



**GAIL BORDEN PUBLIC LIBRARY DISTRICT  
RESCHEDULED - BOARD OF TRUSTEES MEETING**

**January 16, 2024**

**7:00 PM**

**Elgin Room**

**270 N. Grove Ave**

**Elgin, IL 60120**

**AGENDA**

1. Call to Order
2. Public Comment
3. Comments for the Good of the Organization
4. Action: Approval of Minutes 2  
December 12, 2023 Regular Board Meeting
5. Action: Treasurer's Report and Payment of Bills 5  
Payment of bills for January 09, 2024 including the list of bills to be paid  
between January 16, 2024, and February 13, 2024, and all bills over \$10,000.
6. Correspondence
7. Reports:
  - A. Chief Executive Officer
  - B. Action: Security Report 29
8. Action: Review Closed Session Minutes 30  
Closed minutes must be reviewed every 6 months by the Board of Trustees to  
determine  
if they can be released and the tape erased.
9. Action: FY 2023-2024 Computer Replacements 33  
Phase 2 replaces 21 desktop computers
10. Action: Cloud Phone System 35  
Replaces current obsolete system
11. Action: Revised Meeting Room Policy 37  
Removes room fees for Gail Borden Library card holders
12. Illinois Public Library Per Capita Grant for FY 2024 42
13. Other
14. Action: Executive Session: Statutory Section 5ILCS 120/2 (c) 1  
For the purpose of discussing Personnel Issues
15. Action: Items from Executive Session
16. Adjournment 53

## **GAIL BORDEN PUBLIC LIBRARY DISTRICT**

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

December 12, 2023

7:00 p.m.

President Bednar was physically present as well as Secretary Henderson, Trustees Bedolla, Lara, Garcia, Prochot, and Symonds. Chief Executive Officer, Carole Medal, and various members of the public and staff were also present.

President Bednar called the meeting to order at 7:02 p.m.

### Public Comment

Randy Hopp commented on the outdoor decorations and the Art exhibit.

### Comments for the Good of the Organization

Three in-person comments were overheard by the Customer Relations staff, a mother talking to her toddler about the hockey cutout, another parent warning a child not to stick their hand in the material return, and a thank you from a member of the Jewish book club. The library received 5 new 5-Star Google reviews this month.

Symonds amended the motion to approve the November 14, 2023 regular board meeting minutes as corrected and the November 14, 2023 closed session minutes as presented; Bedolla amended her second. President Bednar explained an attendance correction and spelling error was noticed and corrected before the meeting. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$264,640.14 and the revised list of bills to be paid prior to the next board meeting; seconded by Garcia. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

### Correspondence

CEO Medal read thank you notes from the 2<sup>nd</sup> graders at McKinley School who attended the live stream with 2<sup>nd</sup> graders from Elgin, Scotland. An email was read regarding the outstanding Braille program conducted in KidSpace. The branch staff received donuts and a thank you note from a couple that love the branch. The Donor Club of Elgin donated \$1,050 from their recent annual book review to support the library's children services and State Representative Anna Moller, thanked the library for helping with her recent youth fair.

### Foundation Report

The Foundation met on December 5 and approved the 2024 annual budget of \$381,000, including \$200,000 for possible grants and \$93,000 to support the 150<sup>th</sup> Anniversary. They will continue to provide financial support for Student Success Cards, exhibits, and the summer reading program. At the Biennial meeting Karen Fox was elected president, Mike Lee, vice-president, Barbara Flanigan, treasurer, and Laura Bedolla will continue as secretary.

## CEO Report

On Friday, December 8, a successful Foundation event was held, which resulted in several donations supporting the expansion of the South Elgin Branch. The 150<sup>th</sup> Anniversary committee is meeting regularly and planning events for 2024. Our submission has been made to HUD and our consultant has warned not to expect a response until March. Social Services is so beneficial to the community for our ability to provide assistance to those in need. The Day of the Dead/Dia de los Muertos had over 400 in attendance. Next year's event is already being planned and may include a 5K run sponsored by our Foundation and concerts by the Elgin Symphony Orchestra. Katie Clausen, Early Literacy Services Manager, had an article on beginning readers published in the national magazine Booklist. Our volunteers provide over 10,000 hours of service this year.

Symonds motioned to accept the Security Report as presented; seconded by Henderson. Following a question, roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Prochot motioned to approve the Budget Monitoring and Activity Tracking Policy as presented; seconded by Lara. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Symonds motioned to approve the Records Retention policy as presented; seconded by Henderson. Following a question, roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Garcia motioned to approve the Diversity, Equity and Inclusion Policy as presented; seconded by Prochot. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Henderson motioned to approve \$53,025.00 from Capital Projects for the replacement of the freight elevator door operator boards to be purchased from Otis; seconded by Prochot. Following a brief discussion regarding the expense of the replacement. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Garcia motioned to approve the lease agreement for 1150 Davis Road, Elgin Units C and D as presented; seconded by Symonds. CEO Medal and COO Considine explained the agreement is to house the Mobile Library Services Department and was just finalized with the owner. It will receive another review by the library's attorneys and then President Bednar will be able to sign it. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Prochot, Symonds), 0 nays.

Ana Devine, Division Chief of Community, presented an overview of another successful year of our Veterans Voices program.

## Other

Trustee Henderson inquired about purchasing a 150th Anniversary ornament. Trustee Bednar was at the Bartlett Chamber event and overheard a participant talking about Gail Borden 150<sup>th</sup>

Anniversary and our interesting history. Trustee Lara shared how surprised and delighted two families from Venezuela attending the Posada event were that a library would do this.

Lara motioned to adjourn; seconded by Bedolla. A voice vote resulted in no nays.

Meeting adjourned at 7:48 p.m.

Approved January 16, 2024

/S/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

**GAIL BORDEN PUBLIC LIBRARY DISTRICT**

BILLS TO BE PAID PRIOR TO 02/13/2024

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALL WINDOW CLEANING		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 1,650.00
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 1,022.15
CLAUSEN, KATIE		
PUBLIC PROGRAMMING:YOUTH	10-42-230-2	\$ 399.58
COMPLETE CLEANING		
JANITORIAL SUPPLIES	10-43-370-0	\$ 896.30
CRYSTAL CLEAR AQUARIUM		
ANIMAL CARE & FEEDING	10-43-340-0	\$ 340.00
DAVEY TREE		
REPAIR/MAINT. OF GROUNDS	60-42-210-0	\$ 5,850.00
E.NORMAN		
RISK MANAGEMENT: FACILITIES	50-42-210-0	\$ 125.70
GRAINGER		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 107.95
ELECTRICAL SUPPLIES & BULBS	10-43-380-0	\$ 21.48
HANSON, TRACY		
CONTINUING ED: TAP	10-42-290-4	\$ 1,275.00
HOME DEPOT PRO		
JANITORIAL SUPPLIES	10-43-370-0	\$ 331.31
ILLINOIS LIBRARY ASSOCIATION		
DUES & MEMBERSHIPS	10-42-280-0	\$ 150.00
ILLINOIS STATE GENEALOGICAL SOCIETY		
DUES & MEMBERSHIPS	10-42-280-0	\$ 40.00
INTHAVONG, ANDREW		
CONTINUING ED: TAP	10-42-290-4	\$ 945.00
KONICA MINOLTA BUSINESS SOLUTIONS		
COPIERS:MAINT	10-42-245-2	\$ 321.31
COPIERS:MAINT/PRAD	10-42-245-3	\$ 2,710.81
LASER PRO		
OFFICE SUPPLIES COMPUTER	10-43-300-2	\$ 360.00
LEVINE, PRANAVA		
PUBLIC PROGRAMMING: COMMUNITY SERVICES	10-42-230-3	\$ 100.00
PARAGON MICRO		
COMPUTER MAINT.	10-42-255-2	\$ 20,678.54
RYAN, AILEEN		
CONTINUING ED: TAP	10-42-290-4	\$ 550.00
SAFEGUARD EXTERMINATING		
REPAIR/MAINT. OF BUILDINGS	60-42-200-0/5/7	\$ 317.00
SANCHEZ, KATE		
PUBLIC PROGRAMMING: ADULT	10-42-230-1	\$ 100.00
SKIRMONT MECHANICAL		
REPAIR/MAINT. OF BUILDINGS	60-42-200-5/7	\$ 810.00
STAPLES BUSINESS		
OFFICE SUPPLIES	10-43-300-1	\$ 127.16
DUPLICATING	10-43-320-0	\$ 188.55
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-215-0	\$ 1,605.55
VAUGHAN PLANTSCAPES		
REPAIR/MAINT. OF GROUNDS	60-42-210-0	\$ 243.76
WILD GOOSE CHASE		
REPAIR/MAINT. OF GROUNDS	60-42-210-0	\$ 1,265.00

## ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 02/13/2024

DESCRIPTION		MAXIMUM AMT.
ANCEL GLINK		
CONSULT & PROF FEES: LEGAL	10-42-225-1	\$ 10,000.00
AT&T		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 10,000.00
BLUE CROSS BLUE SHIELD		
HEALTH INSURANCE	10-41-110-0	\$ 120,000.00
CITY OF ELGIN		
WATER & SEWER/RAKOW	10-42-202-5	\$ 1,000.00
CITY OF ELGIN		
WATER & SEWER	10-42-202-0	\$ 7,500.00
COMCAST		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 1,000.00
COMCAST BUSINESS		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 9,000.00
COMED		
ELECTRICITY: SOUTH ELGIN	10-42-201-7	\$ 1,000.00
CRAIG ELLIOTT PIANO TUNING		
SMALL EQUIP. MAINT: AV	10-42-270-3	\$ 300.00
INSTRUMENTL		
ELECT. RESOURCES:IN HOUSE	10-44-435-1	\$ 4,000.00
ISOLVED		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 900.00
KONICA MINOLTA		
COPIERS/LEASE/MAINT	10-42-245-0/1	\$ 3,500.00
KONICA MINOLTA BUSINESS SOLUTIONS		
COPIERS/LEASE/MAINT	10-42-245-0/1	\$ 5,000.00
METLIFE		
LIFE INSURANCE	10-41-111-0	\$ 2,000.00
METLIFE		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 9,000.00
MIDWEST TAPE/HOOPLA		
ELEC. RESOURCES: EBOOKS	10-44-435-2/3	\$ 20,000.00
NICOR		
NATURAL GAS	10-42-200-5/7	\$ 7,500.00
PEERLESS NETWORK		
TELEPHONE / LINE CHARGES	10-42-203-1	\$ 25,000.00
T-MOBILE		
COMPUTER MAINTENANCE	10-42-255-2	\$ 2,500.00
UNITED HEALTHCARE		
HEALTH INSURANCE	10-41-110-0	\$ 3,000.00
VANGUARD		
NATURAL GAS: MAIN	10-42-200-0	\$ 50,000.00
VERIZON WIRELESS		
ONLINE COMPUTER SERVICES	10-42-255-1/10-42-203-4	\$ 3,000.00
VILLAGE OF SOUTH ELGIN		
WATER & SEWER: SE	10-42-202-7	\$ 1,000.00
WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	6 60-42-200-0/5	\$ 6,000.00
VENDOR TBD- FEDERAL GRANT SUPPORT		
CONSULTING/LEGAL PUBLICATION/OTHER		\$ 10,000.00

**GAIL BORDEN PUBLIC LIBRARY DISTRICT**

BILLS OVER \$10,000

1/9/2023

DESCRIPTION	CHECK NUMBER	AMOUNT
BAKER & TAYLOR	MULTIPLE	\$ 18,085.20
BOOKS & MATERIALS		
BIBLIOTHECA	148068	\$ 22,375.53
EBOOKS		
COMPLETE CLEANING	148076	\$ 14,565.00
GENERAL CLEANING		
HELM SERVICE	148091	\$ 12,863.67
REPAIR/MAINT. OF HVAC		
MIDAMERICA ENERGY	148121	\$ 22,343.99
ELECTRICITY		
OTIS ELEVATOR	148126	\$ 27,700.28
CAPITAL PROJECTS		
	NUMBER OF CHECKS	89
		\$ 200,960.32

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR JANUARY, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
4IMPRINT, INC. (5420)	01/09/24 CK# 148109	\$479.50
26362608 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	479.50
ALIVE (6017)	01/09/24 CK# 148058	\$75.00
7405 DUES & MEMBERSHIPS	10-42-280-0	75.00
AMAZON (4156)	01/09/24 CK# 148102	\$7.99
8541033 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	7.99
AMAZON CAPITAL SERVICES (6460)	01/09/24 CK# 148061	\$4,069.84
1496-RCFQ-JW74 PUBLIC RELATIONS: GENERAL	10-42-222-2	12.99
1FV4-J9G3-J61X BOOKS/ADULT	10-44-400-1	110.95
1FV4-J9G3-J61X BOOKS/YOUTH	10-44-400-2	140.74
1FV4-J9G3-J61X AUDIO-VISUAL/ADULT	10-44-420-1	46.11
1JDJ-MW3P-JDQ1 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	54.99
1JDJ-MW3P-JDQ1 SUPPLIES: WORK APPAREL	10-43-301-0	116.88
1JDJ-MW3P-JDQ1 SMALL LIBRARY EQUIPMENT	10-45-540-0	26.71
1QPW-46GF-K6C1 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	1,569.33
1QPW-46GF-K6C1 ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	28.15
1QPW-46GF-K6C1 TOYS & KITS: KIDSPACE	10-44-440-0	1,356.55
1R7Y-WFC3-JXP4 AUDIO-VISUAL EQUIPMENT	10-45-530-0	83.87
1R7Y-WFC3-JXP4 SMALL LIBRARY EQUIPMENT	10-45-540-0	522.57
AMAZON CAPITAL SERVICES (6460)	01/09/24 CK# 148147	\$1,390.67
16NN-PQRX-JV6H OFFICE SUPPLIES/GENERAL	10-43-300-1	43.50
1Q3C-4TW3-J96T BOOKS/ADULT	10-44-400-1	51.86
1Q3C-4TW3-J96T AUDIO-VISUAL/ADULT	10-44-420-1	263.56
1Q3C-4TW3-J96T AUDIO-VISUAL/YOUTH	10-44-420-2	59.96
1WK9-QKQG-J97N PUBLIC RELATIONS: GENERAL	10-42-222-2	100.90
1XJL-CYDL-HT91 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	410.16
1XJL-CYDL-HT91 ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	277.06
1XJL-CYDL-HT91 ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	79.90
1XJL-CYDL-HT91 TOYS & KITS: KIDSPACE	10-44-440-0	103.77
AMAZON CAPITAL SERVICES (6460)	01/09/24 CK# 148148	\$630.79
16LN-XPPN-WLWJ MATERIALS PROCESSING SUPPLIES	10-43-310-0	5.29
16LN-XPPN-WLWJ BOOKS/ADULT	10-44-400-1	223.00
16LN-XPPN-WLWJ BOOKS/YOUTH	10-44-400-2	35.94
16LN-XPPN-WLWJ AUDIO-VISUAL/ADULT	10-44-420-1	121.49
1F7D-WWNY-WJYX PUBLIC PROGRAMMING:YOUTH	10-42-230-2	229.08
1F7D-WWNY-WJYX TOYS & KITS: KIDSPACE	10-44-440-0	15.99
AMERICAN LIBRARY ASSOCIATION (242)	01/09/24 CK# 148062	\$247.00
1141800 DR DUES & MEMBERSHIPS	10-42-280-0	247.00
AMERICAN LIBRARY ASSOCIATION (242)	01/09/24 CK# 148102	\$1,182.67
12142023 GL CC PYMT (6417) FOR DUES & MEMBERSHIPS	10-42-280-0	56.67
12142023 NM CC PYMT (6417) FOR DUES & MEMBERSHIPS	10-42-280-0	85.00
4250 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	1,041.00
AMERICAN LIBRARY ASSOCIATION (242)	01/09/24 CK# 148109	\$347.00
4581 CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	347.00
AMERICAN LIBRARY ASSOCIATION (242)	01/09/24 CK# 148110	\$47.40
18130 CC PYMT (6427) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	47.40
APPLE INC. (5203)	01/09/24 CK# 148103	\$105.19
W1253964334 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	105.19

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 01/04/24

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BILLS PAID REPORT FOR JANUARY, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AUDIO ENGINEERING (6698)	01/09/24 CK# 148100	\$125.00
ORD1043589 CC PYMT (6415) FOR DUES & MEMBERSHIPS	10-42-280-0	125.00
BAKER & TAYLOR L0332252 (5119)	01/09/24 CK# 148063	\$307.92
2037967650 BOOKS/YOUTH	10-44-400-2	24.13
2037967650 BOOKS/YOUTH: BRANCH	10-44-400-6	24.12
2037967651 MATERIAL PROCESSING SERVICES	10-42-265-0	10.60
2037985589 BOOKS/YOUTH	10-44-400-2	72.54
2037985590 MATERIAL PROCESSING SERVICES	10-42-265-0	18.55
2038003778 BOOKS/YOUTH	10-44-400-2	67.34
2038003778 IN-HOUSE REFERENCE	10-44-400-4	50.99
2038003778 BOOKS/YOUTH: BRANCH	10-44-400-6	24.46
2038003779 MATERIAL PROCESSING SERVICES	10-42-265-0	15.19
BAKER & TAYLOR L4230502 (5107)	01/09/24 CK# 148064	\$5,958.51
2037950501 BOOKS/ADULT	10-44-400-1	146.33
2037950501 BOOKS/YOUTH	10-44-400-2	154.69
2037950502 MATERIAL PROCESSING SERVICES	10-42-265-0	101.60
2037950503 BOOKS/ADULT	10-44-400-1	12.74
2037950503 BOOKS/YOUTH: BRANCH	10-44-400-6	30.74
2037950504 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2037950505 BOOKS/YOUTH: BRANCH	10-44-400-6	20.94
2037950506 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2037950507 BOOKS/YOUTH: BRANCH	10-44-400-6	14.27
2037950508 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037955946 BOOKS/ADULT	10-44-400-1	165.72
2037955946 BOOKS/YOUTH	10-44-400-2	149.06
2037955946 BOOKS/YOUTH: BRANCH	10-44-400-6	12.99
2037955947 MATERIAL PROCESSING SERVICES	10-42-265-0	109.20
2037955948 BOOKS/YOUTH: BRANCH	10-44-400-6	12.99
2037955949 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037955950 BOOKS/YOUTH: BRANCH	10-44-400-6	12.99
2037955951 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037956836 BOOKS/YOUTH	10-44-400-2	22.41
2037956837 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2037956838 BOOKS/ADULT: BRANCH	10-44-400-5	122.10
2037956839 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2037960184 BOOKS/ADULT	10-44-400-1	195.00
2037960184 BOOKS/YOUTH	10-44-400-2	131.65
2037960184 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2037960185 MATERIAL PROCESSING SERVICES	10-42-265-0	117.50
2037960186 BOOKS/YOUTH	10-44-400-2	4.24
2037960186 BOOKS/YOUTH: BRANCH	10-44-400-6	5.46
2037960187 MATERIAL PROCESSING SERVICES	10-42-265-0	10.60
2037962051 BOOKS/ADULT	10-44-400-1	17.29
2037962051 BOOKS/YOUTH	10-44-400-2	15.15
2037962052 MATERIAL PROCESSING SERVICES	10-42-265-0	20.20
2037962053 BOOKS/ADULT: BRANCH	10-44-400-5	18.82
2037962054 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2037964482 BOOKS/ADULT	10-44-400-1	118.68
2037964483 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2037967238 BOOKS/ADULT	10-44-400-1	232.43
2037967238 BOOKS/YOUTH	10-44-400-2	79.80
2037967238 BOOKS/ADULT: BRANCH	10-44-400-5	18.82

