

PUBLIC MEETING NOTICE

Highland Park Public Library Board of Trustees

Brenner Room

October 20, 2026, 7:00 p.m.

For members of the public interested in attending the meeting virtually, use the access information below. Directions pertaining to questions and comments from the public are noted below.

On a computer: <https://bit.ly/HPLibBoardMtg>

Password: HPLibrary

On a phone: (312) 626-6799 **Webinar ID:** 843 1227 6146

Password: 766561727

Individuals with questions or feedback about an agenda item can address the Board in the following ways:

1. **WRITTEN CORRESPONDENCE.** Individuals may email or mail the Board an unlimited number of words to the Library Director at hsmith@hplibrary.org. Correspondence will be forwarded to the Board via email. All correspondence received will be acknowledged in the Comments section of the monthly Board meeting packet.
2. **TELEPHONE.** Individuals may leave a message for the Board with the Library Director at 847.432.0720. Messages will be transcribed and will be forwarded to all Trustees via email. All messages received will be acknowledged in the Comments section of the monthly Board meeting packet.
3. **COMMENTS.** Individuals are able to address the Board during the meeting in person or via Zoom. Comments should be limited to five minutes or less.

AGENDA

- Call to order and roll call
- Consent agenda
 - Approval of September 15, 2026 regular meeting minutes
 - Approval of September 2026 Bill List – motion from Rob Biederman, Treasurer
 - Approval of September 2026 Financial Reports – motion from Rob Biederman, Treasurer
 - Approval of 2027 annual calendar
 - Approval of 2027 Board meeting dates
- Comments from the public
- Report of the President – Irene Hoffman
 - Appointment of Nominating Committee
- Report of the Executive Director – Heidi Smith
 - Collection update – Catherine Eilers, Technical Services Manager
 - Strategic Bridge Plan 2027-2028 update
 - Per Capita Grant Requirements 2027 overview
- Other committee and liaison reports
 - Expansion Liaisons – Rob Olian, Carol Wolfe with Graham Harwood, CCS and Darren Schretter, StudioGC
 - Consideration, approval, and ratification of any and all expansion change orders
 - Authorization to enter into a signage contract resulting from public bid
 - Approval of CCS agreement extension
 - Friends Transition Committee – Carol Wolfe, Chair
 - Operations and Policies – Peter Zotos, Chair
 - Approval of the Personnel Policy as revised, effective 1/1/2027
- Old and new business
- Closed session
- New business
- Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
September 15, 2026

CALL TO ORDER

President Hoffman, presiding, called the meeting to order at 7:01 p.m.

Trustee Olian moved and Trustee Schutt seconded a motion to approve remote attendance for Trustee Basofin due to health reasons. The motion passed unanimously.

ATTENDANCE

Members Present: Rich Basofin (remote), Rob Biederman, Irene Hoffman, Ashley Lapin Olian, Rebecca Nathanson, Rob Olian, Steve Schutt, Carol Wolfe, Peter Zotos

Members Absent:

Others Present: Claudia Fincher, Graham Harwood, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the August 18, 2026 regular meeting minutes, August 2026 Bill List, and the August 2026 Financial Reports. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Hoffman's report included the following:

- President Hoffman and Director Smith discussed that, beginning with the January Board meeting, a different department manager will attend each monthly meeting to provide an overview of their department's operations and work. This will give the Trustees a better understanding of the services and activities of each department as well as an opportunity to ask questions, and support staff in the development of policies and plans.
- President Hoffman reported that she is forming a Nominating Committee and will announce the committee members at next month's meeting. The slate of officers will be developed in November, and the Board will vote on the slate in December.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Assistant Director Rositas-Sheftel reported that, year-to-date through August 2026, Media Services staff provided 479 one-to-one technology and skill-building sessions, compared to 322 during the same period in 2025, representing a 50% increase, not 150% as stated in the report. She noted that several factors contributed to the increase, including reallocating staff resources originally assigned to the Makerspace to provide additional computer lab support, skill-building sessions, and technology assistance; hiring an additional full-time staff member; and increasing the visibility of technology services, Makerspace equipment, and digital services through library programs.
- Director Smith reported that there is no new information regarding the impact fees assessment.

- The Strategic Bridge Plan Update memo included in the Board packet states that the team is working to identify intentions and assumptions as part of the process of updating the Strategic Bridge Plan. Director Smith shared the update with the Trustees to determine whether the direction is consistent with what they anticipated. Discussion ensued. Director Smith will go back to the team to use this feedback to draft the plan.

DEVELOPMENT LIAISONS

Director Smith referred to a memo regarding the development work and highlighted the significant contribution of the Board to the success of the capital campaign, both through personal giving and by connecting the Library with donors in the community. She noted that Board involvement accounted for nearly one-third of the campaign's total donations. Director Smith thanked the Board for its support and efforts, stating that the results were very impressive. She added that the campaign was well received and that the Library learned a great deal about best practices that could be adopted in future capital campaigns.

Trustee Zotos questioned the estimated \$50,000 - \$75,000 in additional staffing costs identified in the memo. Director Smith believes that half- or three-quarter-equivalent support would be necessary to lead another capital campaign at the level the Library would want to undertake in the future. She noted that some regular Library work was delayed or slowed while staff worked on the capital campaign. The staffing needs identified in the memo were naming opportunities, responding to donor questions, documenting gifts and agreements, and coordinating donor recognition and signage, which would not be needed on an annual basis. The staffing needs for an annual appeal would be different.

Trustee Lapin Olian requested approval of two naming agreements included in the Board packet.

Trustee Wolfe moved and Trustee Zotos seconded a motion to approve the naming agreements for Miller and Zivin as presented in the packet. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

EXPANSION LIAISONS

Graham Harwood of CCS provided a construction update. Installation of the clay tile roofing has begun, and the roof is watertight. Exterior masonry is complete on the North and South sides, with work continuing on the West side. Glazing is approximately 90% complete.

Ceiling subframe installation in the addition is progressing, while drywall installation (approximately 90% complete) and priming are underway in both the renovation and addition areas. Coiling fire doors between the addition and renovation areas have been installed. The restrooms have been drywalled and plumbing rough-ins are complete.

Water main work began on September 15, with the street closure expected to remain closed for approximately one week. Once the new tap and pipe installation are complete, the water will be tested for chlorine. In approximately two to four weeks, the existing water main serving the current building will be shut down, which will require the Library to close temporarily.

Stair containment has been installed, and demolition of the stairs is complete. The lower level is expected to be closed for approximately two weeks, and the metal stairs are scheduled to arrive this week.

Mr. Harwood reported that water leaks in the corridor wall have been reduced but are still present. The project team is continuing to investigate the issue, including the possibility of installing a drain for the

North-side downspouts to connect to the existing storm water outlet. One additional downspout remains to be checked to determine whether it is clear.

The Makerspace is substantially complete, with only a few punch list items remaining. The lower level is also substantially complete, except for the floor finish and the corridor work.

Looking ahead, work will continue on the exterior masonry, interior drywall and priming, clay tile roofing, and mechanical, electrical, and plumbing systems. Glazing in the addition is expected to be completed this week. Mechanical, electrical, and plumbing work will continue, elevator walls and shoring, stair construction, water main work, and backfilling of the elevator foundation will also continue.

Pay Applications No. 1 through 13 have been paid. Pay Application No. 14 has been approved and Pay Application 15 is under review. Project expenditures to date total approximately \$6.3 million, representing approximately 58% of the overall project budget.

Director Smith reported that preliminary discussions have begun regarding the temporary relocation of Media and Communications staff due to the water issue in the lower level adjacent to the workroom spaces. Temporary workspaces may be needed for two to four months.

Mr. Harwood reported that two transformers also need to be installed, which will require the Library to close temporarily. The project team hopes to coordinate this work with the planned closure for the existing water main.

FRIENDS LIAISON

Trustee Wolfe and Director Smith met with Friends board members, Suzanne Zweig and Debbie Brown to discuss the future of Friends. Trustee Wolfe recommended creation of an Ad Hoc committee on the Board to help with a transition plan.

Discussion ensued. Trustee Zotos requested more education and better understanding of the Friends as they are going through a significant leadership change. Trustee Schutt would also like a better understanding to get the best possible result.

President Hoffman will appoint the transition committee of three Trustees to sort through everything and bring it back to the Board.

OPERATIONS AND POLICIES

Chair Zotos presented five policies for Board approval: Policy 207 Internet, Policy 402 Makerspace, Policy 410 Photography and Video, Policy 103 Public Comments, and Policy 211 Social Media. He noted that all changes have been reviewed and approved by the Operations and Policies Committee.

Trustee Zotos thanked staff members Juan Reyes for providing background information on the Makerspace and Jill Alfrejd for providing information regarding social media.

Chair Zotos summarized the key changes to Policy 207 Internet, noting that the policy is reviewed annually and staff spent additional time clarifying language related to AI and First Amendment considerations. Discussion ensued.

Trustee Wolfe moved and Trustee Lapin Olian seconded a motion to approve Policy 207 Internet as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

Trustee Zotos reviewed Policy 402 Makerspace, which was previously the 3D printer policy. He explained that the policy has expanded to address the broader use of the Makerspace, with a focus on the materials rather than printing time. The policy also addresses monitoring usage and patron behavior. The Makerspace will operate under a no-fee model.

Discussion ensued. Trustee Schutt asked if the Makerspace is staffed during all operating hours. Director Smith and Assistant Director Rositas-Sheftel confirmed that it is.

Trustee Lapin Olian asked whether the Access section should specify how far in advance patrons must contact the Library for accommodations. Dr. Rositas-Sheftel explained that accommodation may involve materials, such as a special type of scissors, which is why the policy refers to reasonable accommodation based on available resources. The Board reached consensus to review the need for specific time frames after the Makerspace opens and the Library has gathered some data.

Trustee Nathanson moved and Trustee Lapin Olian seconded a motion to approve Policy 402 Makerspace. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

Trustee Zotos summarized the key changes to Policy 410 Photography and Video, noting that the discussion focused on balancing individuals' rights to take photographs and video in public spaces with the Library's responsibility to address harassment and protect individuals. The Board also discussed the degree of diplomacy expected of staff when addressing situations involving photography or video.

Discussion ensued. Trustee Schutt asked whether individuals frequently walk through the Library taking photographs. Director Smith explained that while it may not happen often, it does occur. She noted that individuals may photograph people in public spaces and discussed the importance of supporting both the person taking the photograph and the person being photographed. If photography or video becomes harassing, it would be addressed as a patron conduct issue.

Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve Policy 410 Photography and Video as revised. The motion passed unanimously

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

Policy 103 Public Comments was reviewed, with discussion focused on the maximum 30-minute time limit for public comments at Board meetings. The Board also discussed clarification stating that public comments should not address personal issues involving staff, and that the Board does not typically respond to comments from the public. Discussion ensued.

Trustee Wolfe moved and Trustee Olian seconded a motion to approve Policy 103 Public Comments. The motion passed unanimously

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

The final policy reviewed was the renamed Policy 211 Social Media. Discussion focused on privacy, harassment, age-appropriate content, and the Library's approach to monitoring and handling social media activity.

Trustee Lapin Olian moved and Trustee Zotos seconded a motion to approve Policy 211 Social Media. The motion passed unanimously

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

None

OTHER COMMITTEE AND LIAISON REPORTS

None

ADJOURNMENT

Trustee Zotos moved and Trustee Schutt seconded a motion to adjourn the meeting at 8:53 p.m. President Hoffman, presiding, adjourned the meeting at 8:53 p.m. The motion passed unanimously.

Ayes: Basofin, Biederman, Hoffman, Lapin Olian, Nathanson, Olian, Schutt, Wolfe, Zotos

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian

Approved:

**HIGHLAND PARK PUBLIC LIBRARY
BALANCE SHEET
September 30, 2026**

	General Fund				Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
ASSETS	General Fund	Unrestricted Gift Fund	Total	Restricted Gift Fund				
CASH								
Checking Account	\$ 250,524		\$ 250,524					\$ 250,524
U.S. Government Select MM	745,658	13,384	759,042	55,745	8,447	2,566,831		3,390,065
Petty Cash	434		434					434
	<u>996,615</u>	<u>13,384</u>	<u>1,009,999</u>	<u>55,745</u>	<u>8,447</u>	<u>2,566,831</u>		<u>3,641,023</u>
INVESTMENTS								
US Treasury Bills	3,799,989	-	3,799,989			1,966,436		5,766,425
Certificates of Deposit	-	375,000	375,000	-	375,000	-		750,000
Equity Securities--Vanguard				-				-
INTERFUND LIABILITY -- DUE FROM (TO)	64,028	5,902	69,930	-	-	(69,930)		-
OTHER CURRENT ASSETS								
Receivables	1,162,304		1,162,304					1,162,304
Prepaid Expense/Accrued Revenue	2,210	-	2,210	-	-	-		2,210
	<u>1,164,514</u>	<u>-</u>	<u>1,164,514</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>1,164,514</u>
CAPITAL ASSETS							9,057,505	9,057,505
TOTAL ASSETS	<u>\$ 6,025,146</u>	<u>\$ 394,286</u>	<u>\$ 6,419,433</u>	<u>\$ 55,745</u>	<u>\$ 383,447</u>	<u>\$ 4,463,337</u>	<u>\$ 9,057,505</u>	<u>\$ 20,379,466</u>
	-	-	-	0.00	-	-	-	-
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	\$ 44,297		\$ 44,297	\$ -				\$ 44,297
Accrued Bill List	94,735	4,865	99,600	20				99,620
	<u>139,032</u>	<u>4,865</u>	<u>143,897</u>	<u>20</u>				<u>143,917</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	1,162,304		1,162,304					1,162,304
Deferred Revenue, Other	125,000		125,000					125,000
Retainage Payable	203,128	-	203,128	-				203,128
TOTAL LIABILITIES	<u>1,629,464</u>	<u>4,865</u>	<u>1,634,329</u>	<u>20</u>				<u>1,634,349</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS							9,057,505	9,057,505
FUND BALANCES								
Beginning Balance	\$ 3,165,560	\$ 379,498	\$ 3,545,057	\$ 55,930	\$ 375,000	\$ 7,331,301	\$ -	\$ 11,307,289
Current Year Earnings	1,230,123	9,923	1,240,046	(205)	8,447	(2,867,964)		(1,619,676)
TOTAL FUND BALANCES	<u>4,395,682</u>	<u>389,421</u>	<u>4,785,104</u>	<u>55,725</u>	<u>383,447</u>	<u>4,463,337</u>	<u>-</u>	<u>9,687,613</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 6,025,146</u>	<u>\$ 394,286</u>	<u>\$ 6,419,433</u>	<u>\$ 55,745</u>	<u>\$ 383,447</u>	<u>\$ 4,463,337</u>	<u>\$ 9,057,505</u>	<u>\$ 20,379,466</u>

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
For the Nine Months Ended September 30, 2026

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ 5,239,596		\$ 5,239,596				\$ 5,239,596
Bond Revenue	0		0				0
OTHER REVENUE							
Fees - Impact	15,638		15,638				15,638
Library U	0		0				0
Fines and Misc Revenue	11,637		11,637				11,637
Gifts and grants	0	33,524	33,524	664,158			697,682
Investment Income	55,775	8,519	64,294	1,467	15,976	143,160	224,897
Per Capita	51,299		51,299				51,299
State Corporate Replacement Tax	45,326		45,326				45,326
Transfers	3,682,811	0	3,682,811	(664,158)	(7,530)	(3,011,124)	0
TOTAL REVENUE	9,102,084	42,043	9,144,127	1,467	8,447	(2,867,964)	6,286,077
EXPENSE							
OPERATING EXPENSE							
Salaries	2,404,326		2,404,326				2,404,326
Payroll Taxes	189,994		189,994				189,994
IMRF	83,875		83,875				83,875
Insurance - Health	392,111		392,111				392,111
Subtotal - Salaries & Benefits	3,070,306	0	3,070,306	0	0	0	3,070,306
Books, Audiovisual & Electronic Resources	484,584		484,584	1,652			486,237
Cataloging & Processing	14,507		14,507				14,507
Insurance - General	98,823		98,823				98,823
Legal	788		788				788
Library U	0		0				0
Maintenance of Building	111,933		111,933	0			111,933
Maintenance of Equipment & Software	79,238		79,238				79,238
Maintenance of Grounds	10,481		10,481				10,481
Marketing	9,262		9,262	0			9,262
Postage	6,785		6,785				6,785
Programs	21,155		21,155	20			21,174
Purchases Funded by Gifts and Grants	5,979	32,120	38,098				38,098
Supplies & Services	103,081		103,081	0			103,081
Telephone	19,232		19,232				19,232
Training	18,578		18,578	0			18,578
Subtotal Other Operating Expenses	984,425	32,120	1,016,545	1,672	0	0	1,018,217
Total Operating Expense	4,054,731	32,120	4,086,851	1,672	0	0	4,088,523
CAPITAL EXPENSE							
Building & Grounds Improvement	3,700,096		3,700,096				3,700,096
Computerization	19,748		19,748				19,748
Furniture & Equipment	1,673		1,673	0			1,673
Total Capital Expense	3,721,517	0	3,721,517	0		0	3,721,517
Building Expansion Fund	0		0			0	0
Debt Service Expense	95,713		95,713				95,713
TOTAL EXPENSE	7,871,961	32,120	7,904,080	1,672	0	0	7,905,752
2026 Year to Date Net Revenue or (Expense)	1,230,123	9,923	1,240,046	(205)	8,447	(2,867,964)	(1,619,676)
12-31-25 FUND BALANCE Unaudited	3,165,560	379,498	3,545,057	55,930	375,000	7,331,301	11,307,289
FUND BALANCE AT MONTH END	\$ 4,395,682	\$ 389,421	\$ 4,785,104	\$ 55,725	\$383,447	\$ 4,463,337	\$ 9,687,613

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended September 30, 2026**

	Actual				General Fund Budget 12 months 2026 Amended 3/19/26	YTD 2026 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of September		Nine Months Ended September 30				
	2026	2025	2026	2025			
GENERAL FUND							
REVENUE							
Property Taxes	\$ 1,785,738	\$ 1,535,416	\$ 5,239,596	\$ 4,758,375	\$ 6,401,925	81.84%	\$ 1,162,329
Bond Proceeds	-	-	-	4,062,737	-	-	\$ -
Other Income							
Fees - Impact	-	-	15,638	6,289	19,000	82.31%	3,362
Library U	-	-	-	960	-	-	-
Fines and Miscellaneous Revenue	1,430	1,497	11,637	50,183	22,000	52.90%	10,363
Gifts and Grants	6,714	5,619	33,524	13,927	155,000	21.63%	121,476
Investment Income	7,044	49,497	64,294	162,360	138,000	46.59%	73,706
Per Capita	-	-	51,299	44,510	44,500	115.28%	(6,799)
State Corporate Replacement Tax	-	-	45,326	43,519	79,000	57.38%	33,674
Transfer from LLWCF	-	-	7,530	7,285	-	-	(7,530)
Transfer from Unrestricted Gift Fund	-	-	-	-	308,000	0.00%	308,000
Transfer from Restricted Gift Fund	108,000	-	664,158	-	263,000	252.53%	(401,158)
Transfer (to) from Special Reserve	430,748	-	3,011,124	-	7,327,000	41.10%	4,315,876
TOTAL OTHER INCOME	553,936	56,612	3,904,530	329,034	8,355,500	46.73%	4,450,970
TOTAL REVENUE	2,339,674	1,592,029	9,144,127	9,150,146	14,757,425	61.96%	5,613,298
EXPENSE							
OPERATING EXPENSE							
Salaries	272,563	250,093	2,404,326	2,237,196	3,349,000	71.79%	944,674
Payroll Taxes	20,348	18,637	189,994	167,005	256,500	74.07%	66,506
IMRF	9,064	7,346	83,875	65,246	116,000	72.31%	32,125
Group Insurance	44,806	38,290	392,111	355,382	648,000	60.51%	255,889
Subtotal - Salaries & Benefits	346,781	314,367	3,070,306	2,824,829	4,369,500	70.27%	1,299,194
Books, AV & Electronic Res.	51,881	44,583	484,584	462,380	661,000	73.31%	176,416
Cataloging & Processing	12	619	14,507	11,448	26,000	55.79%	11,493
Insurance - General	-	-	98,823	103,470	122,000	81.00%	23,177
Legal	-	-	788	1,053	5,000	15.75%	4,213
Library U	-	-	-	2,475	-	-	-
Maintenance - Building	19,422	8,158	111,933	97,518	185,000	60.50%	73,067
Maintenance - Equip. & Software	2,825	10,139	79,238	82,950	141,000	56.20%	61,762
Maintenance - Grounds	575	1,586	10,481	10,718	23,000	45.57%	12,519
Marketing	1,422	33	9,262	11,075	23,000	40.27%	13,738
Postage	1,439	439	6,785	7,849	9,000	75.39%	2,215
Programs	1,130	2,140	21,155	15,362	26,000	81.36%	4,846
Purchases Funded by Gifts and Grants	6,383	1,510	38,098	31,236	30,000	126.99%	(8,098)
Supplies & Services	9,011	12,692	103,081	138,744	193,500	53.27%	90,419
Telecommunications	2,215	2,724	19,232	19,909	27,000	71.23%	7,768
Training	2,723	3,819	18,578	35,359	27,000	68.81%	8,422
Subtotal - Other Operating Expenses	99,038	88,442	1,016,545	1,031,548	1,498,500	67.84%	481,955
Total Operating Expense	445,818	402,809	4,086,851	3,856,377	5,868,000	69.65%	1,781,149
CAPITAL EXPENSE							
Building & Grounds Improvement	538,748	328,725	3,700,096	756,610	8,118,000	45.58%	4,417,904
Computerization	2,656	106	19,748	14,760	40,000	49.37%	20,252
Furniture & Equipment	-	-	1,673	3,388	10,000	16.73%	8,327
Total Capital Expense	541,404	328,831	3,721,517	774,757	8,168,000	45.56%	4,446,483
Expansion Reserve Fund	-	-	-	-	280,000	0.00%	280,000
Debt Service Expense	-	-	95,713	70,350	441,425	21.68%	345,713
TOTAL EXPENSE	987,222	731,640	7,904,080	4,701,484	14,757,425	53.56%	6,853,345
Net Revenue (Expense)	\$ 1,352,452	\$ 860,389	\$ 1,240,046	\$ 4,448,661	\$ -		\$ (1,240,046)

Benchmark: 9 months of 12 = 75% year complete.

