as a preventative measure to ensure all connections are secure and properly terminated.
2. The water pooling at the gear location must be mitigated. Several items must be addressed:
    a. Modifications to the concrete pad to channel water away from the gear
    b. Re-grading the west slope to allow run off to divert away from the pad.
    c. Relocating the downspout.
    d. Removing the nearby lawn sprinkler.
    e. Inspecting the interior of the switchboard where the conductors enter and providing raceway seals as needed to ensure no water is entering from those conduits.

3. Repair or replacement of the switchboard will be necessary before further deterioration occurs. The extent of the damage cannot be determined from an exterior visual observation. The board needs to be opened and covers removed to inspect and document the extent of the damage to not only the covers, but the internal structure of the gear. At that point a more detailed assessment can be made to the extent of damage.

Electrical Power Distribution

The mechanical penthouse contains an electrical distribution room and generator room. There is both 277/480V and 120/208V distribution in the building. 480V panels and loads are fed from the main distribution board. 208V distribution is fed via a 300kVA transformer in the mechanical penthouse which in turn feeds a 1000A distribution board which feeds branch circuit panelboards.

The building generator is a 200kW, 277/480V natural gas fired unit manufactured by Kohler. The unit is located in a room in the mechanical penthouse and the generator serves (2) transfer switches. One transfer switch is rated at 200A and serves limited mechanical loads to keep hot water circulating in the building during a power outage as well as other non-essential loads throughout the building. The second transfer switch is rated at 60A and serves life safety loads such as emergency lighting, exit signs and critical systems such as fire alarm.

Electrical distribution equipment is manufactured by Siemens and is original to the building renovation. Equipment is in good condition. Spaces are available for additional circuit breakers to serve new loads and where they are not, there is typically room to expand the electrical distribution system to accommodate additional panels. Based on the size of the building, there should be adequate capacity in the 1600A service for future loads.

Lighting/receptacle panels contain circuit breakers and distribute power throughout the facility. There are spare spaces available for additional loads. Receptacles are provided throughout the building and appear to be adequate.

We noted the following specific items:
1. The Staff has confirmed the generator is regularly maintained.
2. Panel L/SB1 on the main level has a desk located in front of it, violating its code-required working clearance.
3. There is no bonding jumper over the main water service meter.
4. There are extension cords in use in the main Telecommunications room.

<u>Recommendations:</u>
1. Thermal imaging service is recommended at the switchboard and panels as a preventative measure to ensure all connections are secure and properly terminated.
2. Remove desk from working space of L/SB1.
3. Install bonding jumper over water meter.
4. Provide additional receptacles in main server room.

Lighting

The majority of interior lighting fixtures are linear indirect pendent fixtures, supplemented by other various other types of fixtures including round downlights, industrial lights, and decorative fixtures. The linear indirect fixtures contain (3) T8 lamps in cross section and are located throughout the book stack areas, office areas and study rooms. Industrial type fixtures contain (2) T8 lamps in cross section and are limited to mechanical spaces. 2'x4' lay-in troffers contain (3) T8 lamps in cross section and are limited to toilet rooms and some storage areas. Round downlights contain compact fluorescent lamps. Light levels appear adequate. The lighting fixtures are in good condition.

Indoor lights are controlled by conventional light toggle switches or occupancy sensors in smaller areas. Open areas are controlled at a lighting control cabinet located on each floor.

Exterior lighting is a combination of decorative fixtures with semi recessed area lights in the lower level parking garage. The parking area fixtures have been recently upgraded to LED.

Recommendations:

1. Replace interior lighting with new LED fixtures for energy efficiency. There are two options: complete lighting replacement or replacing lamps with LED lamps and LED drivers.
2. Install lighting controls for occupancy control and daylight harvesting where required by code. Replacement of lighting fixtures will require upgrading lighting controls to be in compliance with the current International Energy Conservation Code.
3. Replace existing relay cabinets and provide control stations throughout the building.

Emergency Lighting & Exit Signs

Emergency lighting and exit signs are located throughout the building and physically appear to be in good condition. Emergency lighting is via select lighting fixtures powered from the life safety branch of the generator distribution. Exit signs are older LED based, also fed from the life safety branch of the generator distribution.

Recommendations:

1. Institute a monthly testing plan in compliance with code including test logs. We recommend labeling each emergency fixture and emergency light with a individual label for ease of record keeping.
2. We recommend replacing existing exit signs as they fail.
3. We recommend replacing existing emergency lights with LED.

Fire Alarm System

The building is protected throughout with a sprinkler system. There is limited fire alarm detection in the building in areas required by code or in non-required areas for early detection. Smoke/heat detectors, duct mounted detectors and audio/visual notification devices are tied to a control panel located in the first floor electric room. Notification is voice evacuation based with speaker/speaker strobe devices located throughout. There is a fire alarm Local Operator Console in the entry that contains a microphone station for Fire Fighter use. The fire alarm control panel is manufactured by Simplex and is a 4100U addressable system. The system appears to be in good condition with devices adequately located. The 4100U is currently supported by the manufacture, replacement and expansion components are available. The existing CPU for the panel is no longer manufactured, however the manufacture makes an upgrade 4100ES CPU that installs in the 4100U panel supporting all existing component of the system.

Recommendations:

1. Verify system is tested annually and establish a annual testing contract with a service company if one is not currently in effect.
2. Consider upgrade of the panel to new 4100ES CPU.

Sound System

There is a building wide paging system. Staff reports the system speakers are no longer manufactured. The speakers have a decorative grill that is used to attempt to have the speakers blend into the ceiling.

Telecommunications

The network server rack is located on the first floor. The rack contains switches, patch panels and other network equipment. There are two additional IDF closets, one located on the first floor, and one located on the second floor. There are ground bars installed in each Data room, but no racks are terminated to the bars. The majority of cabling is Cat5e from the 2003 renovation, telephone cabling is Cat5e but terminated on standard 66 punch down blocks to interface with the existing phone PBX. Cabling in the closets is well organized and supported. Staff has indicated they will be upgrading the phone system to voice over IP in the near future. The opportunity exists to re-use the existing cabling infrastructure if Cat5e is compatible with the new system. The determination of that will need to be made in the future based on the system that is implemented.

Recommendation:

1. Complete telecommunication grounding system by bonding the racks to the ground bar in each data room.

Security

Security cameras are installed in public areas inside and outside the building. They appear to be in good condition and are IP based. The access control system consists of readers, and request to exit sensors tied to electrified door hardware.

Lightning Protection System

The building has a roof mounted lighting protection system consisting of aerials, conductors and down conductors. Aerial spacing on the roof appears adequate. The number of down conductors is unknown as they are concealed within the building finishes and structure. Conduits along the columns in the lower level parking garage are likely for the down conductors and appear adequately spaced. However in the fire protection room there is one down conductor that appears to have never been terminated during the original construction.

Recommendation:

1. Complete termination of lightning protection system down conductor in the fire protection room.

MECHANICAL PICTURES



Air Cooled Water Chillers & Insulated Piping



Air Handling Unit, Variable Frequency Drive



Damaged Chilled Water Piping Insulation



Gas Fired Humidifier



Hot Water Boilers



Hot Water Pump Variable Frequency Drives

ELECTRICAL PICTURES



Deteriorated Switchgear - Overall View



Slab Sloping Toward Deteriorated Switchgear



Rusted Left Side of Deteriorated Switchgear



Rusted Right Side of Deteriorated Switchgear



Rusted Main Fiber Pull Box



Lightning Protection Cable Never Terminated

ELECTRICAL PICTURES (CONT.)



Lighting Control Panel for Lower Level



Lighting Control Panel for First Floor



Lighting Control Panel for Second Floor



Voice Evacuation Fire Alarm System



Main Electrical Service Entrance



Missing Bonding Jumper at Water Service

PLUMBING PICTURES



Decorative Electric Water Cooler



Domestic Water Heater



Mop Basin with Chemical Dispenser Attached



Sanitary Ejector Pump/Basin



Self-Priming Storm Pump/Basin



Domestic Water Service Entrance



Lavatories with Mixing Valves

FIRE PROTECTION PICTURES



Fire Department Connections



Fire Sprinkler System Water Service Entrance

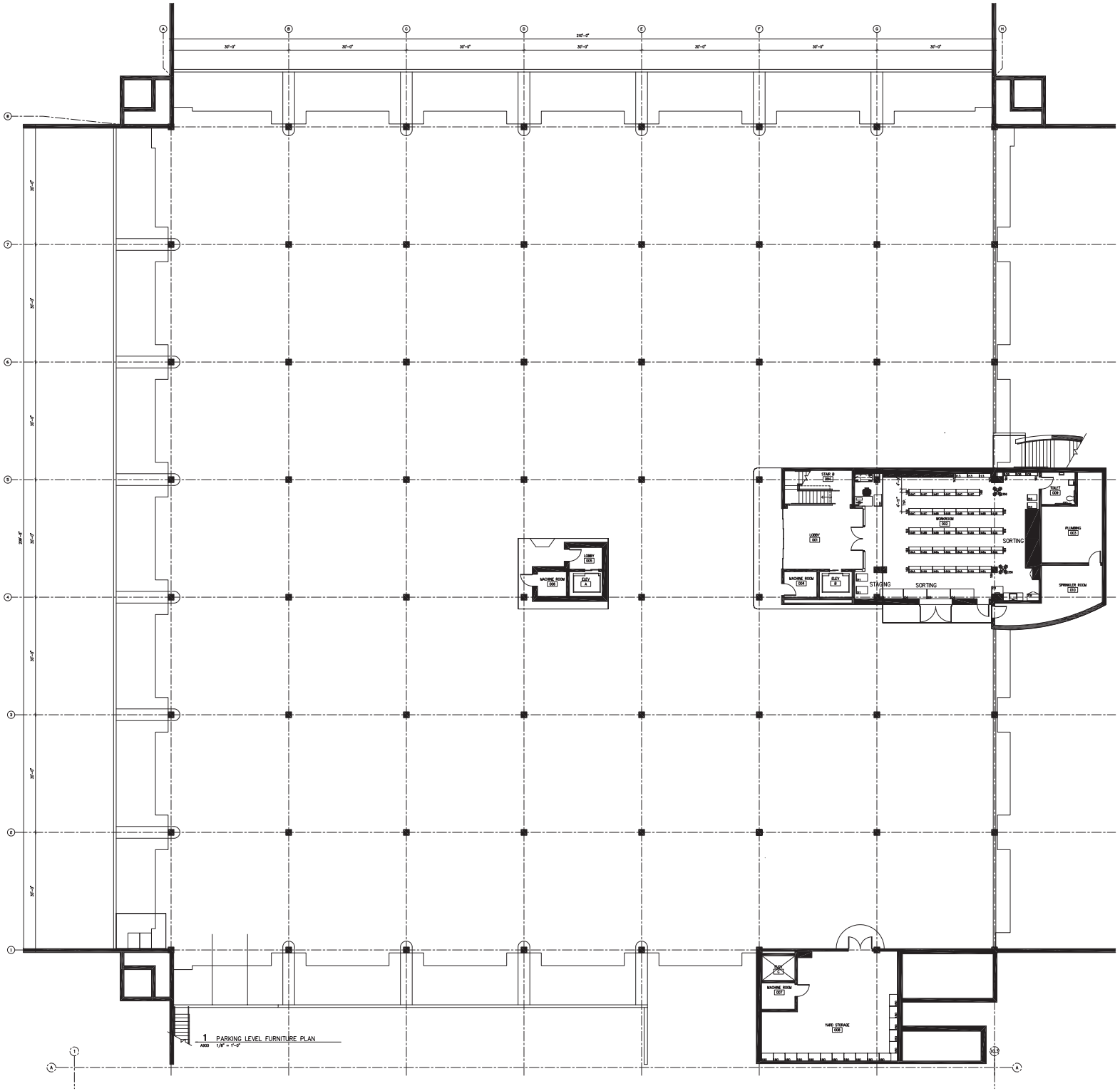


Parking Garage Sprinkler Heads

Furniture Inventory and Future Needs Analysis:

product architecture + design performed a comprehensive inspection of all the furniture in the existing facility based on existing photographs and drawings along with conversations with staff.

The following is a list of current and future needs organized by area.