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
2037967239 MATERIAL PROCESSING SERVICES	10-42-265-0	105.60
2037967240 BOOKS/ADULT	10-44-400-1	18.82
2037967240 BOOKS/ADULT: BRANCH	10-44-400-5	17.28
2037967240 BOOKS/YOUTH: BRANCH	10-44-400-6	12.99
2037967241 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2037967242 BOOKS/YOUTH: BRANCH	10-44-400-6	13.86
2037967243 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037968747 BOOKS/ADULT	10-44-400-1	29.40
2037968747 BOOKS/YOUTH	10-44-400-2	78.51
2037968747 BOOKS/YOUTH: BRANCH	10-44-400-6	14.54
2037968748 MATERIAL PROCESSING SERVICES	10-42-265-0	61.90
2037968749 BOOKS/YOUTH	10-44-400-2	7.27
2037968749 BOOKS/ADULT: BRANCH	10-44-400-5	73.36
2037968750 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2037968751 BOOKS/YOUTH	10-44-400-2	7.27
2037968752 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2037971495 BOOKS/ADULT	10-44-400-1	98.08
2037971495 BOOKS/YOUTH	10-44-400-2	80.72
2037971496 MATERIAL PROCESSING SERVICES	10-42-265-0	44.00
2037973338 BOOKS/ADULT	10-44-400-1	20.60
2037973338 BOOKS/YOUTH	10-44-400-2	56.11
2037973339 MATERIAL PROCESSING SERVICES	10-42-265-0	27.80
2037975558 BOOKS/ADULT	10-44-400-1	98.32
2037975559 MATERIAL PROCESSING SERVICES	10-42-265-0	29.80
2037975560 BOOKS/ADULT: BRANCH	10-44-400-5	20.63
2037975561 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2037978942 BOOKS/ADULT	10-44-400-1	148.12
2037978942 BOOKS/YOUTH	10-44-400-2	432.77
2037978942 BOOKS/YOUTH: BRANCH	10-44-400-6	16.24
2037978943 MATERIAL PROCESSING SERVICES	10-42-265-0	191.60
2037978944 BOOKS/YOUTH	10-44-400-2	16.24
2037978944 BOOKS/YOUTH: BRANCH	10-44-400-6	27.39
2037978945 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2037978946 BOOKS/YOUTH: BRANCH	10-44-400-6	39.15
2037978947 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
20379814120 MATERIAL PROCESSING SERVICES	10-42-265-0	105.60
2037981419 BOOKS/ADULT	10-44-400-1	161.98
2037981419 BOOKS/YOUTH	10-44-400-2	120.79
2037981421 BOOKS/ADULT: BRANCH	10-44-400-5	66.26
2037981422 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2037981423 BOOKS/YOUTH: BRANCH	10-44-400-6	7.27
2037981424 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2037983461 BOOKS/ADULT	10-44-400-1	120.80
2037983461 BOOKS/YOUTH	10-44-400-2	7.88
2037983462 MATERIAL PROCESSING SERVICES	10-42-265-0	20.20
2037985358 BOOKS/ADULT	10-44-400-1	97.74
2037985358 BOOKS/YOUTH	10-44-400-2	60.19
2037985359 MATERIAL PROCESSING SERVICES	10-42-265-0	55.60
2037990427 BOOKS/ADULT	10-44-400-1	200.01
2037990427 BOOKS/YOUTH	10-44-400-2	253.77
2037990427 BOOKS/YOUTH: BRANCH	10-44-400-6	30.07
2037990428 MATERIAL PROCESSING SERVICES	10-42-265-0	139.00
2037990429 BOOKS/ADULT	10-44-400-1	18.18

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2037990429 BOOKS/YOUTH	10-44-400-2	30.07
2037990429 BOOKS/YOUTH: BRANCH	10-44-400-6	22.02
2037990430 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2037999628 BOOKS/ADULT	10-44-400-1	32.84
2037999628 BOOKS/YOUTH	10-44-400-2	205.94
2037999629 MATERIAL PROCESSING SERVICES	10-42-265-0	81.70
2037999630 BOOKS/YOUTH: BRANCH	10-44-400-6	9.68
2037999631 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
BAKER & TAYLOR L0620012 (5108)	01/09/24 CK# 148065	\$468.82
2037978339 BOOKS/YOUTH	10-44-400-2	295.34
2037984720 BOOKS/YOUTH	10-44-400-2	43.45
2038001823 BOOKS/YOUTH	10-44-400-2	68.84
2038001823 IN-HOUSE REFERENCE	10-44-400-4	61.19
BAKER & TAYLOR L4234202 (5110)	01/09/24 CK# 148066	\$56.48
2037962919 BOOKS/ADULT	10-44-400-1	40.58
2037962920 MATERIAL PROCESSING SERVICES	10-42-265-0	15.90
BAKER AND TAYLOR L4229202 (394)	01/09/24 CK# 148067	\$11,293.47
2037897544 BOOKS/ADULT	10-44-400-1	1,272.88
2037897544 BOOKS/YOUTH	10-44-400-2	145.58
2037897544 BOOKS/ADULT: BRANCH	10-44-400-5	103.87
2037897544 BOOKS/YOUTH: BRANCH	10-44-400-6	12.97
2037897545 MATERIAL PROCESSING SERVICES	10-42-265-0	430.90
2037897546 BOOKS/ADULT	10-44-400-1	132.36
2037897546 BOOKS/YOUTH	10-44-400-2	12.98
2037897546 BOOKS/ADULT: BRANCH	10-44-400-5	172.14
2037897547 MATERIAL PROCESSING SERVICES	10-42-265-0	80.40
2037897548 BOOKS/ADULT	10-44-400-1	13.93
2037897548 BOOKS/YOUTH: BRANCH	10-44-400-6	23.36
2037897549 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2037953956 BOOKS/ADULT	10-44-400-1	918.43
2037953956 BOOKS/YOUTH	10-44-400-2	183.33
2037953956 BOOKS/ADULT: BRANCH	10-44-400-5	91.00
2037953957 MATERIAL PROCESSING SERVICES	10-42-265-0	295.90
2037953958 BOOKS/ADULT	10-44-400-1	115.27
2037953958 BOOKS/ADULT: BRANCH	10-44-400-5	277.71
2037953958 BOOKS/YOUTH: BRANCH	10-44-400-6	17.33
2037953959 MATERIAL PROCESSING SERVICES	10-42-265-0	81.40
203795396 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037953960 BOOKS/YOUTH: BRANCH	10-44-400-6	17.33
2037965374 BOOKS/ADULT	10-44-400-1	984.28
2037965374 BOOKS/YOUTH	10-44-400-2	132.54
2037965374 BOOKS/ADULT: BRANCH	10-44-400-5	136.27
2037965375 MATERIAL PROCESSING SERVICES	10-42-265-0	299.80
2037965376 BOOKS/ADULT	10-44-400-1	147.20
2037965376 BOOKS/ADULT: BRANCH	10-44-400-5	89.04
2037965377 MATERIAL PROCESSING SERVICES	10-42-265-0	54.60
2037967019 BOOKS/ADULT	10-44-400-1	77.33
2037967019 BOOKS/YOUTH	10-44-400-2	185.53
2037967020 MATERIAL PROCESSING SERVICES	10-42-265-0	44.00
2037967021 BOOKS/ADULT: BRANCH	10-44-400-5	61.20
2037967022 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2037969282 BOOKS/ADULT	10-44-400-1	179.16
2037969282 BOOKS/YOUTH	10-44-400-2	6.87
2037969282 BOOKS/ADULT: BRANCH	10-44-400-5	48.20
2037969283 MATERIAL PROCESSING SERVICES	10-42-265-0	55.60
2037969284 BOOKS/ADULT	10-44-400-1	48.20
2037969284 BOOKS/ADULT: BRANCH	10-44-400-5	65.62
2037969285 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2037973484 BOOKS/ADULT	10-44-400-1	933.36
2037973484 BOOKS/YOUTH	10-44-400-2	165.50
2037973484 BOOKS/ADULT: BRANCH	10-44-400-5	105.87
2037973484 BOOKS/YOUTH: BRANCH	10-44-400-6	10.36
2037973485 MATERIAL PROCESSING SERVICES	10-42-265-0	303.80
2037973486 BOOKS/ADULT	10-44-400-1	105.94
2037973486 BOOKS/ADULT: BRANCH	10-44-400-5	329.21
2037973487 MATERIAL PROCESSING SERVICES	10-42-265-0	99.60
2037973488 BOOKS/YOUTH	10-44-400-2	10.36
2037973489 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037975782 BOOKS/ADULT	10-44-400-1	435.40
2037975782 BOOKS/YOUTH	10-44-400-2	45.62
2037975782 BOOKS/ADULT: BRANCH	10-44-400-5	171.64
2037975783 MATERIAL PROCESSING SERVICES	10-42-265-0	150.90
2037975784 BOOKS/ADULT	10-44-400-1	183.77
2037975784 BOOKS/ADULT: BRANCH	10-44-400-5	10.89
2037975785 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2037981378 BOOKS/ADULT	10-44-400-1	311.28
2037981378 BOOKS/YOUTH	10-44-400-2	344.44
2037981378 BOOKS/ADULT: BRANCH	10-44-400-5	36.31
2037981379 MATERIAL PROCESSING SERVICES	10-42-265-0	171.40
2037981380 BOOKS/ADULT	10-44-400-1	63.61
2037981380 BOOKS/ADULT: BRANCH	10-44-400-5	92.85
2037981380 BOOKS/YOUTH: BRANCH	10-44-400-6	10.94
2037981381 MATERIAL PROCESSING SERVICES	10-42-265-0	41.70
2037981382 BOOKS/YOUTH: BRANCH	10-44-400-6	27.41
2037981383 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
BIBLIOTHECA, LLC (5448)	01/09/24 CK# 148068	\$22,375.53
INV-US71205 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	7,842.09
INV-US71206 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	6,033.44
INV-US71574 ELECT RESOURCES: PLATFORM FEES	10-44-435-4	8,500.00
BITLE INC (6184)	01/09/24 CK# 148106	\$348.00
INV01015956 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	348.00
BLACKHAWK SUPPLY (6653)	01/09/24 CK# 148104	\$253.42
97171 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	46.24
97665 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	207.18
BLICK ART MATERIALS (1043)	01/09/24 CK# 148102	\$163.93
30519078 CC PYMT (6417) FOR ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	163.93
CDW GOVERNMENT, INC. (842)	01/09/24 CK# 148069	\$3,887.79
NM03906 COMPUTER EQUIPMENT	10-45-500-0	36.89
NN64135 COMPUTER EQUIPMENT	10-45-500-0	115.00
NT41328 COMPUTER EQUIPMENT	10-45-500-0	3,735.90

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CEDRIC SPRING AND ASSOCIATES (3887) 63055-1 AUDIO-VISUAL/ADULT	01/09/24 CK# 148070 10-44-420-1	\$694.37 694.37
CENGAGE LEARNING INC (1368) 83048195 BOOKS/ADULT 83080002 BOOKS/ADULT	01/09/24 CK# 148071 10-44-400-1 10-44-400-1	\$1,269.20 717.25 551.95
CHICAGO DOCK & DOOR (6509) I231227205 REPAIR/MAINT. OF BLDG: RAKOW	01/09/24 CK# 148072 60-42-200-5	\$330.00 330.00
CINTAS CORPORATION LOC. #355 (4662) 1904532007 JANITORIAL SUPPLIES 4175927406 JANITORIAL SUPPLIES 4176566643 JANITORIAL SUPPLIES 4176568505 JANITORIAL SUPPLIES 4176803300 JANITORIAL SUPPLIES 4177372750 JANITORIAL SUPPLIES 4177372753 JANITORIAL SUPPLIES 4177374206 JANITORIAL SUPPLIES 4177981582 JANITORIAL SUPPLIES 4178144971 JANITORIAL SUPPLIES 4178146190 JANITORIAL SUPPLIES 4178670302 JANITORIAL SUPPLIES 4178827203 JANITORIAL SUPPLIES	01/09/24 CK# 148073 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0	\$6,600.59 39.52 25.00 54.76 1,040.11 631.24 366.46 105.35 1,392.05 297.64 54.76 1,280.35 184.58 1,128.77
COLUNGA, CRISTINA (5491) 01042024 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148074 10-42-230-3	\$100.00 100.00
COMMERS CUSTOM JEWELERS (5266) 001-17186 MISCELLANEOUS	01/09/24 CK# 148075 10-43-399-0	\$563.99 563.99
COMPLETE CLEANING COMPANY, INC. (835) AW13945 REPAIR/MAINT. OF BLDG: RAKOW C26065 GENERAL CLEANING SVC: SOUTH ELGIN C26066 GENERAL CLEANING SERVICE: RAKOW C26067 GENERAL CLEANING SERVICE	01/09/24 CK# 148076 60-42-200-5 10-42-235-7 10-42-235-5 10-42-235-0	\$14,565.00 935.00 2,090.00 2,790.00 8,750.00
CONFERENCE FOOD & BEVERAGE (6685) 12012023 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	01/09/24 CK# 148102 10-42-290-3	\$123.08 123.08
CORDOBA MARIA (6564) 12142023 PUBLIC PROGRAMMING:HISPANIC SVCS	01/09/24 CK# 148077 10-42-230-1	\$60.00 60.00
CRADLEPOINT (6208) SO-000481008 CC PYMT (6416) FOR COMPUTER MAINTENANCE	01/09/24 CK# 148101 10-42-255-2	\$213.00 213.00
DELL MARKETING (4232) 157702 CC PYMT (6416) FOR COMPUTER MAINTENANCE	01/09/24 CK# 148101 10-42-255-2	\$358.00 358.00
DEMCO (1000) 7413539 FURNITURE AND FIXTURES 7414313 MATERIALS PROCESSING SUPPLIES	01/09/24 CK# 148078 10-45-510-0 10-43-310-0	\$990.93 527.82 463.11
DIGITAL OCEAN (6303) 470435423 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	01/09/24 CK# 148105 10-42-255-3	\$24.99 24.99
DK AGENCIES (6694) DKBF-831-23 CC PYMT (6427) FOR BOOKS/ADULT	01/09/24 CK# 148110 10-44-400-1	\$632.26 632.26
DUO SECURITY, LLC (6066) 11071588 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	01/09/24 CK# 148100 10-42-255-1	\$360.00 360.00

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E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 16293 RISK MANAGEMENT: FACILITIES	01/09/24 CK# 148079 50-42-210-0	\$821.75 821.75
EL RAY (6688) 155827 CC PYMT (6415) FOR FOOD & BEVERAGE: COMMUNITY SVCS	01/09/24 CK# 148100 10-43-360-2	\$299.88 299.88
ELGIN AREA CHAMBER OF COMMERCE (1144) 1021 DUES & MEMBERSHIPS	01/09/24 CK# 148080 10-42-280-0	\$35.00 35.00
ELGIN HISTORY MUSEUM (5896) 01302024 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148081 10-42-230-3	\$125.00 125.00
ETSY (6109) 3146374020 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	01/09/24 CK# 148102 10-42-230-2	\$18.50 18.50
ETSY (6109) 3910389365 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148109 10-42-230-3	\$21.21 21.21
FACEBOOK (6067) 13978974 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 7796003 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	01/09/24 CK# 148106 10-42-222-2 10-42-222-2	\$275.00 200.00 75.00
FOX VALLEY FIRE & SAFETY (1329) IN00651399 REPAIR/MAINT. OF BUILDING	01/09/24 CK# 148082 60-42-200-0	\$469.50 469.50
FRANK & SONS ENTERPRISES, INC (4545) 2604 REPAIR/MAINT. OF GRDS: RAKOW	01/09/24 CK# 148083 60-42-210-5	\$700.00 700.00
FUN EXPRESS, LLC (5754) 728965934 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	01/09/24 CK# 148103 10-42-222-2	\$140.97 140.97
GALLUP STORE (6063) 1051375864839 CC PYMT (6425) FOR CONTINUING ED: REGISTRATION/FEES	01/09/24 CK# 148109 10-42-290-1	\$19.99 19.99
GAYLORD BROS. (1390) 2844615 MATERIALS PROCESSING SUPPLIES 2846079 MATERIALS PROCESSING SUPPLIES	01/09/24 CK# 148084 10-43-310-0 10-43-310-0	\$365.90 197.06 168.84
GILPATRICK, KAREN (5886) 050 CONSULT. & PROF. FEES:OTHER	01/09/24 CK# 148085 10-42-225-2	\$375.00 375.00
GLOW UNIVERSE (6692) 200047781 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	01/09/24 CK# 148106 10-42-222-2	\$63.72 63.72
GODDARD, LESLIE (4739) 04192024 VOLUNTEERS	01/09/24 CK# 148086 10-43-305-0	\$400.00 400.00
GOLDBERG JULIE B. (6565) 01212024 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148087 10-42-230-3	\$600.00 600.00
GORDON ELECTRIC (6380) 12272023 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	01/09/24 CK# 148104 10-43-380-0	\$919.84 919.84
GRAINGER (1449) 9881218029 ELECTRICAL SUPPLIES/BULBS 9895743236 ELECTRICAL SUPPLIES/BULBS 9924263578 JANITORIAL SUPPLIES 9933918725 BUILDING & GROUNDS SUPPLIES 9937368059 JANITORIAL SUPPLIES 9938745917 BUILDING & GROUNDS SUPPLIES 9940830756 BUILDING & GROUNDS SUPPLIES 9943201542 ELECTRICAL SUPPLIES/BULBS 9946629202 ELECTRICAL SUPPLIES/BULBS	01/09/24 CK# 148088 10-43-380-0 10-43-380-0 10-43-370-0 60-43-320-0 10-43-370-0 60-43-320-0 60-43-320-0 60-43-320-0 10-43-380-0 10-43-380-0	\$382.67 253.90 -253.90 32.52 199.26 85.06 35.48 22.36 5.37 2.62