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended September 30, 2026

	Actual			
	Month of September		Nine Months Ended September 30	
	2026	2025	2026	2025
RESTRICTED GIFT FUNDS				
Revenue				
Donations - Building Fund	\$ 108,000	\$ 12,961	\$ 664,158	\$ 78,672
Friends Receipts	-	-	-	-
Total Donations	108,000	12,961	664,158	78,672
Interest Income	166	263	1,467	1,793
Transfer from (to) General Fund	(108,000)	-	(664,158)	-
Total Revenue, Gift Funds	166	13,224	1,467	80,465
Books	-	137	1,652	474
Programs	20	-	20	-
Total Operating Expenses	20	137	1,672	474
Total Gift Fund Expenses	20	137	1,672	474
GIFT FUNDS Net Revenue (Expense)	147	13,087	(205)	79,991
LLWCF				
Interest Income	317	286	15,976	13,030
Transfer from (to) General Fund	-	-	(7,530)	(7,285)
LLWCF Net Revenue(Expense)	317	286	8,447	5,744
SPECIAL RESERVE				
Interest Income	9,429	31,112	143,160	173,738
Building Expansion Fund Revenue	-	-	-	-
Transfer from (to) General Fund	(430,748)	-	(3,011,124)	-
SPECIAL RESERVE Net Revenue(Expense)	(421,319)	31,112	(2,867,964)	173,738
TOTAL LIBRARY Net Revenue (Expense)	\$ 931,597	\$ 904,873	\$ (1,619,676)	\$ 4,708,135

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended September 30, 2026

	General Fund				Comment
	Actual	Budget	Variance	Budget	
	Nine Months Ended September 30 2026	2026	(under) over YTD budget	12 months 2026	
GENERAL FUND					
REVENUE					
Property Taxes	\$ 5,239,596	\$ 4,801,444	\$ 438,153	\$ 6,401,925	Over: timing of payments; 94% with Oct. distributions
Bond Proceeds	-	-	-	-	
Other Income					
Fees - Impact	15,638	14,250	1,388	19,000	
Library U	-	-	-	-	
Fines and Miscellaneous Revenue	11,637	16,500	(4,863)	22,000	Under: fluctuation of payments
Gifts and Grants	33,524	116,250	(82,726)	155,000	Under: SOS/ISL \$125K construction grant at year end
Investment Income	64,294	103,500	(39,206)	138,000	Under: lower interest rates than expected
Per Capita	51,299	33,375	17,924	44,500	Over: timing of payment; State increased funding
State Corporate Replacement Tax	45,326	59,250	(13,924)	79,000	Under: fluctuation of payments
Transfer from LLWCF	7,530	-	7,530	-	Over: timing of transfer
Transfer from Unrestricted Gift Fund	-	231,000	(231,000)	308,000	Under: timing of transfer
Transfer from Restricted Gift Fund	664,158	197,250	466,908	263,000	Over: successful campaign exceeded budget
Transfer (to) from Special Reserve	3,011,124	5,495,250	(2,484,126)	7,327,000	Under: timing of transfers
TOTAL OTHER INCOME	3,904,530	6,266,625	(2,362,095)	8,355,500	
TOTAL REVENUE	9,144,127	11,068,069	(1,923,942)	14,757,425	
EXPENSE					
OPERATING EXPENSE					
Salaries	2,404,326	2,511,750	(107,424)	\$ 3,349,000	Under: 2.9 FTE open positions (see salary report)
Payroll Taxes	189,994	192,375	(2,381)	256,500	
IMRF	83,875	87,000	(3,125)	116,000	Under: directly related to salaries
Group Insurance	392,111	486,000	(93,889)	648,000	Under: life changing events contingency & 2 new FT positions
Subtotal - Salaries & Benefits	3,070,306	3,277,125	(206,819)	4,369,500	
Books, AV & Electronic Res.	484,584	495,750	(11,166)	661,000	Under: timing of contract renewals
Cataloging & Processing	14,507	19,500	(4,993)	26,000	Under: possible year-end savings
Insurance - General	98,823	91,500	7,323	122,000	Over: timing of payment
Legal	788	3,750	(2,963)	5,000	Under: engaging services as needed
Library U	-	-	-	-	
Maintenance - Building	111,933	138,750	(26,817)	185,000	Under: timing of service contracts & engaging services as needed
Maintenance - Equip. & Software	79,238	105,750	(26,512)	141,000	Under: timing of contract renewals
Maintenance - Grounds	10,481	17,250	(6,769)	23,000	Under: timing of service contracts
Marketing	9,262	17,250	(7,988)	23,000	Under: timing of projects and contract payment
Postage	6,785	6,750	35	9,000	
Programs	21,155	19,500	1,655	26,000	
Purchases Funded by Gifts and Grants	38,098	22,500	15,598	30,000	Over: timing of gift-funded purchases
Supplies & Services	103,081	145,125	(42,044)	193,500	Under: timing of contracts & supplies purchases
Telecommunications	19,232	20,250	(1,018)	27,000	
Training	18,578	20,250	(1,672)	27,000	
Subtotal - Other Operating Expenses	1,016,545	1,123,875	(107,330)	1,498,500	
Total Operating Expense	4,086,851	4,401,000	(314,149)	5,868,000	
CAPITAL EXPENSE					
Building & Grounds Improvement	3,700,096	6,088,500	(2,388,404)	8,118,000	Under: timing of payments to Lo Destro
Computerization	19,748	30,000	(10,252)	40,000	Under: timing of projects
Furniture & Equipment	1,673	7,500	(5,827)	10,000	Under: timing of projects
Total Capital Expense	3,721,517	6,126,000	(2,404,483)	8,168,000	
Expansion Reserve Fund	-	210,000	(210,000)	280,000	Under: transfer at year-end
Debt Service Expense	95,713	331,069	(235,356)	441,425	Under: timing of payments
TOTAL EXPENSE	7,904,080	11,068,069	(3,163,988)	14,757,425	
Net Revenue (Expense)	\$ 1,240,046	\$ -	\$ 1,240,046	\$ -	

HIGHLAND PARK PUBLIC LIBRARY
Investment Report
September 30, 2026

<u>Fund</u>	<u>Account #</u>	<u>Type</u>	<u>Settlement Date</u>	<u>Trade Date</u>	<u>BANK</u>	<u>Principal</u>	<u>T-Bill Face Value</u>	<u>9/30/2026 Market Value</u>	<u>Unrealized Gain (Loss)</u>	<u>Rate</u>	<u>Interest is Paid:</u>	<u>Term in Week</u>	<u>Benchmark* Treasury Rate on trade date</u>	<u>Maturity Date</u>
General														
	NT2-xxxx311													
		CD			None									
					Total CD's									
		T-Bill												
			7/27/2026	7/24/2026	US Treasury Bill	2,000,000.32	\$ 2,019,000	2,013,407.37	13,407.05	3.77%	@ Maturity	13.14	3.90%	10/27/2026
			9/29/2026	9/30/2026	US Treasury Bill	1,799,988.37	\$ 1,824,000	1,799,777.28	(211.09)	4.12%	@ Maturity	17.00	4.11%	1/26/2027
					Total Treasury Bills									
					Total General Fund	<u>3,799,988.69</u>	<u>\$ 3,843,000</u>	<u>3,813,184.65</u>	<u>13,195.96</u>					
Restricted Gifts														
	NT2-xxxx03				None									
Unrestricted Gifts														
	NT2-xxxx043													
		CD	9/11/2026	9/3/2026	Preferred Bank Los Angeles	200,000.00		199,760.00	(240.00)	3.95%	@ Maturity	25.86	4.02%	3/11/2027
		CD	6/3/2026	5/28/2026	Bank Hope	175,000.00		174,912.50	(87.50)	3.90%	@ Maturity	26.14	3.90%	12/3/2026
					Total Unrestricted Gifts	<u>375,000.00</u>	<u>\$ -</u>	<u>374,672.50</u>	<u>(327.50)</u>					
					Settle after Month End									
LLWCF														
	NT2-xxxx20													
		CD	8/28/2026	8/17/2026	Pinnacle Bank Nashville	187,000.00		186,912.11	(87.89)	3.85%	@ Maturity	13.00	3.80%	11/27/2026
		CD	5/29/2026	5/28/2026	Mountain One Bank	188,000.00		187,449.16	(550.84)	3.95%	@ Maturity	52.00	3.95%	5/28/2027
					Total Working Cash Fund	<u>375,000.00</u>		<u>374,361.27</u>	<u>(638.73)</u>					
					Purchase Settles after Month End:									
					none									
Special Reserve														
	NT2-xxxx67				None									
					Total CD's	<u>-</u>		<u>-</u>	<u>-</u>					
		T-Bill	7/20/2026	7/21/2026	U.S. Treasury Bill	1,966,436.46	2,000,000	1,979,660.00	13,223.54	3.82%	@ Maturity	23.43	3.99%	12/31/2026
					Total T-Bills	<u>1,966,436.46</u>	<u>2,000,000</u>	<u>1,979,660.00</u>	<u>13,223.54</u>					
					Total Special Reserve	<u>1,966,436.46</u>	<u>2,000,000</u>	<u>1,979,660.00</u>	<u>13,223.54</u>					
Total Library						<u>6,516,425.15</u>	<u>\$ 5,843,000</u>	<u>6,541,878.42</u>	<u>25,453.27</u>					

*Benchmarks:

NTC Brokerage fee for Treasury Bills is 10 basis points = .10%. There are no fees for CD's

Link: https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=daily_treasury_bill_rates&field_tdr_date_value=2025

Brokerage Statements available in Sharepoint

Highland Park Public Library
September 2026 Bill List
October 20, 2026 through October 26, 2026

Date	Name	Account Charged	Split	Amount
10/20/2026	Air Filter Engineers, Inc	5175 · Maintenance - Building		-857.36
10/20/2026	ATA Group	52126 · Services		-2,925.00
10/20/2026	Bulaich, Michelle	516680 · Conference		-9.00
10/20/2026	Choi, Suwan	518535 · HPCF		-1,200.00
10/20/2026	Cintas	52123 · Supplies		-182.41
10/20/2026	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-3,533.00
10/20/2026	Eilers, Catherine	516670 · Training - General		-20.00
10/20/2026	Element Four	5178 · Maintenance -Equipment,Software		-69.00
10/20/2026	ELM USA	52123 · Supplies		-990.00
10/20/2026	FastSigns	5183 · Marketing		-246.68
10/20/2026	Gordon Flesch Co, Inc.	5178 · Maintenance -Equipment,Software		-297.53
10/20/2026	Grainger	5175 · Maintenance - Building		-97.47
10/20/2026	Hill Mechanical Services	5175 · Maintenance - Building		-10,441.00
10/20/2026	Illinois Library Association	516680 · Conference		-775.00
10/20/2026	Image Specialties of Glenview, Inc.	52123 · Supplies		-106.00
10/20/2026	Indecor, Inc.	5175 · Maintenance - Building		-1,260.00
10/20/2026	Mariani Landscape	5181 · Maintenance - Grounds		-574.77
10/20/2026	McCarter, Jeremy	520655 · Adult Marketing Programs		-400.00
10/20/2026	McDaniel, Shelly	516690 · Mileage		-173.13
10/20/2026	Medrano, Cynthia	-SPLIT-		-78.73
		52123 · Supplies	32.24	
		520610 · Adult Services Programs	46.49	
10/20/2026	Multilingual Connections	520614 · Oral History Project		-215.00
10/20/2026	NIR Roof Care, Inc.	5175 · Maintenance - Building		-1,800.00
10/20/2026	Oriental Trading Company, Inc.	520620 · Programs - Youth		-32.97
10/20/2026	Pitney Bowes Bank, Inc.	5187 · Postage		-1,000.00
10/20/2026	Pitney Bowes Global Financial Services	5187 · Postage		-438.81
10/20/2026	Rositas-Sheftel, Cary	516680 · Conference		-420.80
10/20/2026	Sajuan, Emmanuel	518535 · HPCF		-300.00
10/20/2026	Sterling Talent Solutions	52126 · Services		-74.52
10/20/2026	Technology Management Rev Fund	5215 · Telecommunications		-500.00
10/20/2026	Terminix Anderson	5175 · Maintenance - Building		-494.21
10/20/2026	Warehouse Direct	-SPLIT-		-1,716.28
		5175 · Maintenance - Building	577.15	
		52123 · Supplies	1,139.13	
10/20/2026	Wisconsin Glacier Springs Co.	52123 · Supplies		-95.92
10/20/2026	Xerox IT Solutions	-SPLIT-		-1,301.97
		52123 · Supplies	1,206.96	
		5178 · Maintenance -Equipment,Software	95.01	
10/22/2026	Brodart Co.	5130 · Books & Audio		-1,766.68

Highland Park Public Library
September 2026 Bill List
October 20, 2026 through October 26, 2026

10/22/2026 Ingram Library Services	-SPLIT-	-18,094.18
	5130 · Books & Audio	18,074.40
	520301 · Programs - Bornstein	19.78
10/22/2026 Libraria	5130 · Books & Audio	-604.27
10/22/2026 Mango Languages	5130 · Books & Audio	-3,816.74
10/22/2026 Midwest Tape	5130 · Books & Audio	-1,348.21
10/22/2026 OverDrive	5130 · Books & Audio	-15,980.65
10/22/2026 Pioneer Press	5130 · Books & Audio	-39.49
10/22/2026 Playaway Products LLC	5130 · Books & Audio	-74.99
10/22/2026 Polonia Bookstore, Inc.	5130 · Books & Audio	-629.41
10/22/2026 RAILS	5130 · Books & Audio	-825.00
10/22/2026 Sullivan's Law Directory	5130 · Books & Audio	-135.75
10/22/2026 Value Line Publishing, Inc	5130 · Books & Audio	-6,025.00
10/24/2026 CCS	550325 · 2025 Construction project	-6,000.00
10/24/2026 Midwest Environmental Consulting Services	550325 · 2025 Construction project	-4,339.00
10/24/2026 StudioGC	550325 · 2025 Construction project	-2,664.14
10/26/2026 Levin, Judy	521004 · Friends Programs	-350.00
10/26/2026 PBC Guru	521004 · Friends Programs	-3,900.00
10/26/2026 Takahashi, Mami	521004 · Friends Programs	-400.00
		<u>-99,620.07</u>

Highland Park Public Library
September 2026 Bill List Summary
Distributed October 2026

Expense

5010 · General Expenses

5100 · Operating Expenses

5130 · Books & Audio 49,320.59

5166 · Training

51666 · Training

516670 · Training - General 20.00

516680 · Conference 1,204.80

516690 · Mileage 173.13

Total 51666 · Training 1,397.93

Total 5166 · Training 1,397.93

5175 · Maintenance - Building 19,060.19

5178 · Maintenance -Equipment,Software 461.54

5181 · Maintenance - Grounds 574.77

5183 · Marketing 246.68

5187 · Postage 1,438.81

5203 · Programs

5185 · Miscellaneous Grant Expense

518535 · HPCF 1,500.00

Total 5185 · Miscellaneous Grant Expense 1,500.00

5206 · Programs - General

520610 · Adult Services Programs 46.49

520620 · Programs - Youth 32.97

520655 · Adult Marketing Programs 400.00

Total 5206 · Programs - General 479.46

Total 5203 · Programs 1,979.46

5212 · Supplies & Services

52123 · Supplies 3,752.66

52126 · Services 2,999.52

Total 5212 · Supplies & Services 6,752.18

5215 · Telecommunications 500.00

Total 5100 · Operating Expenses 81,732.15

5500 · Capital Outlay

5501 · Capital Outlay

550325 · 2025 Construction project 13,003.14

Total 5501 · Capital Outlay 13,003.14

Total 5500 · Capital Outlay 13,003.14

Total 5010 · General Expenses 94,735.29

501000 · Gift Funds Total

501004 · Unrestricted Gift Funds

520000 · Unrestricted Gifts-Other

520614 · Oral History Project 215.00

Highland Park Public Library
September 2026 Bill List Summary
Distributed October 2026

Total 520000 · Unrestricted Gifts-Other	215.00
520100 · Unrestricted Gifts--Friends	
521004 · Friends Programs	4,650.00
Total 520100 · Unrestricted Gifts--Friends	4,650.00
Total 501004 · Unrestricted Gift Funds	4,865.00
501001 · Restricted Gift Funds	
501200 · Programs	
520301 · Programs - Bornstein	19.78
Total 501200 · Programs	19.78
Total 501001 · Restricted Gift Funds	19.78
Total 501000 · Gift Funds Total	4,884.78
Total Expense	99,620.07
Net Income	-99,620.07

Highland Park Public Library
September 2026 General II (Bills Already Paid)
September 1, 2026 through September 30, 2026

Date	Num	Name	Account Charged	Split	Paid Amount
09/03/2026	14349	City Of Highland Park.	5115 · Group Insurance		-48,932.55
09/03/2026	14350	Lo Destro Construction Company	550325 · 2025 Construction project		-509,817.00
09/09/2026	14351	Access One	5215 · Telecommunications		-1,013.55
09/14/2026	14352	AT&T	5215 · Telecommunications		-365.15
09/14/2026	14353	Hero Design, LLC	550325 · 2025 Construction project		-15,600.00
09/23/2026	14354	Comcast	5215 · Telecommunications		-303.16
09/28/2026	14355	City Of Highland Park.	5116 · IMRF		-9,063.56
09/30/2026	14357	Amazon Capital Services	5130 · Books & Audio		-1,924.88
09/30/2026	14358	Elan Financial Services	-SPLIT-		-8,770.96
			5130 · Books & Audio	635.63	
			5160 · Cataloging, Processing	11.99	
			5175 · Maintenance - Building	361.94	
			5178 · Maintenance -Equipment,Software	1,121.42	
			5183 · Marketing	14.35	
			518320 · Outreach	1,160.70	
			5215 · Telecommunications	33.24	
			52123 · Supplies	116.15	
			52123 · Supplies	131.73	
			52123 · Supplies	17.99	
			52123 · Supplies	125.42	
			52123 · Supplies	63.16	
			520610 · Adult Services Programs	111.32	
			520615 · Programs- New Media	335.73	
			520660 · Social Service Programs	203.65	
			516680 · Conference	400.00	
			516680 · Conference	725.80	
			5506 · Computerization	2,655.76	
			550325 · 2025 Construction project	328.00	
			521004 · Friends Programs	17.98	
			516670 · Training - General	199.00	
					-595,790.81
9/1/2026	ACH	Belay Solutions	52126 · Services		1,909.62
		(monthly ACH payment)			

HIGHLAND PARK PUBLIC LIBRARY
SALARY REPORT
September 2026

	Pay period ending:		Monthly
	9/13/2026	9/27/2026	Totals
Salary Expense by Department:			
Administration	24,737.89	24,897.34	49,635.23
Communications	9,257.12	9,461.38	18,718.49
Information and Reader Services	26,753.65	26,887.31	53,640.95
Membership Services	19,454.58	18,928.36	38,382.94
Media Services	9,416.76	9,483.67	18,900.42
Maintenance	5,527.78	5,856.53	11,384.31
Technical Services	14,215.77	14,253.27	28,469.04
Youth Services	16,097.64	16,334.15	32,431.79
Total Salaries Paid	<u>125,461.19</u>	<u>126,101.99</u>	<u>251,563.18</u>
Accrue 9-28 to 30			33,000.00
Reverse Accrue for August 31			(12,000.00)
Subtotal Salaries per Page 3			<u>272,563.18</u>
Payroll Taxes			20,348.11
IMRF			9,063.56
Health Insurance-Library Share			44,805.69
Total Payments			<u>346,780.54</u>

HIGHLAND PARK PUBLIC LIBRARY

Date: October 13, 2026
To: Board of Trustees
From: Heidi Smith, Executive Director
Subject: 2027 annual calendar and Board meeting dates

Background

Each year, typically in October, the Board approves the following as part of the consent agenda:

- 1) Annual calendar of Library closures for the following year
- 2) Board meeting dates for the following year

2027 Annual Calendar

Please see the proposed revision to the Personnel Policy on p. 65, aligning the policy for Memorial Day weekend with Labor Day weekend only if Highland Park High School finals have already been completed. This would close the Library the Sunday before the holiday and would take effect January 1, 2027. This provides all staff with a 2-day weekend off. It does not increase paid holiday time.

