



GAIL BORDEN PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

February 13, 2024

7:00 PM

Elgin Room

270 N. Grove Ave

Elgin, IL 60120

AGENDA

1. Call to Order
2. Comments for the Good of the Organization
3. Action: Approval of Minutes 2
January 16, 2024 Regular Board Meeting
4. Action: Treasurer's Report and Payment of Bills 8
Payment of bills for February 13, 2024, including the list of bills to be paid between February 13, 2024 and March 12, 2024, and all bills over \$10,000.
5. Correspondence
6. Reports:
 - A. Foundation
 - B. Chief Executive Officer
 - C. Action: Security Report 40
7. Action: Replacement of 2 Variable Frequency Drives (VFD) for Main Library Air Handler Units. 41
8. Action: Replacement Shelving for Teen Collection 42
Current shelving to be repurposed for Mobile Library Services
9. Action: Policies required by Federal Grant 43
 1. Allowable Cost Policy
 2. Cash Management
10. Action: Close Library buildings on April 26, 2024 for Staff Training Day.
11. Public Comment
12. Other
13. Action: Executive Session: Statutory Section 5ILCS 120/2 (c) 1
For the purpose of discussing CEO performance.
14. Action: Items from Executive Session
15. Adjournment 51

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

January 16, 2024

7:00 p.m.

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

President Bednar called the meeting to order at 7:04 p.m.

The first order of business was approval of Trustee Bedolla electronic attendance at the meeting. Symonds motioned to allow electronic attendance to Trustee Bedolla due to employment purposes; seconded by Garcia. A voice vote resulted in no nays.

Trustee Bedolla joined the meeting electronically at 7:05 p.m.

Public Comment

Randy Hopp commented on the executive session.

Comments for the Good of the Organization

Comments included how wonderful the Bluey event and all the activities were. A customer loves all the displays, but especially the showcase with Kwanzaa and Hanukkah. South Elgin Branch has a great meeting room, and wonderful staff and is a lovely library. Kids area at South Elgin is cooking baking themed, and the kids adored it. The library received 10 new 5-Star Google reviews this month. A Trustee shared a friend's positive experience with Billie Moffett, Director of Studio 270.

Prochot motioned to approve the December 12, 2023, regular board meeting minutes; seconded by Henderson. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$200,960.32 and the revised list of bills to be paid prior to the next board meeting; seconded by Henderson. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Correspondence

CEO Medal shared some of the letters from the Three Kings event. A Season's Greeting letter from the Office of Governor JB Pritzker was read.

CEO Report

The maintenance department outperformed themselves throughout the inclement weather to ensure that the buildings were operating efficiently. The Bluey event was a success with over 1,000 attendees. The Three Kings had more than 800 attendees and has become a signature

event. This year, the Posada event surpassed 400 visitors. Our volunteer program is so successful that we even have a volunteer that lives in Tennessee. Janet Pritza and Sue Mattioli were honored as “Volunteers of the Year” at the December Foundation event. Danny Rice, Director of Mobile Library Services was appointed to the Association of Bookmobile and Outreach Services Board. Programs and activities are being planned to commemorate the 150th Anniversary throughout the year.

Symonds motioned to accept the security report; seconded by Henderson. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Symonds motioned to release the closed minutes and erase the audio recordings of the August 10, 2021, April 12, 2022, and May 10, 2022, closed sessions; seconded by Henderson. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Henderson motioned to retain the closed minutes of the February 11, 2020, October 12, 2021, September 13, 2022, October 11, 2022, February 14, 2023, and November 14, 2023, closed sessions; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Prochot motioned to approve \$24,884.79 for the purchase of 21 desktop computers from Paragon Micro; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Prochot motioned to accept the bid from Sound Incorporated for the Cloud phone system Spectrum VoIP in the amount of \$39,302.88 annually for 5 years; seconded by Garcia. Brian Hoeg, Division Chief of Facilities & Building explained the bid process and the phone system agreement. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Symonds motioned to approve the revised Meeting Room Policy; seconded by Prochot. Following Ana Devine, Division Chief of Community Services explanation of the policy’s revisions, a few corrections were requested. Symonds and Prochot amended the motion to approve the Meeting Room Policy with corrections. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

The application for the Illinois Public Library Per Capita Grant for FY 2024 was reviewed.