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GRASSHOPPER (6074) 122023 CC PYMT (6415) FOR OFFICE SUPPLIES/COMPUTER	01/09/24 CK# 148100 10-43-300-2	\$20.32 20.32
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390) 6814 REPAIR/MAINT. OF GROUNDS 6814 REPAIR/MAINT. OF GRDS: RAKOW	01/09/24 CK# 148089 60-42-210-0 60-42-210-5	\$9,645.00 7,395.00 2,250.00
GUTIERREZ FERNANDO M. (6468) 9 DIGITAL LIT CLASSES BILINGUAL	01/09/24 CK# 148090 10-42-230-7	\$340.00 340.00
HELM SERVICE (5979) CHI146883C REPAIR/MAINT. OF HVAC CHI146902C REPAIR/MAINT. HVAC: SOUTH ELGIN CHI146903C REPAIR/MAINT. HVAC: RAKOW CHI146904C REPAIR/MAINT. OF HVAC CHI146905C REPAIR/MAINT. HVAC: RAKOW CHI194523 REPAIR/MAINT. HVAC: RAKOW	01/09/24 CK# 148091 60-42-220-0 60-42-220-7 60-42-220-5 60-42-220-0 60-42-220-5 60-42-220-5	\$12,863.67 3,683.67 208.92 253.33 1,959.00 338.75 6,420.00
HOBBY LOBBY (6133) 8970 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: YOUTH	01/09/24 CK# 148100 10-43-330-1	\$10.01 10.01
HODGE KIRK (6386) 01012024 STORAGE/MOVING	01/09/24 CK# 148092 10-42-209-0	\$650.00 650.00
HOME DEPOT CREDIT SERVICES (1617) 5011102 BUILDING & GROUNDS SUPPLIES 8011632 BUILDING & GROUNDS SUPPLIES	01/09/24 CK# 148093 60-43-320-0 60-43-320-0	\$66.39 13.98 52.41
HOME DEPOT PRO (5856) 780266813 JANITORIAL SUPPLIES 781350236 JANITORIAL SUPPLIES 781524582 JANITORIAL SUPPLIES	01/09/24 CK# 148094 10-43-370-0 10-43-370-0 10-43-370-0	\$366.86 215.60 95.36 55.90
HR WEEKLY (6629) 12182023 CC PYMT (6415) FOR PERIODICALS	01/09/24 CK# 148100 10-44-410-0	\$99.00 99.00
HUFFMAN, DEBORAH (1650) 92023 CONSULT. & PROF. FEES:OTHER	01/09/24 CK# 148095 10-42-225-2	\$180.00 180.00
HUIZAR, SHARI MATTHEWS (5993) 12212023 PUBLIC PROGRAMMING:HISPANIC SVCS	01/09/24 CK# 148096 10-42-230-1	\$50.00 50.00
INFORMATION TODAY INC. (1731) 161831 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	01/09/24 CK# 148100 10-42-290-3	-\$589.00 -589.00
INNOVATIVE INTERFACES, INC. (1737) INV-INC36209 COMPUTER CATALOG SERVICE	01/09/24 CK# 148097 10-42-260-0	\$51.00 51.00
J.M. IRRIGATION, INC. (1817) 60603E REPAIR/MAINT. OF BUILDING	01/09/24 CK# 148098 60-42-200-0	\$168.70 168.70
JAMF SOFTWARE, LLC (5811) 100849785 CC PYMT (6416) FOR COMPUTER MAINTENANCE	01/09/24 CK# 148101 10-42-255-2	\$508.00 508.00
KANOPY LLC (5682) 381004-PPU ELECTRONIC RESOURCES: STREAMING	01/09/24 CK# 148099 10-44-435-3	\$868.00 868.00
KELLENBERGER ELECTRIC INC. (1880) 31152-01 REPAIR/MAINT. OF BUILDING	01/09/24 CK# 148111 60-42-200-0	\$2,835.00 2,835.00
KIWANIS CLUB OF ELGIN (3793) 8283 DUES & MEMBERSHIPS	01/09/24 CK# 148112 10-42-280-0	\$50.00 50.00
KNICKERBOCKER ROOFING (4533) 20118439 REPAIR/MAINT. OF BUILDING	01/09/24 CK# 148113 60-42-200-0	\$706.19 706.19

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LAKESHORE LEARNING MATERIALS (1957) 107558122823 TOYS & KITS: COMM SERVICES	01/09/24 CK# 148114 10-44-420-3	\$419.00 419.00
LASER PRO CO., INC. (1983) 135596 OFFICE SUPPLIES/COMPUTER	01/09/24 CK# 148115 10-43-300-2	\$80.00 80.00
LIBERIA VOLTER (6690) 4980 CC PYMT (6417) FOR BOOKS/YOUTH	01/09/24 CK# 148102 10-44-400-2	\$92.63 92.63
LIBRARIES FIRST (4620) 8683 ELECTRONIC RESOURCES: DATABASES	01/09/24 CK# 148116 10-44-435-0	\$1,280.00 1,280.00
LIBRARYWORKS, INC. (6021) 12132023 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	01/09/24 CK# 148100 10-42-290-1	\$49.00 49.00
LIEFDE BAKERY LLC (6689) 12142023 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148117 10-42-230-3	\$200.00 200.00
MAILGUN TECHNOLOGIES, INC (6058) 54324050 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	01/09/24 CK# 148105 10-42-255-3	\$80.00 80.00
MAJESTIC DISTRIBUTING COMPANY, INC. (5025) 118832-1 REPAIR/MAINT. OF BUILDING	01/09/24 CK# 148118 60-42-200-0	\$1,108.81 1,108.81
MARTINEZ MIGUEL (6174) 01062024 PUBLIC PROGRAMMING:HISPANIC SVCS	01/09/24 CK# 148119 10-42-230-1	\$50.00 50.00
MARTINEZ, BETTY 2 (4305) 12132023 PUBLIC PROGRAMMING:HISPANIC SVCS	01/09/24 CK# 148120 10-42-230-1	\$100.00 100.00
MATTERHACKERS (6697) 9837003 CC PYMT (6415) FOR AUDIO-VISUAL EQUIPMENT 9837003 TAX CC PYMT (6415) FOR AUDIO-VISUAL EQUIPMENT	01/09/24 CK# 148100 10-45-530-0 10-45-530-0	\$52.00 56.42 -4.42
MENARDS (2224) 199529 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES 342453 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES 343481 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	01/09/24 CK# 148104 60-43-320-0 60-43-320-0 60-43-320-0	\$159.03 73.96 23.73 61.34
MIDAMERICA ENERGY SERVICES, LLC (6048) 11962939 NATURAL GAS 11970569 ELECTRICITY: SOUTH ELGIN 11975422 ELECTRICITY: RAKOW	01/09/24 CK# 148121 10-42-200-0 10-42-201-7 10-42-201-5	\$22,343.99 19,485.19 331.48 2,527.32
MIDWEST TAPE (2256) 504718235 MATERIAL PROCESSING SERVICES 504718236 MATERIAL PROCESSING SERVICES 504718237 MATERIAL PROCESSING SERVICES 504736848 AUDIO-VISUAL/ADULT 504736848 AUDIO-VISUAL/YOUTH 504736848 AUDIO-VISUAL/ADULT: BRANCH 504736848 AUDIO-VISUAL/YOUTH: BRANCH 504743130 AUDIO-VISUAL/ADULT 504743131 AUDIO-VISUAL/ADULT 504743133 AUDIO-VISUAL/ADULT 504743133 AUDIO-VISUAL/YOUTH 504743134 AUDIO-VISUAL/ADULT 504743135 AUDIO-VISUAL/YOUTH 504743136 AUDIO-VISUAL/ADULT 504743137 AUDIO-VISUAL/YOUTH 504743138 AUDIO-VISUAL/ADULT: BRANCH 504743139 AUDIO-VISUAL/ADULT: BRANCH	01/09/24 CK# 148122 10-42-265-0 10-42-265-0 10-42-265-0 10-44-420-1 10-44-420-2 10-44-420-5 10-44-420-6 10-44-420-1 10-44-420-1 10-44-420-1 10-44-420-2 10-44-420-1 10-44-420-2 10-44-420-1 10-44-420-1 10-44-420-2 10-44-420-5 10-44-420-5	\$6,985.92 135.80 515.27 35.10 329.86 495.56 187.42 236.16 169.96 19.48 268.42 66.70 112.47 171.97 34.49 114.69 107.96 167.17

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST TAPE (2256) CONTINUED ...		
504759016 AUDIO-VISUAL/ADULT	10-44-420-1	848.59
504759016 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	481.26
504777333 AUDIO-VISUAL/ADULT	10-44-420-1	447.61
504777334 AUDIO-VISUAL/ADULT	10-44-420-1	84.98
504777335 AUDIO-VISUAL/ADULT	10-44-420-1	13.49
504777337 AUDIO-VISUAL/YOUTH	10-44-420-2	40.47
504777338 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	170.89
504777339 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	41.23
504787697 AUDIO-VISUAL/ADULT	10-44-420-1	103.47
504787697 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	35.98
504787697 CR AUDIO-VISUAL/ADULT	10-44-420-1	-67.49
504807437 AUDIO-VISUAL/ADULT	10-44-420-1	149.96
504807438 AUDIO-VISUAL/ADULT	10-44-420-1	341.93
504807439 AUDIO-VISUAL/ADULT	10-44-420-1	26.98
504813070 AUDIO-VISUAL/ADULT	10-44-420-1	234.97
504813071 AUDIO-VISUAL/ADULT	10-44-420-1	78.74
504813072 AUDIO-VISUAL/ADULT	10-44-420-1	19.48
504813074 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	22.49
504818619 AUDIO-VISUAL/ADULT	10-44-420-1	278.87
504818619 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	162.67
504837463 AUDIO-VISUAL/ADULT	10-44-420-1	39.99
504837464 AUDIO-VISUAL/ADULT	10-44-420-1	119.96
504837465 AUDIO-VISUAL/ADULT	10-44-420-1	11.99
504837467 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	83.95
504837468 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	44.98
MOBILE BEACON (5646)	01/09/24 CK# 148110	\$4,360.00
165978 CC PYMT (6427) FOR AUDIO-VISUAL/ADULT	10-44-420-1	3,640.00
212-0746 CC PYMT (6427) FOR AUDIO-VISUAL/ADULT	10-44-420-1	720.00
MOFFETT, ROBERT (4526)	01/09/24 CK# 148123	\$402.30
12202023 CONFERENCES: ALL EXPENSES	10-42-290-3	402.30
NICHOLS-YEHLING, MICHELLE (4951)	01/09/24 CK# 148124	\$150.00
01252024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
NOTHING BUT TREBLE (6696)	01/09/24 CK# 148125	\$150.00
01142024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
ORIENTAL TRADING CO., INC. (2563)	01/09/24 CK# 148100	\$155.70
728969187 CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	155.70
OTIS ELEVATOR COMPANY (4788)	01/09/24 CK# 148126	\$27,700.28
100401392986 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,187.78
CY17771001 CAPITAL IMPROVEMENTS	10-49-900-0	26,512.50
OVERDRIVE, INC. (4535)	01/09/24 CK# 148127	\$2,910.43
01018MA23465792 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	2,910.43
PADDOCK PUBLICATIONS, INC. (5264)	01/09/24 CK# 148128	\$34.50
274294 LEGAL PUBLICATIONS	10-42-220-2	34.50
PAVLIKOVA MARKETA (6695)	01/09/24 CK# 148129	\$70.00
01062024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	70.00
PAYPAL, INC (6059)	01/09/24 CK# 148105	\$19.95
140140092 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	19.95

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PETTY CASH - SARA JOHNSON (4777)	01/09/24 CK# 148130	\$457.90
122023 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	17.35
122023 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	230.09
122023 ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	22.68
122023 ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	7.50
122023 FOOD & BEVERAGE: ADMIN	10-43-360-0	11.68
122023 FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	48.95
122023 FOOD & BEVERAGE: PRAD	10-43-360-3	23.85
122023 BOOKS/YOUTH	10-44-400-2	47.64
122023 TOYS & KITS: KIDSPACE	10-44-440-0	48.16
PITNEY BOWES INC. (4048)	01/09/24 CK# 148131	\$269.70
1024418802 POSTAGE & SHIPPING	10-42-210-0	269.70
PLAYAWAY/FINDAWAY WORLD, LLC (4273)	01/09/24 CK# 148132	\$757.96
449681 AUDIO-VISUAL/YOUTH	10-44-420-2	595.54
449681 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	162.42
POSKMARK (6691)	01/09/24 CK# 148103	\$49.89
4760D68 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	49.89
RBW STRATEGY (6542)	01/09/24 CK# 148133	\$6,500.00
GLBC DEC23 CONSULT. & PROF. FEES:OTHER	10-42-225-2	6,500.00
RMC IMAGING INC. (4033)	01/09/24 CK# 148134	\$765.00
2907 COPIER/VIEWSCAN MAINTENANCE	10-42-245-2	765.00
ROTARY CLUB OF ELGIN (3757)	01/09/24 CK# 148135	\$225.00
0161 DUES & MEMBERSHIPS	10-42-280-0	225.00
RULYS RENTALS LLC (6573)	01/09/24 CK# 148136	\$100.00
04282024 DEP PUBLIC PROGRAMMING:YOUTH	10-42-230-2	100.00
SAM'S CLUB DIRECT (5057)	01/09/24 CK# 148137	\$470.66
00000 GTRZRN PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	76.27
00000 GTRZRN FOOD & BEVERAGE: OTHER	10-43-360-6	53.29
000259 GTRYFB PUBLIC PROGRAMMING:YOUTH	10-42-230-2	19.98
004213 GTRTWK FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	149.26
007599 GTSZAG FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	28.60
008165 GTQWDV FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	80.86
008611 GTQTEM FOOD & BEVERAGE: OTHER	10-43-360-6	7.98
008612 GTQTEN FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	29.96
009524 GTRNXH FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	24.46
SCRIBBLEBOOKS COMPANY (4912)	01/09/24 CK# 148138	\$475.00
01152024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	475.00
SETON IDENTIFICATION PRODUCTS (5619)	01/09/24 CK# 148104	\$25.40
9354835076 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	25.40
SHOWCASES (3071)	01/09/24 CK# 148139	\$35.60
327857 MATERIALS PROCESSING SUPPLIES	10-43-310-0	35.60
SIGNS DIRECT (6693)	01/09/24 CK# 148108	\$184.36
206857 CC PYMT (6424) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	184.36
SKILLPATH SEMINARS (4250)	01/09/24 CK# 148100	\$318.00
12212023 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	318.00
SKIRMONT MECHANICAL CONTRACTORS, INC. (3101)	01/09/24 CK# 148140	\$685.00
47059 REPAIR/MAINT. OF BUILDING	60-42-200-0	685.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 01/04/24

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RUN TIME: 12:09PM

BILLS PAID REPORT FOR JANUARY, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SPOTIFY (6086) 122023 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	01/09/24 CK# 148102 10-42-230-2	\$16.99 16.99
STAPLES BUSINESS CREDIT (3180) 7621453926 DUPLICATING: PAPER/COPY SHOP SUPPL	01/09/24 CK# 148141 10-43-320-0	\$1,252.19 1,252.19
TARGET (6108) 53234 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	01/09/24 CK# 148108 10-42-270-0	\$62.98 62.98
TARGET (6108) 161382 CC PYMT (6427) FOR BOOKS/ADULT	01/09/24 CK# 148110 10-44-400-1	\$73.37 73.37
TEACHERS PAY TEACHERS (6257) 251203151 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	01/09/24 CK# 148102 10-42-230-2	\$5.00 5.00
UDEMY (6170) 12182023 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEEES	01/09/24 CK# 148100 10-42-290-1	\$14.99 14.99
UDEMY (6170) 12192023 KP CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEEES 12192023 MV CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEEES	01/09/24 CK# 148107 10-42-290-1 10-42-290-1	\$39.98 19.99 19.99
ULINE (4778) 171863516 MATERIALS PROCESSING SUPPLIES	01/09/24 CK# 148142 10-43-310-0	\$295.78 295.78
ULTIMATE TRUCK WASH (6106) 28327 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	01/09/24 CK# 148108 10-42-270-0	\$110.00 110.00
UNIVERSITY OF ILLINOIS EXTENSION KANE (5273) 01112024 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/09/24 CK# 148143 10-42-230-3	\$150.00 150.00
VISION SERVICE PLAN (2257) 819425332 HEALTH, DENTAL & VISION INSURANCE	01/09/24 CK# 148144 10-41-110-0	\$2,328.78 2,328.78
VOLGISTICS (6071) 474124 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	01/09/24 CK# 148100 10-42-255-1	\$70.00 70.00
WEX BANK (5012) 94206588 FUEL/GASOLINE: OTHER 94206588 FUEL/GASOLINE: MOBILE SERVICES	01/09/24 CK# 148145 10-43-350-0 10-43-350-1	\$552.05 220.83 331.22
ZAZZLE (6164) 5265640 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	01/09/24 CK# 148103 10-42-222-2	\$15.74 15.74
ZIEGLER'S ACE HARDWARE (111) 170228/A JANITORIAL SUPPLIES 170229/A JANITORIAL SUPPLIES 170525/A BUILDING & GROUNDS SUPPLIES 170574/A BUILDING & GROUNDS SUPPLIES 170623/A BUILDING & GROUNDS SUPPLIES 170657/A BUILDING & GROUNDS SUPPLIES 170665/A BUILDING & GROUNDS SUPPLIES 170721/A BUILDING & GROUNDS SUPPLIES	01/09/24 CK# 148146 10-43-370-0 10-43-370-0 60-43-320-0 60-43-320-0 60-43-320-0 60-43-320-0 60-43-320-0 60-43-320-0	\$69.06 13.99 -13.99 2.79 13.18 13.98 14.17 9.99 14.95