In 2021, the Board approved closing on Sunday, December 26 following early closing at 1 p.m. on Friday, December 24, and all-day closing on Saturday, December 25. This provides all staff with a 2-day weekend off. It does not increase paid holiday time.

2027 Board Meeting Dates

The April 20, 2027 Board meeting falls the evening before Passover begins. Alternatively, the April Board could be held on Monday, April 19.

Actions

1. Approval as part of the consent agenda, or
2. Any trustee may remove either or both from the consent agenda for discussion.

Attachments

1. 2027 annual calendar
2. 2027 Board meeting dates

Highland Park Public Library

Library Annual Calendar

January, 2027 – December, 2027

The Library will close as follows:

Friday, January 1	New Year's Day
Sunday, March 28	Easter
Sunday, May 30	Closed
Monday, May 31	Memorial Day
Sunday, July 4	Independence Day
Sunday, September 5	Closed
Monday, September 6	Labor Day
Wednesday, November 24	Close at 1:00 p.m.
Thursday, November 25	Thanksgiving
Friday, December 24	Close at 1:00 p.m.
Saturday, December 25	Christmas
Sunday, December 26	Closed
Friday, December 31	Close at 1:00 p.m.

The library will be closed from 9:00 a.m. until 11:00 a.m. the first Wednesday of each month (except December) for staff meetings. The Library will close for a staff inservice program on Friday, December 3 from 9:00 a.m. until 2:00 p.m. The Board of Trustees may alter Library closing dates when necessary.

Approved:

Highland Park Public Library

Board of Trustees Meeting Dates

January, 2027 – December, 2027

The Library Board of Trustees regularly meets on the third Tuesday of each month at 7:00 p.m. at the Library, except where indicated otherwise.

In FY 2027 the Board will meet on the following dates:

January 19, 2027

February 16, 2027

March 16, 2027

April 20, 2027

May 18, 2027

June 15, 2027

July 20, 2027

August 17, 2027

September 21, 2027

October 19, 2027

November 16, 2027

December 21, 2027

Adopted:

HIGHLAND PARK PUBLIC LIBRARY

Date: October 13, 2025
To: Board of Trustees
From: Heidi Smith, Executive Director
Subject: Nominating Committee process

Background

The Nominating Committee is appointed annually by the President of the Board of Trustees each October. The Committee is tasked with assembling a slate of officers to serve for the upcoming year. The positions include President, Vice-President, Treasurer, and Secretary with terms of one year or until their successors have been elected. The officers are chosen in accordance with the Board's Bylaws, which outline the duties for each position:

- President: Presides over meetings and represents the Library in an official capacity.
- Vice-President: Acts in the President's place if the President is unavailable.
- Treasurer: Oversees financial matters, including reviewing monthly financial reports.
- Secretary: Maintains meeting minutes and official documentation.

The Nominating Committee meets in October or November to discuss candidates and finalize the slate of officers. The slate is then presented to the Board at the November meeting for review, with formal approval scheduled at the December meeting. The process ensures a smooth transition of leadership for the Library's Board of Trustees and aligns with the Board's governance requirements.

Actions

- October: The President appoints the Nominating Committee. The Chair of the Committee will request nominations, including self-nominations.
- October 20 following the Board meeting: Committee will meet, with discussions focused on the qualifications and interests of trustees for each officer position. The Committee finalizes the slate of officers and presents it to the Board at the November meeting for review and consideration of any additional nominations.
- December: The Board formally votes to approve the proposed slate of officers at the December meeting.

HIGHLAND PARK PUBLIC LIBRARY

Date: October 15, 2026

To: Board of Trustees

From: Heidi Smith, Executive Director

Subject: Strategic Bridge Plan update

Background

The 2025-2027 Strategic Bridge Plan created a roadmap for the Library, guiding the organization from the previous strategic plan (2022-24) through the 2025-26 expansion project to the creation of a new comprehensive strategic plan in 2027. As proposed, Library administration and staff drafted an updated and expanded Strategic Bridge Plan extending the plan for one year through 2028 (attached). Details that are still being finalized by staff are noted in orange.

Summary (taken from 9/11/26 memo on this subject)

Upon the exciting completion of the expansion, the Library will be poised for a new chapter, opening the door to greater use of its collections, resources, programs, and services and welcoming an even larger share of the community to discover all the new and enhanced services that the Library has to offer. In addition, the creation of a new website will meet digital accessibility standards and improve online service for all. The extended plan also provides time to thoughtfully coordinate and create a compelling new strategic direction, while providing improved alignment with the Library's budget timeline as well as more time for the community to engage with and respond to the updated facility and expanded and improved services.

Next steps

October 20: review draft for discussion at Board meeting

November 11: further discussion at staff leadership meeting as needed

November 17: review plan for approval at Board meeting

Attachments

1. DRAFT Strategic Bridge Plan 2027-2028

HIGHLAND PARK PUBLIC LIBRARY - STRATEGIC BRIDGE PLAN 2027-2028

INTRODUCTION

The Highland Park Public Library provides access to a diverse collection of books, movies, music, and more, and a variety of cultural and educational programs, technology, and social services for all ages to a population of just over 30,000 in the northern suburbs of Chicago. The Library's Board of Trustees consists of nine community members appointed by the Mayor and approved by the City Council of Highland Park. The Library operates a 47,000 square foot building on Laurel Avenue.

Upon completion of an 8,000 square foot expansion and interior renovation in January 2027, the Library will be poised for a new chapter, opening the door to greater use of its collections, resources, programs, and services and welcoming an even larger share of the community to discover all the new and enhanced services that the Library has to offer.

CONTEXT & APPROACH

In April 2024, a team consisting of Executive Director Heidi Smith, Assistant Director Dr. Cary Rositas-Sheftel, Technical Services Manager Catherine Eilers, and Communications Manager Jill Alfrejd formed to create a strategic bridge plan. With the upcoming completion of an addition to the Library (January 2027), the team reconvened in August 2026 to draft an updated, expanded, and extended plan with a focus on the increased value the expansion brings to the Highland Park community.

This plan aims to create a roadmap for all stakeholders, guiding them from the previous 2022-24 strategic plan, through the 2025-26 expansion project and resulting 2027-28 operational changes as well the creation of a new comprehensive and compelling strategic direction to start in 2029. During this bridge phase, the Library will work to increase value to the community by improving and expanding resources, digital accessibility, and programs and services. Impact will be tracked through increased use of collections, resources, programs, services, and spaces as well as active library card use.

While the three goals outlined in the bridge plan below focus on specific actions to achieve intermediate positive outcomes for patrons, the ongoing pursuit of the broader mission will continue. Core library services the community counts on make up most of staff time and effort. The operational pillars of administration, collection, communications, facilities, finances, personnel, safety, and technology remain critical and are the foundation for all core services and strategic goals.

The strategic goals in this plan were created to provide clarity and focus. While at this time, there remain many unknowns regarding the impact an expanded Library will have on staff,

HIGHLAND PARK PUBLIC LIBRARY - STRATEGIC BRIDGE PLAN 2027-2028

workflows, and service delivery provided to the community, the goals were identified using these four lenses:

- **Enhanced and expanded services**
- **Improved digital accessibility**
- **Clear future strategy**
- **Staff support and wellness**

VISION, MISSION & ASPIRATIONS

Vision: The community's trusted forum for enrichment and engagement.

Mission: Opening doors to information and imagination.

Aspirations: Promoting lifelong learning, optimizing resources, developing the organization, and creating connections.

STRATEGIC GOALS 2027-2028

Library Goal 1: Increase community use of collections, resources, programs, services, and spaces.

Primary departments responsible: Adult Services, Communications, Media Services, Membership Services, Social Services, Technical Services, and Youth Services

Metrics:

- Physical and digital circulation: **x% of 202x** usage
- Program attendance: **x% of 202x** usage
- Active card usage: **x% of 202x** usage
- Service usage: **x% of 202x** usage
- **Spaces usage: identify targets and/or establish baselines**

Library Goal 2: Launch a new website that improves accessibility, usability, and the online user experience.

Primary department responsible: Communications

Secondary departments responsible: Adult Services, IT, Media Services, Membership Services, Social Services, and Youth Services

HIGHLAND PARK PUBLIC LIBRARY - STRATEGIC BRIDGE PLAN 2027-2028

Metrics:

- Initial and ongoing accessibility testing completed against WCAG 2.1 Level AA, remediating critical accessibility barriers.
- X% of users surveyed report positive user feedback on the website's ease of use and ability to find information.
- Baseline usage data is established in year 1.

Library Goal 3: Develop new *Strategic Direction 2029-2031*.

Primary department responsible: Administration

Secondary departments responsible: Adult Services, Communications, Facilities, Information Technology, Media Services, Membership Services, Social Services, Technical Services, and Youth Services

Metrics:

- Completed plan approved by Library Board July 2028.
- Reporting tools, data baselines and collection methods, and resources aligned to support new plan December 2028.

NEXT STEPS

Monthly reports including both action and data measures that track progress to goal will be prepared by Library administration for review by the Library Board.

HIGHLAND PARK PUBLIC LIBRARY

Date: October 2, 2026

To: Board of Trustees

From: Heidi Smith, Executive Director

Subject: 2027 Per Capita Grant Requirements

Background

The Public Library Per Capita Grant, funded by the Office of the Illinois Secretary of State / Illinois State Library, assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries.

To be eligible for a Public Library Per Capita Grant, a public library must:

- Provide library services that either meet or show progress toward meeting the Illinois library standards outlined in the Illinois Public Library Standards as issued by the Illinois Library Association at <https://www.ila.org/publications/illinois-public-library-standards>.
 - The Board must review the standards annually, typically each November.
- Adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval, or approve a similar policy.
 - The Board has adopted ALA's Library Bill of Rights. The policy was most recently reviewed in 2025.
- Submit the most recently required Illinois Public Library Annual Report (IPLAR).
 - The Library submitted the 2025 IPLAR in February 2026.
- Meet all other requirements of 75 ILCS 10/8.1, 23 Ill Adm. Code 3030.110, 23 Ill. Adm Code 3035.115, 23 Ill. Adm. Code 3035.135, including but not limited to:
 - Meeting the definition of "Library," an entity that serves the basic information and library needs of its patrons through a bibliographically organized collection of library materials, is open at least 15 hours per week, and is staffed by one or more employees serving as librarians working a minimum of 15 hours per week. The collection must have ongoing financial support, be accessible centrally, and occupy identifiable quarters in one principal location.

Actions

1. Executive Director will provide the standards document via email as well as an assessment of the Library's progress toward meeting the standards for Trustees to review. – October
2. Executive Director's assessment will be included in the November Board packet. – November
3. Board will discuss the standards at a regular meeting. – November
4. Executive Director will submit the report of the discussion as part of the Per Capita grant application prior to January 30th. – December/January

HIGHLAND PARK PUBLIC LIBRARY

Date: October 16, 2026

To: Board of Trustees

From: Heidi Smith, Executive Director

Subject: Construction updates

Background

The Board approves increases in the cost of the construction project and other expenditures per policy.

Change Orders

I request that the Board ratify Potential Change Order (PCO) 032, "Exterior Downspout Connections," for \$52,822. I authorized the change order with the support of the Expansion Liaisons as it was time sensitive. The intent behind this work is water mitigation in the lower-level staff area. PCOs will be covered by the contingency the Board created with the project budget amendment earlier this year.

I request that the Board ratify PCO 060, "Lower-Level Passageway," for \$5,412. The intent behind this work is to provide a secondary emergency exit to the Courtyard, eliminating the need (and cost to be confirmed) of an exterior path. I authorized the change order with the support of the Expansion Liaisons as it was time sensitive. The AIA form will be distributed at the Board meeting

We may have another PCO for approval for overnight work to remove the old water main connection.

Extend Contract

As the construction timeline has lengthened, I request that the Board extend our agreement with CCS for owner representation for an amount not to exceed \$218,000. Construction is scheduled to end in January 2027, and the agreement as proposed would cover support through February as needed.

New Contract

The Library bid out the attached signage package for donor, room, and directional signage related to the project. At the bid opening on Thursday, October 15, 2 bids were opened, and StudioGC is reviewing the bids to form a recommendation for the October 20th Board meeting. If so advised, I will request that the Board authorize me to enter into a contract for a specific amount or an amount not-to-exceed. It is possible we may be advised to revise and rebid.

Recommended motions

1. Ratification of expansion change orders for exterior downspout connections in the amount of \$52,822 and for lower-level exit door in the amount of \$5,412 (split into two actions if needed)
2. (Approval of expansion change order for overnight work on water main in the amount of (\$))
3. Authorization to enter into a signage contract (with company) for/not-to-exceed (\$)
4. Approval of extended agreement with CCS not to exceed \$218,000

Attachments

1. PCO 032
2. CCS letter
3. Signage bid drawings
4. Signage bid addendum

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)

Highland Park Public Library
494 Laurel Avenue
Highland Park, IL 60035

CONTRACT INFORMATION:

Contract For: Addition & Renovation
Date: 04-28-2025

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: 09-22-2026

OWNER: (Name and address)

Highland Park Public Library
494 Laurel Avenue Highland Park, IL
60035

ARCHITECT: (Name and address)

Studio GC Inc.
223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606

CONTRACTOR: (Name and address)

Lo Destro Construction Company
211 E. Ontario Street, Suite 500
Chicago, IL 60611

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 032 Exterior Downspout Connections

The original Contract Sum was

\$ 8,684,500.00

The net change by previously authorized Change Orders

\$ 0.00

The Contract Sum prior to this Change Order was

\$ 8,684,500.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 52,822.00

The new Contract Sum including this Change Order will be

\$ 8,737,322.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT (Signature)

Patrick Callahan

*(Printed name, title, and
license number if required)*

10/5/2026

Date

Matthew Fossali

CONTRACTOR (Signature)

Matthew Fossali

(Printed name and title)

2026.10.05

Date


OWNER (Signature)

Heidi Smith

(Printed name and title) **Exec. Dir.**

10.6.2026

Date

September 30, 2026

Ms. Heidi Smith
Highland Park Public Library
494 Laurel Avenue
Highland Park, IL 60035

Via Electronic Transmission – hsmith@hplibrary.org

RE: Highland Park Public Library Request for Additional Service

Dear Heidi,

We are requesting approval of an additional sum of \$21,142 to provide our services until the end of the project (end February 2027).

The additional services are necessary due to the extended construction period; we have been able to accommodate a large part of the extended period by managing our time expended in the pre-construction and applying the time saved there to construction period.

We originally included 10 months within our contract for construction, and we are currently anticipating 19 months. We are anticipating that our existing fee will be sufficient for September and October but have estimated the projected fee for November – February 2027.

We have exercised a frugal approach and managed our time to meet most of the extended time but would request consideration for an increase of \$21,142 to meet the conclusion of the project.

Please be assured that this is an estimated time and if we do not work the additional hours, we do not bill for the additional hours.

Summary

Existing Contract fee	\$196,500
Request for additional Services	<u>21,142</u>
Revised Contract Sum	<u>\$217,642</u>

All other terms and conditions as per existing contract.

CCS is excited to continue supporting the Highland Park Public Library. Thank you for your consideration and for the opportunity to propose our services on this project.

Respectfully submitted,



Graham Harwood
Principal
CCS INTERNATIONAL, LLC

ACCEPTED BY: Highland Park Public Library

Authorized Representative as Guarantor's Signature

Printed Name:

Title:

Date:

ADDENDUM NO. 2

DATE: September 30, 2026

Project: Highland Park Public Library
Exterior & Interior Signage Project

Architect: Studio GC architecture + interiors
223 W. Jackson Blvd. Suite 1200
Chicago, Illinois 60606

Project No.: 22101

1.1 SUMMARY

- A. The Bidding Documents and Project Manual dated September 2, 2026 and Drawings dated September 2, 2026 for the above referenced project are hereby modified and revised as follows.
- B. The information contained within this Addendum modifies, supplements or replaces information contained in the Project Manual and the Contract Drawings and is hereby made a part of the Contract Documents.
- C. Acknowledge receipt of this Addendum on the Bid Form. FAILURE TO DO SO MAY SUBJECT THE BIDDER TO DISQUALIFICATION.
- D. The Bidding Documents include the Project Manual dated September 2, 2026, the Drawings dated September 2, 2026, and Addenda issued prior to the receipt of bids.

1.2 PROJECT MANUAL

- A. Section 101416 – Plaques
 - 1. REVISE: Part 2, Paragraph 2.1, Subparagraph A., 2., as follows:
“2. Plaque Thickness: 1/2 inch (12.7mm)”

1.3 DRAWINGS

- A. Sheet 4 of 40, 1. Alvin H. Baum Family Fund Community Room - Exterior
 - 1. REVISE: Letter Depth, ½” Cast Aluminum Metal (Meeting Section 10419 Dimensional Letter Signage requirements.)
 - 2. REVISE: Finish: Dark Bronze Anodized
- B. Sheet 5 of 40, 1. Alvin H. Baum Family Fund Community Room – Interior
 - 1. REVISE: Finish: Alloy 260, Vertical Brushed with Clear Coat.
- C. Sheet 6 of 40, 2. Rob and Terri Olian Youth Activity Room
 - 1. REVISE: Finish: Alloy 260, Vertical Brushed with Clear Coat.
- D. Sheet 7 of 40, 3. Ashley and Jared Olian Family Gallery

1. REVISE: Finish: Match Dimensional Alloy 260, Vertical Brushed Finish for Lettering on Bronze Plates (Dark Bronze) on Alloy 260 Backplate with Vertical Brushed Finish with Clear Coat.
 2. REVISE: Wayfinding Signage – ½” Thick Panel
 3. ADD: Wayfinding Layered Sign Construction: Letters (Depth/Thickness (1/8”) Mounted to Bronze Plate (Thickness 1/8”) Mounted to Alloy 260 Backplate (Thickness 1/4”)
- E. Sheet 9 of 40, 5. The Overlook Nook - Hoffman Family
1. REVISE: Plaque Depth: 1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- F. Sheet 10 of 40, 6. The Bulbin Family Art Station
1. REVISE: Plaque Depth: 1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- G. Sheet 11 of 40, 7. Paul and Lilly Ramachandran Youth Study Rooms
1. REVISE: Finish: Alloy 260, Vertical Brushed with Clear Coat.
- H. Sheet 12 of 40, 8. West Lawn Landscaping
1. REVISE: Plaque Depth 1-1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
 3. ADD: Sign Construction: Bronze Plaque to be finished on both sides. Plaque shall be mounted to (2) 4”x4” posts that are finished similarly to the bronze plaque. The (2) posts are to be set in concrete foundations (formed using Sonotube 12” diameter tubes) that are 4’-0” deep.
- I. Sheet 13 of 40, 9. Lobby Digital Display for Makerspace
1. REVISE: Plaque Depth: 1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- J. Sheet 14 of 40, 10. Dolores Kohl Education Foundation Cafe
1. REVISE: Plaque Depth: 1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- K. Sheet 15 of 40, 11. The Siegel Family Reading Nook
1. REVISE: Plaque Depth: 1/2”
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- L. Sheet 16 of 40, 12. The Joshua and Jennifer Herz Family Visual Display
1. REVISE: Plaque Depth: 1/2”