Other

Trustee Symonds likes the new email for overdue material with the picture of the item. Trustee Bednar inquired on how many holds on a book does it take the library to purchase additional books. Trustee Henderson's daughter took her daughter to their Georgia library to get a library card and was disappointed because the library didn’t compare to the Gail Borden Public Library.

There was no Executive Session.

Henderson motioned to adjourn; seconded by Garcia. A voice vote resulted in no nays.

Meeting adjourned at 7:56 p.m.

Approved February 13, 2024

Tiffany Henderson, Secretary
Gail Borden Public Library District Board of Trustees

Draft

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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Henderson motioned to adjourn; seconded by Garcia. A voice vote resulted in no nays.

Meeting adjourned at 7:56 p.m.

Approved February 13, 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 03/12/2024

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALL WINDOW CLEANING		
REPAIR/MAINTENANCE OF BUILDING	60-42-200-0	\$ 1,650.00
ANCEL GLINK		
CONSULT & PROF FEES: LEGAL	10-42-225-1	\$ 120.00
BIBLIOTHECA		
ELECT. RESOURCES:EBOOKS	10-44-435-2	\$ 15,859.78
BRITAIN'S EXPRESS OIL & LUBE		
VEHICLE MAINTENANCE	10-42-270-1	\$ 53.74
CIVICPLUS		
ELECT. RESOURCES:PRAD	10-44-435-5	\$ 4,514.74
DECISION SYSTEMS		
COMPUTER MAINTENANCE	10-42-255-2	\$ 500.00
FJ BERO		
REPAIR/MAINTENANCE OF BUILDING	60-42-200-0	\$ 10,945.00
GRAINGER		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 42.60
JANITORIAL SUPPLIES	10-43-370-0	\$ 92.52
LIMRICC		
UNEMPLOYMENT COMP.	50-41-110-0	\$ 868.36
MONOPRICE		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 54.96
SAM'S CLUB DIRECT		
VOLUNTEERS	10-43-305-0	\$ 45.00
TERRANCE DUKE SEWARD		
PUBLIC PROGRAMMING: COMM. SER	10-42-230-3	\$ 250.00
ZIELGER'S ACE HARDWARE		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 47.99

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 03/12/2024

DESCRIPTION		MAXIMUM AMT.
AMAZON		
VARIOUS	VARIOUS	\$ 5,000.00
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
ISOLVED		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 2,000.00
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
LIBRARY FURNITURE INTERNATIONAL		
FURNITURE & FIXTURES	10-45-510-0	\$ 30,000.00
METLIFE		
LIFE INSURANCE	10-41-111-0	\$ 2,000.00
METLIFE		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 9,000.00
NICOR		
NATURAL GAS	10-42-200-5/7	\$ 7,500.00
PEERLESS NETWORK		
TELEPHONE / LINE CHARGES	10-42-203-1	\$ 25,000.00
RBW		
CONSULT & PROF FEES: OTHER	10-42-225-2	\$ 6,500.00
T-MOBILE		
COMPUTER MAINTENANCE	10-42-255-2	\$ 2,500.00
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	60-42-200-0/5	\$ 6,000.00
VENDOR TBD- FEDERAL GRANT SUPPORT		
CONSULTING/LEGAL PUBLICATION/OTHER		\$ 10,000.00

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WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	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