1 PARKING LEVEL FURNITURE PLAN
A900 1/8" = 1'-0"

NOTES

1. ITEMS SHOWN SHADED THUS [redacted] ARE EXISTING TO BE RELOCATED BY OWNER. ITEMS ARE SHOWN FOR REFERENCE ONLY.
2. ITEMS SHOWN SHADED THUS [redacted] ARE TO BE PURCHASED AND INSTALLED UNDER THIS CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
3. ITEMS SHOWN HATCHED THUS [redacted] ARE NOT IN CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
4. EXISTING SHELVING COMPONENTS INSTALLED ON NEW SHELVING SHALL BE INSTALLED BY CONTRACTOR. SHELVING RANGE 1 OF DETAIL 1 EXISTING COMPONENTS (SHOWN SHADED) SHALL BE INSTALLED BY OTHERS.
5. DIMENSIONS SHOWN TO SHELVING RANGE ENDS ARE TO END PANEL FACES AND INDICATE CLEAR AISLE REQUIRED.

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Furnishings Bid Documents

Mount Prospect Public Library

Main Library Renovation and Addition

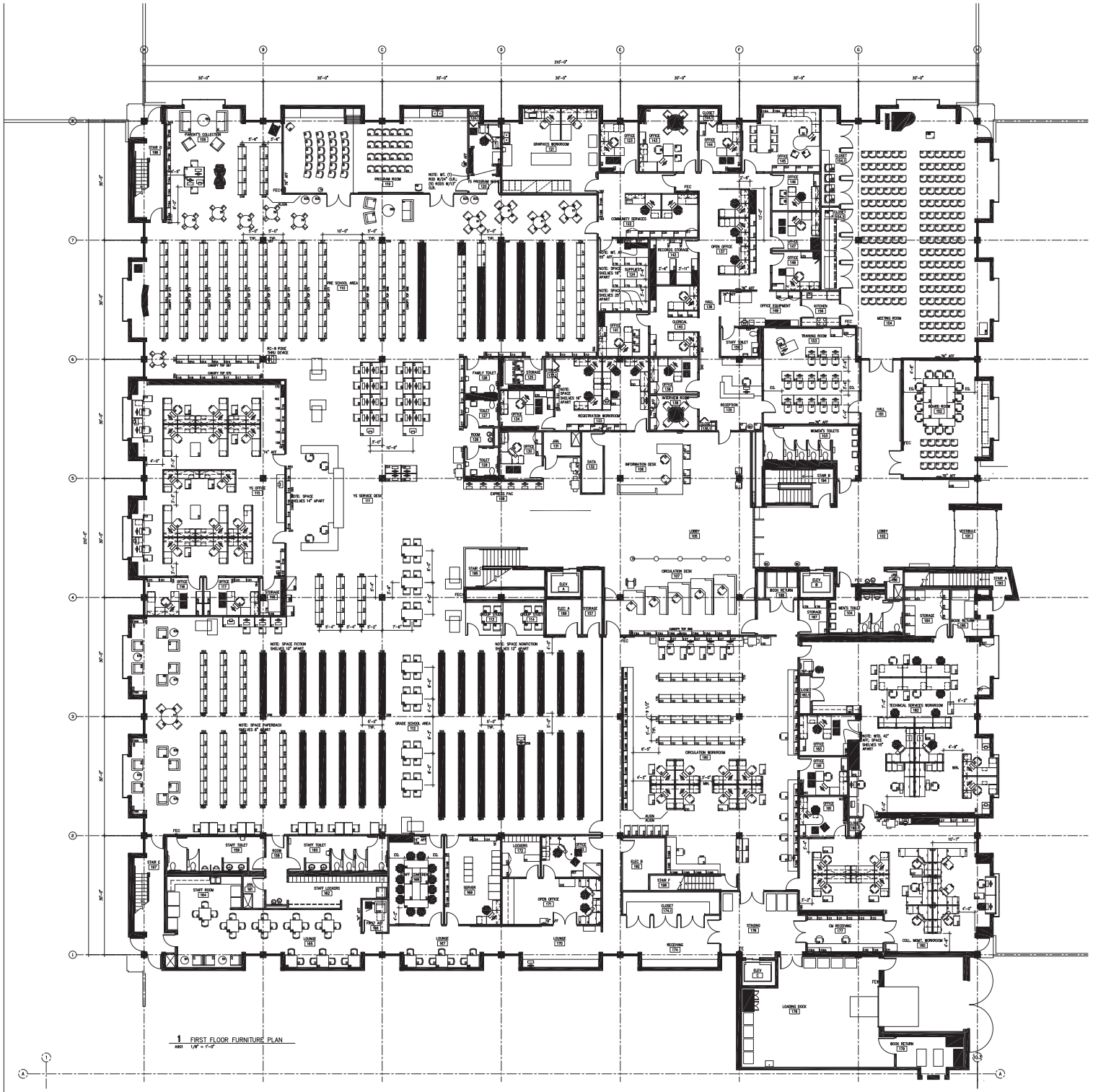
10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
FURN	1/5, 4/23/03	OWNER REVIEW
FURN	5/1, 5/29/03	OWNER REVIEW
FURN	07/21/2003	FINAL OWNER REVIEW
FURN	12/01/2003	ISSUED WITH FURNITURE BID PACKAGE
FURN	02/12/2004	ISSUED WITH MILLER SHOP SUBMITTAL
FURN	03/17/2004	ISSUED FOR OWNER CONSULTANT
FURN	05/28/2004	ISSUED FOR CLARIFICATION (QC)
FURN	07/16/2004	RE-ISSUED FOR CLARIFICATION (QC)
FURN		
Mark	Date	Description

COMMISSION NO. 2002036.00
PROJECT PHASE FURNISHINGS
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PARKING LEVEL FURNITURE PLAN

A900



NOTES

1. ITEMS SHOWN SHADED THUS [redacted] ARE EXISTING TO BE RELOCATED BY OTHERS. ITEMS ARE SHOWN FOR REFERENCE ONLY.
2. ITEMS SHOWN SHADED THUS [redacted] ARE TO BE PURCHASED BY OWNER UNDER SEPARATE CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
3. ITEMS SHOWN HATCHED THUS [redacted] ARE NOT IN CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
4. EXISTING SHELVING COMPONENTS INSTALLED ON NEW SHELVING SHALL BE INSTALLED BY CONTRACTOR. SHELVING SHALL BE OF ENTIRELY EXISTING COMPONENTS (SHOWN SHADED) SHALL BE INSTALLED BY OTHERS.
5. ENDGRAINS SHOWN TO SHELVING PANNE ENDS ARE TO END PANEL FACES AND INDICATE CLEAR AISLE REQUIRED.

1 FIRST FLOOR FURNITURE PLAN
A901 1/8" = 1'-0"

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Furnishings Bid Documents

Mount Prospect Public Library

Main Library Renovation and Addition

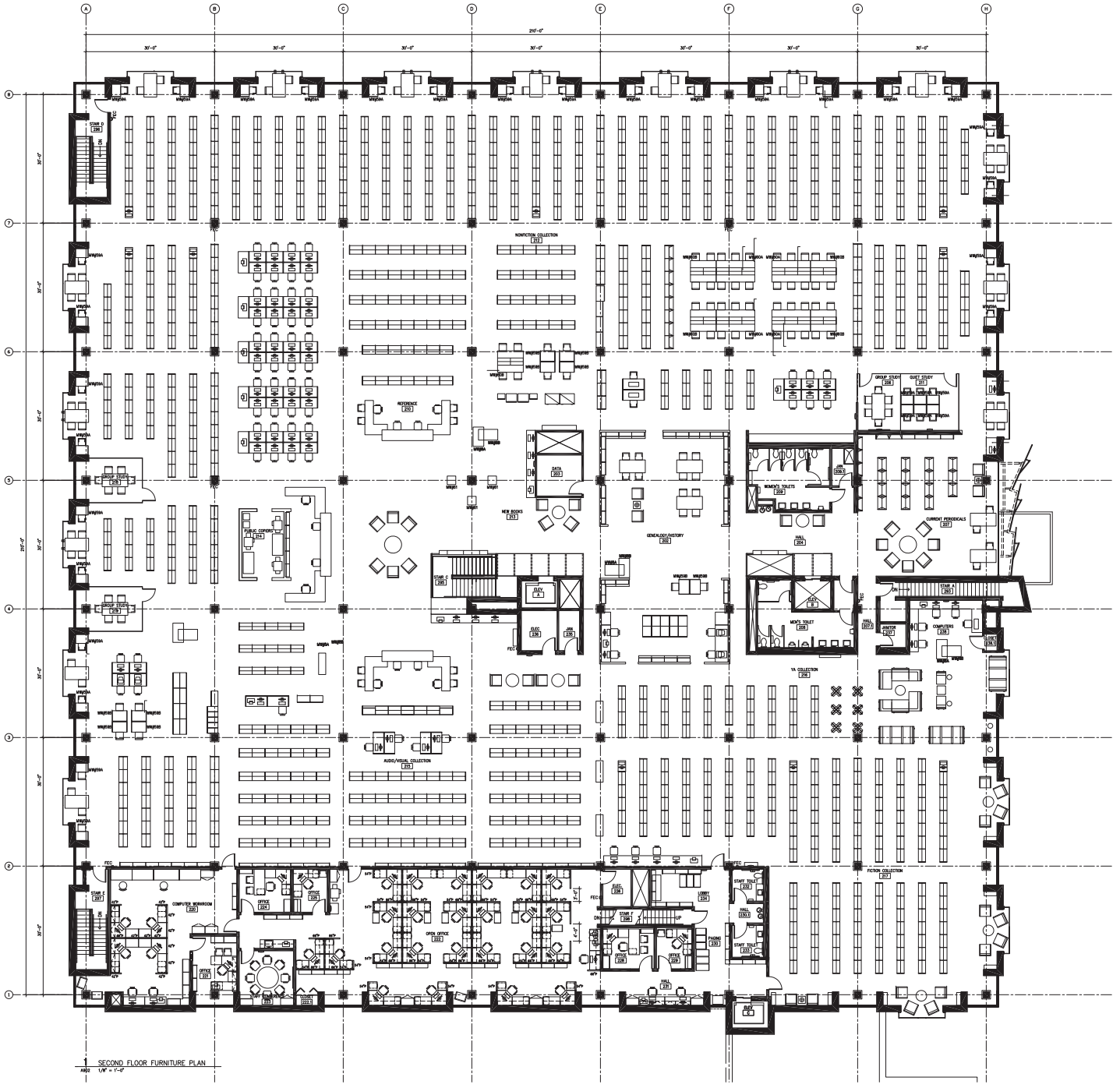
10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
FURN	5/6, 4/23/03	OWNER REVIEW
FURN	5/7, 5/28/03	OWNER REVIEW
FURN	07/11/2003	FINAL OWNER REVIEW
FURN	10/01/2003	ISSUED WITH FURNITURE BID PACKAGE
FURN	03/15/2004	ISSUED WITH MILLER SHOP SUBMITTAL
FURN	03/17/2004	ISSUED FOR DIRECT CONSULTANT
FURN	05/06/2004	ISSUED FOR CLARIFICATION (SC)
FURN	07/06/2004	RE-ISSUED FOR CLARIFICATION (SC)
Mark	Date	Description

CONVENTION NO. 2002036.00
PROJECT PHASE FURNISHINGS
QA/QC Drawn By: T.L.L. Checked By: TL
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FIRST FLOOR FURNITURE PLAN

A901



1 SECOND FLOOR FURNITURE PLAN
A902 1/8" = 1'-0"

NOTES

1. ITEMS SHOWN SHADED THUS [redacted] ARE EXISTING TO BE RELOCATED BY OTHERS. ITEMS ARE SHOWN FOR REFERENCE ONLY.
2. ITEMS SHOWN SHADED THUS [redacted] ARE TO BE PURCHASED FROM LIS CONSUMITES CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
3. ITEMS SHOWN HATCHED THUS [redacted] ARE NOT IN CONTRACT AND ARE SHOWN FOR REFERENCE ONLY.
4. EXISTING SHELVING COMPONENTS INSTALLED ON NEW SHELVING SHALL BE INSTALLED BY CONTRACTOR. SHELVING SHALL BE INSTALLED DIRECTLY EXISTING COMPONENTS (SHOWN SHADED) SHALL BE INSTALLED BY OTHERS.
5. DIMENSIONS SHOWN TO SHELVING RANGE ENDS ARE TO END PANEL FACES AND INDICATE CLEAR AISLE REQUIRED.