2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- M. Sheet 17 of 40, 13. The Dubow Family Courtyard
1. REVISE: Plaque Depth 1"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
 3. ADD: Sign Construction: Bronze Plaque to be finished on both sides. Plaque shall be mounted to (1) 4"x4" post that is finished similarly to the bronze plaque. The post is to be set in a concrete foundation (formed using a Sonotube 12" diameter tube) that is 4'-0" deep.
- N. Sheet 18 of 40, 17. The Kanofsky Family Story Nook
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- O. Sheet 20 of 40, 19. First Bank of Highland Park Exhibit
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- P. Sheet 21 of 40, 20. Highland Park Archives and Local History Collections - Sacks Family
1. REVISE for 3" Letters: Finish: Alloy 260, Vertical Brushed with Clear Coat.
 - a. ADD: Text Copy: HIGHLAND PARK ARCHIVES AND LOCAL HISTORY COLLECTIONS
 2. REVISE for 4" Letters: Finish: Aluminum, Dark Bronze Finish.
 - a. ADD: Text Copy: SPONSORED BY THE SAKS FAMILY
correction: should be Sacks
- Q. Sheet 22 of 40, 21. Makerspace - Friends of the Highland Park Public Library
1. REVISE for 3" Letters: Finish: Alloy 260, Vertical Brushed with Clear Coat
 - a. ADD: Text Copy: Sponsored by the Friends of the Highland Park Public Library
 2. REVISE for 4" Letters: Finish: Aluminum, Dark Bronze Finish.
 - a. ADD: Text Copy: MAKERSPACE
 3. ADD: Graphic Wall Covering is 8' x 8' covering three surfaces.
- R. Sheet 23 of 40, 22. The Commons - Friends of the Highland Park Public Library
1. REVISE for 3" Letters: Finish: Alloy 260, Vertical Brushed with Clear Coat.
- S. Sheet 24 of 40, 23. Commons Booths
1. REVISE for both signs : Plaque Depth: 1/2"
 2. REVISE for both signs: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- T. Sheet 25 of 40, 24. Adult Services - Barbara and Mark Gutman

1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- U. Sheet 26 of 40, 25. Adult Services - Judy Faulk *correction: should be Falk*
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- V. Sheet 27 of 40, 26. Jeffrey Zivin
1. Location to Be Coordinated In Field with Owner
 2. REVISE: Plaque Depth: 1/2"
 3. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- W. Sheet 28 of 40, 27. TJ Plaque
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- X. Sheet 29 of 40, 29. Tech Zone
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- Y. Sheet 30 of 40, 30. Makerspace Demo Area
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- Z. Sheet 31 of 40, 31. Makerspace Maker Station
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- AA. Sheet 32 of 40, 32. Reading Nook
1. REVISE: Plaque Depth: 1/2"
 2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)
- BB. Sheet 33 of 40, 33. Project Plaque
1. ADD:
PLAQUE DEPTH: 1/2"
LETTER HEIGHT: 1/8" AND 1/4"
LETTER/BORDER DEPTH: 1/8"

FONT: CAMBRIA
FINISH: MATCH DIMENSIONAL LETTER ALLOY 260, VERTICAL BRUSHED
FINISH FOR LETTERING ON CAST BRONZE PLAQUE (DARK BRONZE
BACKGROUND)
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP

CC. Sheet 34 of 40, 35. Everbright Plaque

1. REVISE: Plaque Depth: 1/2"
2. REVISE: Finish: Match Dimensional Letter Alloy 260, Vertical Brushed Finish for Lettering on Cast Bronze Plaque (Dark Bronze Background)

DD. Sheet 35 of 40, 36. Elevator

1. REVISE: All Wayfinding Signs (2): Finish: Match Dimensional Alloy 260, Vertical Brushed Finish for Lettering on Bronze Plates (Dark Bronze) on Alloy 260 Backplate with Vertical Brushed Finish with Clear Coat.
2. REVISE: Wayfinding Signage – 1/2" Thick Panel
3. ADD: Wayfinding Layered Sign Construction: Letters (Depth/Thickness (1/8")) Mounted to Bronze Plate (Thickness 1/8") Mounted to Alloy 260 Backplate (Thickness 1/4")
4. REVISE Flag Signs (3): Finish: Match Dimensional Alloy 260, Vertical Brushed Finish for Lettering on Bronze Flag Plate (Dark Bronze), Arrow on Top of Flag Plate is Alloy 260, Vertical Brushed Finish with Clear Coat.

EE. Sheet 36 of 40, 36. Elevator 2

1. REVISE All Wayfinding Signs (2): Finish: Match Dimensional Alloy 260, Vertical Brushed Finish for Lettering on Bronze Plates (Dark Bronze) on Alloy 260 Backplate with Vertical Brushed Finish with Clear Coat.
2. REVISE: Wayfinding Signage – 1/2" Thick Panel
3. ADD: Wayfinding Layered Sign Construction: Letters (Thickness (1/8")) Mounted to Bronze Plate (Thickness 1/8") Mounted to Alloy 260 Backplate (Thickness 1/4")

FF. Sheet 39 of 40, 39. Lower Level Lobby Board of Trustees Plaque

1. ADD: Provide mounting hardware and round rosettes matching background panel finish.

GG. Sheet 40 of 40, 41. Lower Level Vestibule Cast Letters

1. REVISE: Letter Depth, 1/2" Cast Aluminum Metal (Meeting Section 10419 Dimensional Letter Signage requirements.)
2. REVISE: Finish: Dark Bronze Anodized

1.4 CLARIFICATIONS

- A. The due date for all RFIs is October 9, 2026.
- B. The signage installation team should plan for a minimum of 2 mobilizations.
- C. For cast metal letters that are noted with burnished antique metal finish, provide alloy 260 (catridge brass).

- D. All wall covering graphics will be provided by Owner.
- E. Each bidder, handwritten on their bid form, should indicate the timetable for manufacturing the signs and when they can be installed in the field if later than the specified completion date of January 29, 2026.
- F. The stone building exterior and interior is existing. Signage contractor is only providing and installing the letters on the existing stone.
- G. Letter height refers to the text size. The text on some signs is multiple heights, as shown in the graphic representaitons. Letter depth is the thickness of the characters.

End Addendum 009113.2

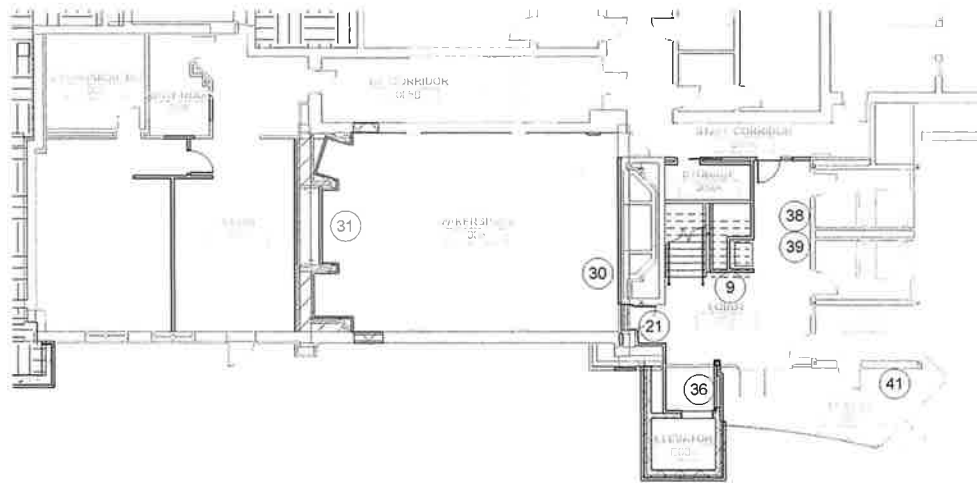
This Addendum consists of 6 pages.

Attachments:

Project Manual: None

Drawings: None

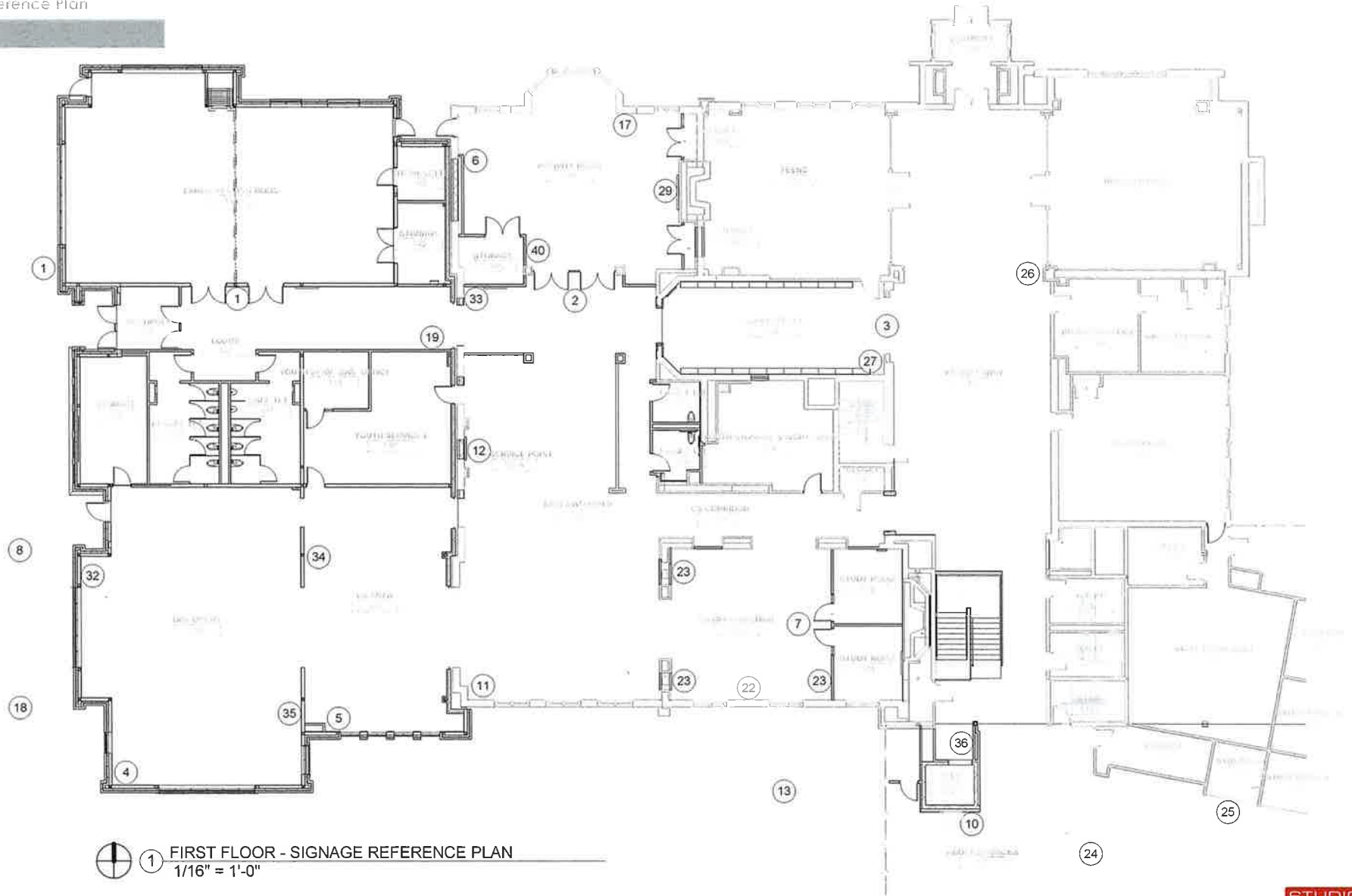
Basement Floor Reference Plan



1 BASEMENT FLOOR - SIGNAGE REFERENCE PLAN
1/16" = 1'-0"

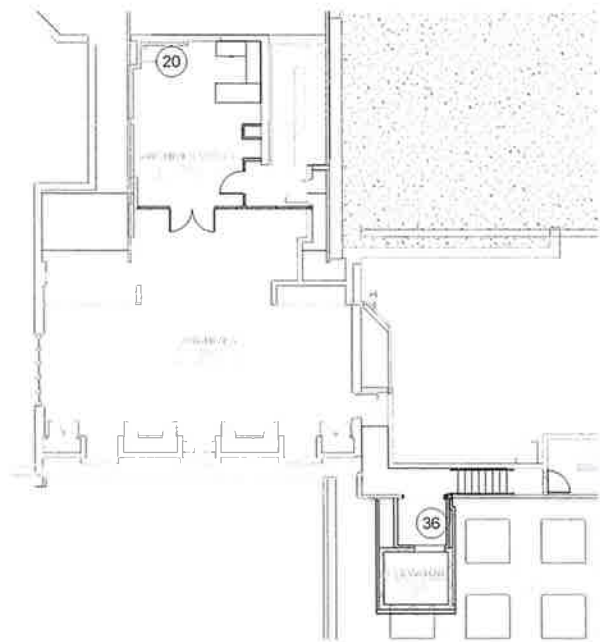
Signage may be revised during the proofing process.

First Floor Reference Plan



1 FIRST FLOOR - SIGNAGE REFERENCE PLAN
1/16" = 1'-0"

Second Floor Reference Plan

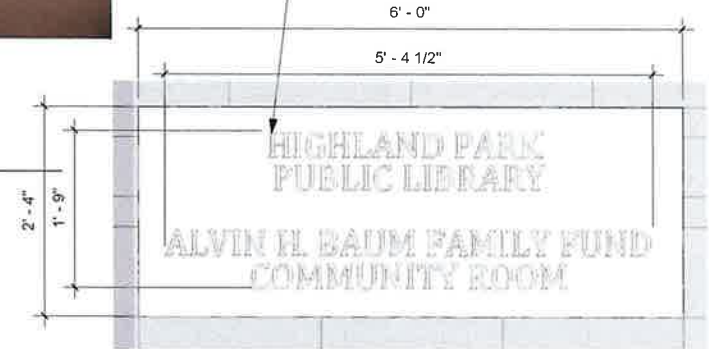


1 SECOND FLOOR - SIGNAGE REFERENCE PLAN
1/16" = 1'-0"

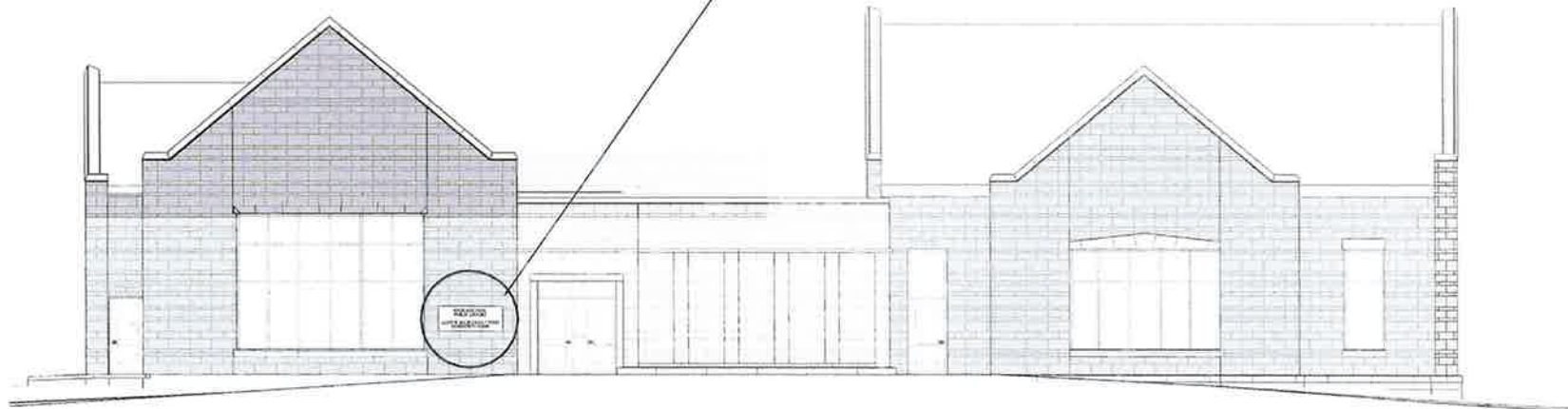
1. Alvin H. Baum Family Fund Community Room - Exterior



LETTER HEIGHT: 4"
LETTER DEPTH: 1/2"
FONT: CAMBRIA
FINISH: PREFINISHED BRONZE METAL
ATTACHMENT: FLUSH STUD
SUBSTRATE: SOLID LIMESTONE

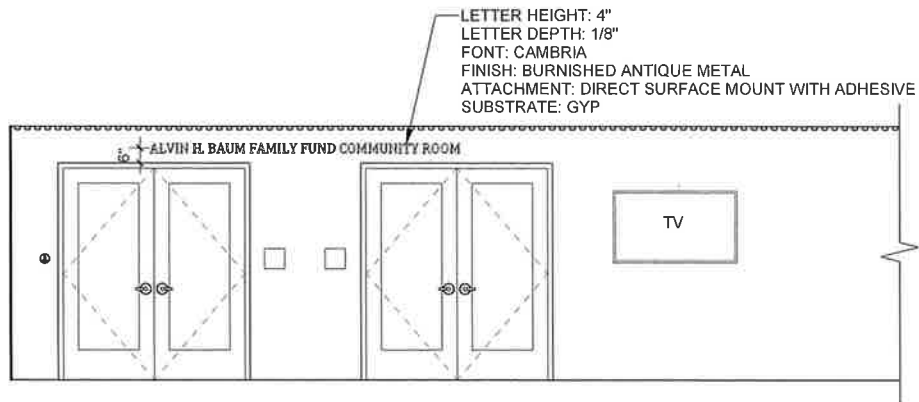


② ALVIN H. BAUM FAMILY FUND SIGNAGE
3/4" = 1'-0"



1. Alvin H. Baum Family Fund Community Room - Interior

Large Meeting Room 144 - Entry



BURNISHED ANTIQUE METAL



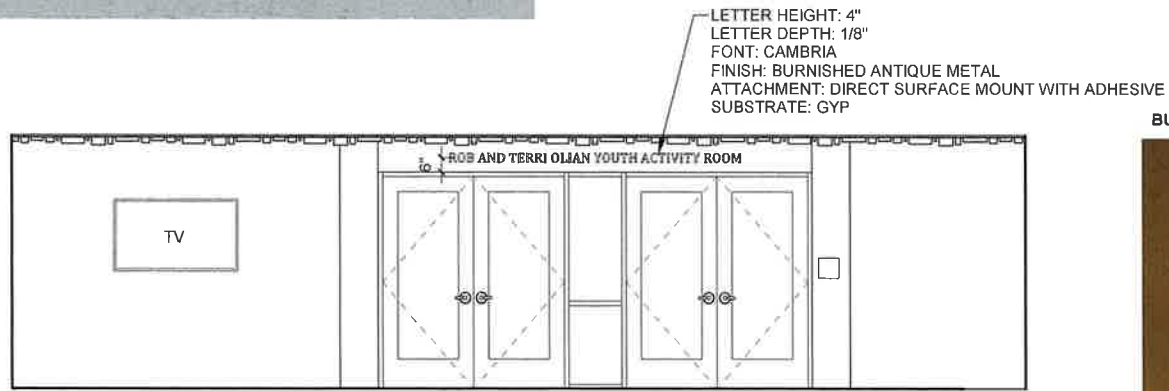
MATCHING EXISTING SIGNAGE



ADDITION AND RENOVATION

2. Rob and Terri Olan Youth Activity Room

Activity Room 136 - Entry



BURNISHED ANTIQUE METAL



EXISTING SIGNAGE



3. Ashley and Jared Olian Family Gallery

Marketplace 126

WAYFINDING SIGNAGE - 2" THICK PANEL



METAL FINISHES:



BURNISHED ANTIQUE

BRONZE

LETTER HEIGHT: 2"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE LETTERS ON BRONZE PLAQUE
ATTACHMENT: FLUSH STUD / SOLID WALL MOUNT
SUBSTRATE: WOOD COLUMN

MOUNTED ON EXISTING COLUMN

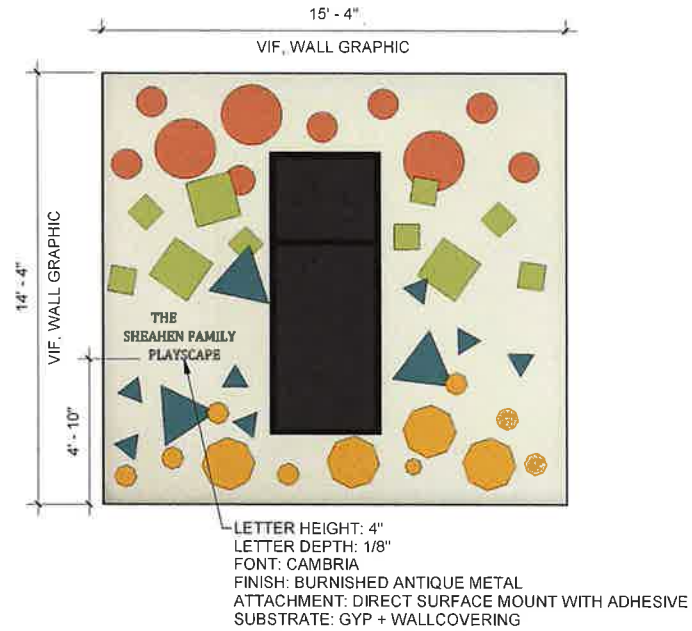


ASHLEY AND JARED OLIAN FAMILY GALLERY

LETTER HEIGHT: 4"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL
ATTACHMENT: DIRECT SURFACE MOUNT WITH ADHESIVE
SUBSTRATE: GYP

4. The Sheahen Family Playscape

Discovery 138



VINYL WALL GRAPHIC

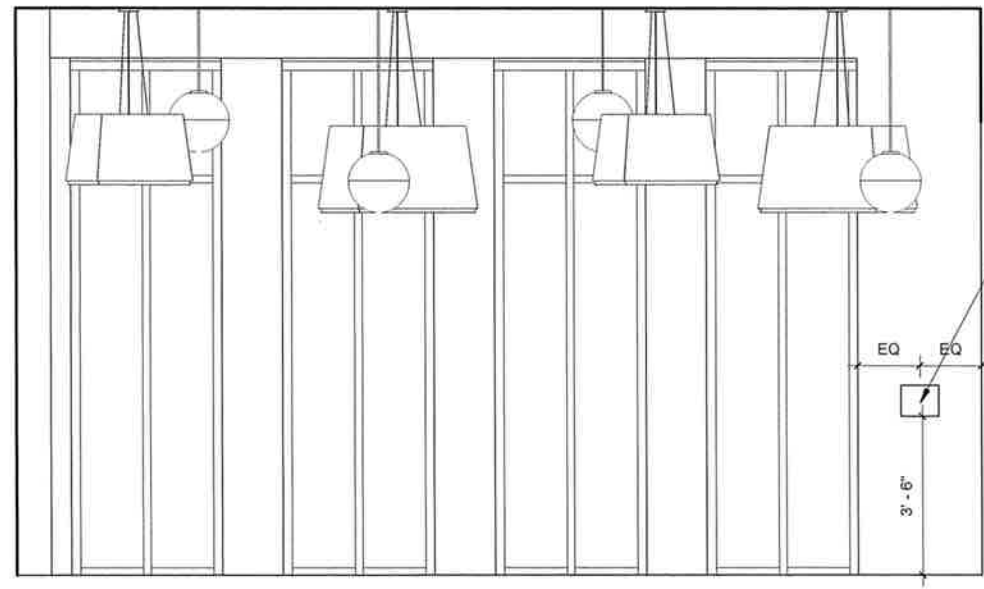
STYLE: 3M SCOTCHAL IJ3650-10

FINISH: WITH PROTECTIVE LAYER 3M SCOTCHAL LUSTER OVERLAMINATE 8519

LEVEL 5 WALL FINISH REQUIRED, ARCHITECT TO PROVIDE ARTWORK FILES FOR FABRICATION

5. The Overlook Nook - Hoffman Family

CS Area 137



1/2" BORDER
TYP.