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS PAID REPORT FOR JANUARY, 2024

RUN DATE: 01/04/24

SUMMARY ALL FUNDS

RUN TIME: 12:09PM

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	167,719.76	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	821.75	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	32,418.81	*
TOTAL ALL FUNDS			200,960.32	**

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	695,785.37	6,143,794.87	38.31	16,037,100	9,893,305.13
10-31	REPLACEMENT TAXES	0.00	162,020.35	43.39	373,400	211,379.65
10-32	INTEREST EARNED	48,492.88	243,655.88	133.88	182,000	-61,655.88
10-33	FINES AND FEES	18,595.44	88,434.41	45.12	196,000	107,565.59
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,600	1,600.00
10-35	DEVELOPER FEES	7,536.95	16,123.57	20.15	80,000	63,876.43
10-36	GRANTS	0.00	221,112.83	88.45	250,000	28,887.17
10-39	MISCELLANEOUS	4,192.00	29,514.74	26.73	110,400	80,885.26
**TOTAL	GENERAL FUND	774,602.64	6,904,656.65	40.07	17,230,500	10,325,843.35
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	37,623.64	332,962.54	38.33	868,600	535,637.46
20-31	REPLACEMENT TAXES	0.00	5,754.67	49.61	11,600	5,845.33
**TOTAL	I.M.R.F. FUND	37,623.64	338,717.21	38.48	880,200	541,482.79
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	30,950.42	273,466.26	38.23	715,300	441,833.74
**TOTAL	SOCIAL SECURITY FUND	30,950.42	273,466.26	38.23	715,300	441,833.74
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	704.20	6,272.17	38.48	16,300	10,027.83
**TOTAL	AUDIT FUND	704.20	6,272.17	38.48	16,300	10,027.83
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	12,978.29	113,277.54	38.22	296,400	183,122.46
**TOTAL	LIABILITY INS. FUND	12,978.29	113,277.54	38.22	296,400	183,122.46
<u>BUILDING &amp; EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	32,504.06	292,211.43	38.13	766,300	474,088.57
**TOTAL	BUILDING & EQUIPMENT FUND	32,504.06	292,211.43	38.13	766,300	474,088.57
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	3,240.07	14,986.68	149.87	10,000	-4,986.68
**TOTAL	BUILDING RESERVE FUND	3,240.07	14,986.68	149.87	10,000	-4,986.68
<u>BRANCH BUILDING PROJECT FUND</u>						
95-32	INTEREST EARNED	0.00	0.00	0.00	175,000	175,000.00
95-37	GRANTS RECEIVED	0.00	0.00	0.00	2,391,500	2,391,500.00
**TOTAL	BRANCH BUILDING PROJECT FUND	0.00	0.00	0.00	2,566,500	2,566,500.00
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	0.00	6,038.00	6.04	100,000	93,962.00
**TOTAL	GIFT FUND	0.00	6,038.00	6.04	100,000	93,962.00
GRAND TOTAL		892,603.32	7,949,625.94	35.20	22,581,500	14,631,874.06

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	774,602.64	6,904,656.65	40.07	17,230,500	10,325,843.35
20	I.M.R.F	37,623.64	338,717.21	38.48	880,200	541,482.79
30	SOCIAL SECURITY	30,950.42	273,466.26	38.23	715,300	441,833.74
40	AUDIT	704.20	6,272.17	38.48	16,300	10,027.83
50	LIABILITY INS.	12,978.29	113,277.54	38.22	296,400	183,122.46
60	BUILDING & EQUIPMENT	32,504.06	292,211.43	38.13	766,300	474,088.57
90	SPECIAL/BUILDING RESERVE	3,240.07	14,986.68	149.87	10,000	-4,986.68
95	BRANCH BULIDING PROJECT	0.00	0.00	0.00	2,566,500	2,566,500.00
98	GIFT	0.00	6,038.00	6.04	100,000	93,962.00
	TOTALS ALL FUNDS	892,603.32	7,949,625.94	35.20	22,581,500	14,631,874.06

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>GENERAL FUND</u>								
<u>SALARIES &amp; BENEFITS</u>								
10-41-100-0	SALARIES & WAGES/ADMINISTRATION	139,690.71	699,241.83	40.54	1,725,000	1,025,758.17	36.80	1,900,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	305,198.87	1,536,981.56	40.61	3,785,000	2,248,018.44	36.86	4,170,200
10-41-102-0	SALARIES & WAGES/SUPPORT	303,325.00	1,452,360.70	39.31	3,695,000	2,242,639.30	35.68	4,071,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	29,294.45	148,689.44	36.71	405,000	256,310.56	33.28	446,800
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	83,582.81	491,908.57	39.83	1,235,000	743,091.43	32.79	1,500,000
10-41-111-0	LIFE INSURANCE	813.04	4,816.69	49.15	9,800	4,983.31	40.14	12,000
*TOTAL	SALARIES & BENEFITS	861,904.88	4,333,998.79	39.93	10,854,800	6,520,801.21	35.82	12,100,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	6,921.87	22,774.63	28.47	80,000	57,225.37	23.24	98,000
10-42-200-5	NATURAL GAS: RAKOW	175.01	343.12	7.98	4,300	3,956.88	6.60	5,200
10-42-200-7	NATURAL GAS: SOUTH ELGIN	464.86	875.93	20.86	4,200	3,324.07	17.18	5,100
10-42-201-0	ELECTRICITY	25,693.35	115,365.36	46.15	250,000	134,634.64	38.20	302,000
10-42-201-5	ELECTRICITY: RAKOW	1,883.02	8,549.96	24.43	35,000	26,450.04	19.88	43,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	108.46	1,731.38	33.30	5,200	3,468.62	27.48	6,300
10-42-202-0	WATER & SEWER	1,592.14	7,711.63	40.59	19,000	11,288.37	33.53	23,000
10-42-202-5	WATER & SEWER: RAKOW	487.89	1,941.64	38.83	5,000	3,058.36	32.36	6,000
10-42-202-7	WATER & SEWER: SOUTH ELGIN	211.06	1,568.87	65.37	2,400	831.13	54.10	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	1,923.61	9,373.04	12.80	73,200	63,826.96	10.53	89,000
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	1,093.50	2,985.88	21.79	13,700	10,714.12	18.10	16,500
10-42-203-4	TELEPHONE: MOBILE	107.66	2,055.24	21.63	9,500	7,444.76	17.13	12,000
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	15,072.30	41.64	36,200	21,127.70	33.49	45,000
10-42-204-5	REAL ESTATE TAXES	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
10-42-205-0	BANKING FEES	1,190.74	5,958.26	47.29	12,600	6,641.74	37.24	16,000
10-42-206-0	DEBT CERT PRINCIPAL	125,000.00	125,000.00	100.00	125,000	0.00	95.42	131,000
10-42-206-5	DEBT CERT INTEREST	6,955.88	6,955.88	56.10	12,400	5,444.12	49.68	14,000
10-42-209-0	STORAGE/MOVING	650.00	4,414.00	52.55	8,400	3,986.00	43.70	10,100
10-42-210-0	POSTAGE & SHIPPING	-124.50	5,049.22	31.56	16,000	10,950.78	25.25	20,000
10-42-215-0	COLLECTION AGENCY	1,585.85	5,660.56	47.17	12,000	6,339.44	37.74	15,000
10-42-220-2	LEGAL PUBLICATIONS	685.40	1,822.17	91.11	2,000	177.83	72.89	2,500
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	12,687.00	46,501.00	29.06	160,000	113,499.00	24.22	192,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	2,095.76	8,605.65	32.47	26,500	17,894.35	26.89	32,000
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	661.50	9,171.00	61.14	15,000	5,829.00	50.95	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	8,027.50	22,565.50	15.04	150,000	127,434.50	12.54	180,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	2,105.60	5,587.75	50.80	11,000	5,412.25	39.91	14,000
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	1,567.09	6,213.91	29.59	21,000	14,786.09	23.90	26,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	2,391.54	13,088.70	30.44	43,000	29,911.30	25.27	51,800
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	0.00	606.39	30.32	2,000	1,393.61	25.27	2,400
10-42-230-5	DIGITAL LITERACY CLASSES	0.00	1,700.00	34.00	5,000	3,300.00	28.33	6,000
10-42-230-6	PUBLIC PROGRAMMING: STUDIO/INFO SVC	52.41	151.43	12.62	1,200	1,048.57	8.91	1,700
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	510.00	1,190.00	21.64	5,500	4,310.00	17.76	6,700
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	0.00	750.00	10.00	7,500	6,750.00	7.73	9,700
10-42-235-0	GENERAL CLEANING SERVICE	12,303.00	76,099.68	41.58	183,000	106,900.32	34.28	222,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	2,790.00	14,840.00	31.18	47,600	32,760.00	24.73	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	2,090.00	10,570.00	22.21	47,600	37,030.00	17.62	60,000
10-42-240-0	PRINTING: OUTSIDE	0.00	1,117.63	11.76	9,500	8,382.37	9.31	12,000
10-42-245-0	COPIER LEASES	1,263.12	5,002.90	41.35	12,100	7,097.10	33.80	14,800
10-42-245-1	COPIER LEASES: PRAD	1,642.00	8,210.00	41.46	19,800	11,590.00	34.21	24,000
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	247.62	3,258.94	14.48	22,500	19,241.06	12.07	27,000
10-42-245-3	COPIER MAINTENANCE: PRAD	2,910.98	5,616.87	26.62	21,100	15,483.13	22.11	25,400
10-42-250-0	BINDING	167.14	706.73	47.12	1,500	793.27	35.34	2,000
10-42-255-1	ONLINE COMPUTER SERVICES	12,652.65	38,792.05	41.76	92,900	54,107.95	33.73	115,000
10-42-255-2	COMPUTER MAINTENANCE	43,073.60	125,433.94	43.25	290,000	164,566.06	35.84	350,000
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	254.14	29,290.71	48.25	60,700	31,409.29	39.05	75,000

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VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	0.00	28,841.99	18.27	157,900	129,058.01	15.18	190,000
10-42-260-0	COMPUTER CATALOG SERVICE	63.00	30,046.60	97.55	30,800	753.40	77.04	39,000
10-42-265-0	MATERIAL PROCESSING SERVICES	8,768.93	69,656.38	58.05	120,000	50,343.62	47.07	148,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	2,570.99	7,897.51	39.49	20,000	12,102.49	30.38	26,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	822.42	3,533.00	35.33	10,000	6,467.00	25.24	14,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	1,178.82	2,336.96	49.72	4,700	2,363.04	41.00	5,700
10-42-270-3	SMALL EQUIP MAINT: A-V	130.00	260.00	11.30	2,300	2,040.00	9.29	2,800
10-42-275-0	PAYROLL PROCESSING	3,270.50	16,610.66	39.83	41,700	25,089.34	32.57	51,000
10-42-280-0	DUES & MEMBERSHIPS	2,091.00	11,302.00	56.51	20,000	8,698.00	47.09	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	2,215.10	8,197.19	20.49	40,000	31,802.81	17.08	48,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	575.53	1,421.31	17.77	8,000	6,578.69	14.21	10,000
10-42-290-3	CONFERENCES: ALL EXPENSES	7,136.36	11,529.34	20.96	55,000	43,470.66	16.95	68,000
10-42-290-4	CONTINUING ED: TAP	0.00	0.00	0.00	10,500	10,500.00	0.00	14,000
10-42-290-5	TELECOMMUTING EXPENSES	0.00	240.00	12.00	2,000	1,760.00	10.00	2,400
10-42-299-0	CONTINGENCY	20.00	819.05	16.38	5,000	4,180.95	13.65	6,000
*TOTAL	CONTRACTUAL SERVICES	317,955.56	972,971.84	38.69	2,515,000	1,542,028.16	31.95	3,045,000
	<u>SUPPLIES</u>							
10-43-300-1	OFFICE SUPPLIES/GENERAL	478.19	3,204.97	32.05	10,000	6,795.03	27.87	11,500
10-43-300-2	OFFICE SUPPLIES/COMPUTER	1,173.28	11,137.02	33.55	33,200	22,062.98	28.56	39,000
10-43-300-5	DIGITAL SERVICES MERCHANDISE	79.80	274.74	27.47	1,000	725.26	24.98	1,100
10-43-301-0	SUPPLIES: WORK APPAREL	1,036.90	3,725.87	57.32	6,500	2,774.13	49.02	7,600
10-43-305-0	VOLUNTEERS	16.87	64.14	0.99	6,500	6,435.86	0.84	7,600
10-43-310-0	MATERIALS PROCESSING SUPPLIES	1,013.30	5,299.55	28.49	18,600	13,300.45	24.09	22,000
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,579.99	4,028.68	27.78	14,500	10,471.32	23.70	17,000
10-43-330-0	GRAPHICS SUPPLIES	277.31	3,391.47	33.25	10,200	6,808.53	28.26	12,000
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	205.09	1,201.39	30.03	4,000	2,798.61	25.56	4,700
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	14.37	111.46	4.85	2,300	2,188.54	4.05	2,750
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	0.00	940.22	44.77	2,100	1,159.78	38.38	2,450
10-43-335-0	EXHIBITS AND DISPLAYS	2,904.57	7,910.83	26.37	30,000	22,089.17	22.47	35,200
10-43-340-0	ANIMAL CARE & FEEDING	355.00	1,775.00	41.28	4,300	2,525.00	35.50	5,000
10-43-350-0	FUEL/GASOLINE: OTHER	420.34	1,443.21	24.05	6,000	4,556.79	20.33	7,100
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	403.11	1,517.06	18.96	8,000	6,482.94	16.14	9,400
10-43-360-0	FOOD & BEVERAGE: ADMIN	279.25	497.59	7.32	6,800	6,302.41	6.22	8,000
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	60.97	436.11	16.15	2,700	2,263.89	14.07	3,100
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	216.38	517.55	21.56	2,400	1,882.45	19.17	2,700
10-43-360-3	FOOD & BEVERAGE: PRAD	0.00	239.72	47.94	500	260.28	43.59	550
10-43-360-5	FOOD & BEVERAGE: ACCESS	0.00	0.00	0.00	300	300.00	0.00	350
10-43-360-6	FOOD & BEVERAGE: OTHER	39.98	222.21	8.89	2,500	2,277.79	7.94	2,800
10-43-370-0	JANITORIAL SUPPLIES	8,243.01	35,801.74	42.62	84,000	48,198.26	35.52	100,800
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	129.82	1,623.76	16.24	10,000	8,376.24	14.12	11,500
10-43-399-0	MISCELLANEOUS	99.95	299.95	6.00	5,000	4,700.05	5.17	5,800
*TOTAL	SUPPLIES	19,027.48	85,664.24	31.56	271,400	185,735.76	26.77	320,000
	<u>MATERIALS</u>							
10-44-400-0	BOOKS: LEASING	0.00	98,125.47	99.12	99,000	874.53	83.16	118,000
10-44-400-1	BOOKS/ADULT	15,005.02	51,031.85	34.95	146,000	94,968.15	29.24	174,500
10-44-400-2	BOOKS/YOUTH	8,363.99	28,381.40	30.85	92,000	63,618.60	25.80	110,000
10-44-400-4	IN-HOUSE REFERENCE	0.00	359.71	27.67	1,300	940.29	23.98	1,500
10-44-400-5	BOOKS/ADULT: BRANCH	4,028.25	11,199.40	37.33	30,000	18,800.60	31.55	35,500
10-44-400-6	BOOKS/YOUTH: BRANCH	1,374.30	5,788.64	30.47	19,000	13,211.36	25.84	22,400
10-44-410-0	PERIODICALS	674.53	2,766.01	19.08	14,500	11,733.99	16.27	17,000
10-44-410-5	PERIODICALS: BRANCH	134.99	1,121.07	22.42	5,000	3,878.93	19.33	5,800
10-44-420-1	AUDIO-VISUAL/ADULT	8,171.49	25,360.88	25.11	101,000	75,639.12	21.31	119,000
10-44-420-2	AUDIO-VISUAL/YOUTH	728.83	3,490.73	23.27	15,000	11,509.27	20.53	17,000
10-44-420-3	TOYS & KITS: COMM SERVICES	225.95	625.25	28.42	2,200	1,574.75	25.01	2,500