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Furnishings Bid Documents

Mount Prospect Public Library

Main Library Renovation and Addition

10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
FURN	1/6, 4/23/03	OWNER REVIEW
FURN	5/1, 5/29/03	OWNER REVIEW
FURN	07/31/2003	FINAL OWNER REVIEW
FURN	10/09/2003	ISSUED WITH FURNITURE BID PACKAGE
FURN	05/19/2004	ISSUED WITH WILLIAM SHOP SUBMITTAL
FURN	06/17/2004	ISSUED FOR OWNER CONSULTANT
FURN	07/19/2004	ISSUED FOR CLARIFICATION (SC)
FURN	07/16/2004	RE-ISSUED FOR CLARIFICATION (SC)
Mark	Date	Description

COMMISSION NO. 2002008.00
PROJECT PHASE FURNISHINGS
DRAWN BY TL,A.L. CHECKED BY TL
DRAWING SOURCE Meyer, Scherer & Rockcastle, Ltd
TITLE SECOND FLOOR FURNITURE PLAN

A902

Mount Prospect Public Library: Furniture Inventory Summary	14-Sep-20
First Floor Furniture	$407,724
Second Floor Furniture	$1,648,647
Staff Areas	$780,190
Total First floor Furniture, Second Floor Furniture + Staff Areas:	$2,836,561

Mount Prospect Public Library: Furniture Inventory

14-Sep-20

First Floor Furniture

total: $407,724

North Youth Area	quantity	replacement cost each	total
sofa	3	$3,000	$9,000
coffee table	2	$1,500	$3,000
lounge chair	5	$1,800	$9,000
4 person computer table	1	$4,000	$4,000
chairs	4	$300	$1,200
4 person round tables	9	$1,200	$10,800
chairs	36	$300	$10,800
ottoman seating	$8	$350	$2,800
activity allowance	1	$15,000	$15,000
		subtotal	$65,600
		install 12%	$7,872
		contingency 10%	$6,560
		total	$80,032

Youth Computers/entry area	quantity	replacement cost each	total
4 person round tables	1	$1,200	$1,200
chairs	4	$300	$1,200
computer stations	16	$1,000	$16,000
computer chairs	16	$300	$4,800
opacs	4	$1,500	$6,000
lounge allowance	1	$10,000	$10,000
		subtotal	$39,200
		install 12%	$4,704
		contingency 10%	$3,920
		total	$47,824

South Youth Area	quantity	replacement cost each	total
4 person rectangular tables	7	$1,200	$8,400
chairs	28	$300	$8,400
2 person study carrels	4	$3,000	$12,000
chairs	8	$300	$2,400
1 person study carrel	1	$2,000	$2,000
chair	1	$300	$300
lounge chairs	12	$1,800	$21,600
side tables	6	$500	$3,000
4 person round table	1	$1,200	$1,200
chairs	4	$300	$1,200
computer stations	4	$1,000	$4,000
chairs	3	$300	$900
4 person study room table	2	$1,200	$2,400
chairs	8	$300	$2,400
activity platform allowance	1	$20,000	$20,000
		subtotal	$90,200
		install 12%	$10,824
		contingency 10%	$9,020
		total	$110,044

Mount Prospect Public Library: Furniture Inventory

14-Sep-20

First Floor Furniture

Program Room		replacement cost each	Total	
Stacking chairs	50	$125	$6,250	
Tables	12	$750	$9,000	
		subtotal		$15,250
		install 12%		$1,830
		contingency 10%		$1,525
		total		$18,605

Staff Lounge	quantity	replacement cost each	total	
4 person tables	5	$1,000	$5,000	
chairs	20	$250	$5,000	
2 person tables	6	$1,000	$6,000	
chairs	12	$250	$3,000	
lounge chairs	3	$1,800	$5,400	
side table	2	$600	$1,200	
		subtotal		$25,600
		install 12%		$3,072
		contingency 10%		$2,560
		total		$31,232

Staff Conference Room	quantity	replacement cost each	total	
tables	6	$750	$4,500	
chairs	12	$400	$4,800	
		subtotal		$9,300
		install 12%		$1,116
		contingency 10%		$930
		total		$11,346

Training Room	quantity	replacement cost each	total	
tables	10	$1,000	$10,000	
chairs	14	$350	$4,900	
		subtotal		$14,900
		install 12%		$1,788
		contingency 10%		$1,490
		total		$18,178

Board Room	quantity	replacement cost each	total	
tables	8	$750	$6,000	
chairs	14	$600	$8,400	
guest chairs	15	$400	$6,000	
		subtotal		$20,400
		install 12%		$2,448
		contingency 10%		$2,040
		total		$24,888

Mount Prospect Public Library: Furniture Inventory

14-Sep-20

First Floor Furniture

Large Meeting room	quantity	replacement cost each	total	
tables	20	$750	$15,000	
chairs	150	$125	$18,750	
		subtotal		$33,750
		install 12%		$4,050
		contingency 10%		$3,375
		total		$41,175

Lobby Furniture allowance	quantity	replacement cost each	total	
	1	$20,000	$20,000	
		subtotal		$20,000
		install 12%		$2,400
		contingency 10%		$2,000
		total		$24,400

Mount Prospect Public Library: Furniture Inventory

14-Sep-20

Second Floor Furniture

total: $1,648,647

Perimeter Seating	quantity	replacement cost each	total
study carrel	36	$2,000	$72,000
chair	36	$500	$18,000
4 person wood table	15	$1,600	$24,000
chairs	42	$500	$21,000
Lounge Chairs	14	$1,800	$25,200
side table	4	$600	$2,400
		subtotal	$162,600
		install 12%	$19,512
		contingency 10%	$16,260
		total	$198,372

Computer Area	quantity	replacement cost each	total
Computer tables for 8	6	$8,000	$48,000
computer chairs	48	$350	$16,800
study carrels for 4	2	$4,000	$8,000
chairs	8	$500	$4,000
lounge chairs	2	$1,800	$3,600
side tables	2	$600	$1,200
service desk chairs	3	$400	$1,200
booth setup (2 booths with table)	2	$8,000	$16,000
wood table for 4	2	$1,600	$3,200
chairs	8	$500	$4,000
		subtotal	$106,000
		install 12%	$12,720
		contingency 10%	$10,600
		total	$129,320

Study Rooms	quantity	replacement cost each	total
tables	7	$2,000	$14,000
chairs	48	$500	$24,000
		subtotal	$38,000
		install 12%	$4,560
		contingency 10%	$3,800
		total	$46,360

Mount Prospect Public Library: Furniture Inventory 14-Sep-20

Second Floor Furniture

Teen Room/Vending/New books	quantity	replacement cost each	total
teen tables	3	$1,400	$4,200
teen chairs @ tables	12	$400	$4,800
teen lounge	4	$1,800	$7,200
teen side tables	3	$600	$1,800
teen computer chairs	6	$350	$2,100
vending sofa in 3 sections	1	$9,000	$9,000
tables	3	$1,400	$4,200
vending tables for 4	2	$1,800	$3,600
vending chairs	8	$400	$3,200
allowance outside of teen room	1	$15,000	$15,000
center area lounge chairs	12	$1,800	$21,600
side tables	6	$600	$3,600
staff chairs	4	$550	$2,200
guest chairs	4	$500	$2,000
stools	4	$650	$2,600
		subtotal	$87,100
		install 12%	$10,452
		contingency 10%	$8,710
		total	$106,262

Seating near Restrooms	quantity	replacement cost each	total
lounge	12	$1,800	$21,600
side tables	6	$600	$3,600
study carrels	16	$2,000	$32,000
chairs	16	$500	$8,000
		subtotal	$65,200
		install 12%	$7,824
		contingency 10%	$6,520
		total	$79,544

Local history central area	quantity	replacement cost each	total
tables	2	$1,800	$3,600
chairs	8	$500	$4,000
lounge	4	$1,800	$7,200
side tables	2	$600	$1,200
study carrels	6	$2,000	$12,000
chairs	6	$500	$3,000
		subtotal	$31,000
		install 12%	$3,720
		contingency 10%	$3,100
		total	$37,820

Bookstacks	quantity	replacement cost each	total
youth double faced	370	$550	$203,500
end panels	59	$700	$41,300
Adult double faced	887	$550	$487,850
end panels	124	$700	$86,800
opacs	10	$1,400	$14,000
self check stations as furniture	4	$2,000	$8,000
display allowance	1	$20,000	$20,000
		subtotal	$861,450
		install 12%	$103,374
		contingency 10%	$86,145
		total	$1,050,969

Mount Prospect Public Library: Furniture Inventory				14-Sep-20
Staff Areas	total:	$780,190		
Staff Areas-2nd floor	quantity	replacement cost each	total	
2nd floor cubicles	24	$5,000	$120,000	
offices	5	$8,000	$40,000	
staff stations	9	$3,500	$31,500	
misc storage allowance	1	$15,000	$15,000	
meeting room furniture	1	$8,000	$8,000	
		subtotal		$214,500
		install 12%		$25,740
		contingency 10%		$21,450
		total		$261,690

Staff Areas-1st floor	quantity	replacement cost each	total	
cubicles	41	$5,000	$205,000	
offices	14	$8,000	$112,000	
staff stations	10	$3,500	$35,000	
misc storage allowance	1	$50,000	$50,000	
meeting room furniture	1	$8,000	$8,000	
director office	1	$15,000	$15,000	
		subtotal		$425,000
		install 12%		$51,000
		contingency 10%		$42,500
		total		$518,500

Accessibility Analysis:

product architecture + design performed a comprehensive inspection of the existing facility for any deficiencies based on the current Illinois Accessibility Code Issued by the CBD.

The following report was complied and the changes were included in the final summary report.

September 12, 2020

Mount Prospect Public Library:
Accessibility Review

As part of the Capital Assessment Report, product architecture + design completed an accessibility review of the library based on the 2018 Illinois Accessibility Act issued by the Capital Development Board. The general goal was to understand if there were major issues or discrepancies that could be corrected and include in the final summary report.

The majority of the library is in general compliance and the experience is equal for patrons of various abilities. Based on our review, there are a number of items that can be implemented as future projects. (see attached images)

Entrance Doors:
The slider doors at the main entrance are compliant and in good condition.

Floor Surfaces:
The library has many different types of flooring, specifically on the second level. The transitions between these different surface and flooring types are compliant. We would recommend when replacing flooring for maintenance and/or renovation that the number or variation of surfaces be reduced for increased clarity for visually impaired patrons.

Staff and Public Toilet Rooms:
The toilet rooms for both staff and patrons are compliant barring the entrance to the second men's room which has little to no clearance on the pull side of the outer door (18" is required). Our recommendation would be to add automatic door openers to both staff and patron toilet rooms which have been included in the assessment report which are now available with hands free button operation.

Water Fountains:
The existing dual height water fountains are compliant and in good condition. We would recommend adding automatic bottle fillers when replacing the existing units.

Service Points:
The majority of the service points in the building are dual height and are therefore complaint. We would recommend when replacing the existing units to reduce the footprint size by either designing continuous 34" or lower service points and/or service points that are height adjustable.

Staff and Patron Hardware:
The existing door hardware is a mortise type lock and is complaint and in good shape. See additional comments regarding automatic door operators at the existing toilet rooms.

OPACS:
The majority of the OPACS throughout the library are 36” tall(34” is ADA compliant) and do not provide accessible leg room for wheel chair clearances requiring a side approach. We would suggest replacing these stations with compliant height OPACS, possibly cantilevered from end panels. (See images). New OPAC stations have been included in the furniture portion of the assessment report.

The items above were included in the capital assessment report summary and assigned cost.