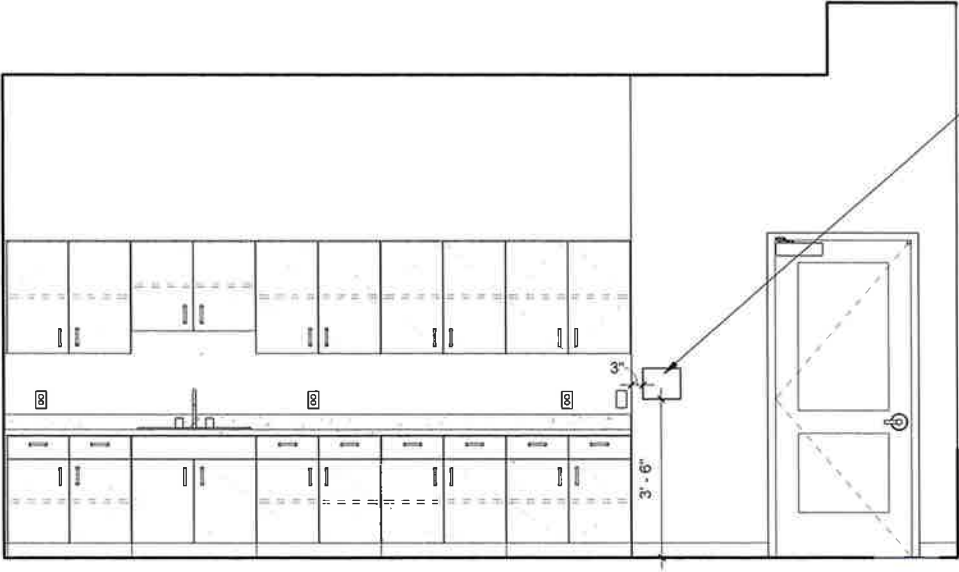
The Overlook Nook
A gift from the
**Hoffman
Family**

PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/8" AND 1/4"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



6. The Bulbin Family Art Station

Activity Room 136



Bulbin Family
Art Station

PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/4"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP

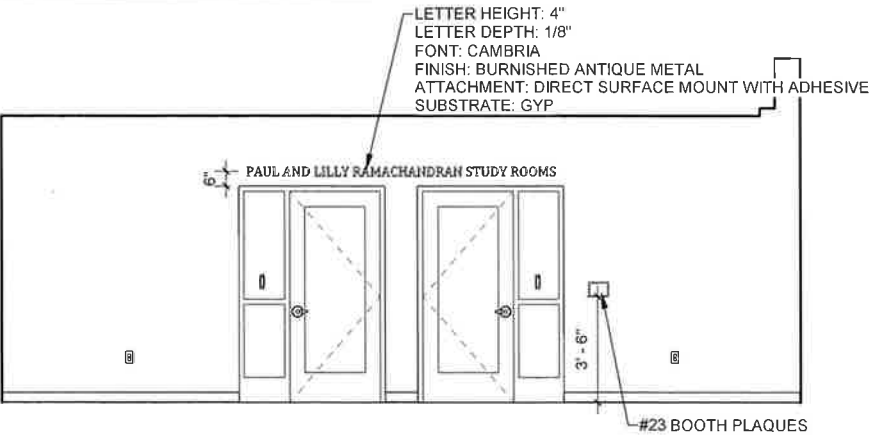
10"

6"



7. Paul and Lilly Ramachandran Youth Study Rooms

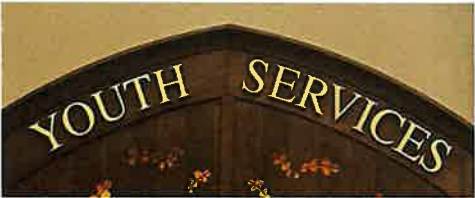
Discovery 136



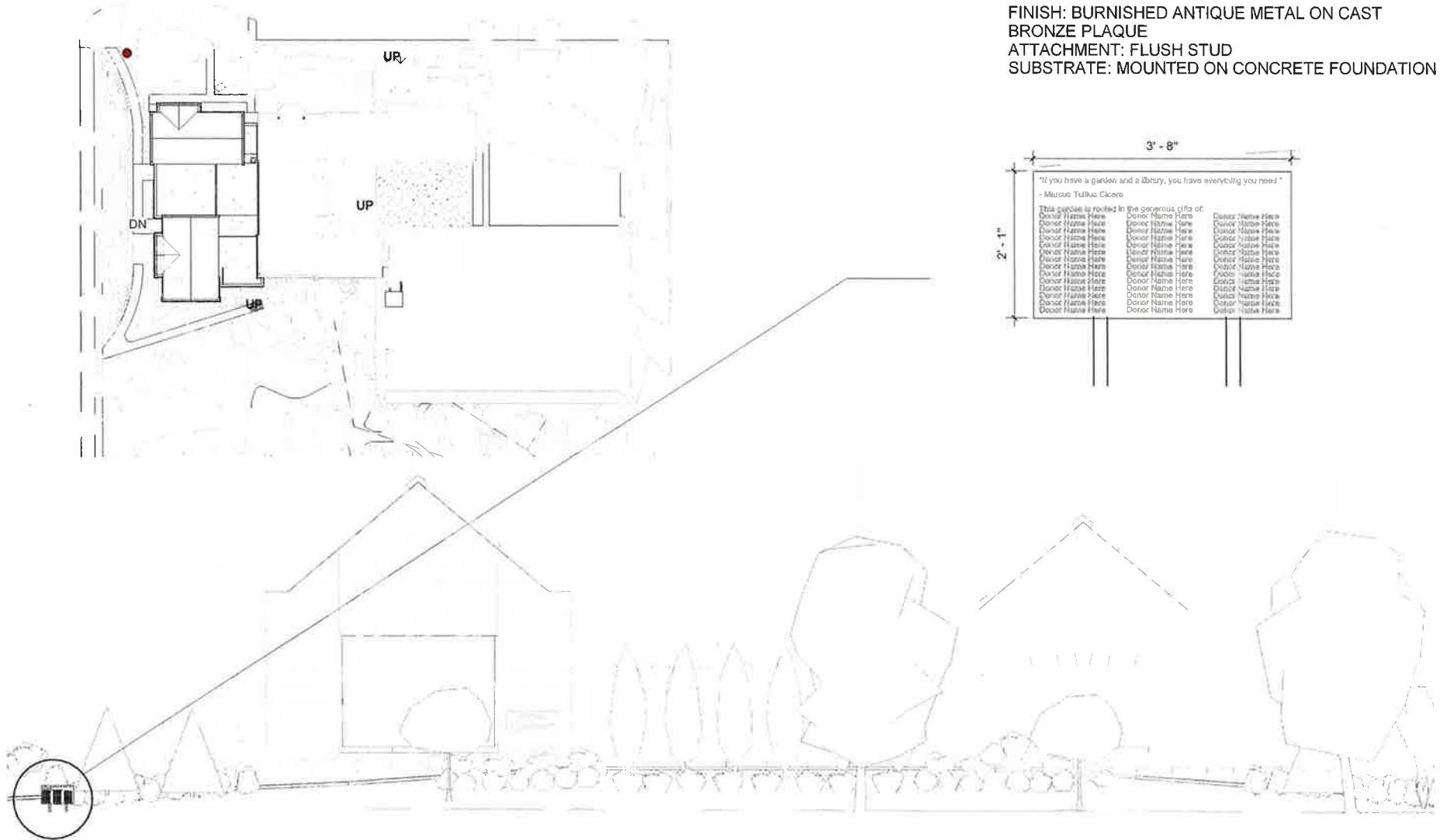
BURNISHED ANTIQUE METAL



EXISTING SIGNAGE

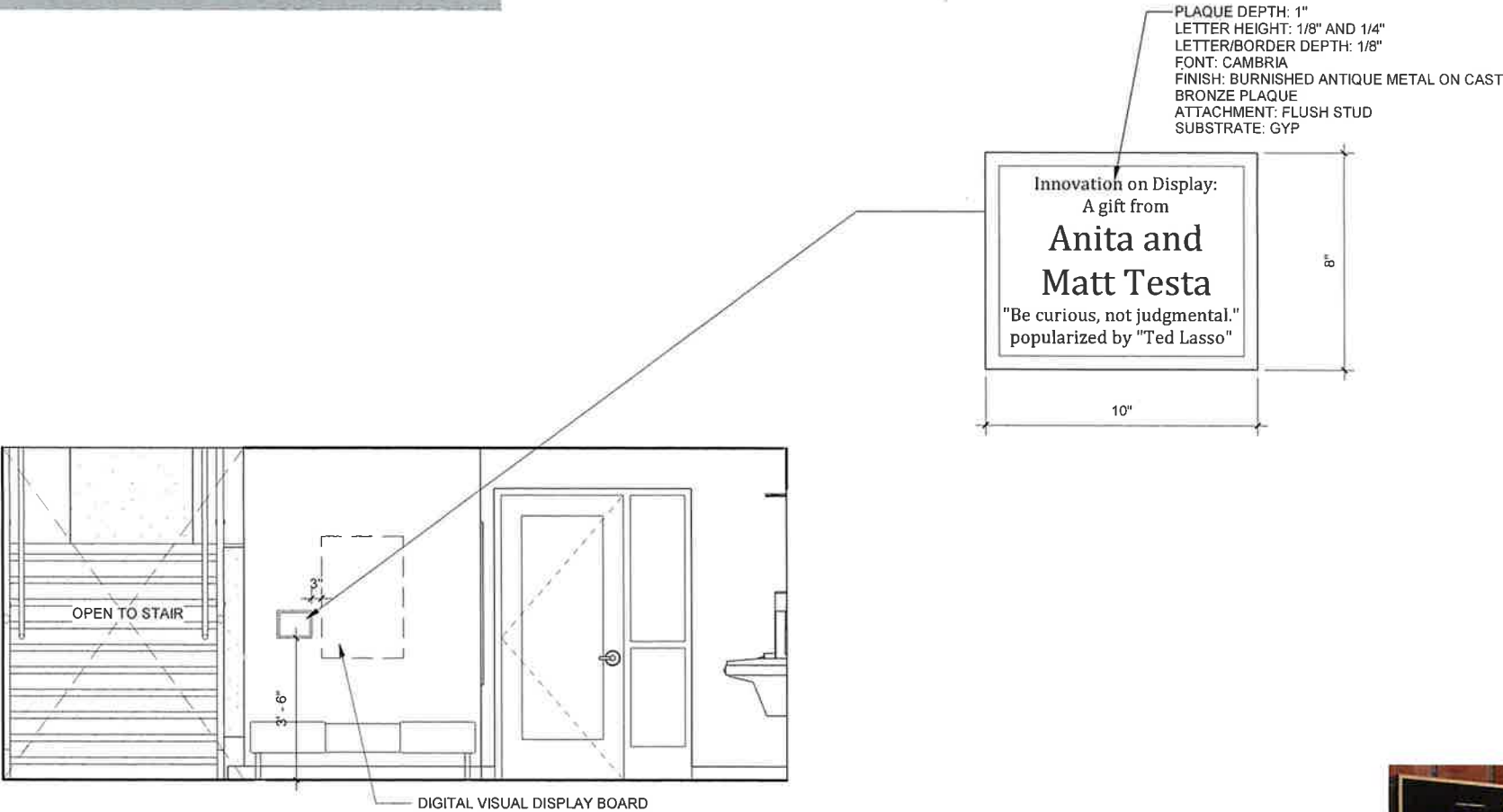


8. West Lawn Landscaping



9 Lobby Digital Display for Makerspace

Lobby 002



A diagram of a rectangular sign. The sign is a rectangle with a double-line border. Inside the sign, the text "Dolores Kohl Education Foundation Café" is written in a serif font, arranged in four lines. To the right of the sign, a vertical dimension line indicates a height of 8". Below the sign, a horizontal dimension line indicates a width of 10".

Dolores Kohl
Education
Foundation
Café

8"

10"



5'-0"

TRASH

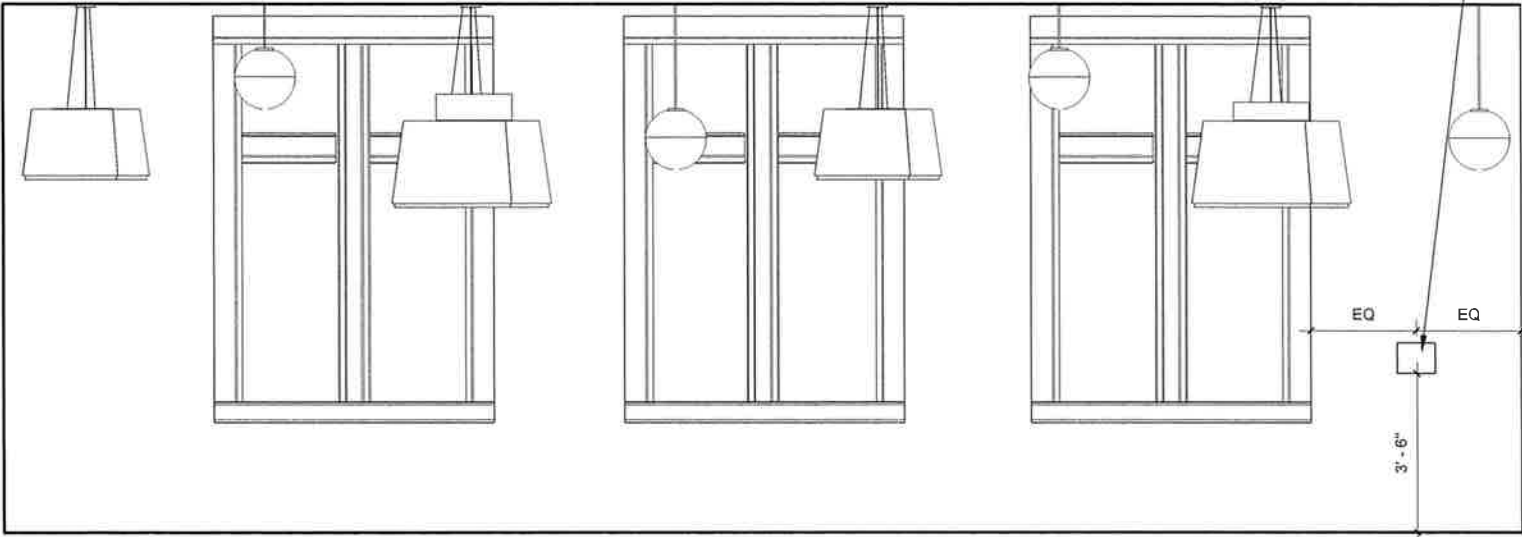
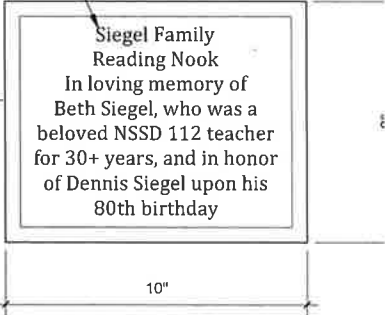
EXISTING CAFE COUNTER RELOCATED



11. The Siegel Family Reading Nook

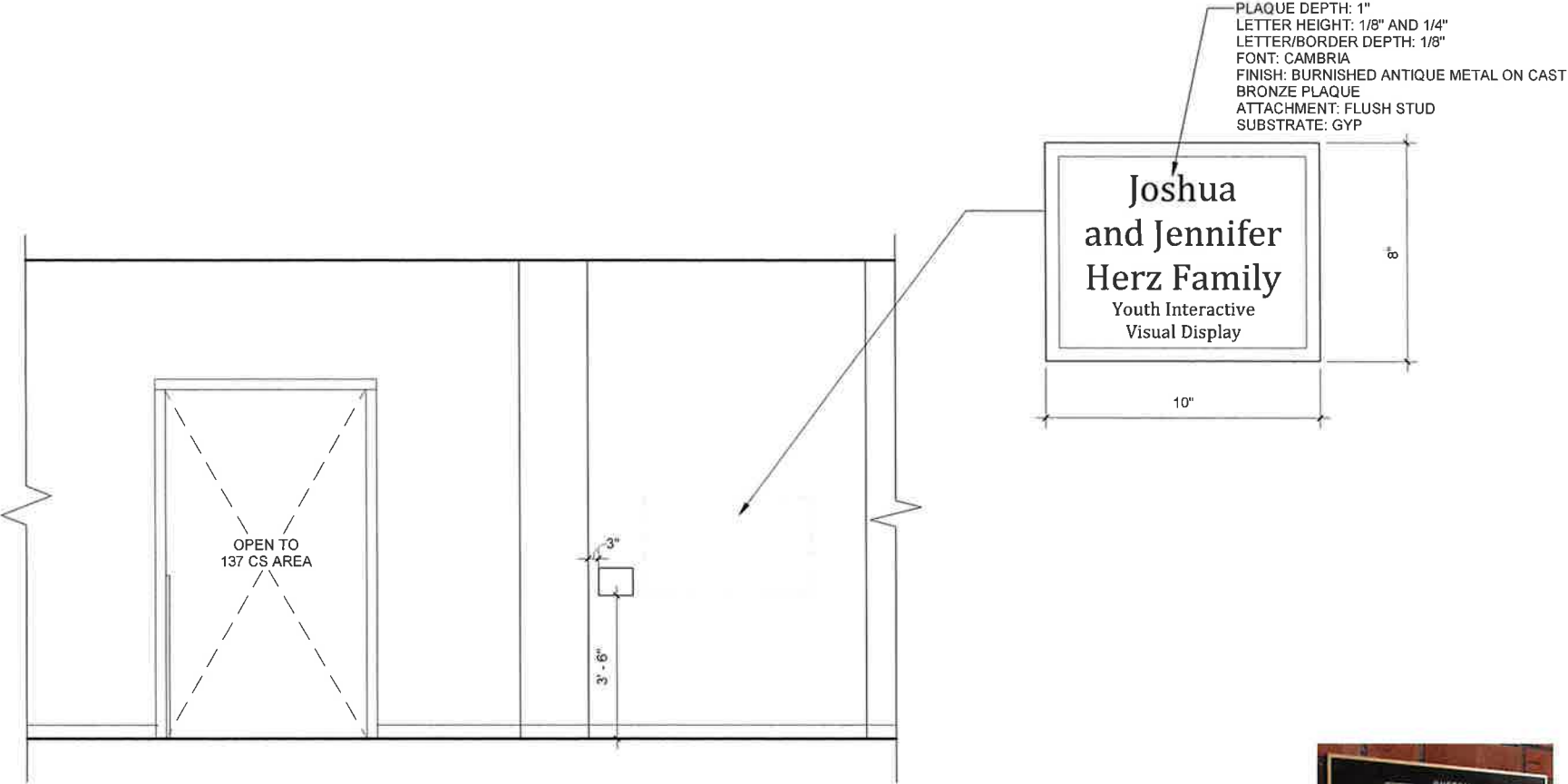
New Materials 135

PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/8"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP

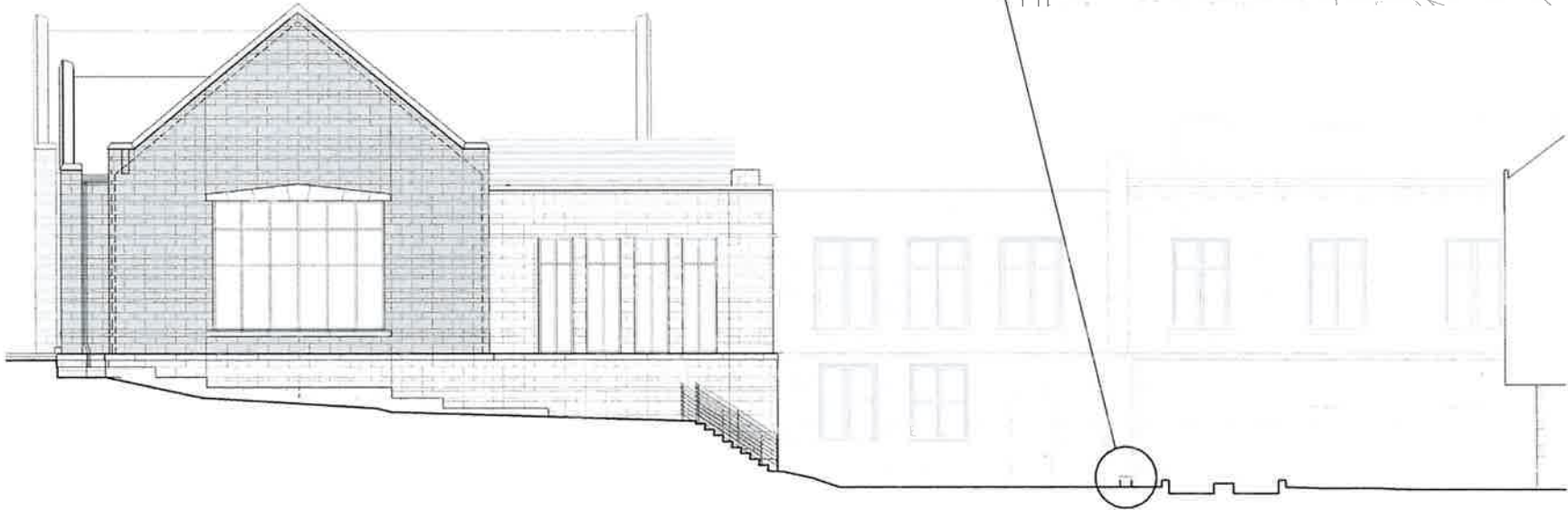
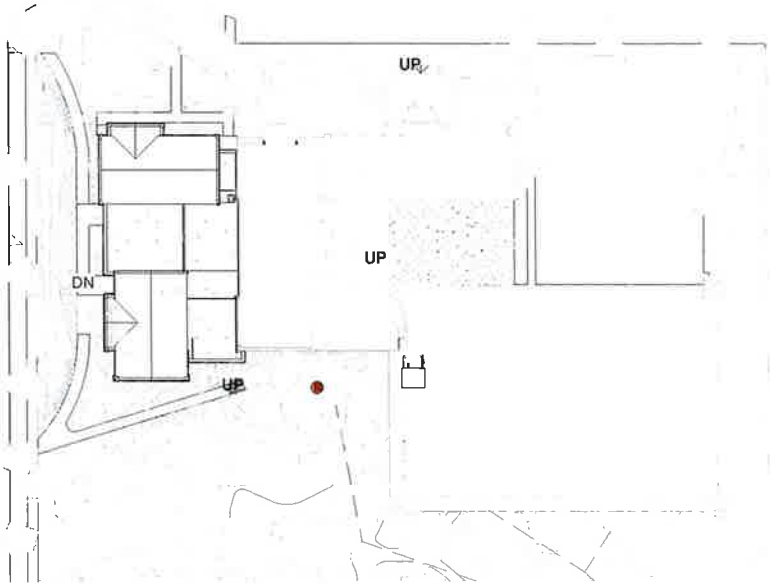
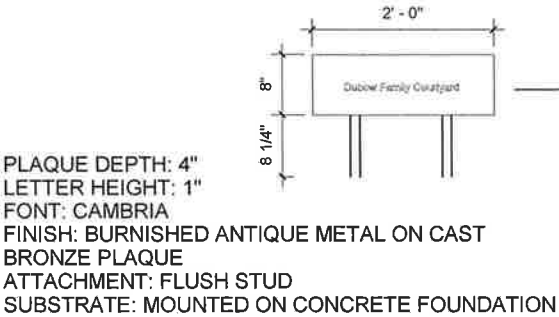


12. The Joshua and Jennifer Herz Family Visual Display

CS Service Point 135A

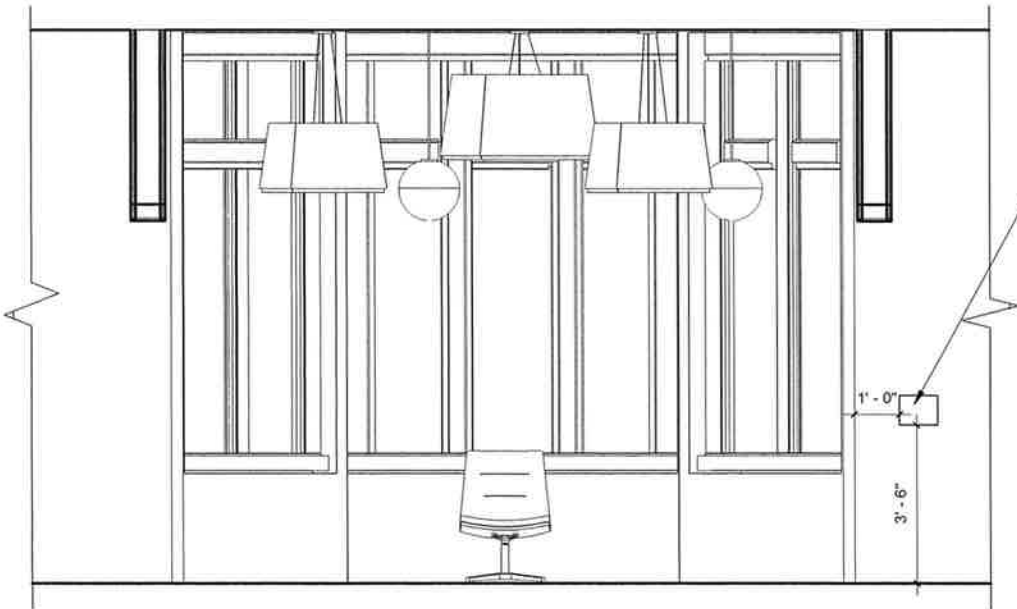


13. The Dubow Family Courtyard

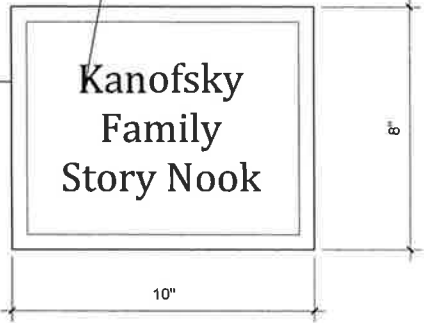


17. The Kanofsky Family Story Nook

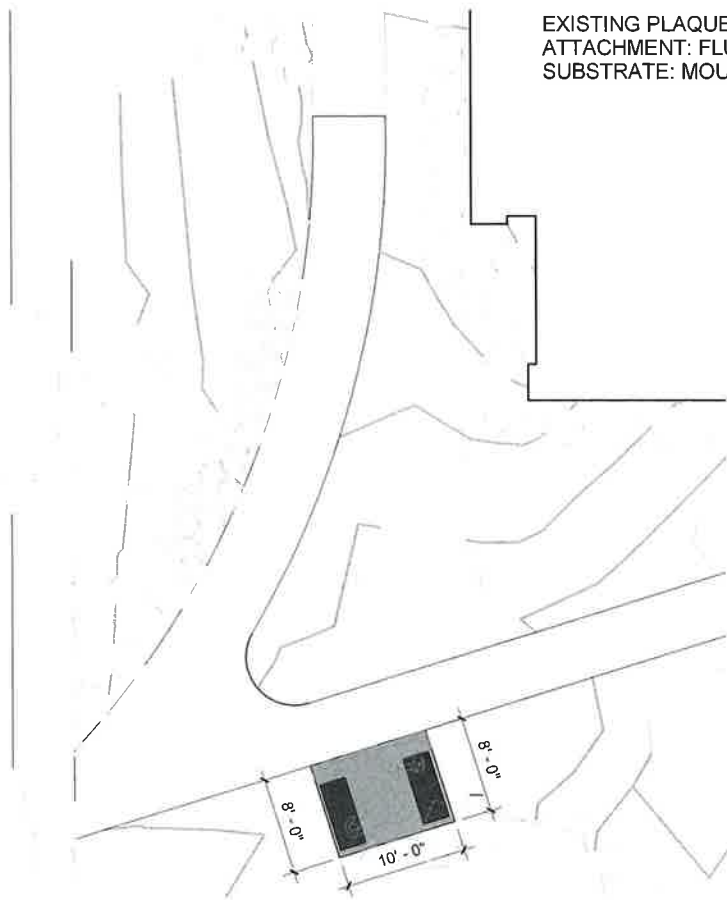
Activity Room 136



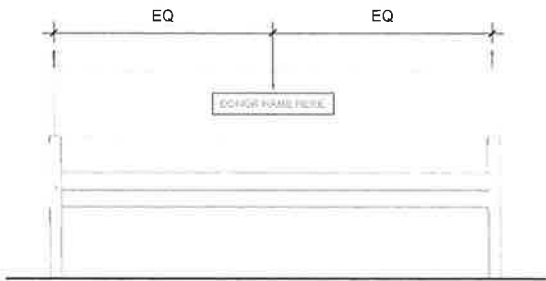
PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/4"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



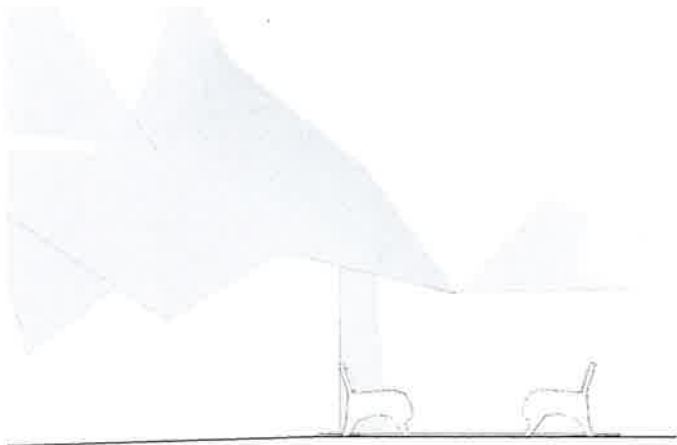
18. Exterior Benches



EXISTING PLAQUES TO BE RELOCATED
ATTACHMENT: FLUSH STUD
SUBSTRATE: MOUNTED ON BENCHES



③ ELEVATION - BENCH SIGNAGE
3/4" = 1'-0"

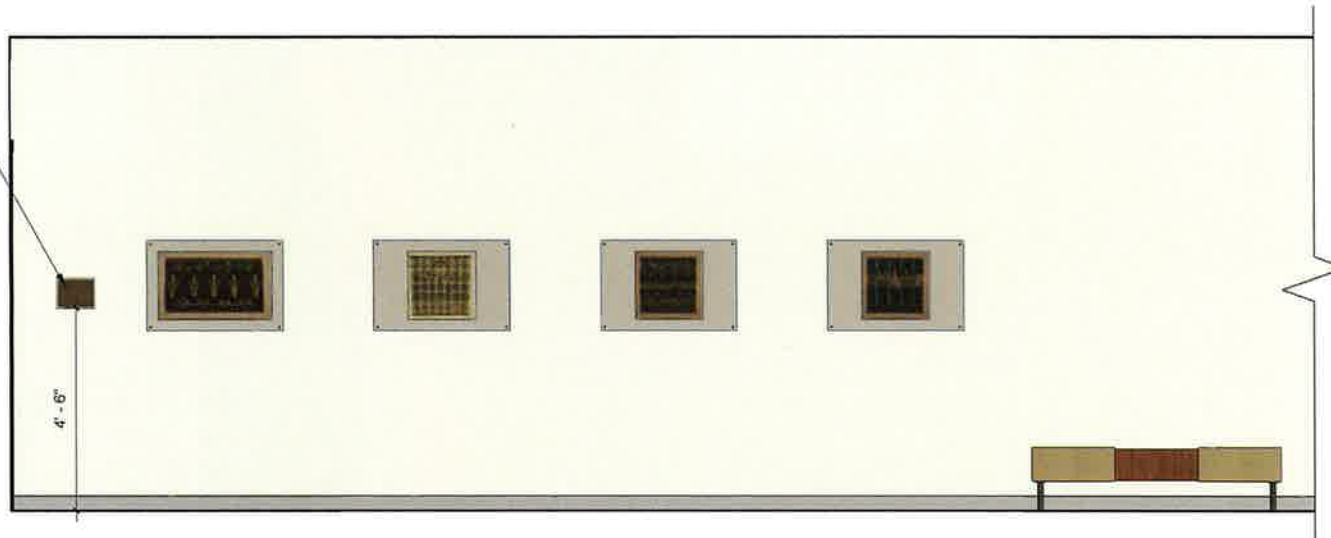


② ELEVATION - BENCH AREA 1
1/4" = 1'-0"

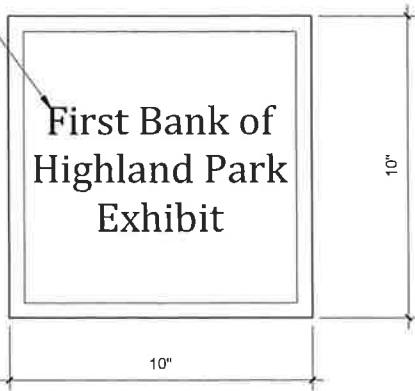
19: First Bank of Highland Park Exhibit

Lobby 147

STANDARD PLAQUE



PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/4"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL
ON CAST BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



20. Highland Park Archives and Local History Collections - Sacks Family

Archives 203



LETTER HEIGHT: 3"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL
ATTACHMENT: DIRECT SURFACE
MOUNT WITH ADHESIVE
SUBSTRATE: GYP

LETTER HEIGHT: 4"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BRONZE METAL
ATTACHMENT: DIRECT SURFACE MOUNT
WITH ADHESIVE
SUBSTRATE: GYP



21. Makerspace - Friends of the Highland Park Public Library

Lobby 002



VINYL WALL GRAPHIC

STYLE: 3M SCOTCHAL IJ3650-10

FINISH: WITH PROTECTIVE LAYER 3M SCOTCHAL LUSTER OVERLAMINATE 8519
LEVEL 5 WALL FINISH REQUIRED, ARCHITECT TO PROVIDE ARTWORK FILES
FOR FABRICATION

LETTER HEIGHT: 4"

LETTER DEPTH: 1/8"

FONT: CAMBRIA

FINISH: BRONZE METAL

ATTACHMENT: DIRECT SURFACE MOUNT WITH ADHESIVE
SUBSTRATE: GYP

LETTER HEIGHT: 3"

LETTER DEPTH: 1/8"

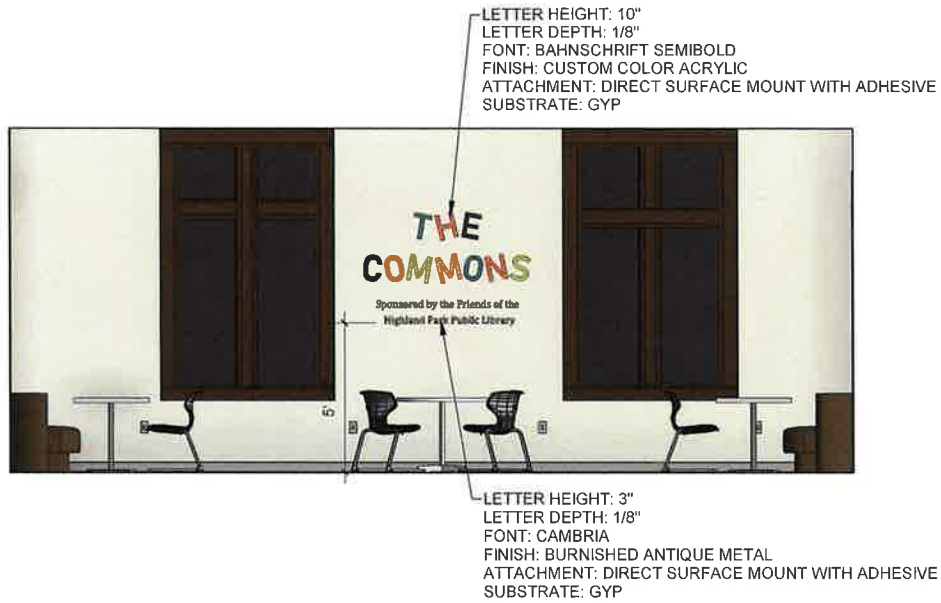
FONT: CAMBRIA

FINISH: BURNISHED ANTIQUE METAL

ATTACHMENT: DIRECT SURFACE MOUNT WITH ADHESIVE
SUBSTRATE: GYP

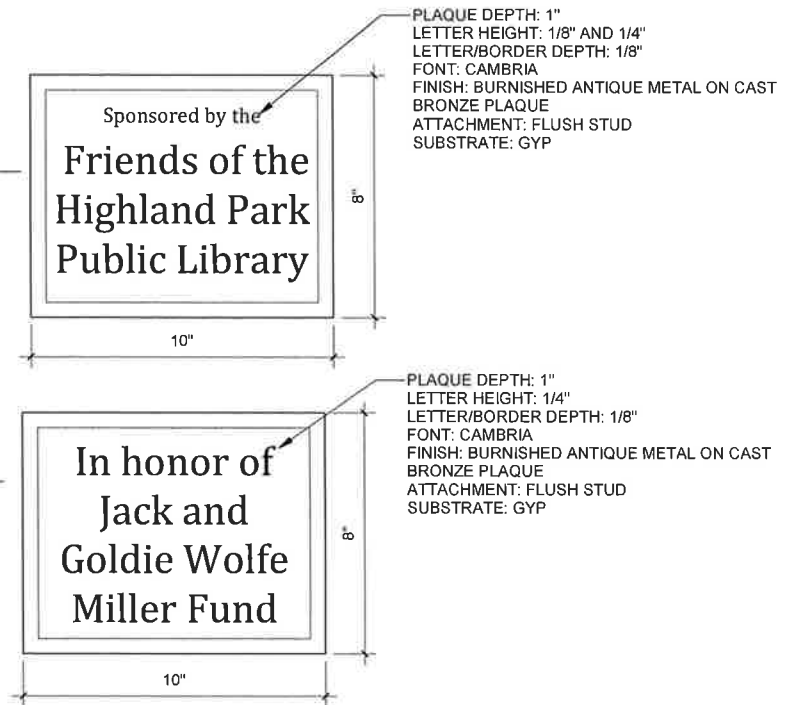
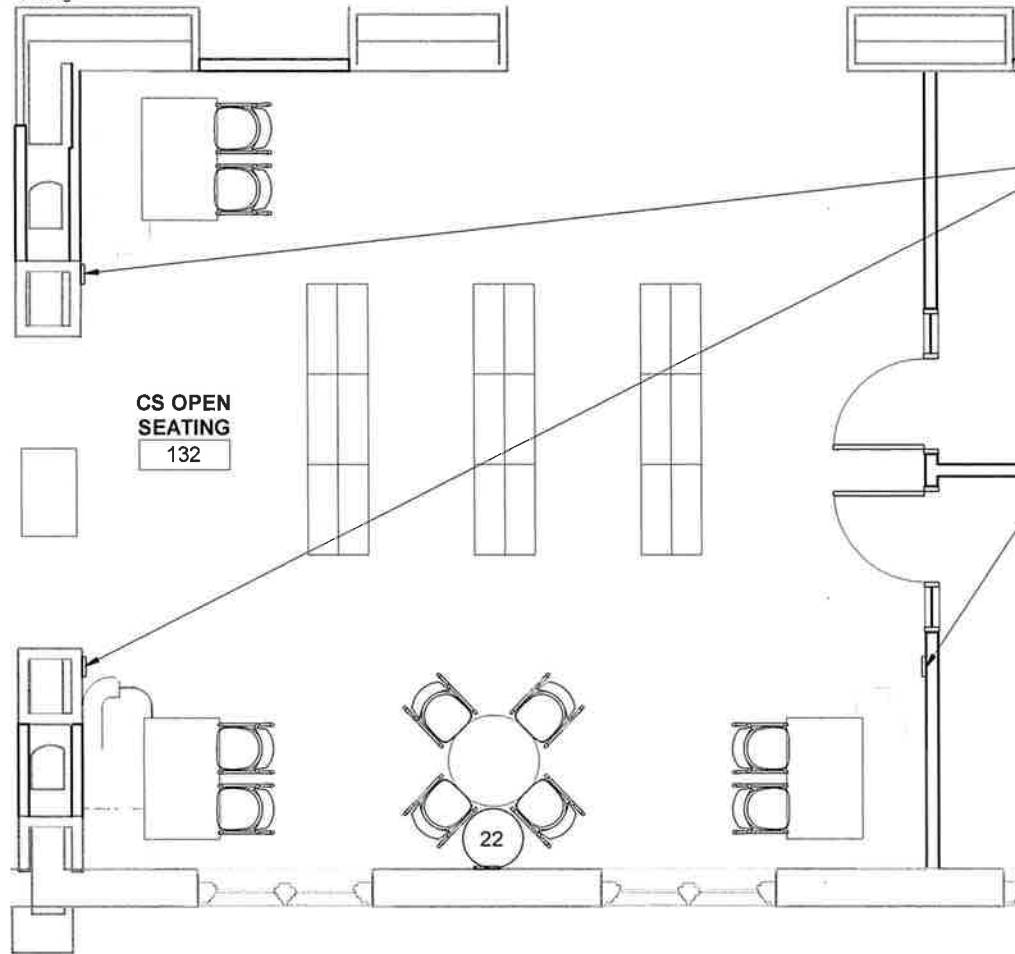
22. The Commons • Friends of the Highland Park Public Library