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-44-420-5	AUDIO-VISUAL/ADULT: BRANCH	3,569.21	8,949.46	30.86	29,000	20,050.54	27.12	33,000
10-44-420-6	AUDIO-VISUAL/YOUTH: BRANCH	74.99	1,286.82	19.80	6,500	5,213.18	17.16	7,500
10-44-430-0	DIGITIZATION AND PRESERVATION	3,520.00	4,031.20	23.71	17,000	12,968.80	20.16	20,000
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	38,979.72	130,164.45	86.78	150,000	19,835.55	73.13	178,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	2,765.00	20,245.87	80.98	25,000	4,754.13	69.81	29,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS	32,126.69	71,597.76	34.09	210,000	138,402.24	28.64	250,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	21,478.01	102,733.60	47.78	215,000	112,266.40	40.77	252,000
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	0.00	45,064.57	84.87	53,100	8,035.43	72.68	62,000
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	0.00	2,310.12	7.73	29,900	27,589.88	6.79	34,000
10-44-440-0	TOYS & KITS: KIDSPACE	395.78	1,543.13	17.15	9,000	7,456.87	14.42	10,700
10-44-440-1	GAMES: STUDIO	0.00	0.00	0.00	500	500.00	0.00	600
*TOTAL	MATERIALS	141,616.75	616,177.39	48.52	1,270,000	653,822.61	41.08	1,500,000
<u>EQUIPMENT</u>								
10-45-500-0	COMPUTER EQUIPMENT	69,032.08	108,848.07	46.76	232,800	123,951.93	39.01	279,000
10-45-510-0	FURNITURE AND FIXTURES	7,456.50	10,696.92	5.35	200,000	189,303.08	4.46	239,700
10-45-520-0	OFFICE EQUIPMENT	0.00	5,910.07	29.26	20,200	14,289.93	24.63	24,000
10-45-530-0	AUDIO-VISUAL EQUIPMENT	127.89	1,043.90	5.17	20,200	19,156.10	4.35	24,000
10-45-540-0	SMALL LIBRARY EQUIPMENT	472.13	1,059.14	17.36	6,100	5,040.86	14.51	7,300
10-45-599-0	CONTINGENCY	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
*TOTAL	EQUIPMENT	77,088.60	127,558.10	26.34	484,300	356,741.90	21.99	580,000
<u>CAPITAL IMPROVEMENTS</u>								
10-49-900-0	CAPITAL IMPROVEMENTS	69.99	7,341.32	1.78	411,500	404,158.68	1.22	600,000
10-49-930-0	SE EXPANSION	0.00	4,355.73	0.33	1,321,500	1,317,144.27	0.24	1,820,000
10-49-940-0	HUD GRANT SE EXPEND	0.00	2,290.00	0.00	0	-2,290.00	0.00	0
*TOTAL	CAPITAL IMPROVEMENTS	69.99	13,987.05	0.81	1,733,000	1,719,012.95	0.58	2,420,000
**TOTAL	GENERAL FUND	1417,663.26	6,150,357.41	35.91	17,128,500	10,978,142.59	30.81	19,965,000
<u>I.M.R.F. FUND</u>								
<u>SALARIES &amp; BENEFITS</u>								
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	66,816.53	328,755.30	39.85	825,000	496,244.70	35.54	925,000
*TOTAL	SALARIES & BENEFITS	66,816.53	328,755.30	39.85	825,000	496,244.70	35.54	925,000
**TOTAL	I.M.R.F. FUND	66,816.53	328,755.30	39.85	825,000	496,244.70	35.54	925,000
<u>SOCIAL SECURITY FUND</u>								
<u>SALARIES &amp; BENEFITS</u>								
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	57,054.85	288,943.77	40.13	720,000	431,056.23	35.24	820,000
*TOTAL	SALARIES & BENEFITS	57,054.85	288,943.77	40.13	720,000	431,056.23	35.24	820,000
**TOTAL	SOCIAL SECURITY FUND	57,054.85	288,943.77	40.13	720,000	431,056.23	35.24	820,000
<u>AUDIT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
40-42-200-0	AUDIT EXPENSES	0.00	13,400.00	83.75	16,000	2,600.00	74.44	18,000
*TOTAL	CONTRACTUAL SERVICES	0.00	13,400.00	83.75	16,000	2,600.00	74.44	18,000
**TOTAL	AUDIT FUND	0.00	13,400.00	83.75	16,000	2,600.00	74.44	18,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>LIABILITY INS. FUND</u>								
<u>SALARIES &amp; BENEFITS</u>								
50-41-100-0	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00	32,000	32,000.00	0.00	38,500
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	0.00	4,077.38	25.48	16,000	11,922.62	21.24	19,200
*TOTAL	SALARIES & BENEFITS	0.00	4,077.38	8.49	48,000	43,922.62	7.07	57,700
<u>CONTRACTUAL SERVICES</u>								
50-42-200-0	GENERAL INSURANCE	0.00	50.00	0.04	140,000	139,950.00	0.03	171,500
50-42-210-0	RISK MANAGEMENT: FACILITIES	11,859.98	35,276.61	64.61	54,600	19,323.39	53.78	65,600
50-42-210-1	RISK MANAGEMENT: HR	126.00	5,048.00	42.78	11,800	6,752.00	35.55	14,200
50-42-210-2	RISK MANAGEMENT: PROJECTS	0.00	14,966.09	49.89	30,000	15,033.91	41.57	36,000
*TOTAL	CONTRACTUAL SERVICES	11,985.98	55,340.70	23.41	236,400	181,059.30	19.26	287,300
**TOTAL	LIABILITY INS. FUND	11,985.98	59,418.08	20.89	284,400	224,981.92	17.22	345,000
<u>BUILDING &amp; EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	10,701.17	83,697.02	42.49	197,000	113,302.98	35.46	236,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	4,320.94	13,744.59	37.76	36,400	22,655.41	31.52	43,600
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	120.00	1,410.00	14.10	10,000	8,590.00	11.85	11,900
60-42-210-0	REPAIR/MAINT. OF GROUNDS	10,713.76	66,012.15	41.26	160,000	93,987.85	34.42	191,800
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	2,760.00	27,940.00	48.59	57,500	29,560.00	40.61	68,800
60-42-210-7	REPAIR/MAINT. OF GRDS: SOUTH ELGIN	0.00	0.00	0.00	2,500	2,500.00	0.00	2,900
60-42-220-0	REPAIR/MAINT. OF HVAC	20,019.98	52,961.36	40.74	130,000	77,038.64	33.95	156,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	1,420.87	10,130.02	33.21	30,500	20,369.98	27.68	36,600
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	208.92	829.55	16.59	5,000	4,170.45	13.83	6,000
60-42-230-0	REPAIR/MAINT. OF OTHER MAINT. EQUIP	0.00	0.00	0.00	6,300	6,300.00	0.00	7,500
60-42-299-0	CONTINGENCY	0.00	13,954.00	27.91	50,000	36,046.00	23.26	60,000
*TOTAL	CONTRACTUAL SERVICES	50,265.64	270,678.69	39.50	685,200	414,521.31	32.97	821,100
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	3,157.04	12,093.82	52.35	23,100	11,006.18	43.66	27,700
60-43-320-5	BUILDING & GRNDS SUPPL: RAKOW	347.95	347.95	0.00	0	-347.95	0.00	0
60-43-340-0	CHEMICALS/WATER TREATMENT	0.00	0.00	0.00	1,500	1,500.00	0.00	1,800
60-43-370-0	SIGNAGE	0.00	402.16	7.59	5,300	4,897.84	6.38	6,300
60-43-399-0	MISCELLANEOUS	0.00	434.37	8.69	5,000	4,565.63	7.36	5,900
*TOTAL	SUPPLIES	3,504.99	13,278.30	38.05	34,900	21,621.70	31.84	41,700
<u>EQUIPMENT</u>								
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	0.00	2,892.76	57.86	5,000	2,107.24	48.21	6,000
60-45-510-0	FURNITURE & FIXTURES	0.00	1,097.80	0.00	0	-1,097.80	0.00	0
60-45-599-0	MISCELLANEOUS	0.00	618.90	61.89	1,000	381.10	51.58	1,200
*TOTAL	EQUIPMENT	0.00	4,609.46	76.82	6,000	1,390.54	64.02	7,200
**TOTAL	BUILDING & EQUIPMENT FUND	53,770.63	288,566.45	39.74	726,100	437,533.55	33.17	870,000
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	142.80	590.75	0.00	0	-590.75	0.00	0
*TOTAL	CONTRACTUAL SERVICES	142.80	590.75	0.00	0	-590.75	0.00	0
<u>CAPITAL IMPROVEMENTS</u>								
90-50-900-0	CAPITAL EXPENDITURES	0.00	0.00	0.00	500,000	500,000.00	0.00	710,400
*TOTAL	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	500,000	500,000.00	0.00	710,400
**TOTAL	BUILDING RESERVE FUND	142.80	590.75	0.12	500,000	499,409.25	0.08	710,400

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>BRANCH BUILDING PROJECT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
95-42-201-0	CONSTRUCTION EXPENSES	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
**TOTAL	BRANCH BUILDING PROJECT FUND	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
<u>GIFT FUND</u>								
<u>SUPPLIES</u>								
98-43-399-0	GIFT FUND EXPENSES	1,150.11	3,995.84	5.29	75,500	71,504.16	0.67	600,500
*TOTAL	SUPPLIES	1,150.11	3,995.84	5.29	75,500	71,504.16	0.67	600,500
**TOTAL	GIFT FUND	1,150.11	3,995.84	5.29	75,500	71,504.16	0.67	600,500
<u>FUND SUMMARY</u>								
10	GENERAL	1417,663.26	6,150,357.41	35.91	17,128,500	10,978,142.59	30.81	19,965,000
20	I.M.R.F	66,816.53	328,755.30	39.85	825,000	496,244.70	35.54	925,000
30	SOCIAL SECURITY	57,054.85	288,943.77	40.13	720,000	431,056.23	35.24	820,000
40	AUDIT	0.00	13,400.00	83.75	16,000	2,600.00	74.44	18,000
50	LIABILITY INS.	11,985.98	59,418.08	20.89	284,400	224,981.92	17.22	345,000
60	BUILDING & EQUIPMENT	53,770.63	288,566.45	39.74	726,100	437,533.55	33.17	870,000
90	SPECIAL/BUILDING RESERVE	142.80	590.75	0.12	500,000	499,409.25	0.08	710,400
95	BRANCH BUILDING PROJECT	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
98	GIFT	1,150.11	3,995.84	5.29	75,500	71,504.16	0.67	600,500
	TOTALS ALL FUNDS	1608,584.16	7,134,027.60	31.47	22,667,000	15,532,972.40	26.60	26,820,400

**GAIL BORDEN PUBLIC LIBRARY DISTRICT  
JANUARY 2024 BOARD MEETING**

<b>REVENUES</b>				
	<u>Working Budget</u>		<u>Actual</u>	
<b>Taxes</b>	\$ 19,085,000	\$	9,183,632	48.1%
<b>Fines and Fees</b>	\$ 196,000	\$	88,434	45.1%
<b>Misc Income</b>	\$ 294,000	\$	273,171	92.9%
<b>Developer Fees</b>	\$ 80,000	\$	16,124	20.2%
<b>Grants</b>	\$ 250,000	\$	221,113	88.4%
<b>Total Revenues</b>	<u>\$ 19,905,000</u>	<u>\$</u>	<u>9,782,474 *</u>	<u>49.1%</u>
<b>EXPENDITURES</b>				
	<u>Working Budget</u>		<u>Actual</u>	
<b>Personnel</b>	\$ 12,447,800	\$	5,934,362	47.7%
<b>Contractual Services</b>	\$ 3,452,600	\$	1,627,602	47.1%
<b>Supplies</b>	\$ 306,300	\$	132,972	43.4%
<b>Materials</b>	\$ 1,270,000	\$	750,228	59.1%
<b>Equipment</b>	\$ 490,300	\$	154,462	31.5%
<b>Capital Improvements</b>	\$ 1,733,000	\$	40,500	2.3%
<b>Total Expenditures</b>	<u>\$ 19,700,000</u>	<u>\$</u>	<u>8,640,125 **</u>	<u>43.9%</u>

\*tax receipts only through 01/04/2024

\*\*invoices posted through 01/04/2024

<b>Personnel</b>				
<b>FY 2023 24</b>				
	<b>Full Time</b>	<b>Part Time</b>	<b>Total</b>	<b>FTE</b>
<b>DECEMBER</b>	92	124	<b>216</b>	150.75
New Hires	0	1	<b>1</b>	0.75
Separations	0	0	<b>0</b>	0.00
<b>Current</b>	<b>92</b>	<b>125</b>	<b>217</b>	<b>151.50</b>
<b>DECEMBER</b>	<b>Hours</b>	<b># of Vol</b>		
	890	116		
<b>YTD (Jan-Dec 2023)</b>	11,087	395		<b>5.69</b>
<b>YTD Value of Volunteer Hours</b>			<b>\$</b>	<b>347,166</b>



Main Library  
270 N. Grove Ave  
Elgin, IL 60120

Rakow Branch  
2751 W. Bowes Rd  
Elgin, IL 60124

South Elgin Branch  
127 S. McLean Blvd  
South Elgin, IL 60177

Security Report						
#	Incident Date	Type of Incident	Location	Recommended Susp. Term	Police Called	Susp. Thru
212	12/13/2023	Alarming and Disturbing Behavior Failure to Follow Staff Directives	Main	1 Year	No	12/13/2024
213	12/18/2023	Disruptive and Threatening Behavior Public Intoxication Failure to Follow Staff Directives Resulting in Police Presence	Main	1 Year	Yes	12/18/2024
214	12/18/2023	Disruptive and Threatening Behavior Public Intoxication Failure to Follow Staff Directives Resulting in Police Presence	Main	1 Year	Yes	12/18/2024
215	12/21/2023	Disruptive and Threatening Behavior Public Intoxication Failure to Follow Staff Directives Resulting in Police Presence	Main	1 Year	Yes	12/21/2024

MINUTES OF EXECUTIVE SESSION  
GAIL BORDEN PUBLIC LIBRARY DISTRICT  
270 N. Grove Avenue  
Elgin, IL 60120  
Grove Room

~~CONFIDENTIAL~~  
corrected

DATE: August 10, 2021

TIME: 9:08 PM.

MEMBERS	PRESENT	ABSENT	MEMBERS	PRESENT	ABSENT
Ms. Bednar	<u>  X  </u>	<u>    </u>	Mr. Kokoris	<u><del>X</del></u>	<u>  X  </u>
Ms. Garcia	<u>  X  </u>	<u>    </u>	Ms. Prochot	<u>  X  </u>	<u>    </u>
Mr. Gross	<u>    </u>	<u>  X  </u>	Ms. Symonds	<u>  X  </u>	<u>    </u>
Ms. Henderson	<u>  X  </u>	<u>    </u>			

NON- MEMBERS IN ATTENDANCE: Carole Medal, Dave Considine, Sara Sabo, and Nancy Rizzo

APPLICABLE STATUTORY SECTION: 5 ILCS 120/2 (c) 5 – Real Estate

SUBJECT MATTER DISCUSSED: Consideration of available property for sale in South Elgin adjacent to the branch library.

**RECORD OF VOTE:**

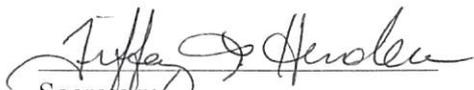
Ms. Garcia      motioned to return to open session: seconded by Ms. Henderson

Roll Call: Bednar   Y   Garcia   Y   Gross   A   Henderson   Y  

Kokoris   Y   Prochot   Y   Symonds   Y  

Returned to open session at 9:52 PM.

Approved: September 14, 2021

  
Secretary

Released  
1-16-2024

MINUTES OF EXECUTIVE SESSION  
GAIL BORDEN PUBLIC LIBRARY DISTRICT  
270 N. Grove Avenue  
Elgin, IL 60120  
Grove Room

DATE: 4/12/2022

TIME: 7:42 pm

MEMBERS	PRESENT	ABSENT	MEMBERS	PRESENT	ABSENT
Ms. Bednar	<u>X</u>	___	Mr. Kokoris	<u>X</u>	___
Ms. Garcia	<u>X</u>	___	Ms. Prochot	<u>X</u>	___
Mr. Gross	___	<u>X</u>	Ms. Symonds	<u>X</u>	___
Ms. Henderson	<u>X</u>	___			

NON- MEMBERS IN ATTENDANCE: Carole Medal

APPLICABLE STATUTORY SECTION: 5ILCS 120-2 (c) 1 – Personnel

SUBJECT MATTER DISCUSSED: Discussion of Personnel Issues – CEO Evaluation

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**RECORD OF VOTE:**

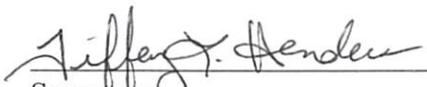
Amanda Garcia motioned to return to open session: seconded by John Kokoris

Roll Call: Bednar Yes Garcia Yes Gross Absent Henderson Yes

Kokoris Yes Prochot Yes Symonds Yes

Returned to open session at 9:28 pm.

Approved: May 10, 2022

  
Secretary



**EXECUTIVE SUMMARY:** FY 2023-2024 Computer Replacements – Part 2

The Gail Borden Public Library Information Technology (IT) Department currently strives to maintain a 5-year refresh on all critical computers within the 3 library facilities. As such, IT generally budgets an amount annually to cover the number of computers we wish to replace in that fiscal year.

This fiscal year, the Library Board approved a total of \$48,000.00 for the replacement of computers and laptops. This is the second of two (2) orders, as we replaced another twenty-one (21) computers earlier this year.

The attached proposal is for the purchase of twenty-one (21) Dell OptiPlex 7010 desktop computers. These systems will be dedicated to staff use and will be given to the staff that can best maximize the use of a high-end system. IT will cascade other computers to replace the oldest used by staff or patrons. Those oldest systems are then wiped and recycled.

Please consider approving \$24,884.79 for the purchase of twenty-one (21) desktop computers from Paragon Micro. This pricing is provided by Paragon Micro and is below GSA pricing available through other vendors.

Thank you for your consideration.