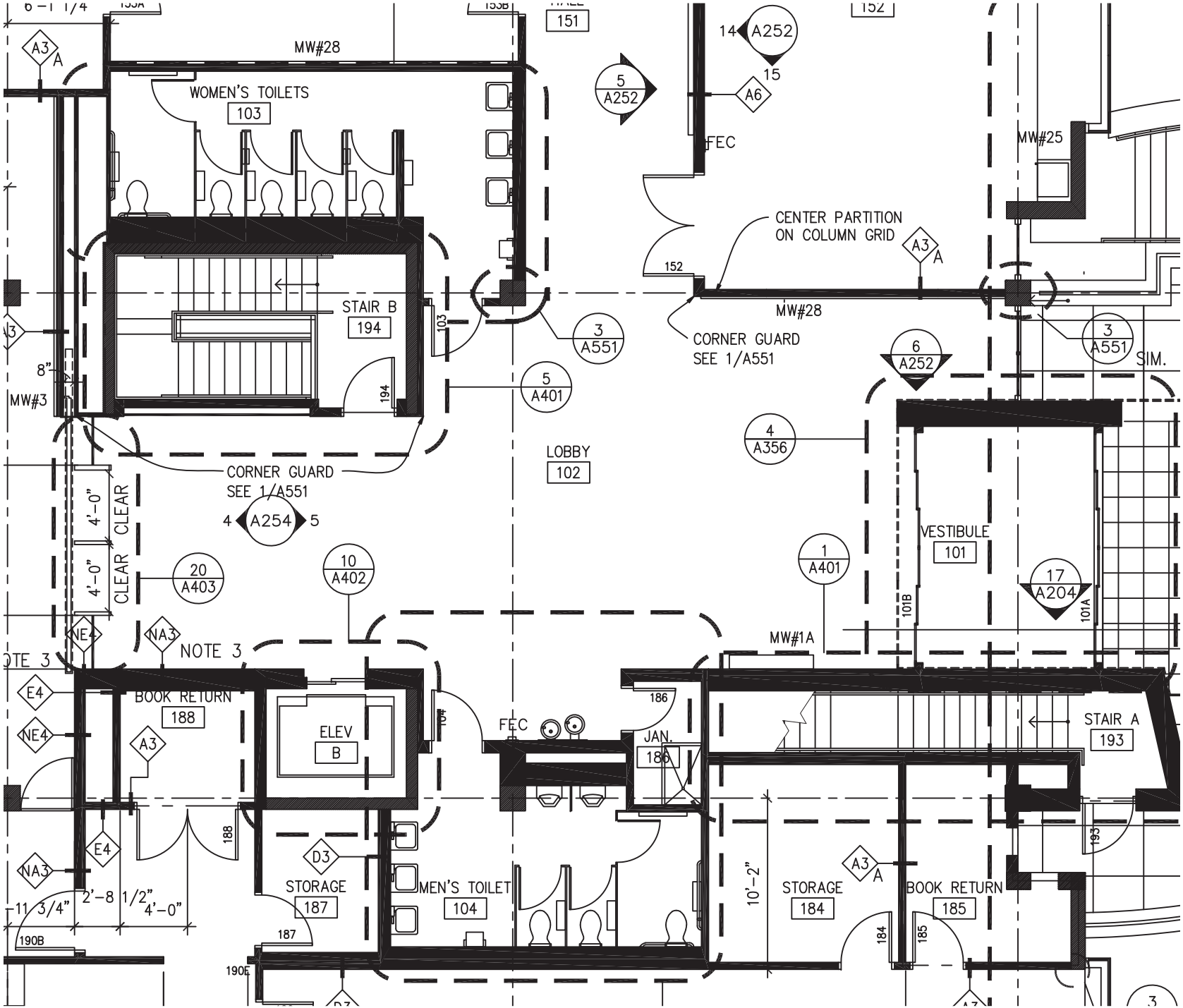
existing sliding entrance door



existing isle clearances in collections



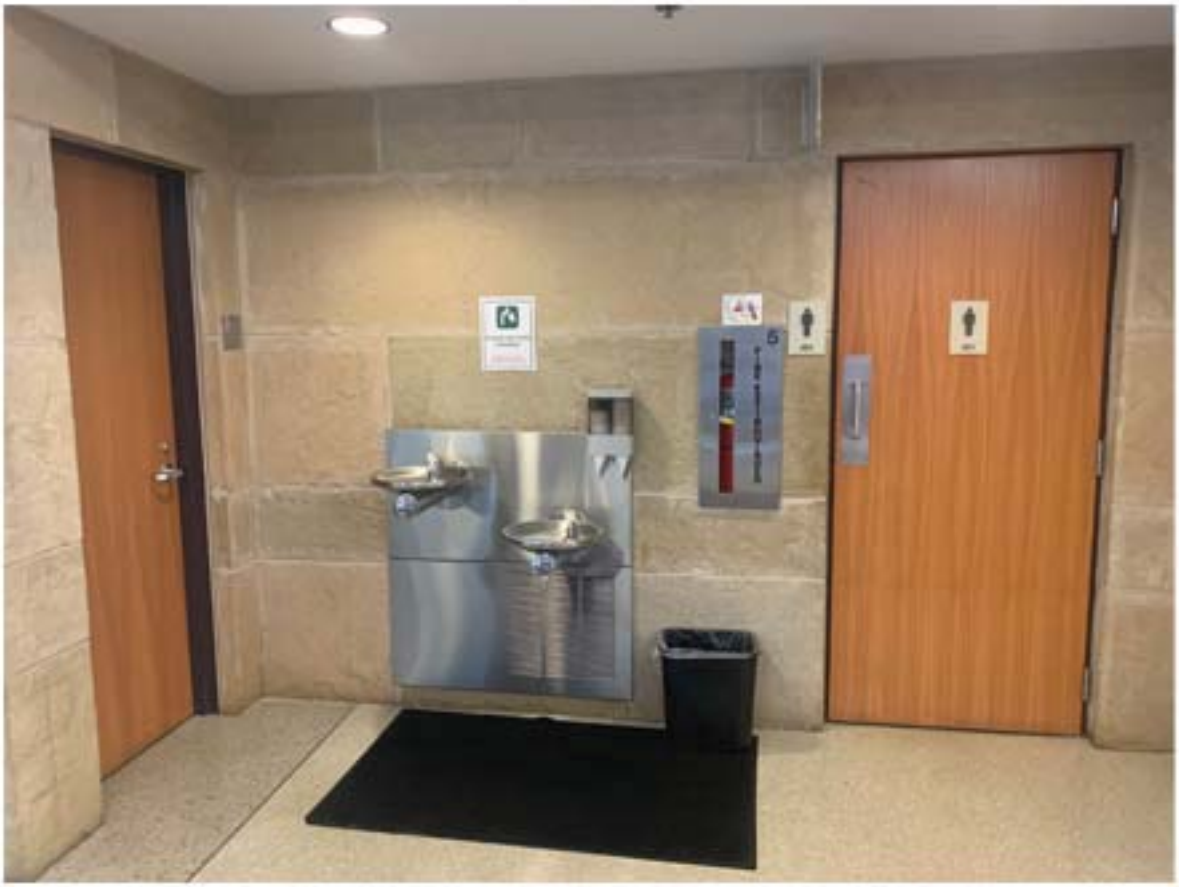
existing OPAC stations



level 1 plan: entry and public toilets



level 1 public toilet entry



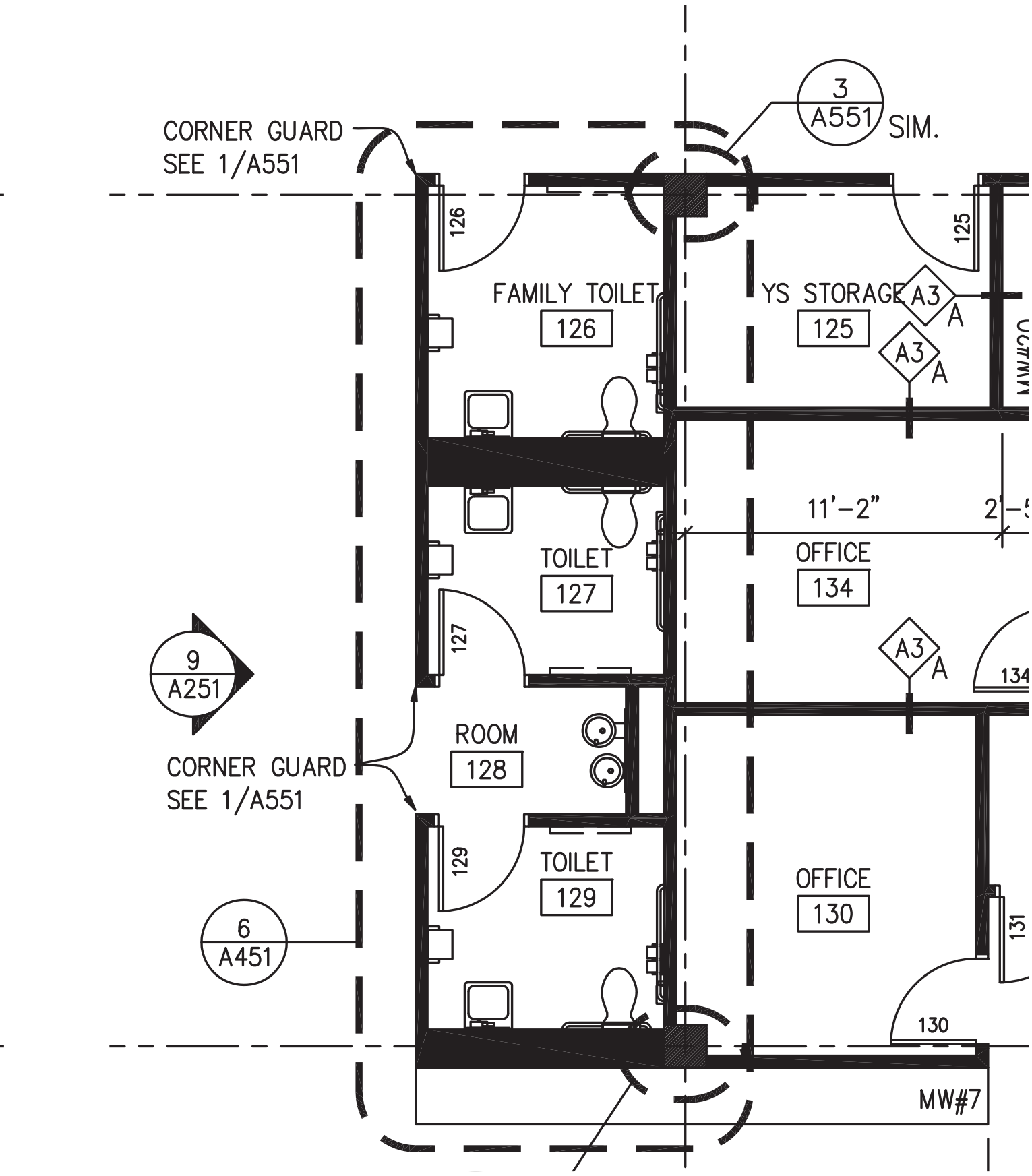
level 1 public toilet entry and water fountain