RUN DATE: 02/08/24

PAGE: 1

RUN TIME: 03:32PM

BILLS PAID REPORT FOR FEBRUARY, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ADVANTAGE ARCHIVES, LLC (6039)	02/13/24 CK# 148205	\$7,106.12
39226 DIGITIZATION AND PRESERVATION	10-44-430-0	961.12
39280 DIGITIZATION AND PRESERVATION	10-44-430-0	6,145.00
ALPS CONTROLS (6495)	02/13/24 CK# 148268	\$349.77
66440002 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	315.28
823869 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	34.49
ALTA LANGUAGE SERVICES, INC (6337)	02/13/24 CK# 148206	\$55.00
IS697468 CONSULT. & PROF. FEES:OTHER	10-42-225-2	55.00
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148207	\$1,122.59
11TT-NNCV-FJK7 GRAPHICS SUPPLIES	10-43-330-0	62.93
1K6X-KPJ1-CWHK PUBLIC PROGRAMMING:YOUTH	10-42-230-2	239.11
1K6X-KPJ1-CWHK ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	101.38
1LXQ-4YF1-D79X VOLUNTEERS	10-43-305-0	9.46
1LXQ-4YF1-D79X JANITORIAL SUPPLIES	10-43-370-0	456.00
1LXQ-4YF1-D79X SMALL LIBRARY EQUIPMENT	10-45-540-0	61.83
1NM6-LGNM-CWJG OFFICE SUPPLIES/GENERAL	10-43-300-1	51.23
1VCF-H1L9-DFWJ BOOKS/ADULT	10-44-400-1	109.99
1VCF-H1L9-DFWJ AUDIO-VISUAL/ADULT	10-44-420-1	30.66
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148208	\$271.94
1117-LD6Q-7M1L TOYS & KITS: COMM SERVICES	10-44-420-3	142.20
11P1-7WJ4-FDFT AUDIO-VISUAL/ADULT	10-44-420-1	-34.99
11VQ-7R3C-CGGL PUBLIC PROGRAMMING:YOUTH	10-42-230-2	108.64
11VQ-7R3C-CGGL TOYS & KITS: KIDSPACE	10-44-440-0	15.99
1GR7-LXJP-F9TF EXHIBITS AND DISPLAYS	10-43-335-0	-94.75
1NN9-VVNG-9X1F BOOKS/ADULT	10-44-400-1	73.95
1QCV-LR9L-93C7 OFFICE SUPPLIES/GENERAL	10-43-300-1	82.88
1RKR-X9MD-JK4D PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	-10.99
1WRT-V3D6-GF9V PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	-10.99
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148209	\$602.00
1611-9HDV-NGG9 BOOKS/ADULT	10-44-400-1	47.27
1611-9HDV-NGG9 BOOKS/ADULT: BRANCH	10-44-400-5	13.48
1611-9HDV-NGG9 AUDIO-VISUAL/ADULT	10-44-420-1	228.93
1C3C-TG3P-Q119 OFFICE SUPPLIES/GENERAL	10-43-300-1	25.30
1CCX-HF1F-PLFC PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	45.83
1CW1-YCCM-M71D PUBLIC PROGRAMMING:YOUTH	10-42-230-2	67.44
1GHC-RHPW-PXRK PUBLIC RELATIONS: GENERAL	10-42-222-2	22.48
1T1N-3J6L-NT17 ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	18.95
1T1N-3J6L-NT17 COMPUTER EQUIPMENT	10-45-500-0	62.50
1T1N-3J6L-NT17 SMALL LIBRARY EQUIPMENT	10-45-540-0	69.82
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148210	\$913.29
11D4-6RN9-6L9N PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	57.23
11D4-6RN9-6L9N ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	77.41
11D4-6RN9-6L9N TOYS & KITS: COMM SERVICES	10-44-420-3	172.36
13P4-NHWM-6PN9 OFFICE SUPPLIES/GENERAL	10-43-300-1	180.59
16Y7-XGGL-7KYH BOOKS/ADULT	10-44-400-1	90.97
16Y7-XGGL-7KYH BOOKS/YOUTH	10-44-400-2	20.45
16Y7-XGGL-7KYH BOOKS/ADULT: BRANCH	10-44-400-5	29.27
16Y7-XGGL-7KYH AUDIO-VISUAL/ADULT	10-44-420-1	69.32
19DT-CK73-73T3 GRAPHICS SUPPLIES	10-43-330-0	36.13
19DT-CK73-73T3 EXHIBITS AND DISPLAYS	10-43-335-0	66.46
1LVJ-9R47-6TKQ PUBLIC PROGRAMMING:YOUTH	10-42-230-2	77.35