Respectfully Submitted: Brian P. Hoeg, Division Chief – Facilities & Building Operations

**Paragon Micro**

PO Box 775695  
Chicago IL 60677-5695



**Quote**

Q5143506

DUNS: 800436714  
TIN: 20-0144408  
CAGE CODE: 4ZHT8

**Bill To:**  
Gail Borden Public Library District  
Accounts Payable  
270 N. Grove Ave.  
Elgin IL 60120

**Ship To:**  
Gail Borden Public Library District  
Brian Hoeg  
270 N. Grove Ave.  
Elgin IL 60120

<b>Date:</b>	<b>Expires:</b>
12/21/2023	1/20/2024
<b>Sales Rep</b>	
Russo, Jeff 847-719-8417 jrusso@paragonmicro.com	
<b>Customer Contact</b>	
Contact: Hoeg, Brian Account: GB15733 PO#: Phone: Email: bhoeg@gailborden.info	

<b>Quote Name</b>	<b>Terms</b>	<b>Cost Center</b>
Dell Opt SFF Plus - i7/16GB/512GB SSD/DVDRW/Win11/AutoPilot/Image/3Yr (21)	Net 30	

<b>External Notes</b>

Qty	MPN	Description	Notes	Unit Price	Total
21	CUST-DT-DELL	Dell OptiPlex SFF Plus - Intel Core i7-13700 / 16GB RAM / 512GB SSD / Win 11 Pro / Intel Integrated Graphics / DVDRW / Win AutoPilot / Ready Image / 3Yr Basic Support	Mfg # 3000153183201	1,184.99	24,884.79
		OptiPlex Small Form Factor (Plus 7010) 210-BFXD - 1 - 13th Gen Intel Core i7-13700 (8+8 Cores/30MB/24T/2.1GHz to 5.1GHz/65W) 338-CHCJ - 1 - Windows 11 Pro, English, Spanish, French, Brazilian Portuguese 619-ARSB - 1 - No Microsoft Office License Included - 30 day Trial Offer Only 658-BCSB - 1 - 16GB (2X8GB) DDR5 Non-ECC Memory 370-AGWQ - 1 - M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive 400-BOQM - 1 - M.2 22x30 Thermal Pad 412-AAQT - 1 - M2X3.5 Screw for SSD/DDPE 773-BBBC - 1 - NO RAID 817-BBBN - 1 - Intel Integrated Graphics 490-BBFG - 1 - OptiPlex SFF Plus with 260W Bronze Power Supply 329-BHPM - 1 - System Power Cord (Philippine/TH/US) 450-AAOJ - 1 - DVD+/-RW Bezel 325-BDSH - 1 - 8x DVD+/-RW 9.5mm Slimline Optical Disk Drive 429-ABFH - 1 - CMS Essentials DVD no Media 658-BBTV - 1 - No Media Card Reader 379-BBHM - 1 - No Additional Video Ports 492-BCKH - 1 - Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black 580-AJJG - 1 - Mouse included with Keyboard 570-AADI - 1 - No Cover Selected 325-BCZQ - 1 - Dell Additional Software 658-BFPY - 1 - ENERGY STAR Qualified 387-BBLW - 1 - Dell Watchdog Timer 379-BEZG - 1 - Quick Start Guide, OptiPlex SFF Plus 340-DDFN - 1 - Print on Demand Label 389-BDQH - 1 - Trusted Platform Module (Discrete TPM Enabled) 329-BBJL - 1 - Shipping Material 340-CQYR - 1 - Shipping Label 389-BBUU - 1 - Regulatory Label for OptiPlex SFF Plus 260/300W, FSJ 389-FBFZ - 1 - No Hard Drive Bracket, Dell OptiPlex 575-BBKX - 1 - SW Driver, Intel Rapid Storage Technology, OptiPlex Small Form 658-BFQF - 1 - Intel Core i7 vPro Enterprise Processor Label 389-EDDR - 1 - Desktop BTS/BTP Shipment 800-BBIP - 1 - No Additional Add In Cards 382-BBHx - 1 - Fixed Hardware Configuration 998-FZQC - 1 - Internal Speaker 520-AARD - 1 - Intel vPro Enterprise 631-BBKK - 1 - Windows AutoPilot 634-BRWG - 1 - EPEAT 2018 Registered (Silver) 379-BDTO - 1 - No Additional Network Card Selected (Integrated NIC included) 555-BBJO - 1 - Dell Limited Hardware Warranty Plus Service 812-3886 - 1 - Onsite/In-Home Service After Remote Diagnosis 3 Years 812-3887 - 1 - Ready Image for Client PC 365-8303 - 1 - CFI,INFO,LANG,ENGLISH,US,Factory Install 382-1755 - 1 - CFI,INFO,WIN 11 PRO,OEM,FACT 382-4389 - 1 - CFI,INFO,WIN11,UPDT,22H2,FACT 382-6357 - 1 -			
				<b>Subtotal</b>	24,884.79
				<b>Shipping Cost (FedEx Ground® (2-5 Business Days))</b>	0.00
				<b>Total</b>	\$24,884.79

We value your business and will continue to provide you with excellent service in addition to our comprehensive product line.

SALES TAXES ARE ESTIMATED and may change depending on the rates levied by the destination's tax jurisdiction at the time of invoicing. Finalized invoice will be sent by Paragon Micro's Accounting Department.

PRICING AND INFORMATION DISCLAIMER: All pricing is subject to change without notice. For all prices, products and offers, Paragon Micro, Inc. reserves the right to make adjustments due to changing market conditions, product discontinuation, manufacturer price changes, errors in advertisements and other extenuating circumstances. While Paragon Micro, Inc. uses reasonable efforts to include accurate and up-to-date information on the Site, Paragon Micro, Inc. makes no warranties or representations as to the Site's accuracy. Paragon Micro, Inc. assumes no liability or responsibility for any errors or omissions in the content on the Site.

Accepted By: Printed Name

Purchase Order #

Authorized Signature

Date  
34

## **EXECUTIVE SUMMARY:** Cloud Phone System

### **BACKGROUND:**

The Mitel telephone system currently used by Gail Borden Public Library was installed in early 2016 by Call One (now InfoBip). This Mitel system replaced the original phone system from 2003, which was installed when the new library building opened that same year. Although that original system lasted 13 years, we knew when we upgraded the system in 2016 that we were only buying time until cloud-based phone systems completely replaced on-premises (meaning hardware and / or software existing onsite) equipment. Well, that time has now come, and the Mitel system – and really all on-premises phone systems – have become obsolete. Any new phones or parts are only available through reseller channels as “refurbished” and the availability and costs have become prohibitive.

More importantly, the phone system we currently use has on-premises equipment in our server room that is no longer manufactured or supported. If this equipment were to fail, we would literally have to search online sites (eBay, Craig’s List, etc.) to locate a replacement. This could incur days, or even weeks of critical system downtime.

Since this puts our operational readiness in jeopardy, IT budgeted for a new phone system to be included in the FY 2023-2024 budget. Being unaware of exactly what would be involved, we shot high to include \$250,000.00 in Capital Improvements. To move forward on this project, in October 2023, a Phone System Committee was established to start researching options for a cloud-based phone system. This included staff from across all lines of business, including the branches. Working with our current vendor, Sound Incorporated (who currently supports the Mitel system), we began researching phone system providers. After much consideration of dozens of options, we narrowed the choice down to three options: Zoom, GoTo Connect and SpectrumVoIP. This was accomplished by identifying several factors, including hardware (phones), software (client applications) and features. The Phone System Committee (as well as representatives from IT) then attended onsite demonstrations from these three companies. Each prospect outlined the background of their company, features, functionality and demonstrated the online client applications and administration of their system.

### **BID PROCESS:**

In December 2023, a bid document was established with the specific requirements for interested companies to bid. This document was reviewed by several people, including our attorney. The bid document included our specific requirements for hardware and software, training requirements and expectations for implementation. This bid was available from December 14, 2023, until the bids were due on January 3, 2024. In all, 8 people requested the bid document. On January 3, 2024, the submitted bids were opened in accordance with the established guidelines.

The only system provider that submitted bids for equipment was Sound Incorporated in Naperville. Per the instructions provided in the bid, they submitted proposals for our three top choices: Zoom, GoTo Connect and SpectrumVoIP.

Zoom Video Communications – Annual Cost 60 Month Contract (\$34,289.40)

SpectrumVoIP – Annual Cost 60 Month Contract (\$39,302.88)

GoTo Connect – Annual Cost 60 Month Contract (\$45,987.99)

**RECOMMENDATION:**

After the bids were opened, I shared the specifics outlined in the attached Bid Details document with the Phone System Committee. Although pricing for Zoom Video Communications is the lowest, the Phone System Committee unanimously voted for SpectrumVoIP. The committee agrees that the features, functionality, mobile and desktop applications, training, and support are the best fit for Gail Borden Library staff. Also from an administrative perspective, the staff members representing IT thought this looked to be the easiest to administer. In addition to the overall benefits of SpectrumVoIP's features and functionality, they clearly outlined the most comprehensive plan for training and implementation. SpectrumVoIP has a "white glove" plan which will have technicians onsite for training and implementation at no additional costs. For me, this goes a long way to show the kind of company they are and their commitment to their customers. With the \$250,000.00 budgeted this year for the project, we will only spend a fraction of that money depending on when we can go live with the new system. Anticipating this may be in March 2024, the total spend would only be around \$13,100.00.

Once we have selected a phone system, it is my intention to work with Sound Incorporated and the selected vendor to incur additional savings or get additional incentives such as additional training, free months, etc. For this, I feel that SpectrumVoIP is the clear winner and therefore, it is my recommendation that Gail Borden Public Library award the Phone System Replacement contract to **SpectrumVoIP**.

Respectfully Submitted: Brian P. Hoeg, Division Chief – Facilities & Building Operations

# Meeting and Program Rooms Use Policy

## Purpose

The primary purpose of the Gail Borden Public Library District meeting and program rooms is to provide facilities for Library activities and functions in support of the Library's mission.

## Eligibility

When not needed for Library use, the meeting rooms may be available to the following eligible groups:

- Gail Borden Public Library cardholders (In-District)
- Governmental Tax-supported agencies
- Nonprofit organizations

NOTE: The address of the cardholder or organization will determine its location within or outside the library district and if a Room Reservation Fee will be charged.

## Equity

Meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## Promotion of Non-Library Meetings and Programs

The Library does not provide marketing/promotional materials for any non-library events. Promotion or advertising of a non-library program should only include the Library's name, Branch and address but not the Library's telephone number.

Permission to use library meeting rooms does not constitute in any way an endorsement by the library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

The following disclaimer must be included in all written publicity material about the event:

*"The Gail Borden Public Library District does not sponsor nor endorse this event, presenters, or organization."*

## Open to the Public and General Expectations

- All meetings and programs must be open to the public.
- Groups are expected to be considerate of Library customers, activities, and services.
- Groups are expected to clean-up before leaving. Waste and recycling may be thrown in cans provided.
- Rooms are not available for social functions such as parties, dances, showers, recitals, or support groups.

- Any use of rooms that disrupts the normal operations of the library will not be permitted.
- Groups whose members are under the age of 18 must be accompanied by one adult chaperone for each 15 participants.
- Signs or other decorations may not be taped, tacked, or stapled to walls, doors, or ceiling.
- No group may use the Library or Branches as a mailing address.

## **No Solicitations**

- The use of a Library room is not intended for monetary gain of any kind.
- No admission fees nor dues may be charged.
- No donations may be collected.
- Money may not be taken for raffles or drawings.
- Books sold by authors at authors programs and CDs sold by performers at concerts are generally permitted.
- Other direct solicitation or sales of goods or services is prohibited, unless given prior permission from the Chief Executive Officer.

## **Food and Beverages**

- Refreshments may be served. A maintenance fee will be charged to cover disposal costs on a tiered basis-
- No food preparation is allowed without prior approval and proper food handling certification.
- Arrangements may be made with the café located at the Main Library or with another vendor for purchase of food and beverages. The group will need to make direct contact, arrangements, and payment with the café or other vendor.
- Alcohol may be served at fundraising events or programs of a cultural or educational nature but only with advance approval by the Library's Chief Executive Officer and is subject to the Library's [alcohol policy](#).

## **Legal Compliance**

- Groups using the facilities must comply with the Americans for Disabilities Act and upon one week's notice are responsible for providing qualified interpreters and/or auxiliary aids at attendees' request.
- Children under 11 years of age may not be sent to other areas of the Library without a parent or responsible caregiver.
- Smoking is not permitted anywhere in the Library or on library grounds.
- Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- Firearms and weapons are not permitted in the Library or on library grounds.

## **Additional Information**

- The Library retains the right to monitor all meetings and programs conducted on the premises to ensure compliance with Library regulations.
- The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
- The Library reserves the right to stop meetings that are disruptive to normal library operations.
- Library staff are not obligated to provide assistance in transporting supplies to rooms.
- Library staff are not expected to set up or operate an organization's equipment.
- Involvement by extra Security staff may incur a fee.

## **Damages and Liability**

The Library District is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting and program rooms. Any individual, group or organization using the meeting and program rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

If on the advice of law enforcement professionals, the Library staff or board determines that a reasonable possibility of a threat to the safety of Library staff, customers, or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where a group had held meetings which have been disruptive or had a potential for violence, the following shall be required:

*The individual group reserving the meeting room shall be required to pay in advance by cashier's check the reasonable estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room will obtain a special event policy for \$1,000,000 for injury or damage to property occurring at the meeting.*

## **Final Authority**

The Library's Chief Executive Officer is the final authority in determining use of the meeting and program rooms. Failure to abide by the Library's Meeting and Program Rooms Use Policy and [Rules of Conduct Policy](#) may result in the cancellation or refusal of future reservations.

Approved by the Board January 16, 2024

# Fees for Meeting and Program Rooms

There is no fee for reserving Meeting and Program Rooms for the following groups:

- Gail Borden Public Library District cardholders (In-District)
- Governmental tax-supported agencies
- Nonprofit organizations (In-District)

## Room Reservation Fees for Out-of-District groups:

<b>Main Library</b>	
Conference Room, Lobby Table	\$0
Grove Room, Meadows Room A, Meadows Room B, Meadows Room C	\$20/1 hr.
Elgin Room, Meadows A and B, Meadows B and C	\$60/ 1 hr.
Computer Training Room	\$60/ 1 hr. plus \$300 refundable deposit
Meadows Rooms A, B, and C	\$100/ 1 hr.
<b>South Elgin Branch Library</b>	
Hoffer Room	\$20/ 1 hr.

*Room Reservation Fees are based on one-hour rentals. Any portion of an hour is charged as a full hour.*

There is a charge for the following for all **In-District** and **Out-of-District** groups:

- Maintenance
- Equipment/IT Assistance
- Computer Training Room – *refundable deposit*
- Grand Piano – *refundable deposit*

## **Maintenance Fees**

When Refreshments are served, a Maintenance Fee will be charged as follows:

<b>Refreshment Tiers</b>	<i>Includes trash disposal</i>	
1. Light	\$10	Coffee, cookies, water, juice, donuts
2. Meals	\$50	Boxed lunches, food trays, beverages
3. Kitchenette	\$25	Bar sink and mini fridge. Elgin and Grove Rooms only.

### **Equipment/IT Assistance**

The following equipment is available when reserving a Meeting Room and includes set-up:

- Microphones – handheld, tabletop, and lavalier
- LCD Projector
- Screen
- Laptop
- Markerboard/Flipchart

A fee of \$25 will be charged when additional IT assistance is required. Additional IT assistance is dependent upon staff availability.

Replacement cost will be charged for any damage to equipment.

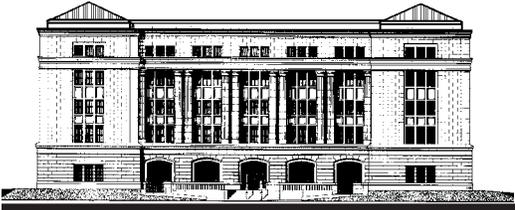
### **Computer Training Room Fee**

The Computer Training Room requires an additional \$300 deposit, refunded after the program if all equipment is found to be in good condition.

### **Grand Piano Fee**

The grand piano in the Main Library's Meadows Community Room A is available for a \$300.00 deposit, refunded after the event if the piano remains in good condition. If an organization requests a special tuning, the Library will attempt to have it tuned in time for the event. The cost of that tuning will be charged to the organization.

*All fees collected are used to maintain Library facilities.*



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library’s Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer’s Name:** \_\_\_\_\_  
*(First Name)* *(Last Name)*

**Preparer’s Title:** \_\_\_\_\_

**Preparer’s Phone Number:** \_\_\_\_\_

**Preparer’s Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

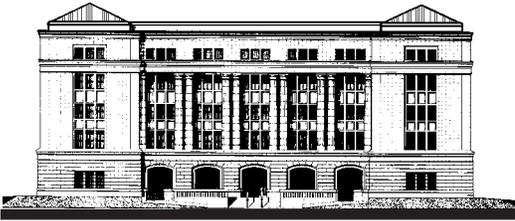
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library**

**Certification of Eligibility for Grants  
Pursuant to  
75 ILCS 10/ Illinois Library System Act  
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

*Submit with grant application*

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

\_\_\_\_\_  
Name of Library or Agency

**Has adopted 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, in the alternative,

**Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Name (Typed or Printed)

\_\_\_\_\_  
Title

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

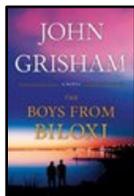
Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## Access Services – December 2023

Collection Development | Customer Relations | Library Applications | Material Handling | Technical Services

### Top Adult - 2023



### Top Adult Movies - 2023



### Top Family Movies - 2023



## Collection Development and Technical Services Departments

### Library of Things

Robert was planning a DIY project before his big New Year's Eve party, but where could he go to get everything he needed? The Gail Borden Library, of course! He swung by the library to pick up a stud finder to hang his new shelves, the Ion Portable Speaker System to keep his party dancing all night, and the new Aker Portable Waterproof Speaker for the folks taking a dip in the outside hot tub. We know Robert is going to throw a party to remember, with a little help from the library.



**hoopla** Hoopla, part of our [24/7 eLibrary](#), offers a wide range of digital entertainment. The most popular format available is Audiobooks and the service also offers eBooks, Comics, Movies, Television. The newest addition to the service is *Binge Pass*, which allows unlimited use for 7-days for content such as *The Great Courses*, Hallmark movies and magazines. In 2023, 1,500 new users started using the service and the service racked up over **95,000** circulations.