level 1 public toilet with clearance for automatic door operator



level 1 accessible toilet room



level 1 plan: youth toilet room



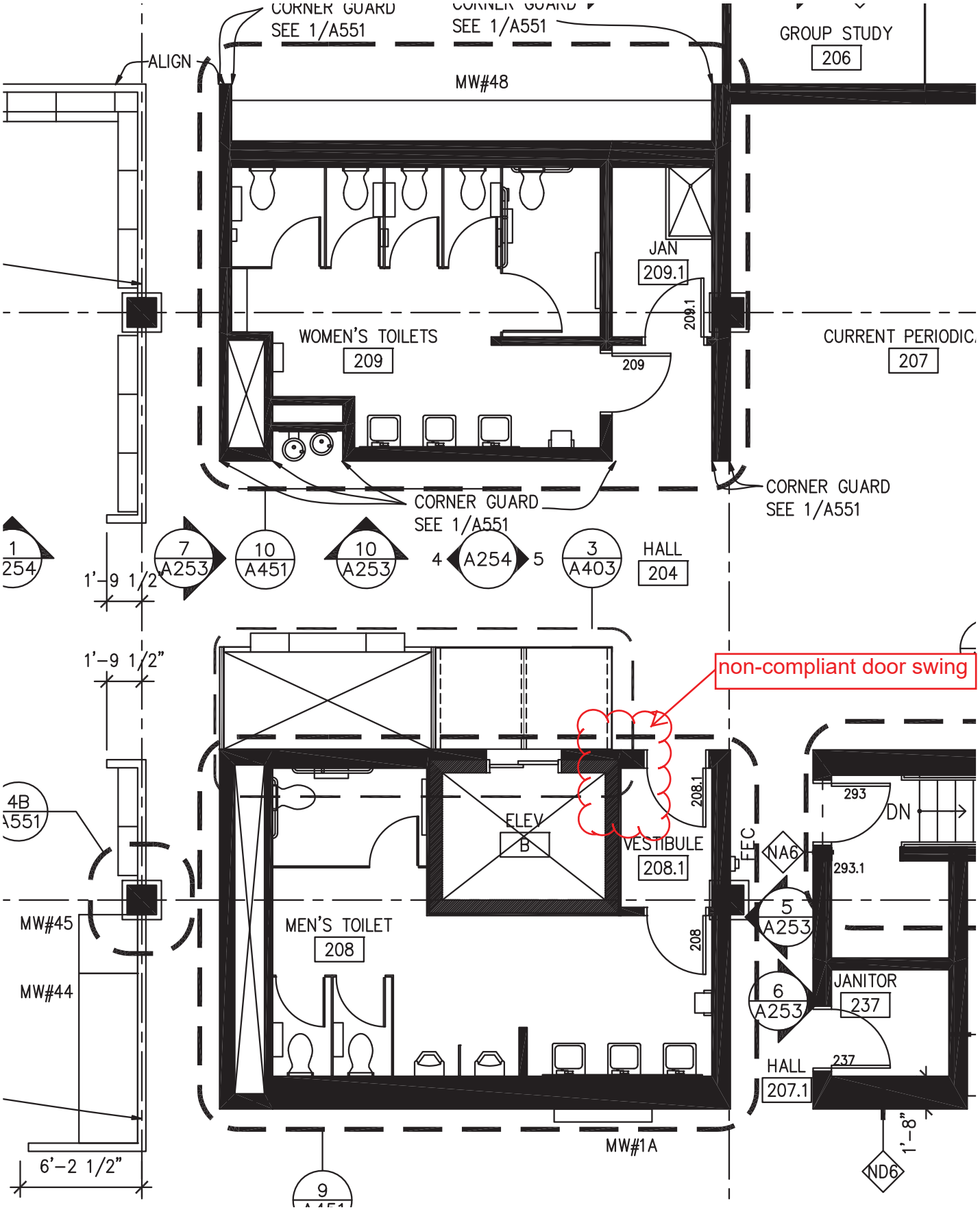
level 1 youth toilet room



level 1 youth toilet room



level 1 youth toilet room entry
and water fountain



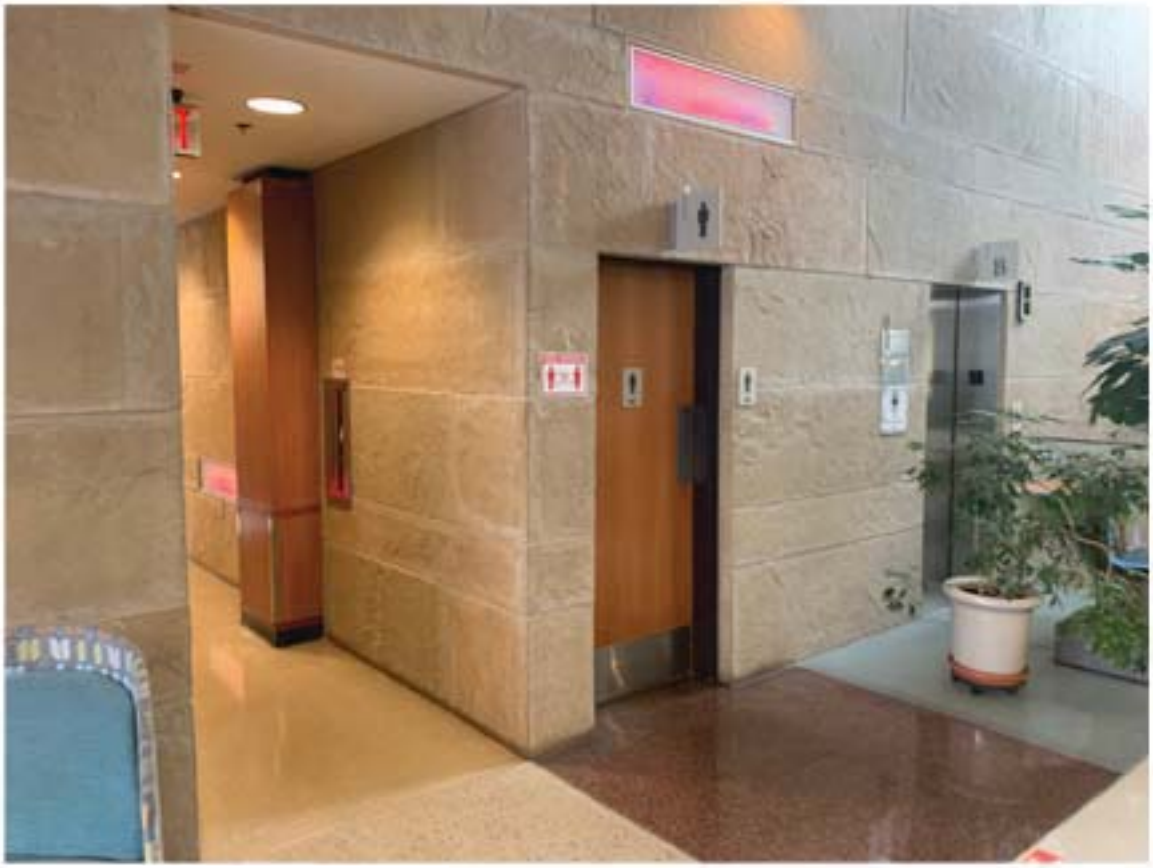
level 2 plan: public toilet room



level 2 public toilet room:
inner door



level 2 public toilet room:
non-compliant outer door



level 2 public toilet room:
public outer door



level 2 public toilet room: interior

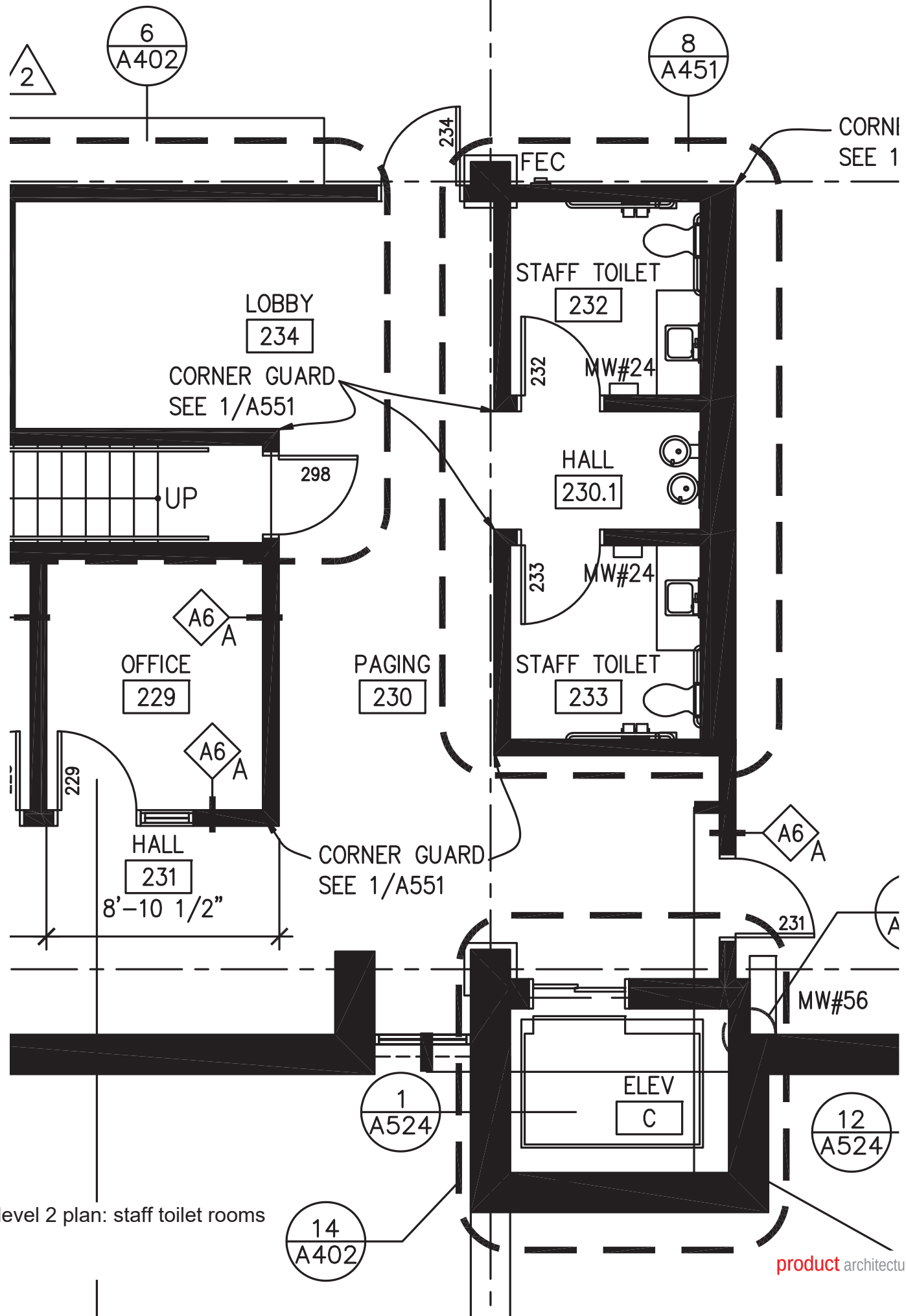


level 2 public toilet room: outer door



level 2 public water fountain

level 1 plan: staff toilet room+ staff lounge



level 2 plan: staff toilet rooms



staff toilet rooms: entry



staff water fountain



staff toilet rooms: entry w/required clearance for operator

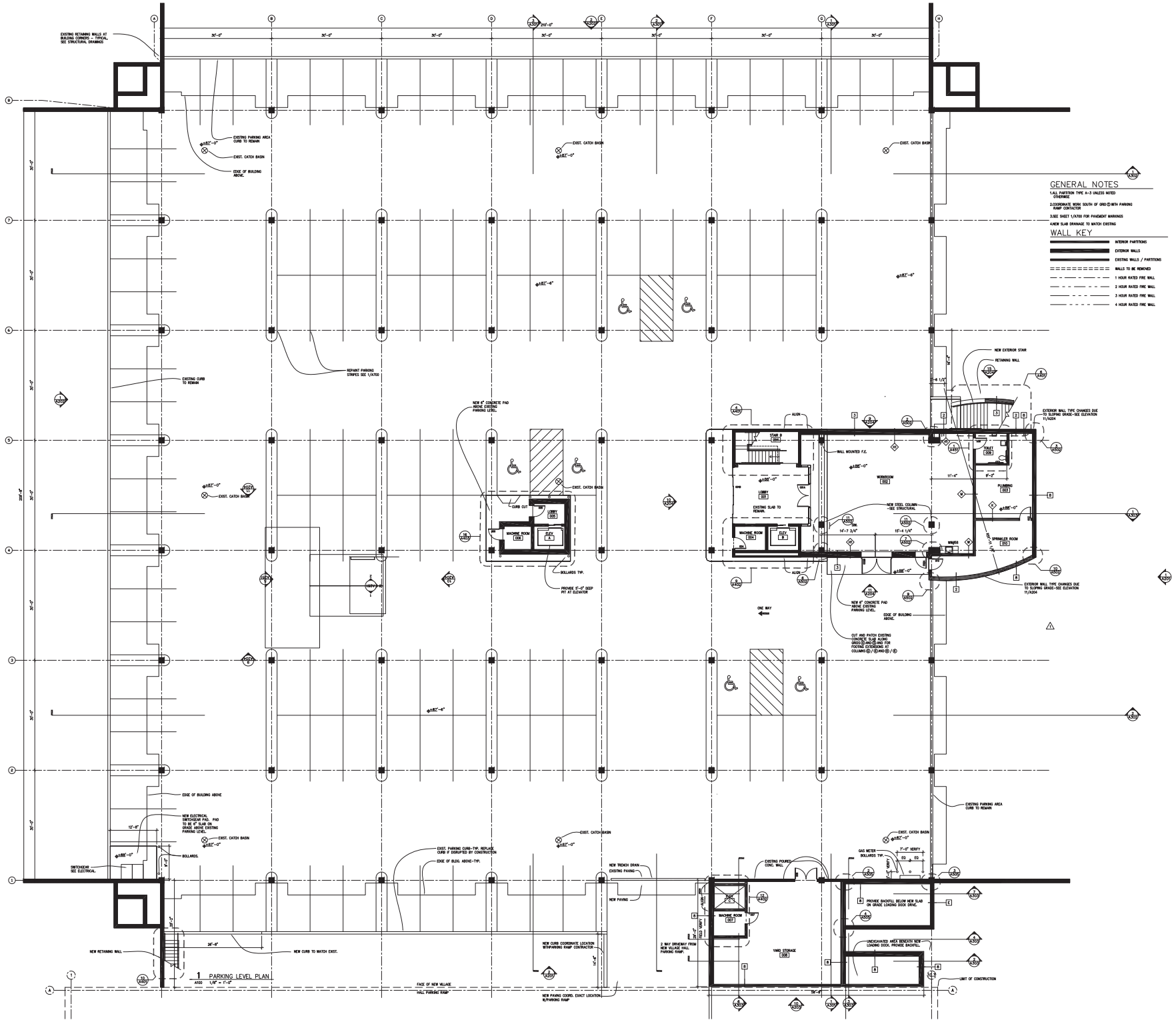


staff toilet rooms: entry

Appendix A:

Existing Building Plans for Reference

- Lower Level Parking
- Level 1 / Ground Floor Level
- Level 2



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Construction Issue
April 24th, 2003

Mount Prospect Public Library

Main Library Renovation and Addition

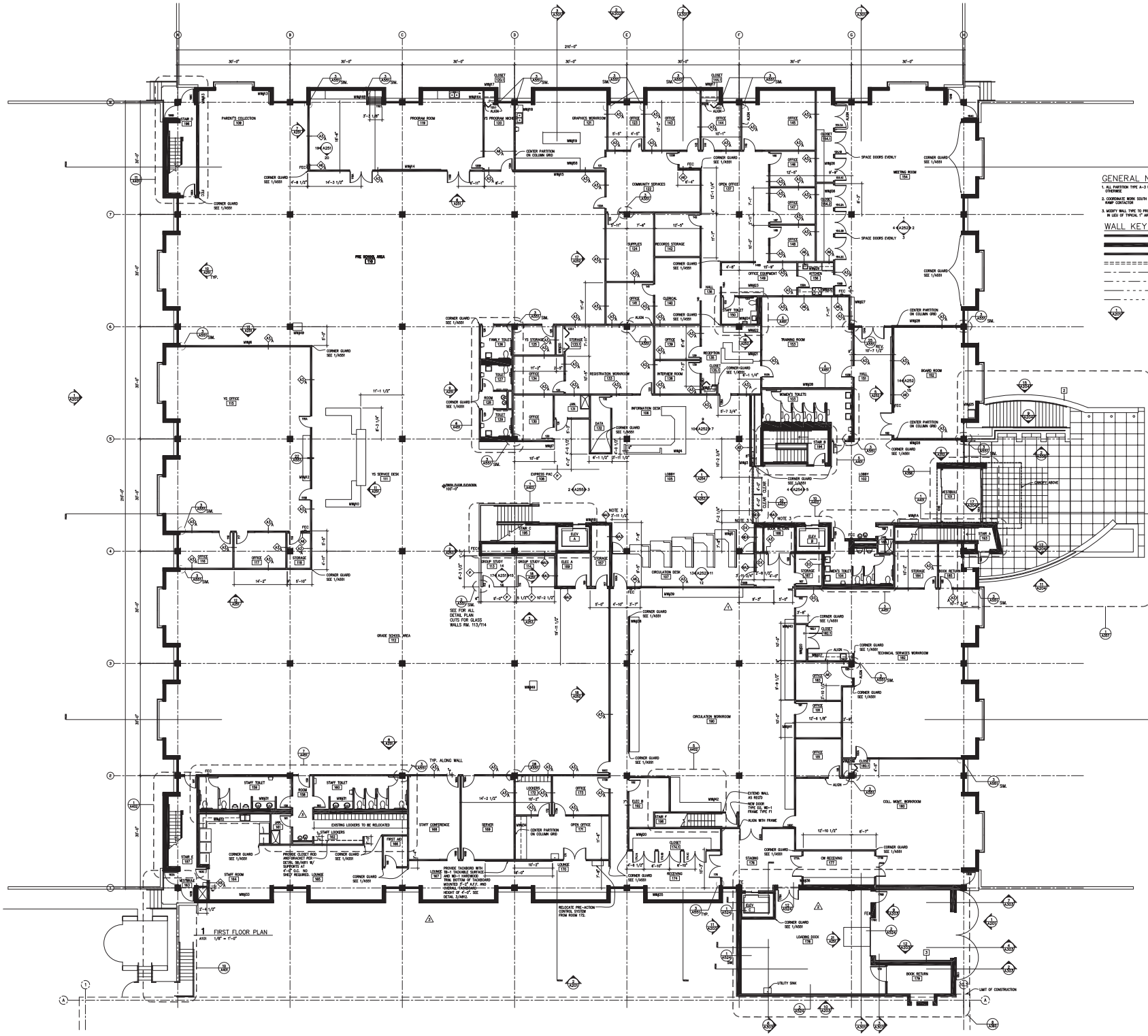
10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
BID	03/17/2003	BID DOCUMENTS
	04/24/2003	CONSTRUCTION ISSUE
1	08/6/03	CCD 002

Mark	Date	Description

COMMISSION NO. 20030208.00
PROJECT PHASE BID DOCUMENT
DA/SC Drawn By JMH Checked By CNB
DRAWING ©2002 Meyer, Scherer, & Rockcastle, Ltd
TITLE PARKING LEVEL PLAN

A100



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Construction Issue
April 24th, 2003

Mount Prospect Public Library

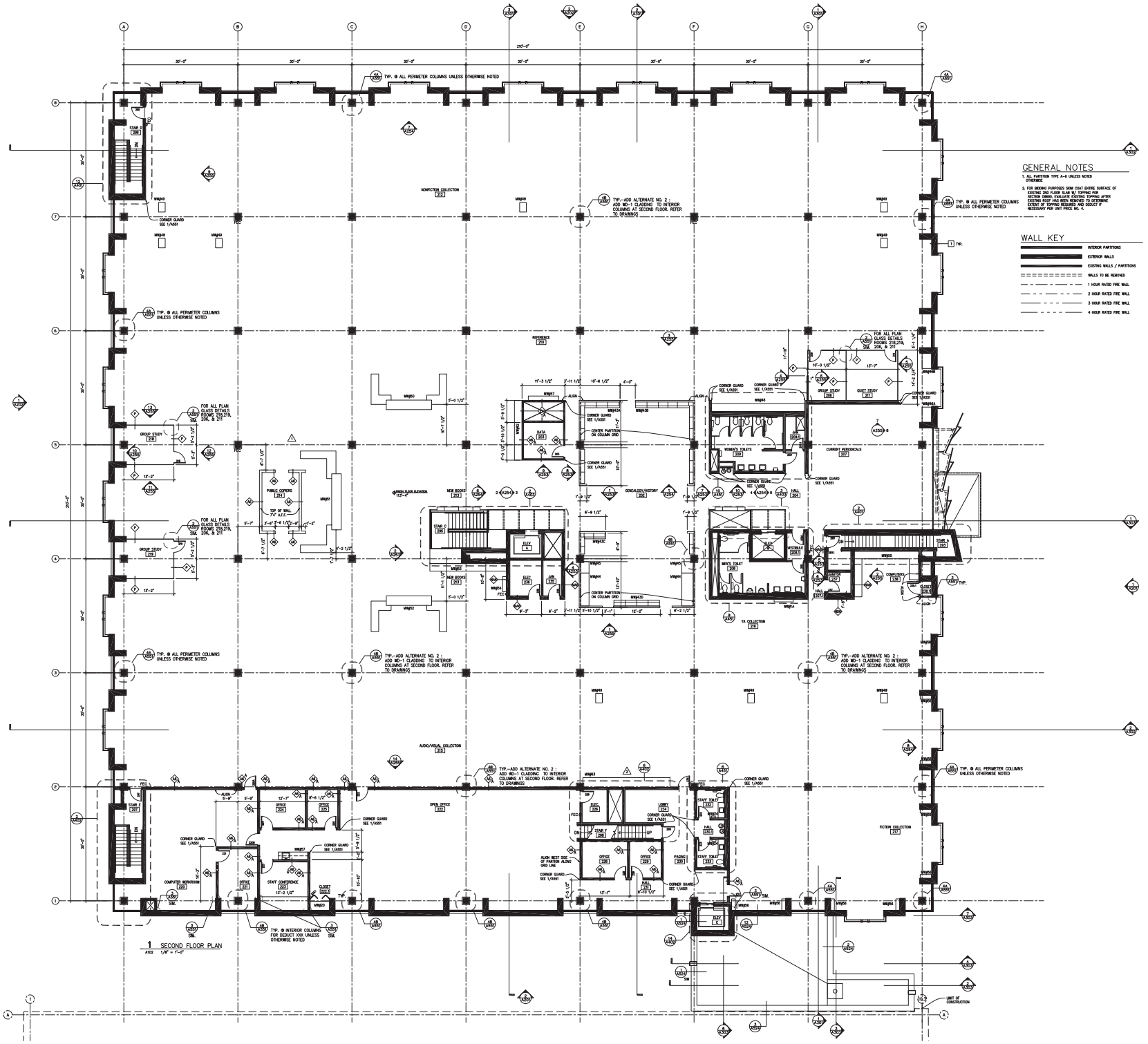
Main Library Renovation and Addition

10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
BID	03/27/2003	BID DOCUMENTS
Δ	04/24/2003	CONSTRUCTION ISSUE
Δ	7/8/03	PROPOSAL REQUEST 002
Δ	7/16/03	PROPOSAL REQUEST 003
Δ	8/8/03	CCD 009
Mark	Date	Description

COMMISSION NO. 20030208.00
PROJECT PHASE BID DOCUMENT
QA/QC Drawn By JMH Checked By CNB
DRAWING ©2002 Meyer, Scherer, & Rockcastle, Ltd
TITLE FIRST FLOOR PLAN

A101



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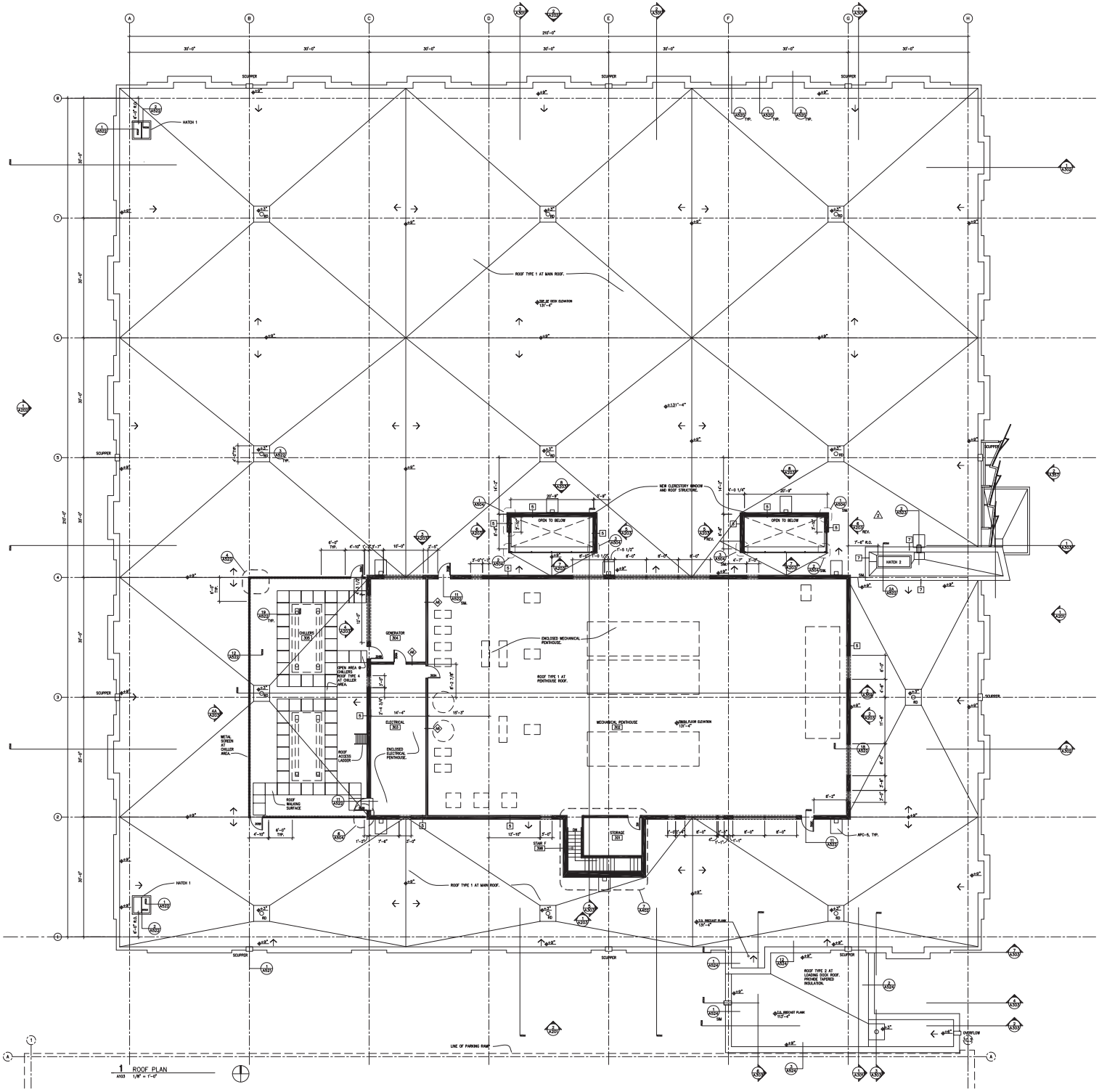
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1	04/24/2003	CONSTRUCTION ISSUE
A	6/26/03	ASI 001
B	7/11/03	PR 007