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 02/08/24

PAGE: 2

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1LVJ-9R47-6TKQ ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	22.25
1LVJ-9R47-6TKQ FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	13.50
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148211	\$762.02
13KJ-L66X-DVKM BOOKS/ADULT	10-44-400-1	206.94
13KJ-L66X-DVKM AUDIO-VISUAL/ADULT	10-44-420-1	157.80
1717-GRDV-CRWQ GRAPHICS SUPPLIES	10-43-330-0	109.16
1717-GRDV-CRWQ EXHIBITS AND DISPLAYS	10-43-335-0	70.49
1HL9-396J-DXWY PUBLIC PROGRAMMING:YOUTH	10-42-230-2	179.86
1NWR-WNTK-DDP3 FURNITURE AND FIXTURES	10-45-510-0	28.79
1VVY-W49K-DP4D SMALL LIBRARY EQUIPMENT	10-45-540-0	8.98
AMAZON CAPITAL SERVICES (6460)	02/13/24 CK# 148212	\$658.97
133N-KD6F-MQKG PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	68.42
133N-KD6F-MQKG OFFICE SUPPLIES/GENERAL	10-43-300-1	41.49
13DL-C1L7-3WY6 GRAPHICS SUPPLIES	10-43-330-0	-24.99
17P1-W7TH-LYHL GRAPHICS SUPPLIES	10-43-330-0	29.98
17P1-W7TH-LYHL EXHIBITS AND DISPLAYS	10-43-335-0	91.65
1GMK-FWPX-N16L PUBLIC PROGRAMMING:YOUTH	10-42-230-2	16.79
1GMK-FWPX-N16L OFFICE SUPPLIES/GENERAL	10-43-300-1	113.42
1GMK-FWPX-N16L TOYS & KITS: KIDSPACE	10-44-440-0	95.47
1MCW-R93V-M69N BOOKS/ADULT	10-44-400-1	117.72
1MCW-R93V-M69N AUDIO-VISUAL/ADULT	10-44-420-1	35.71
1W93-RFF4-NNXC OFFICE SUPPLIES/GENERAL	10-43-300-1	73.31
AMERICAN LIBRARY ASSOCIATION (242)	02/13/24 CK# 148213	\$588.00
012524 RL DUES & MEMBERSHIPS	10-42-280-0	148.00
2035779 DUES & MEMBERSHIPS	10-42-280-0	232.00
2221253 MV DUES & MEMBERSHIPS	10-42-280-0	208.00
AMERICAN LIBRARY ASSOCIATION (242)	02/13/24 CK# 148272	\$694.00
5235 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	347.00
5752 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	347.00
AMICI-KOZI, MARY (4390)	02/13/24 CK# 148214	\$1,015.00
000001 CONSULT. & PROF. FEES:OTHER	10-42-225-2	1,015.00
AUTO ZONE (6165)	02/13/24 CK# 148272	\$30.93
984522 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	30.93
BAKER & TAYLOR F9456595 (5118)	02/13/24 CK# 148215	\$13.32
2038014852 BOOKS: LEASING	10-44-400-0	13.32
BAKER & TAYLOR L0332252 (5119)	02/13/24 CK# 148216	\$78.05
2038017869 BOOKS/YOUTH	10-44-400-2	36.35
2038017870 MATERIAL PROCESSING SERVICES	10-42-265-0	5.57
2038073995 BOOKS/YOUTH	10-44-400-2	29.37
2038073996 MATERIAL PROCESSING SERVICES	10-42-265-0	6.76
BAKER & TAYLOR L4230502 (5107)	02/13/24 CK# 148217	\$12,135.28
2037978948 BOOKS/YOUTH: BRANCH	10-44-400-6	48.72
2037978949 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2037990431 BOOKS/YOUTH: BRANCH	10-44-400-6	20.39
2037990432 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037990433 BOOKS/YOUTH: BRANCH	10-44-400-6	20.39
2037990434 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037992581 BOOKS/ADULT	10-44-400-1	89.57
2037992581 BOOKS/YOUTH	10-44-400-2	190.66
2037992581 BOOKS/YOUTH: BRANCH	10-44-400-6	42.81