### Material Requests

We do our very best to help our customers find what they are looking for, whether it is a book, a movie, or even an item for Library of Things. In 2023 we received and processed 5,490 material requests (5,226 in 2022).

### Customer Relations Department

Did you hear about the popular Bluey event that was organized by KidSpace? We were happy to help at the event at the Main Library that brought in many happy customers young and old!



### Library Applications Department

Our ILS vendor, Clarivate, released a new tool for emailing circulation notices to our customers. Library Applications staff used the new tool called LXStarter to reformat the Hold Pickup, Courtesy (Items due soon or automatically renewed), Overdue, and Replacement Bill notices. The redesigned notices have a more modern look and include cover art for the item, when available. We know our customers will greatly appreciate seeing a picture of the item about which we are contacting them. Additional useful features include preventing sending to defunct customer emails to avoid our email address from being

blocked by email providers (Google, Yahoo, Microsoft, etc.) and statistics about the emails we send that can help us determine how effective our notices are.

 **Gail Borden**  
Public Library District  
270 N. Grove Ave.  
Elgin, IL 60120  
www.gailborden.info

**Courtesy Notice**

December 24, 2023

LIBRARY APPLICATIONS TEST  
270 N GROVE AVE  
ELGIN IL 60120

To login to your account visit <https://gailborden.bibliocommons>.

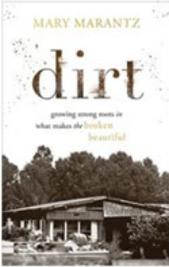
The item(s) listed below will be due soon. Some items may have automatically been renewed for you. If automatically renewed, the Due Date has been updated.

TITLE: **KMJ TEST 4 DO NOT PULL FOR HOLDS 3**  
AUTHOR: McNaught, Brian.  
BARCODE: 31113001324015  
LOCATION: Main Adult Thriller  
DUE DATE: 12-26-23



**LIBRARY APPLICATIONS TEST,  
THE ITEM(S) LISTED BELOW WILL BE DUE SOON**

**Some items may have automatically been renewed. If renewed, the Due Date has been updated.**



Title: **Dirt**  
Author: Marantz, Mary.  
Barcode: 31113001324015  
Item Type: Book  
Due Date: 1-05-2024 **Not Renewed**

If you have any questions, please call us at [\(847\) 429-4690](tel:8474294690)

[ACCOUNT LOG IN](#)

[HOURS & ADDRESSES](#)

[BOOKMOBILE SCHEDULE](#)



<https://gailborden.info/>

-Respectfully, Robert Moffett, Division Chief of Access Services

## Community Services – December 2023

Branch Library Services

Community Engagement

Mobile Library Services

### Branch Library Services

Families enjoyed an array of Holiday programs at the branches.

- **Creativity Corner: Graham Cracker Gingerbread Houses** gave kids the opportunity to design and then assemble a graham cracker house based on their designs.
- Mrs. Claus made her first appearance at the South Elgin Branch for **Cookies with Mrs. Claus** which brought 58 people. The event included a holiday sing-along.
- **Gingerbread House Craft** brought out 36 to design and create their own gingerbread houses.
- **Trillium**, a quartet, delighted the audience at the Rakow Branch for a folk and bluegrass concert with some holiday tunes.
- **Creativity Corner: Beaded Gingerbread Houses** brought a full room of kids to make perler bead ornaments.
- **The Happy Noon Year Party** (a family favorite program) brought 54 to the South Elgin Branch. Kids decorated crowns and top hats and enjoyed dance games and the balloon drop at Noon.



**The Grinch** visited the branches, which was captured in viral videos posted to the library's Facebook page (6,400 views!). The Grinch even appeared at **It's a Grinch-y Celebration** at the Rakow Branch where participants made ornaments and had a photo op with the Grinch. Our Read to Rover pup, Trucker, joined the event as "Max" from the book.



The Children's Play Area at Rakow was transformed into Candyland Lane with a full-size gingerbread house and interactive holiday play stations. The Children's Play Area at South Elgin was transformed into a bakery with aprons and hats.

The **Rakow Readers** met to discuss "Picture in the Sand" by Peter Blauner – possibly the favorite book of the year! A bus full of students showed up with their staff to one of the **No Shushing movies** at South Elgin Branch.

Staff handed out 642 craft kits for all ages, which included a reindeer craft, paper plate snowman, gingerbread house, flowerpot snowman, and wooded bean snowman.

### Mobile Library Services

Digital Equity and Home Services joined forces to provide the first **Device Advice** meeting at Elgin Manor and to meet with the Services Coordinator at the newly opened Hanover Landing to discuss resources we can offer to their residents. We have also continued our collaboration with Life Enrichment to reach more residents in our care communities through programming and open communication with new residences.

December was a busy month for our Elementary Engagement Coordinator, who visited 18 classes and interacted with 415 students. These visits include story times, book talks and recommendations, music, and they help to build literacy skills. Overall, it is an incredibly edifying way for students to learn about all our library has to offer. And, of course, our Elementary Engagement Coordinator lets the students know about nearby Bookmobile stops!



The Bookmobile took a few weeks off in December to tend to some vehicle mechanical issues. We still had a very busy month, particularly at our Student Success stops. These stops see hundreds of thrilled children board the Bookmobile to

checkout and return books. The bus has also been decorated with a wintry theme, which customers regularly comment on. Touches like this are truly what turns our bus into a mobile library.

Our TechKnow Mobile team continues to venture into our community to bring technology resources to those who are most disconnected. We are beginning to experiment with new program formats, which could turn some of our stops into technology classes. One such visit saw kids getting hands-on experience with a Dash coding robot. In partnering with our ReaderShip Early Literacy services, this could become a series of programs that teach a variety of literacy skills to customers of all ages.



We have officially found a new home for Mobile Library Services, a 12,800 sq. ft. space that combines office space with warehouse/garage space. This is a monumental step for us that sets us up for future growth and allows us to better protect our vehicles. We also said goodbye to one of our Assistants and hired their replacement who starts in January.

Our Director once again connected with students in the iSchool Library Sciences program through the University of Illinois Urbana-Champaign on a panel of Children’s Programming Experts. He was also elected to a two-year Board Member-at-Large position within the Association of Bookmobile and Outreach Services. Congratulations!

## **Community Engagement**

**“Who needs Santa when we have the library!”** – Marklund staff upon receiving Life Enrichment’s paper Christmas tree crafts and mittens to decorate for 50 residents. Life Enrichment spread holiday cheer with programs and crafts at various residential care communities. The Christmas tree craft designed by our volunteer in TN was a hit with residents.

**United Way Community Holiday Meal Distribution at ECC** - The Library and other community partners were invited to hand out information at the annual holiday meal distribution. Swag bags for 500 cars were prepared in advance by volunteers. The Director of Community Engagement and Community Connections Coordinator gave out 200 books to families waiting in their cars before the food pickup began.



Among the fine programs offered this month was the **Sunday Afternoon Concert** on Dec. 17 with the talented Sheridan Solisti Trio. Pictured are Persian-American violinist Cyrus Forough, Ukrainian-American cellist Nazar Dzhuryyn, and Steinway Artist Susan Merdinger.

Well Child Center provided an informative program, **Know Your Family Health History**, explaining why knowing your family health history can help keep you healthy now and in the future. Another health program was presented by the Community Connections Coordinator, featuring Advocate Sherman Health talking about healthy choices.

CE Team members attended meetings in the community, including: CSHE, MLK Celebration Committee, Elgin History Museum Board, Elgin Public Museum Board, Women on the Brink, FSA’s Community Advisory Committee and Governing Board, and Elgin Leadership Academy.

**Outside Groups Use of Meeting Rooms** – We received 26 requests with a total of 18 rooms used with 243 in attendance.

Evaluations were written and performance reviews given to everyone in the Community Services Division. We are happy to report that we are all looking forward to another wonderful year of service to the community!



*A happy holiday visitor to the ReaderShip/EPEL playgroup.*

*Respectfully submitted by Ana Devine,  
Division Chief of Community Services*

## Facilities and Building Operations

### Board Report

December 2023

#### **MAINTENANCE:**

Yet *another* mild month has allowed us to do much important maintenance on our three buildings and related equipment. We've also managed to do many proactive projects and other things that have been on our Wish List.

It's such a joy to come in the mornings knowing that we won't have to spend our most productive hours of the day (6a-9a before opening) touching up our three lots for snow and ice. That is the only time we can really get into staff offices and public areas for painting, cleaning, power, and data changes.

Below are our bigger projects.

- Setup and picked up after the hugely successful Big Bluey program.
- Patch and paint all the main 2E Study Rooms.
- Repair damaged veneer on furniture in the Early Learning Center.
- Touch up podium for the Meadows Rooms.
- Touch up tables in meeting rooms.
- Repair tire and gearbox on our pull-behind salt spreader.
- Repaired 5 broken wooden chairs.
- Repaired several doors / hardware.
- Replace worn outlets under Public Computers North wall. Three more are on order to complete the job.
- Organizing and decluttering the Maintenance Department's storeroom.
- Tossed lots of air filters after our quarterly change over.
- Installed new expansion tank on Rakow's incoming domestic water line.
- A new expansion tank on Rakow's Boiler/ Geothermal system.
- New water level probes replaced on 4 humidifiers @ Main.
- Ordered a new controller board for 1N humidifier. Others will be updated soon.
- Relocated 4 humidifier controllers for ease of access.
- Quote requested for humidifier repair parts at Rakow.
- Skirmont Mechanical completed inspections of all our backflow preventers at our 3 buildings. Two had faults and will need repairs.
- Helm Mechanical completed quarterly PM at our three buildings.

Again, we are very pleased that this mild weather has allowed us to concentrate on the necessary repairs and maintenance of the buildings and grounds of our three campuses.

(Submitted by Terry Gordon – Director of Maintenance)

#### **SECURITY:**

##### **Security Director:**

During the weekend of 12/16/2023, Complete Cleaning performed electrostatic thermal fogging inside the three library facilities. The fog is certified by EPA to help kill and prevent the spread of TB, Corona, and a magnitude of other viruses/bacteria.

Carpets were pre-spot, shampoo and steam extracted the weekend of 12/30 – 12/31 during closed hours. This included all study rooms, meeting/conference rooms, board rooms and community rooms on the first and second floor. The rooms were also disinfected / sanitized.

**Security Training Coordinator:**

No monthly or new employee training for the month of December due to Holidays. Planning with HR for training schedule and subjects in 2024.

**Security Safety Manager:**

Attended webinar "Managing Toxic Behavior" and listened to podcast from Dr. Steve Albrecht "12 More Challenging Patrons". Continued monitoring of safety issues for all 3 facilities. Working with Information Services on several suggestions regarding the study rooms.

(Submitted by John Johnson – Director of Security)

**INFORMATION TECHNOLOGY:**

- Windows 11 deployments continue throughout the library. There is one complete row of Windows 11 PCs in the Computer Center. Public facing staff desks in KidSpace and Customer Service are being upgraded. Laptops are being converted over to Windows 11. Information Technology has a little over a hundred systems left to be upgraded and or replaced. Planning is under way to budget for the completion of the project next year.
- Gathering multiple quotes for Cisco SmartNet and Meraki licensing in anticipation of term end in February 2024.
- Walked the new Davis Road location, beginning to plan for equipment, drop locations as well as a MDF location in the building. Will formally begin project once we have an approved lease and tentative date for accessing the building.
- Upgraded Verizon hotspots and distributed to all divisions with old hotspots.
- Continued work on the phone system replacement. Proposal being presented to Board this month.
- Working with Dell to finalize move to new SAN, it is now racked and their "jump box" configured.



(Input by Matt Lutzow – Director of Information Technology)

**Report compiled and prepared by:**

Brian P. Hoeg

Division Chief – Facilities and Building Operations



## **The PRAD Team Engaged the Community in a Variety of Ways During December**

Our content reached more than 61,466 people on our Facebook channel. Library reels were played 13,500 times in December (an 84% increase from November) and garnered 486 engagements (a 363% increase from November).

Our most engaging content this month was:

- Photos from the December 27 Bluey program, which reached more than 12,000 people within 24 hours, garnered 286 reactions so far, and resulted in numerous comments with positive accolades such as:
  - "You outdid yourselves again."
  - "My children told me it's the best day ever!"
  - "Can you guys host another Bluey day? We would have loved to go!!!"
  - "I wasn't there for the event but did go to the library at the same time, and it was packed! There were so many happy faces! Thank you GBPL staff and volunteers for making such a fun and welcoming event."
- Photos in KidSpace of a young girl's alebrije collection, which reached nearly 5,000 people and garnered 300 engagements.

## **Other Ways We Kept Our Community Engaged in December**

- Every month, the PRAD team creates reels for the Library's Facebook channel to stay relevant with our viewers and have effective communication on our social media platforms. One of the most popular series of reels was the Grinch visiting series—the three reels (one for each Building) resulted in nearly 10,000 plays and received more than 300 positive reactions.
- Another popular reel promoted the scavenger hunts during the winter break season, including a fun scene starring the Customer Relations Staff and an Elf on the Shelf Character.
- Copy Shop Staff began printing materials weeks ahead for the December 27 kids' Bluey Party. They also helped keep KidSpace organized by using color dividers with quantity count marked on each category. There were approximately 19 categories of materials with a grand total of 16,915 pages printed to help make this event fun and memorable with masks, hats, coloring, reading and much more.
- In December, the Copy Shop printed 1,500 pages of materials for Hispanic Services programs including Citizenship Conversation Groups, Going Bilingual, and DACA and Spanish Citizenship programs.

PRAD members work with the Library Foundation in preparation for the 2024 budget and possible new events that can enhance library connections and support fundraising. PRAD continues to work on various projects for the 150<sup>th</sup> Anniversary as well as the upcoming Black History Month exhibit, Martin Luther King, Jr. display and much more. We also worked on creating a small ad hoc Library committee to evaluate new or niche communications channels.

Respectfully submitted, Denise Raleigh, Division Chief, Public Relations & Development

## Public Services –December 2023

Digital & Information Services- Hispanic Services- KidSpace- -Studio 270

**Digital & Information Services:** It was a light month for technology classes with topics like *Computers 101*, *Google Tools*, *iPad Basics* and *Device Advice* drawing 45 students. The Computer Center team continues to troubleshoot and check in the Library of Things and worked with Customer Relations and Tech Services to better shelve these items.

Info Services offered assistance with information including working with the Kane County Coroner's Office for a customer's FOIA request, finding medical information from the Mayo Clinic, newspaper articles about the 1977 undefeated Elgin High football team, manuals for repairing saxophones, Zoom court, using Chat GPT at home, working with the Preservation Station, assistance with government-issued phones, and so much more!

Social Services saw legal issues leading the request for assistance, followed by housing, employment, form-filling, state benefits, transportation, and immigration among other requests. We have clients we have been working with for several months, especially those who may need help through multiple agencies. The social services team also attended seven community meetings in December.

**Hispanic Services:** We celebrated the Posada with 404 visitors. The St. Joseph Children's Choir sang traditional Christmas carols, kids broke a pinata and visited with Mrs. Claus. At this event, we recognized community members Jaime and Margarita Pantoja as the founder of this celebration and thanked them for their collaboration with Hispanic Services for the last 13 years.



We partnered again with Open Door Clinic in recognition of *World Aids Day* which brought in 60 people to hear about those living with HIV and to see exhibits on the 2<sup>nd</sup> floor. This presentation was done in English and Spanish and included live music from Xitlaly (La Chaparrita de Oro).

Our Spanish language adult craft programs continue to grow, and our computer, language and citizenship programs remain strong. Our Tech Help Spanish program got a makeover with our new "vibe" board (purchased with funds from the Comcast Internet Essentials grant). We were able



to offer sessions to show how to find Spanish language movies and music and dance information online with Pressreader and Hoopla.

**KidSpace:** The first week of winter break was bustling with our special programs for families. One of the largest events was the *Bluey Party* where our entire department, and many others, assisted with the fun activities that took over the first floor in celebration of the famous cartoon puppy. We had over 1000 in attendance and wonderful feedback from visitors.



Other popular programs included a *Circus Show* for kids, an *Interactive Circus workshop with CircEsteem*, *Dancing on our Heads with the Head Spin Guy*, several winter craft programs, *Festival of Lights: Hannukah, Tinsel Time*, and so, so much more (59 programs just this month)!

**Studio 270/DML:** Group Visits-Students from South Elgin High School's Transitions program enjoyed decorating the Studio Christmas trees, drumming, coloring, and playing board games. U46 Center House made three visits to Studio 270 to hold their book discussion and watch the movie *Wonder*. The homeschool group Fox Valley Free Learners came for a visit where they played games, colored, and learned how to sew a zippered pouch.

Outreach- We visited South Elgin High School to talk to two classes about alternative study skills including sketch notes. We also visited a Senior class to talk about resources available at the library to learn about scholarships and other ways to pay for college. We also met the new leadership at the Youth Empowerment Program thought the Elgin Police department and shared information about library resources available to teens.

DML-We saw new users in the Digital Media Lab including a three-piece rock band and a multi-instrumentalist who came in to track bass guitar and keyboard parts. We have seen an increase in instrumentalists using the DML over the last year, a slight change from the consistent trend of mainly vocalists coming in recent years. We also worked with a U46 teacher recording English stories into Spanish and a student from the *Maroon Buzz Weekly* news team of Elgin High came into recorded with the green screen.



*-Respectfully submitted, Margaret Peebles, Division Chief of Public Services*

## Volunteer Services – December 2023

Our community continues to help Gail Borden Library in a variety of different ways. On a regular basis, handmade blankets arrive for use in either KidSpace's Annual BabyFest, or our Community Services Lifestyle Enrichment programs. This month, we received 20 hats, 10 hat and scarf sets, 5 scarfs, 5 headbands and 4 baby blankets. Our Social Services Manager will assist in assuring the hats and scarfs reach people that are in need in our community.