CS Open Seating

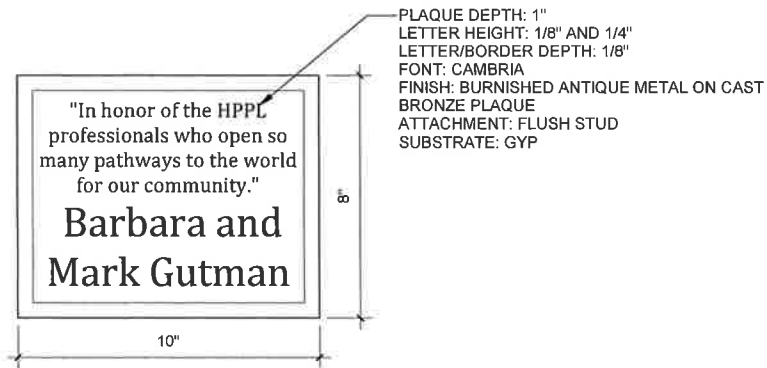


23. Commons Booths

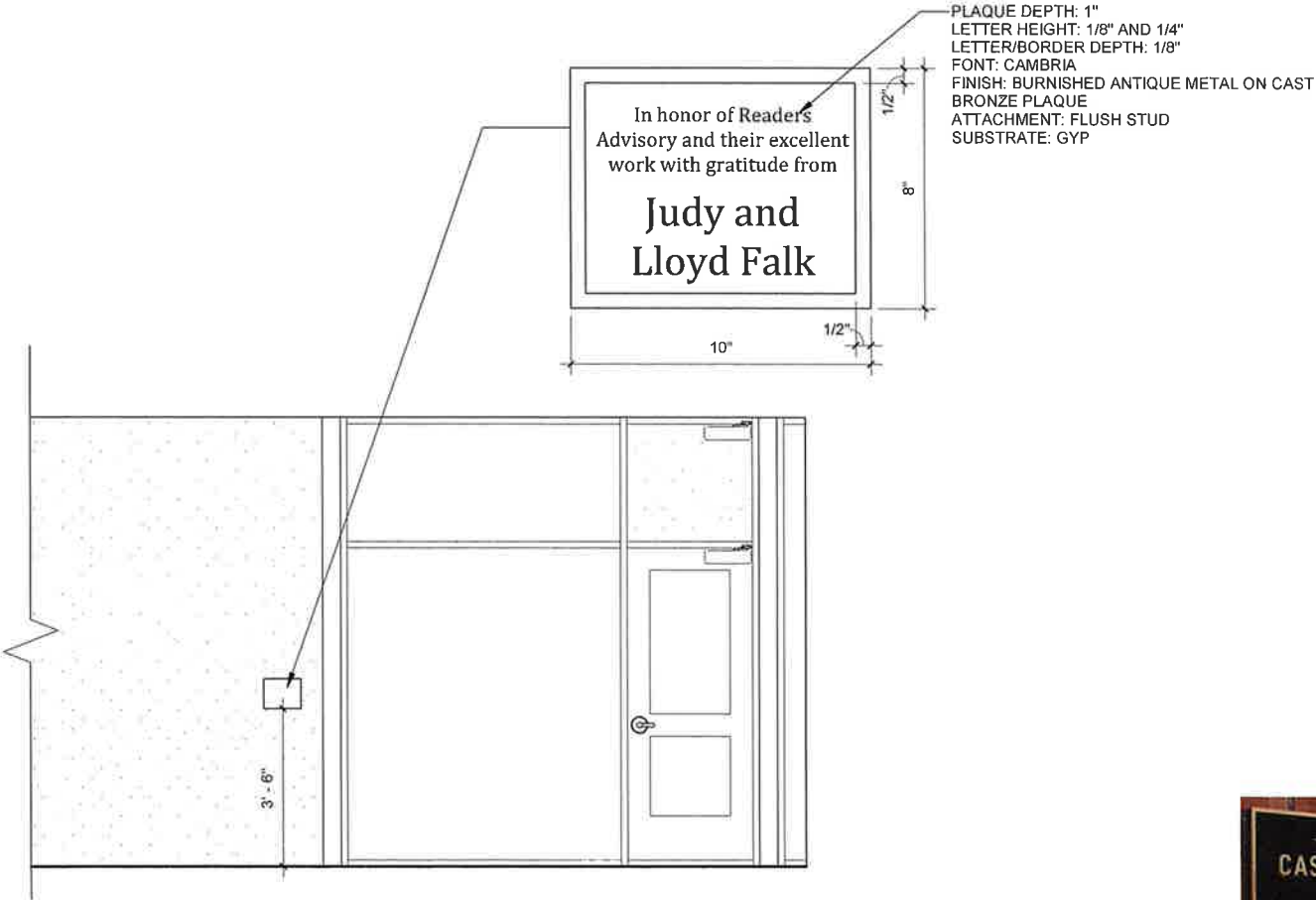
CS Open Seating



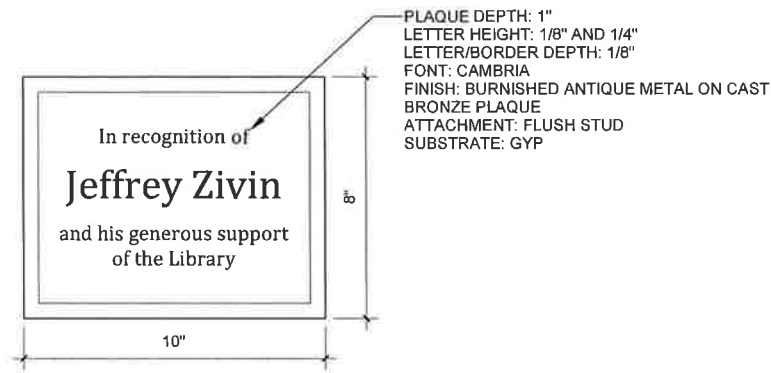
Location?

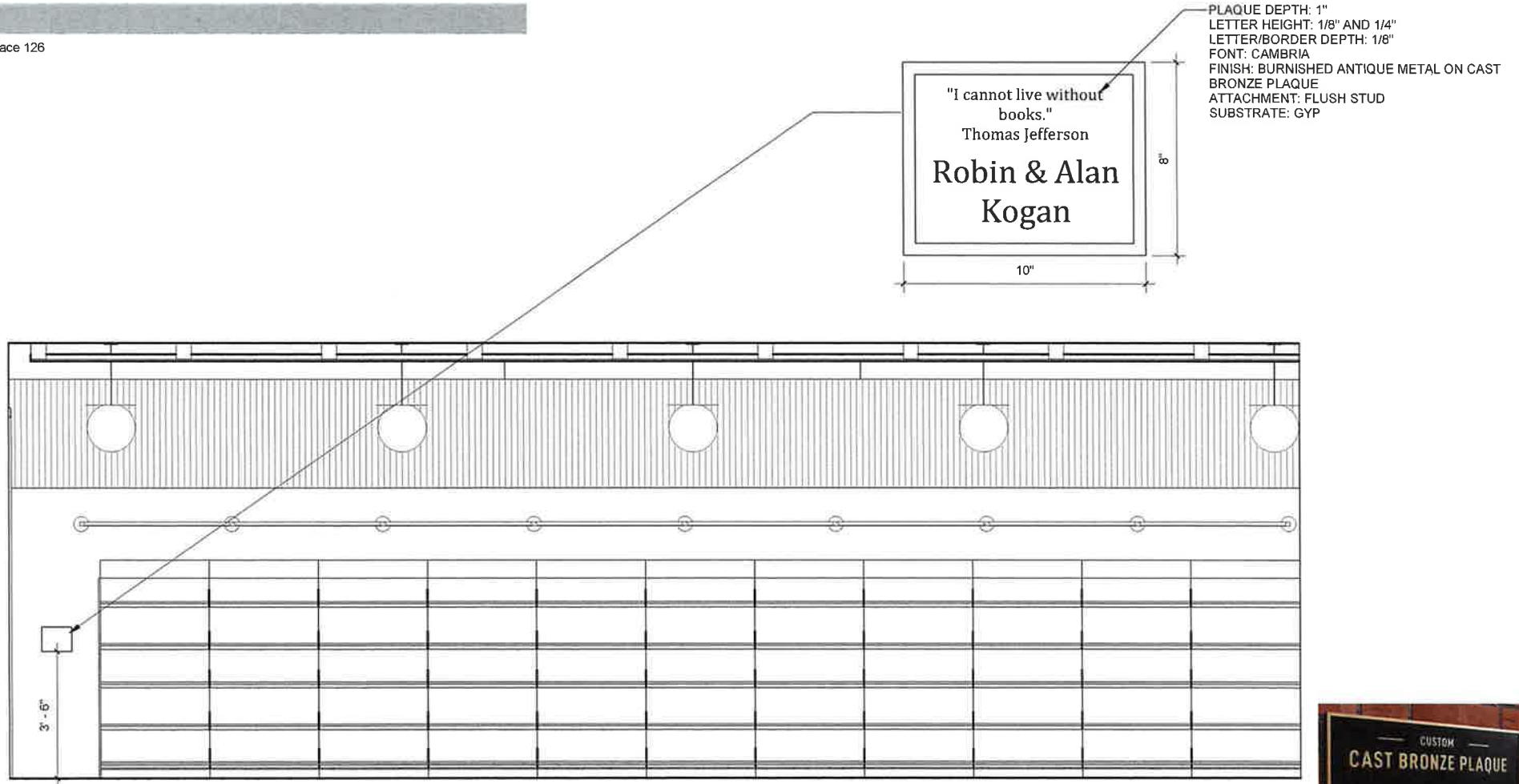


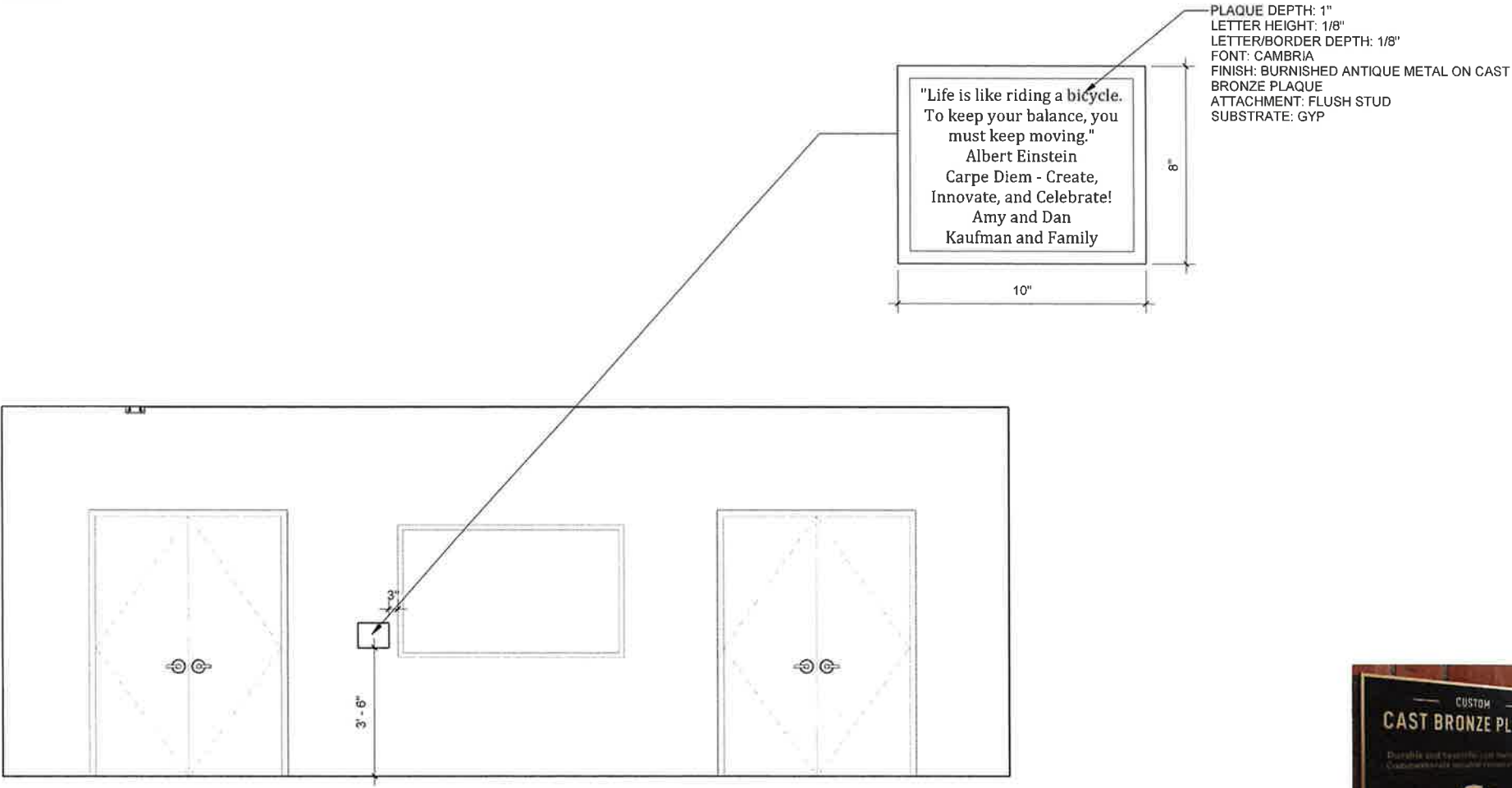
Near Study Room 111



Location? Lobby?