Mark	Date	Description
COMMISSION NO.		20030308.00
PROJECT PHASE		BID DOCUMENT
QA/QC	Drawn By JMH	Checked By CNB

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TITLE
SECOND FLOOR PLAN

A102



1 ROOF PLAN
A103 1/8" = 1'-0"

GENERAL NOTES

1. SEE SHEET A001 FOR PENTHOUSE ROOF PLAN

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612.342.2216 fax
info@msrltd.com email

Arnold & O'Sheridan Inc.
Civil Engineering
1111 Deming Way
Madison, Wisconsin 53717-1053
phone (608)821-8500
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Arnold & O'Sheridan Inc.
Structural Engineering
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Arnold & O'Sheridan Inc.
Mechanical Engineering
4125 North 124th Street
Milwaukee, Wisconsin 53005-1837
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Arnold & O'Sheridan Inc.
Plumbing and Fire Protection Engineering
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Arnold & O'Sheridan Inc.
Electrical & Technology Engineer
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Oslund & Associates
Landscape Architect
115 Washington Avenue North
Minneapolis, Minnesota 55401
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Construction Issue
April 24th, 2003

Mount Prospect Public Library

Main Library Renovation and Addition

10 South Emerson Street
Mount Prospect, Illinois
60056

ISSUE/REVISION		
BID	03/17/2003	BID DOCUMENTS
	04/24/2003	CONSTRUCTION ISSUE
1	05/07/2003	ADDENDUM NO. 2
2	05/21/2003	ADDENDUM NO. 3
3	06/25/2003	CCD 027
Mark	Date	Description

COMMISSION NO. 2002038.00
PROJECT PHASE BID DOCUMENT
DRAWN BY: MSR CHECKED BY: CNB
DRAWING ISSUED: Meyer, Scherer & Rockcastle, Ltd.
TITLE ROOF/PENTHOUSE FLOOR PLAN

A103

ADDISON
PUBLIC LIBRARY

November 2026
FY27 MID-YEAR BUDGET REVIEW

Every year in November, halfway through our fiscal year, we review our working budget. We take this time to look at where we are with our finances and to make changes if needed. Remember, the working budget is just an internal document that sets the amounts we expected to receive and spend during the year. Sometimes there are factors we could not have anticipated and sometimes we simply miscalculate. We can adjust the working budget any time, as long as we don't exceed the amount set out in our official appropriations resolution. Even then, we could make changes if needed, there is just a more detailed legal process to making a change to the appropriation.

We have collected more than 95% of our estimated revenue for the year as of the end of October, and we're in good shape on the revenue side of the budget. There are some issues to address on the expenditure side, and I would like to recommend some adjustments. The issues are outlined below, followed by a table showing the recommended adjustments. All recommended changes keep us within the limits of the FY27 appropriation. The total allocation to the general fund will not change from the total amount approved at the start of the year. The proposed increase to the asset replacement budget line will increase the amount budgeted this year for the capital improvement fund, but it is still well within the amount appropriate and we do have sufficient money in that fund to cover the increase.

- **Reaching Forward** – This annual conference held each year in Rosemont by the Illinois Library Association was scheduled in May 2026 and will be held in April 2027. Both of these fall into the same fiscal year, which was unanticipated.

- **Newsletter** – Postage rates increased in July, and we also ordered extra copies of the May-June newsletter for the ribbon cutting, which had not been originally budgeted for.

- **Other Promotions** – We spent more than anticipated on events for the ribbon cutting. (Some of the planned purchases were expected to come out of last year's budget but were actually received and paid after May 1 so came out of this year's budget.)

- **Telephone System** – We currently have a telephone system that operates from a physical server here in the library. The system is 8+ years old and has a predicted functional life of 7-10 years. We were anticipating the need to replace the system within the next couple of years, and the multiple power outages over the summer taught us that migrating to a cloud-based system will be the best option. Having functional phones during a loss of power is important for safety and to ensure we can communicate important information to

the public, such as a library closure. Due to the increasing frequency of these outages, we'd like to move forward with replacement of the phone system this year.

- **Leased Internet Access Line** – We overestimated the cost for the Comcast backup connection and won't spend as much from this budget line as anticipated.

- **System Development –** Due to changing priorities with our newly hired IT Systems Admin and network consultant and projects that were completed ahead of schedule in FY26, we can reduce this budget line by $12,800.

- **IT Supplies –** Due to staff turnover and changing priorities, we also won't spend as much as we originally estimated on IT supplies.

- **Sam's Lab** – Because this is the first year for Sam's Lab and we weren't sure what to expect, we budgeted generously in this line. Actual spending patterns show that we overestimated what was needed.

- **Hardware & Furniture** – I would like to reallocate funds from some of the budget lines with proposed decreases to the budge lines for hardware and for furniture. This will allow us to purchase a new inventory want for collection management and possibly to add some collection display furniture to the lobby and purchase stools for Sam's Lab. Some of the equipment, such as the embroidery machine, in Sam's Lab is used at counter height making the table height chairs awkward to use. Currently, the only other option is for patrons to stand while using this equipment.

- **Asset Replacement**– We had unplanned expenditures from the asset replacement budget line for replacement of the hot water heater and replacement of several deficient fire sprinkler heads. The asset replacement budget line is part of the Capital Improvement Fund. Increasing this budget line by the amount spent on these two necessary expenses will allow us to replace a networked multi-function printer/copier/scanner for staff.

Proposed Changes to Working Budget			
Budget Line	**Current Budget**	**Proposed Increase/Decrease**	**New Budget**
Telephone/Fax 10-58-5510	$10,000	+$6,200	$16,200
Leased Internet Access Line 10-58-5570	$11,500	-$2,500	$9,000

Budget Line	Current Budget	Proposed Increase/Decrease	New Budget
System Development 10-61-4800	$34,000	-$12,800	$21,200
IT Supplies 10-66-9270	$33,000	-$8,000	$25,000
Sam's Lab Supplies 10-66-9986	$25,900	-$8,400	$17,500
Newsletter 10-64-8210	$50,550	+$5,100	$55,650
Other Promotions 10-64-8910	$10,000	+$1,000	$11,000
Guest Services CE 10-62-7430	$950	+$215	$1,165
Adult Services CE 10-62-7440	$4,300	+$350	$4,650
Hardware 100-66-9910	$55,000	+$8,000	$63,000
Furniture & Equipment 10-66-9920	$5,000	+$10,835	$15,835
GENERAL FUND TOTALS	**$240,200**	**$0.00**	**$240,200**
Asset Replacement 80-55-1900	$35,000	+$27,035	
CAPITAL IMPROVEMENT TOTAL	**$35,000**	**$27,035**	**$62,035**

REASONABLE ACCOMMODATIONS

The Library supports the Americans with Disabilities Act of 1990 as amended, the Illinois Human Rights Act, the Pregnant Workers Fairness Act, Menopause Equity and Care Act, and Title VII of the Civil Rights Act of 1964 and will attempt to provide reasonable accommodations for qualified people with disabilities, pregnant individuals, and individuals who need such accommodations to ensure compliance with their religious beliefs or practices, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered applicants and employees and include but are not limited to hiring practices, job placement, training, pay practices, promotion and demotion policies, layoff and termination procedures, access to benefits, and facility and service accessibility.

As noted above, individuals who may request a reasonable accommodation include:

- A pregnant individual, which includes any person affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth;
- Individuals experiencing symptoms or health changes associated with perimenopause and menopause -related conditions;
- A qualified individual with a disability, which includes any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of themself or other individuals in the workplace; and
- An individual who needs a reasonable accommodation in order to practice or meet the requirements of their religion.

For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted "Pregnancy Rights Notice."

Contact the HR Coordinator for further clarification regarding the Library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace

ADDISON
PUBLIC LIBRARY

November 2026
Naloxone Wall Cabinet

Naloxone, also known by the brand name Narcan, is a safe, life-saving medication that rapidly reverses opioid overdoses by blocking opioid receptors in the brain and restoring normal breathing.

Through the DuPage Naloxone Program, we could install a Naloxone (Narcan) self-dispensing, wall mounted cabinet at the library to help distribute this life saving nasal spray to community members. The cabinet and the supply of Naloxone would be provided at no cost to the Library. Such cabinets have already been installed in 7 DuPage County libraries and many more throughout the Chicago area. You can find the ones in our area by looking at the County's naloxone access map.

Alex Pulaski, Community Initiatives Coordinator with the DuPage County Health Department, reports that according to their reported data, there have been 19 overdoses reported this year in the 60101 zip code. Addison is also among the top 10 municipalities receiving mailout requests from the DNP program, which further shows that there is a need for naloxone access and overdose prevention resources in the community.

Alex has also assured me that naloxone has no effects on an adult or child if there are no opioids present in their system, and it cannot be abused.

The DuPage Naloxone Program (DNP) has a single mission: Save Lives. Since its inception in 2013, the DNP has recorded over 1000 overdose reversals. The DNP is a collaborative effort among the DuPage County Coroner, Sheriff, State's Attorney, Chiefs of Police, and Health Department.

Illinois law requires public libraries to maintain a supply of Narcan for people experiencing opioid overdoses in our building and to provide staff training on the administration of the medication. We currently receive this required supply through the DuPage Naloxone Program (at no cost to APL) and they have also provided (free) training for our staff on how to recognize an opioid overdose and how to administer Narcan. The addition of the cabinet would be for people to take the medication with them to have on hand to administer to someone who has overdosed at home or in another location.

Brooke polled RAILS libraries to see where these dispensers are located within the libraries that have them. Twenty-one of 28 respondents said they have them installed. Nearly all are in low traffic, but publicly visible areas. No library reported any vandalism or misuse of the product. I recommend that we install one on the 2nd floor of our library, near the restrooms, across from the Teen Service desk.

ADDISON
PUBLIC LIBRARY

November 2026
2027 LIBRARY CLOSURES

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

New Year's Day:	Friday January 1
Staff Development Day:	**Friday February 26**
Easter:	Sunday March 28
Day before Memorial Day:	Sunday May 30
Memorial Day:	Monday May 31
Independence Day:	Sunday July 4
Day after Independence Day*	Monday July 5
Staff Development Day:	**Friday August 6**
Day before Labor Day:	Sunday September 5
Labor Day:	Monday September 6
Day before Thanksgiving:	Wednesday November 24 (5-9 PM)
Thanksgiving:	Thursday November 25
Christmas Eve:	Friday December 24
Christmas Day:	Saturday December 25
Day after Christmas*	Sunday December 26
New Year's Eve:	Saturday December 31

*APL policy states that when Independence Day falls on a Sunday, the library is also closed on the following Monday. Only employees who would have been scheduled to work on that Sunday receive holiday pay for that day. All full-time employees receive holiday pay for Monday, July 5. When Christmas falls on a Saturday, APL policy states that the library will also be closed on Sunday, December 26. Only employees who would have been scheduled to work on that Sunday will receive holiday pay.

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name Addison Public Library **Date** 11/6/26

Completed by Donna Quick **Job Title** Business Office 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 has a written budget that is developed by administration and approved by the board.	☑ The library has the budget in an electronic spreadsheet format.	☑ The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	☑ The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	☑ The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		The Board reviews the revenue and expenses each month by reviewing the documents provided in BoardBook. The Board formally ratifies or approves all monthly expenditures, including payroll, invoices, and other payments.