Occasionally *Gail's Sales* receives sizeable donations such as children's books. When this occurs, we reach out to one of our local organizations such as *Greater Family Health*. Recently, a large donation was received, and *Greater Family Health* Case Managers were delighted to have the books for families they visit at homes. Case Managers can then take books for all the children during the required home visits. The books are also used to fill goody-bags for the holidays.



Did you know that we have an out-of-state volunteer? When one of our Lifestyle Enrichment volunteers moved to Tennessee, she had a hard time finding a volunteer opportunity in her new area. Our out-of-state volunteer works remotely with the rest of the Lifestyle Enrichment team and assists in creating all the crafts needed for their programming. She produces 400+ craft kits per month based on the program themes. She averages 40 hours per month helping Gail Borden's outreach programs!

Gail Borden Public Library Foundation announced their *Volunteers of the Year*, Janet Pritza and Sue Mattioli, at the December fundraiser. These volunteers are part of our *Gail's Sales Team* and were honored for their leadership in directing the team in three main revenue streams: 1) the Gail's Sales retail room 2) the semi-annual book sales, and 3) special items pulled to be offered to an on-line audience. Collectively, our two volunteers have served over 6,200 hours since 2012.

As we close out 2023, we extend our gratitude to all our volunteers! While Gail Borden has a strong reach into the community, we do so much more thankfully to the passion and dedication of our volunteers.

# December eBay Sales

SELLER: GAILBORDENFOUNDATION270

DECEMBER 2023

131

PACKAGES SHIPPED

\$2,551

SALES

- FORGIVE MY GRIEF VOL. 1, 2 & 3 +3 Revised Ed PENN JONES JR JFK Assassination, Paperback \$150
- Rare 1979 Premier Issue CineMagic Filmmaking Magazine Vol.1 #1-12, 14-15, 17, 19 \$125



## Volunteer Services by the Numbers:

- Volunteer Hours: 890
- Number of Volunteers: 116
- Volunteer FTE 5.48
- Value of Volunteer: \$28,317.90
- Independent Sector Value Figure: \$31.80 as of 4/2023

## **CYTD:**

- CYTD Volunteer Hours: 11,087
- CYTD Number of Volunteers: 395
- CYTD Volunteer FTE: 5.69
- Value of Volunteer CYTD: \$347,165.55

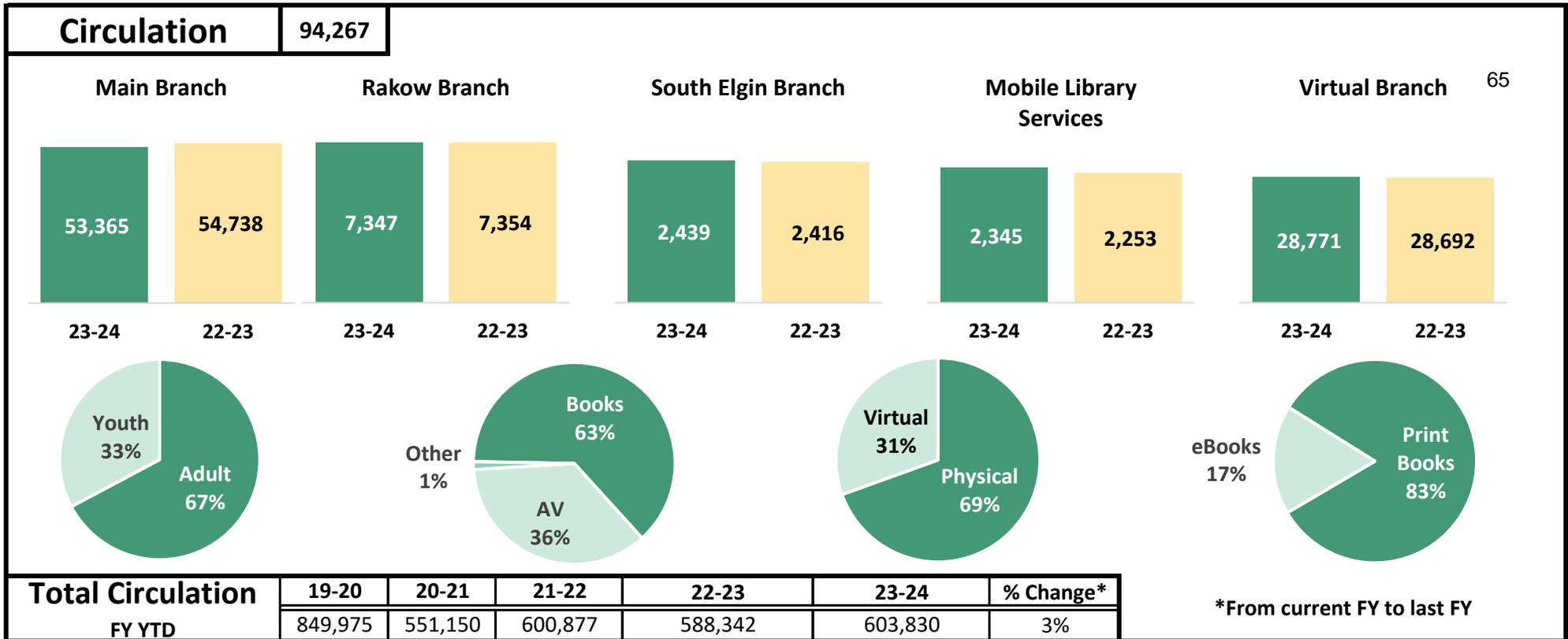
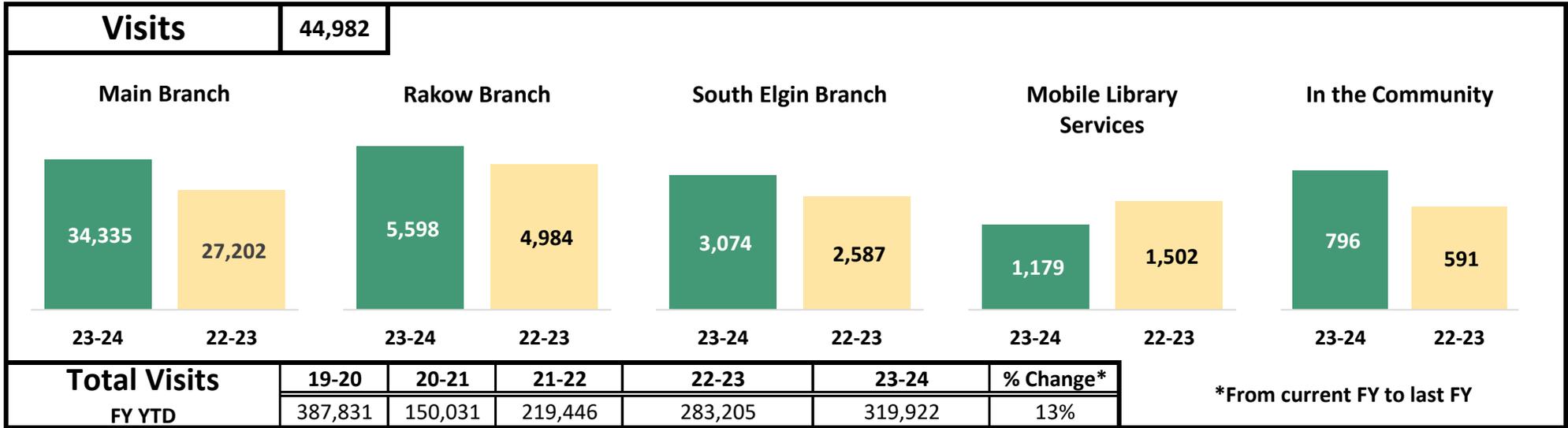
## **FYTD:**

- FYTD Volunteer Hours: 5,718
- FYTD Number of Volunteers: 280
- FYTD Volunteer FTE: 2.93
- Value of Volunteer FYTD: \$181,845.12

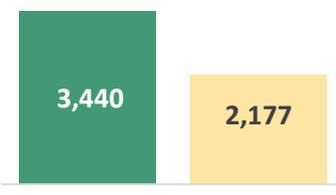
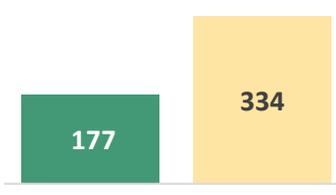
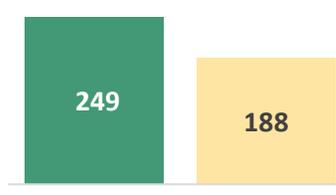
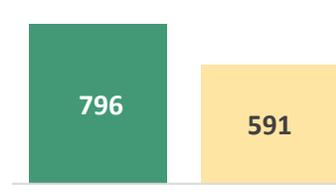
Respectfully Submitted,

Jeanie Ziegler

Manager of Volunteer Services



<b>Library Cards</b>	<b>448</b>				<b>New to District</b>	<b>District Total</b>	<b>District + RBs Total</b>
		<b>23-24</b>	448	72,994	78,969		
		<b>22-23</b>	339	93,756	100,062		
		<b>% Change</b>	32%	-22%	-21%		
<b>Total New Cards</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>% Change*</b>			
<b>FY YTD</b>	3,247	3,448	3,680	7%	*From current FY to last FY		

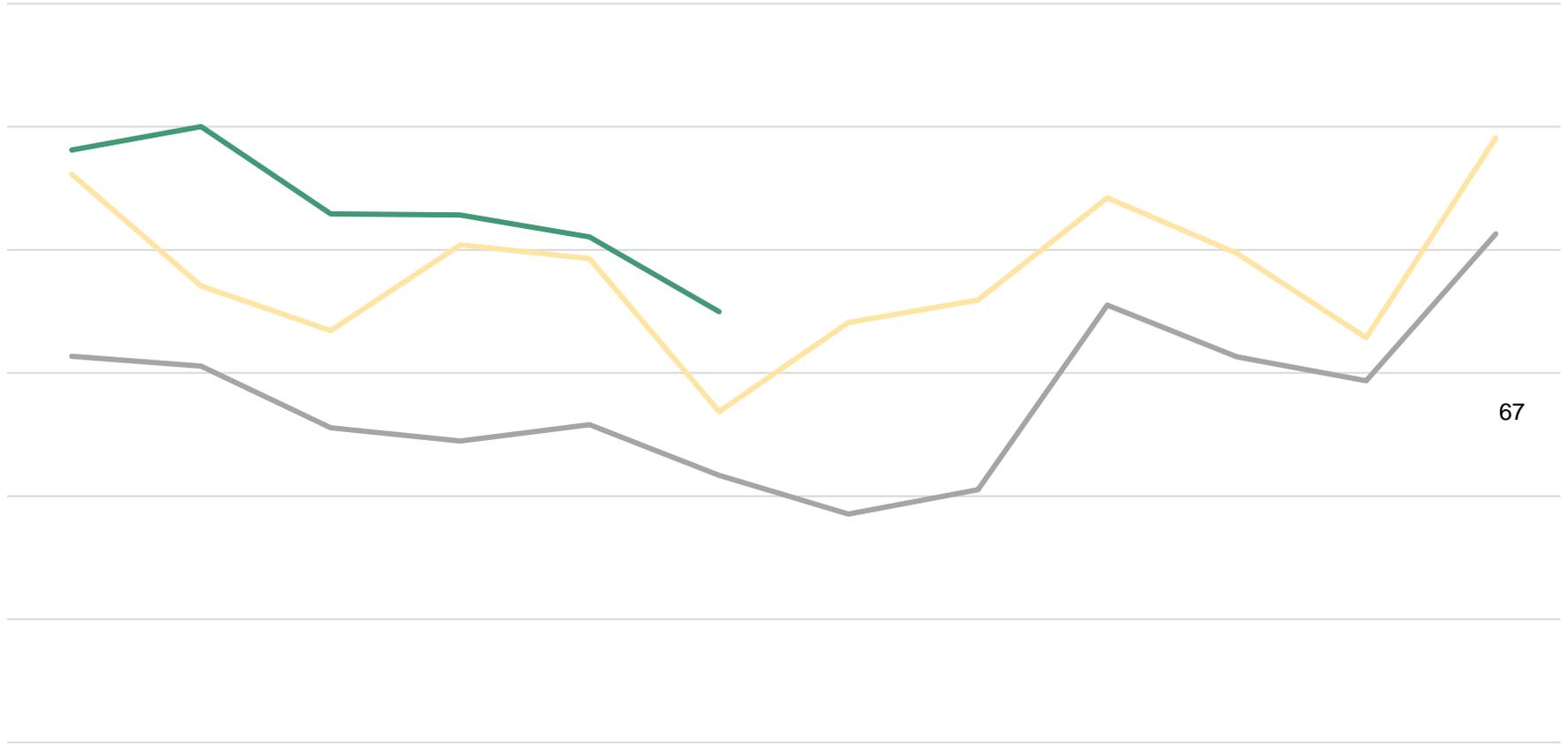
<b>Program Attendance</b>	<b>4,662</b>					
<b>Main Branch</b>		<b>Rakow Branch</b>		<b>South Elgin Branch</b>		<b>In the Community</b>
						
	<b>23-24</b>	<b>22-23</b>	<b>23-24</b>	<b>22-23</b>	<b>23-24</b>	<b>22-23</b>
<b>Total Attendance</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>	<b>% Change*</b>
<b>FY YTD</b>	62,370	2,826	14,808	36,462	40,614	11%
*From current FY to last FY						

<b>Program Sessions</b>	<b>In-Person</b>	<b>Virtual</b>	<b>Hybrid</b>
	186	7	6

<b>General Statistics</b>	<b>Volunteer Hours</b>	<b>Reference Questions</b>	<b>Passports</b>	<b>License Plate Renewals</b>
	890	10,201	171	87

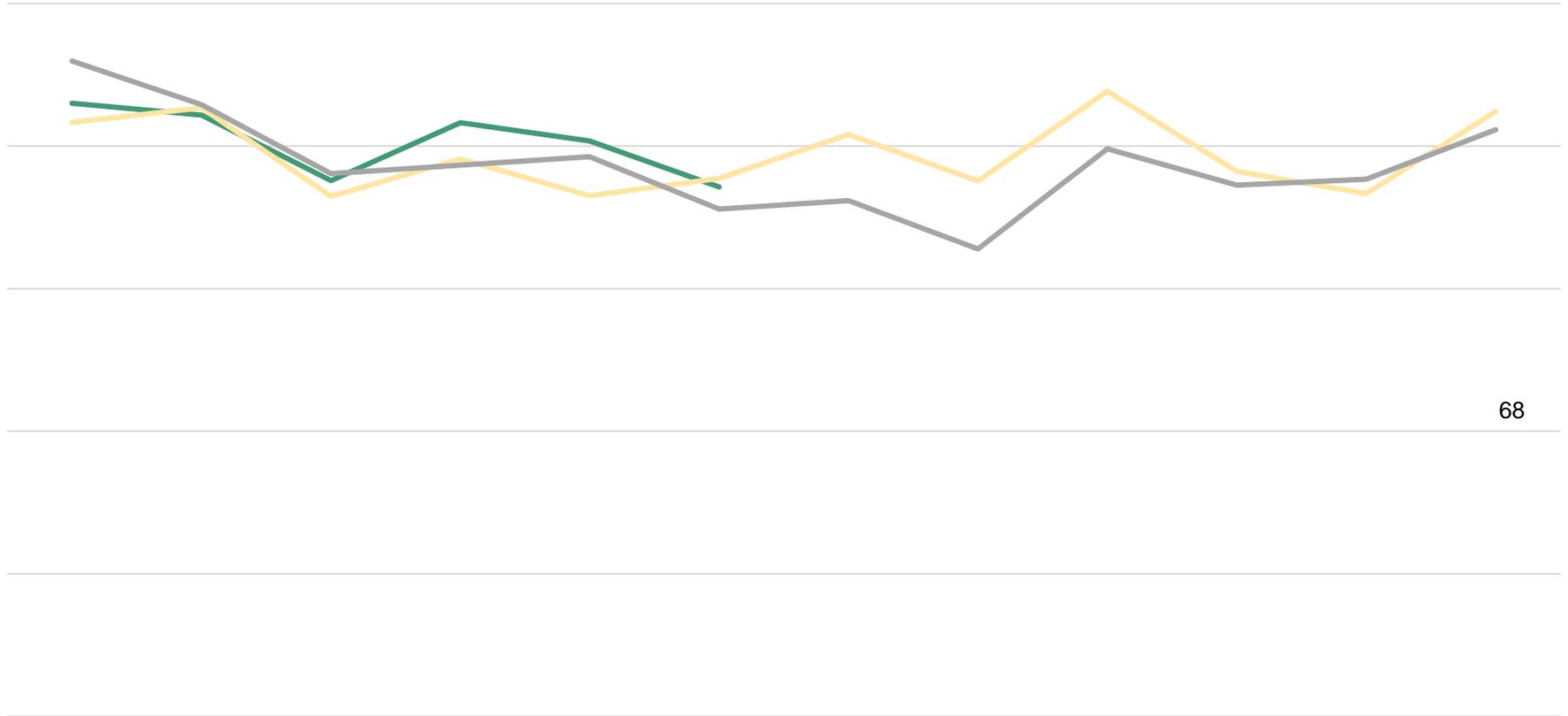
<b>What affected the numbers this month</b>
<p>December 9th (Main) Posada</p> <p>December 27th (Main) Bluey Party</p>

Visits  
Three Year Comparison



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
23-24	58,115	60,015	52,925	52,839	51,046	44,982						
22-23	56,152	47,069	43,429	50,410	49,279	36,866	44,096	45,936	54,234	49,728	42,864	59,110
21-22	41,359	40,567	35,552	34,478	35,802	31,688	28,543	30,534	45,515	41,313	39,365	51,299

Circulation  
Three Year Comparison



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
23-24	106,016	104,367	95,167	103,306	100,707	94,267						
22-23	103,338	105,380	92,952	98,181	93,038	95,453	101,650	95,129	107,707	96,451	93,358	104,861
21-22	111,942	105,819	96,129	97,327	98,497	91,163	92,339	85,576	99,601	94,506	95,347	102,314