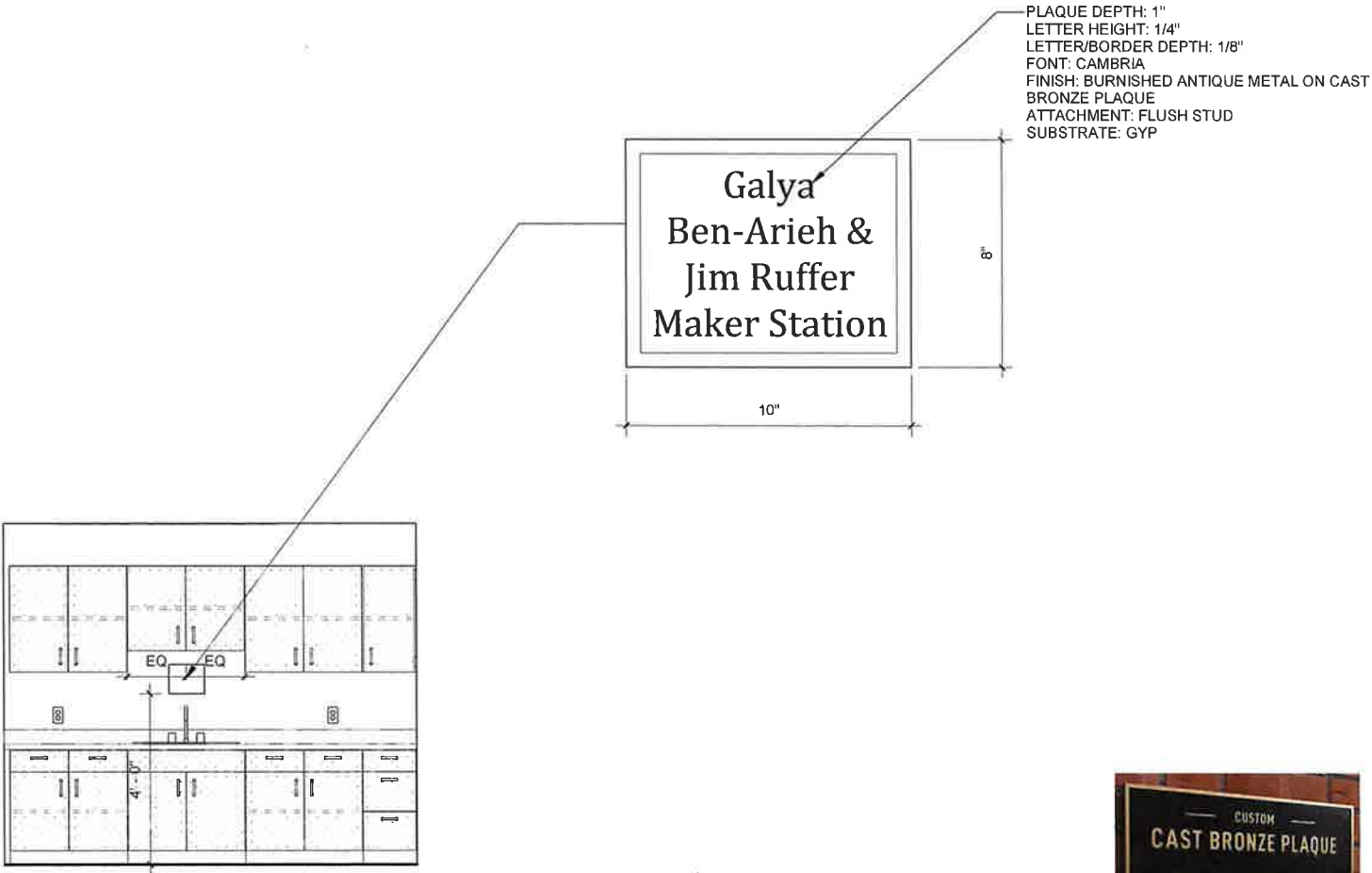


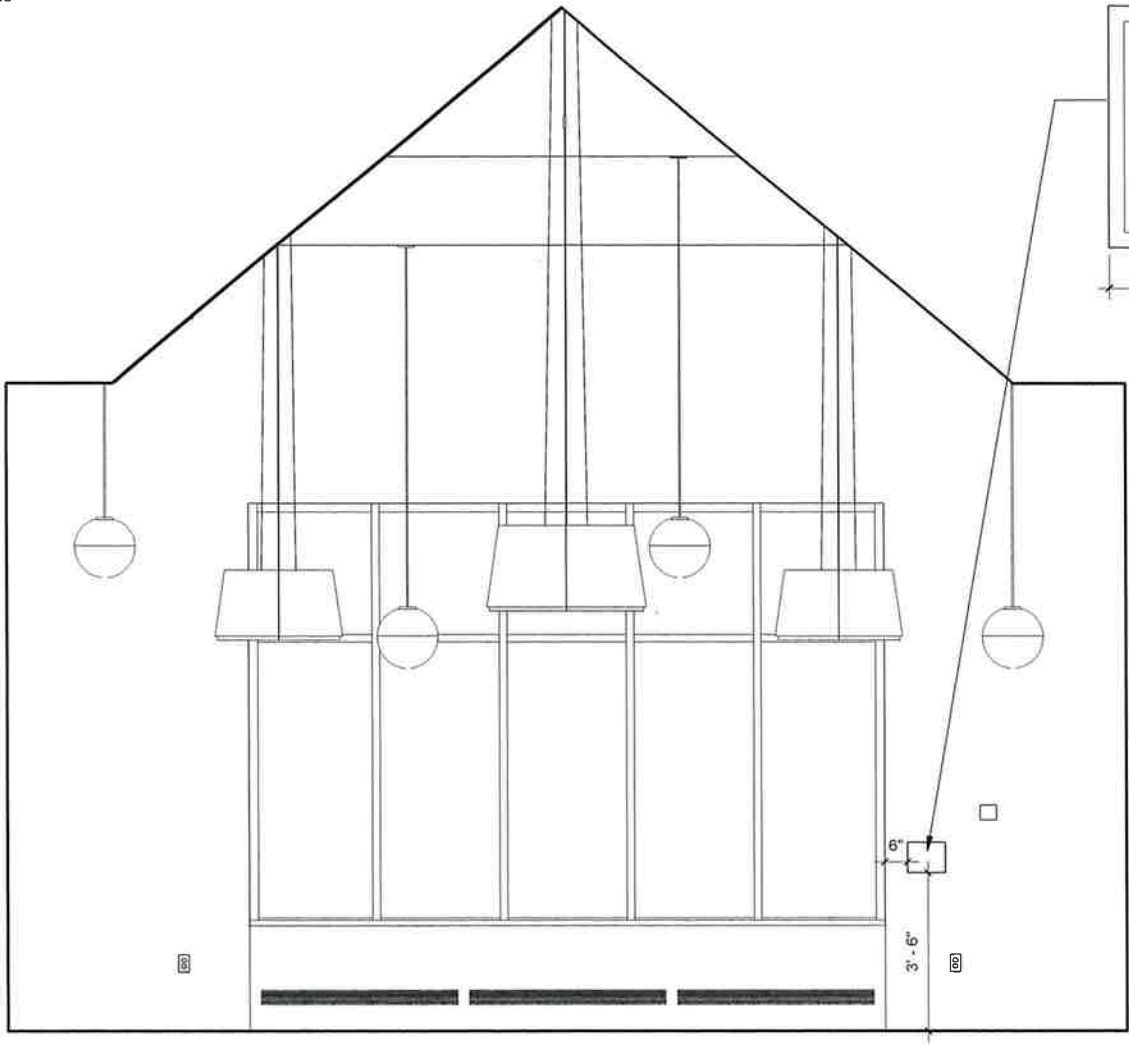


30. Makerspace Demo Area

Makerspace 006







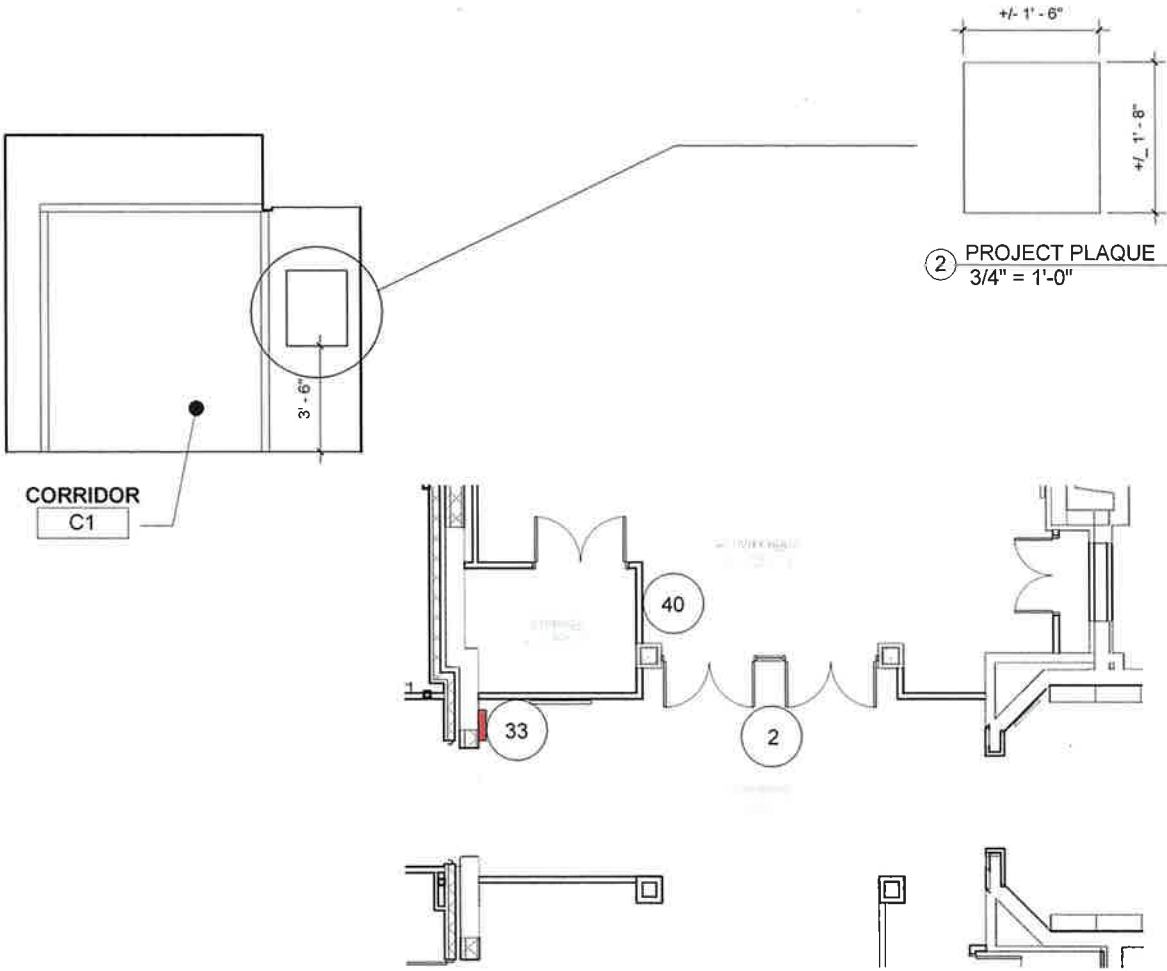
**Keller & Kofi
Rongey Family**
Reading Nook
Let there be no substitute for
literature and family in the
lives of our children.

PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/8" AND 1/4"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



33. Project Plaque

Vestibule 148



Highland Park Public Library
Organized 1887
2026 Addition

Board of Trustees
Presidents
Rob Ollian
Irene Hoffman

Trustees
Richard Basofin
Robert Biederman
Ashley Lapin Ollian
Rebecca Nathanson
Stephen Schutt
Carol Wolfe
Peter Zotos

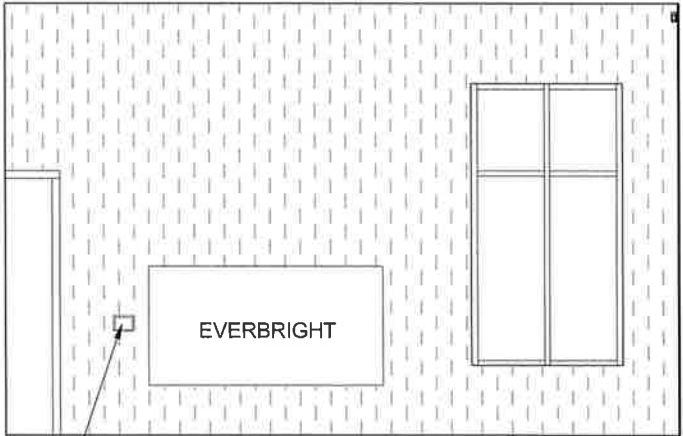
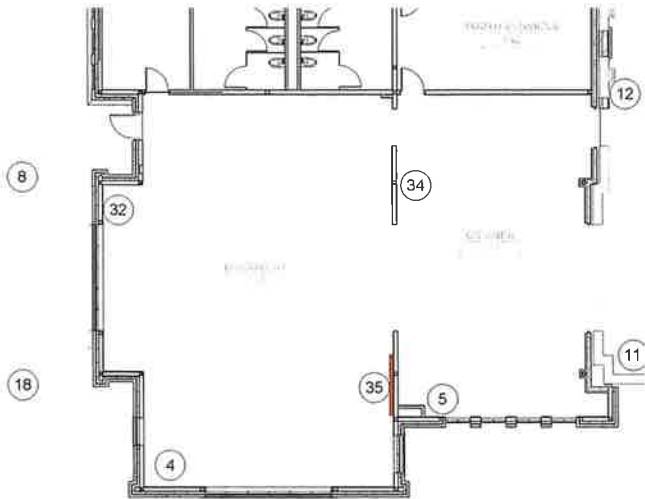
Executive Director Heidi Smith
Architect Studio GC
Contractor Lo Destro Construction
Owner's Representative CCS International

Funding for this project was provided from the Illinois State Library, a department of the Office of the Secretary of State, using Public Library Construction Grant Funds.



35. Everbright Plaque

Discovery 138



A gift of discovery and
learning in loving memory of
Shirley Miller and her 28
years as a Kindergarten
teacher at Wayne Thomas
Elementary School
Given by Jerrald B. & Shirley
B. Miller Charitable Fund

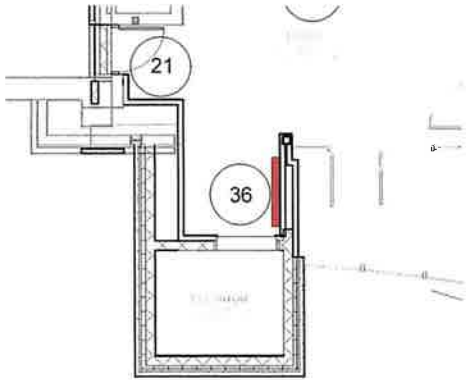
PLAQUE DEPTH: 1"
LETTER HEIGHT: 1/8"
LETTER/BORDER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE METAL ON CAST
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP

10"

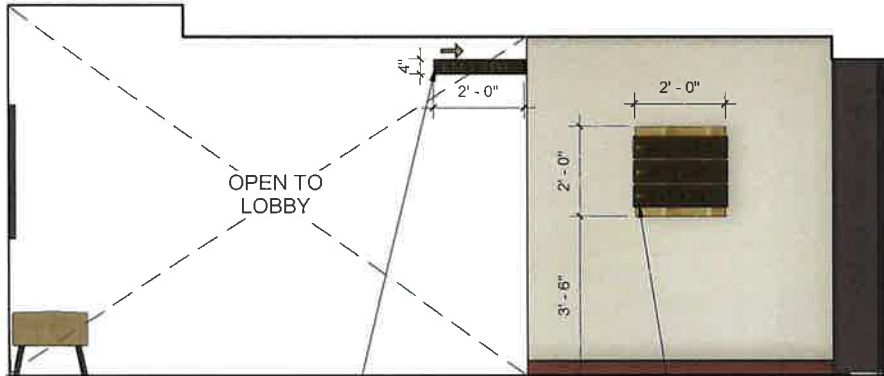
8"

36, Elevator

Elevator



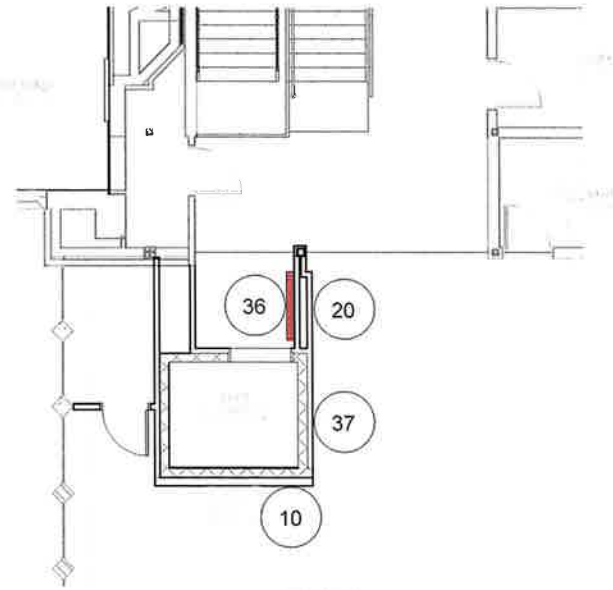
Basement



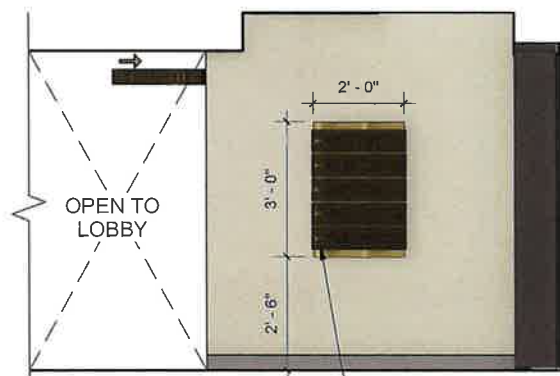
Basement Elevation

ELEVATOR FLAG SIGN
LETTERS ON BOTH SIDES
LETTER HEIGHT: 3"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE
LETTERS ON BRONZE PLAQUE
ATTACHMENT: FLAG MOUNT
SUBSTRATE: GYP
QUANTITY: 3 (1 PER LEVEL)

WAYFINDING SIGNAGE - 2" THICK PANEL
LETTER HEIGHT: 2"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE LETTERS ON
BRONZE PLAQUE
ATTACHMENT: FLUSH STUD / SOLID WALL
MOUNT
SUBSTRATE: GYP



First Floor

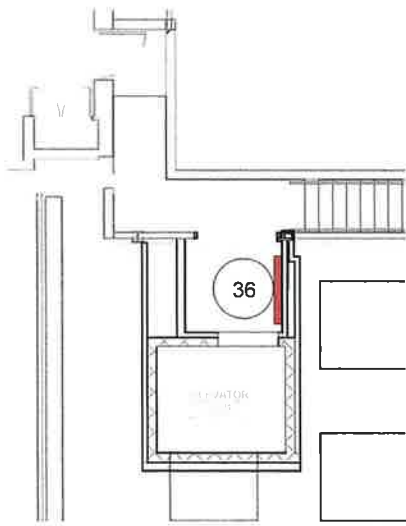


First Floor Elevation

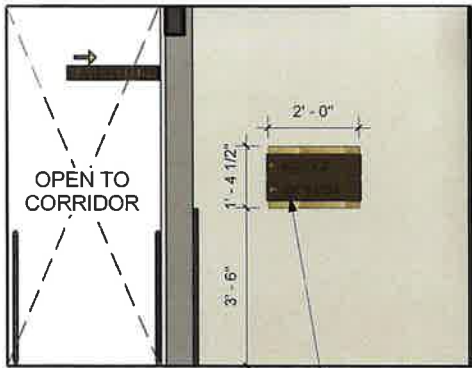
WAYFINDING SIGNAGE - 2" THICK PANEL
LETTER HEIGHT: 2"
LETTER DEPTH: 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE LETTERS
ON BRONZE PLAQUE
ATTACHMENT: FLUSH STUD / SOLID WALL
MOUNT
SUBSTRATE: GYP

36. Elevator 2

Elevator



Second Floor

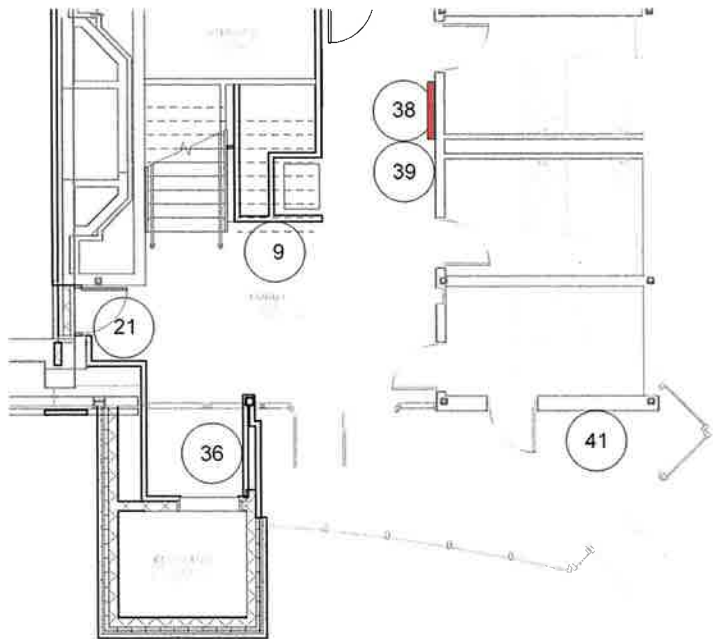


Second Floor Elevation

WAYFINDING SIGNAGE - 2" THICK PANEL
LETTER HEIGHT: 2"
LETTER DEPTH : 1/8"
FONT: CAMBRIA
FINISH: BURNISHED ANTIQUE LETTERS ON BRONZE PLAQUE
ATTACHMENT: FLUSH STUD / SOLID WALL MOUNT
SUBSTRATE: WOOD COLUMN

38. Lower Level Lobby Addition Plaque

Lobby 002

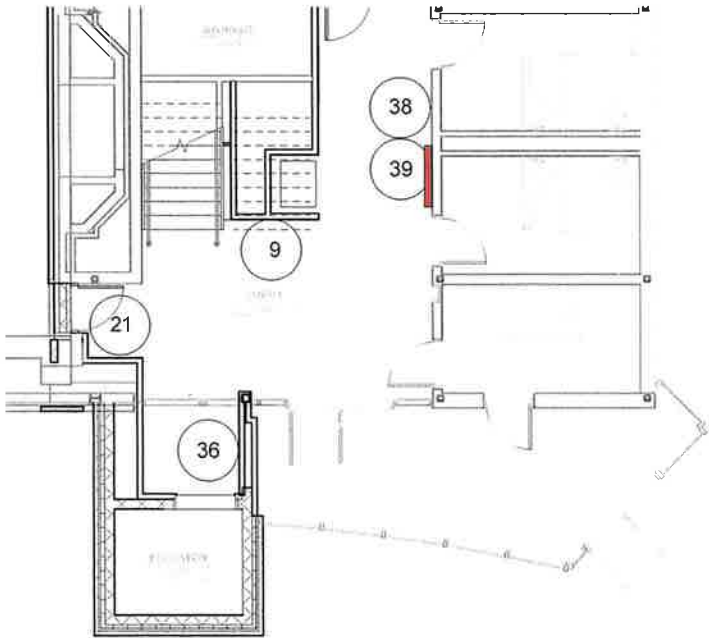


EXISTING PLAQUE TO BE RELOCATED
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



39. Lower Level Lobby Board of Trustees Plaque

Lobby 002

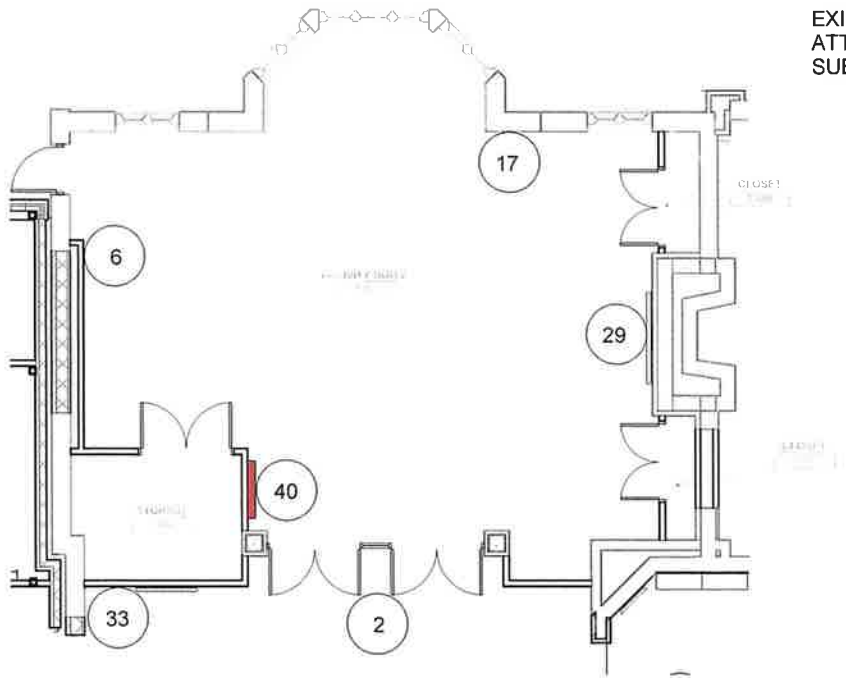


EXISTING PLAQUE TO BE RELOCATED
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP

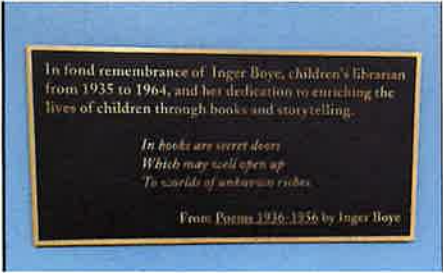


40. Youth Activity Room Existing Plaque

Activity Room 136



EXISTING PLAQUE TO BE RELOCATED
ATTACHMENT: FLUSH STUD
SUBSTRATE: GYP



41, Lower Level Vestibule Cast Letters

LL Vest. 001