3	☑ The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	☑ The library board regularly reviews and updates financial policies to reflect best practices.	☑ The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	☑ The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			The Board votes on officers for the fiscal year during the annual May Board meeting. If there is a change in officers, the updated officer(s) sign revised bank documents to reflect the change in financial account signers.
5	☑ The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	☑ The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	☑ The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	☑ The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		Yes, the Addison Public Library follows GASB accounting principles which is overseen by the annual audit. The Addison Public Library posts our audit and other required financial documents such as the employee compensation report on our website. Monthly financial reports may be viewed by the public on the BoardBook platform.
7	☑ The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	☑ The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	☐ The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	☑ The library conducts an annual audit if the budget is $850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	☑ The library board reviews and approves the annual audit, making the audit findings available to the public.	☑ The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	☐ The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	☑ The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	☑ The library utilizes internal controls to prevent fraud.	☑ The board and director regularly review the library's internal controls.	☑ If the library utilizes an auditor, they review the library's internal controls.	All invoices are reviewed and approved by the Library Director. An outside audit company reviews our internal controls annually.

11	☑ The library securely stores financial documents (e.g., checks, payroll, credit cards).	☑ The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		Physical financial documents are stored in our Records Room. The Library has used Positve Pay and is now using a bill payment platform that allows vendors to receive e-payments.
12	☑ The library has a long-term financial plan.	☑ The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	☐ The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Once our capital needs assessment is complete, the Library may want to consider a financial consulting firm such as Meristem Advisors (https://www.meristemadvisors.com/governments) who can help us determine a long term financial strategy based on the Board's goals. Such a plan can help ensure the Library is levying and budgeting the correct amounts to meet the library's long-term needs.

Illinois Public Library Standards – Marketing & Promotion: Action Plan

Library Name Addison Public Library **Date** 10/22/26

Completed by Samantha Parkison **Job Title** Communications & Marketing Coord.

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☑ The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	☑ The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	☐ The library adopts a formal marketing plan.	Existing marketing resources include a marketing overview, style guide, blog guidelines, print and email newsletters, and staff request forms for promotion.

2	☑ The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).			The library continues to celebrate various library and reading-related celebrations throughout the year: Summer Reading, National Library Week, Library Card Sign-Up Month, Banned Books Week, etc.
3	☑ The library allocates funds for marketing and promotion.	☑ The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	☑ The library has one or more dedicated employees for marketing and graphic design.	The Communications & Marketing Coordinator works in the Community Engagement, helping advance the library's mission by promoting its services, programs, and resources and connecting the library with the community.

4	☑ The library adopts an easily recognizable logo that represents the library's brand.	☑ The library uses its logo consistently across all print and digital marketing platforms.	☑ The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	☑ The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	☑ The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		The library has formed a WCAG Committee to continue our goal of meeting all federal accessibility standards.
6	☑ The library understands the community it serves and designs its marketing efforts to reach all residents.	☑ The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	☑ The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	☑ The library collects data, stories and photos that illustrate the value of the library.	☑ The library uses collected data, stories, and photos to communicate the value of the library to the community.	☑ The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	The library collects and shares photos, stories, and data through social media, the website, newsletters, and the annual report to communicate the library's value and impact in the community.
9	☑ The library regularly evaluates the effectiveness of its marketing efforts.	☑ The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		The library monitors marketing trends through metrics such as social media engagement, website activity, library card sign ups, and program participation. These insights help inform future promotional efforts and identify opportunities to improve and continue engaging with our community.

Notes/Comments:

Illinois Public Library Standards – Human Resources: Action Plan

Library Name Addison Public Library **Date** 10/21/26

Completed by Sundae Saine **Job Title** Human Resources Coordinator

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	☑ The library has sufficient staff for the hours that the library is open.	☑ Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	☑ Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	When the Library is fully staffed, services can be provided reliably and consistently to the community. Initiatives outlined in the strategic plan can be effectively carried out. The Library's staff reflects the demographic diversity of the community, like the multilingual population which enables the Library to better serve the patrons.
2	☑ The library has a set of board-approved personnel policies.	☑ The personnel policies are reviewed on a regular schedule by the director and key staff.	☑ The personnel policies are reviewed by an attorney.	The employee handbook was recently updated in Feb 2026 and reviewed by an attorney with HR Source. The handbook is reviewed and updated regularly to ensure accuracy with current laws and organization policy.

3	☑ The library provides job descriptions for all positions.	☑ Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	☑ Job descriptions are reviewed by an HR professional.	All staff job descriptions were updated in late 2025 to reflect the Library's operational needs. The HR Coordinator and supervisors regularly review, and update job descriptions as needed. New job descriptions were added in 2025 for the Maker Space positions. The HR Coordinator is currently working on an updated job description for the Library Director.
4	☑ The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	☑ The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	☑ The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	A 3rd party benchmarking survey was completed by HR source in Oct. 2025. This study is conducted every three years to ensure the Library remains competitive in the job market and can attract and retain top talent. The HR Coordinator oversaw the project in collaboration with HR Source.

5	☑ The library provides employee benefits as directed by federal, state, and local law.	☑ The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	☑ The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	Benefits are available to full - time staff. The Library is currently preparing for 2027 open enrollment period. The Library covers 100% of the employee's health insurance premium, upon participation in a biometric screening, and 50% of the dependents premium.
6	☑ The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	☑ Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	☑ The library employs a staff member who is dedicated to human resource management.	Library HR Coordinator is responsible for ensuring compliance with all laws and regulations as well as keeping up to date with new and changing employment laws. Library HR attends employment law conferences, trainings and engages with HR experts. This is an ongoing effort.

7	☑ Staff members receive coaching, feedback, and support for their own development at least annually.	☑ The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	☑ The performance appraisal system develops work goals and activities that align with the strategic plan.	HR and Supervisors work together to set clear expectations and provide ongoing support to staff to achieve goals that align with the Library's strategic plan. Staff are required to complete a set amount of CE hours to develop new skills and maintain knowledge in order to fulfil responsibilities in their job descriptions.
8	☑ New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	☑ The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	☑ The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	

9	☑ The library has a succession plan for the director.	☑ The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		Updated succession plans are needed for some specialized positions. Staff will work on this in the year ahead.

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 wanted to let you know that I love your library. I visit weekly and I'm always greeted and warmly helped by your circulation staff. Socorro is always so very helpful and goes out of her way for me, Javier as well. He is so nice and always has a smile + asks about my week. Eva is also friendly and always says hello. Karin is my fairy Godmother. She takes care of all of my book requests and inter-library loans. I am so grateful for your library team. ♥ They make visiting the library a very happy, positive and pleasant weekly event for me.

Thank you so much! I love my Library!

~ Judith

How are we doing?

Did a member of our staff go above and beyond? Is there something we can do to improve our service? We need your feedback to better serve you!

Let us know your thoughts on the inside of this card!

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 want to advise you of Excellant staff of both MATT & Yesenia whom helped me in areas of need with kindness, Professional and adequate assistance of Resume help & Social service needs.

They are both great assets to the library

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

I'm A Retired Teacher. I Used To Go To Ave Tech Each With Computer Issues, Your Staff Is Outstanding And I Want You To Hear It. Great People Who Do Terrific Things.

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'm writting to thank Jodi for her amazing Service. She booked my room seamlessly & ahead of time. She goes 2 & 3 Steps above even when I dont ask for it.

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

More murder mysteries as Programs.
More
More
More

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

Awesome people we were in and out. Copies, prints. Everyone was great. We will be back.

Thank you for the help!!

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

Yesenia was very helpful She always willing to help me when I need it

[redacted]

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

Matt prepared me three seperate occassions For job interviews. He set up a lab top computer and helped me to proceed with job interiews. These were important to me. Addison library is better now that ever,

Sincerely,

[redacted]

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 have been coming to Addison library since 1993 and I have had several instances (help) that was desperately needed and I would love to have Yesenia help me very kind and considerate a pleasure to have worked and met the people here at Addison Public Library

[redacted]

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'M GLAD TO SEE THAT THE "CAFÉ" HAS RETURNED AS IT IS SO BENEFICIAL TO THE YOUNG PEOPLE WHO WORK THERE. HOWEVER — YOU NOW HAVE IT HIDDEN FROM VIEW! WHY?? ALSO, THERE IS NO WHERE TO SIT WITH MY COFFEE + DONUTS. HOW CAN THESE YOUNG PEOPLE SUCCEED WHEN THEY CANT BE SEEN AND YOU GIVE THEIR CUSTOMERS NO WHERE TO SIT? DO YOU REALLY WANT PEOPLE WALKING AROUND WITH HOT COFFEE IN THEIR HANDS?

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

Sam, was very helpful employee, he's very sweet and ran us doun how to do everything step by step! Thank you SAM!

Su opinión cuenta, por favor déjenos saber de qué manera podemos ayudarle la siguiente vez que nos visite. ¿Cree que debemos mejorar? ¿Qué programas le gustaría que incluyéramos? Apreciamos su comentario.

Yesenia es muy amable y muy eficiente

Translation: **Yesenia is very kind and very efficient.**

Outlook

2026 DuPage County Board of Review - Addison Tax Consortium

From Scott Ginsburg <sginsburg@robbins-schwartz.com>
Date Fri 2026-11-06 12:52 PM
To Melissa Morgese <mmorgese@asd4.org>; jmaranowicz@addison-il.org <jmaranowicz@addison-il.org>; cwitt@addison-il.org <cwitt@addison-il.org>; Mary Heneghan <mheneghan@addison-il.org>; Brock Herion <bherion@addisonfire.org>; Robert Bond <rbond@addisonparks.org>; Lisa Jeffers <ljeffers@addisonparks.org>; RYAN DOMERACKI <rdomeracki@dupage88.net>; Mary Medjo Me Zengue <medjo@addisonlibrary.org>; Donna Quick <quick@addisonlibrary.org>

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Hi all,

We have received the first 2026 DuPage County Board of Review appeals for the Addison Tax Consortium, marking the beginning of the Board of Review season and the final year of the current 2023-2026 quadrennial assessment cycle. To kick off the season, I wanted to give you an overview of the current assessment landscape and our approach to the appeals ahead.

As we enter the final year of the quadrennial, we anticipate activity from taxpayers seeking reductions before the countywide reassessment in 2027. Although we do not expect a dramatic surge in filings, we are likely to see targeted appeals involving commercial, industrial, and multifamily properties whose values may be particularly affected by current market conditions.

January 1, 2026, is the applicable valuation date. Industrial properties remain relatively stable, supported by continued demand for warehouse and distribution space. Office properties continue to face elevated vacancy and limited leasing activity, particularly among older Class B and Class C buildings, and we expect some of the most aggressive reduction requests in this sector. Retail conditions remain mixed; necessity-anchored and service-oriented centers are generally performing well, while anchor-dependent properties continue to face challenges. Multifamily values appear to have stabilized following several volatile years, although taxpayers may still cite increased operating expenses and slower rent growth, particularly when a related PTAB appeal is already pending.

As always, we intervene promptly upon receiving notice of each appeal to preserve the districts' rights. We then evaluate each appeal based on the amount at issue, the strength of the taxpayer's evidence, and any broader implications for the districts. We will also use this year's Board of Review proceedings as an opportunity to engage opposing counsel regarding unresolved PTAB matters from prior tax years.

Given the timing and volume of appeals during the Board of Review filing period, we follow a tiered approach. For appeals seeking a reduction of less than $500,000, we monitor the proceedings and determine whether a substantive response is warranted. When a case presents a meaningful concern, such as a relevant comparable sale, a significant valuation trend, or an established settlement pattern, we submit focused evidence or rebuttal as appropriate. Appeals seeking a reduction of $500,000 or more

receive a more comprehensive review; we coordinate with the township assessor, analyze relevant sales and leasing data, and consult an appraiser when the taxpayer's case involves income, vacancy, or functional or economic obsolescence.

Effective participation at the Board of Review level is an especially important part of protecting the tax base. A reduction granted by the Board of Review carries into the tax base and may have an ongoing impact, while a later PTAB reduction may require refunds with interest. Addressing significant valuation issues early, and pursuing appropriate settlements when warranted, helps preserve the tax base and reduce future financial exposure.

I will keep you informed as the season progresses and provide a comprehensive year-end summary. In the meantime, please let me know if you would like to discuss a particular appeal or any valuation trends affecting properties within your districts.

Thanks.
Scott.

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