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2037992582 MATERIAL PROCESSING SERVICES	10-42-265-0	103.90
2037992583 BOOKS/YOUTH	10-44-400-2	14.27
2037992583 BOOKS/ADULT: BRANCH	10-44-400-5	16.13
2037992583 BOOKS/YOUTH: BRANCH	10-44-400-6	43.51
2037992584 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2037992585 BOOKS/YOUTH: BRANCH	10-44-400-6	28.54
2037992586 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2037992587 BOOKS/YOUTH	10-44-400-2	28.54
2037992588 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2037995432 BOOKS/ADULT	10-44-400-1	98.08
2037995432 BOOKS/YOUTH	10-44-400-2	21.40
2037995433 MATERIAL PROCESSING SERVICES	10-42-265-0	39.40
2037997673 BOOKS/ADULT	10-44-400-1	123.71
2037997673 BOOKS/YOUTH	10-44-400-2	310.62
2037997673 BOOKS/YOUTH: BRANCH	10-44-400-6	35.70
2037997674 MATERIAL PROCESSING SERVICES	10-42-265-0	175.10
2037997675 BOOKS/YOUTH	10-44-400-2	35.70
2037997675 BOOKS/ADULT: BRANCH	10-44-400-5	40.79
2037997675 BOOKS/YOUTH: BRANCH	10-44-400-6	59.34
2037997676 MATERIAL PROCESSING SERVICES	10-42-265-0	40.70
2037997677 BOOKS/YOUTH: BRANCH	10-44-400-6	30.55
2037997678 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038002276 BOOKS/YOUTH	10-44-400-2	1,186.25
2038002277 MATERIAL PROCESSING SERVICES	10-42-265-0	537.50
2038002278 BOOKS/YOUTH: BRANCH	10-44-400-6	88.15
2038002279 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038002280 BOOKS/YOUTH: BRANCH	10-44-400-6	12.59
2038002281 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038002980 BOOKS/ADULT	10-44-400-1	60.47
2038002980 BOOKS/YOUTH	10-44-400-2	208.41
2038002981 MATERIAL PROCESSING SERVICES	10-42-265-0	98.60
2038002982 BOOKS/YOUTH: BRANCH	10-44-400-6	14.60
2038002983 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038005845 BOOKS/ADULT	10-44-400-1	23.05
2038005845 BOOKS/YOUTH	10-44-400-2	73.64
2038005845 BOOKS/YOUTH: BRANCH	10-44-400-6	41.21
2038005846 MATERIAL PROCESSING SERVICES	10-42-265-0	54.60
2038005847 BOOKS/YOUTH	10-44-400-2	26.94
2038005847 BOOKS/ADULT: BRANCH	10-44-400-5	16.71
2038005848 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038005849 BOOKS/YOUTH: BRANCH	10-44-400-6	14.27
2038005850 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038005851 BOOKS/YOUTH	10-44-400-2	14.27
2038005852 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038009149 BOOKS/ADULT	10-44-400-1	99.69
2038009149 BOOKS/YOUTH	10-44-400-2	100.23
2038009150 MATERIAL PROCESSING SERVICES	10-42-265-0	83.10
2038010323 BOOKS/ADULT	10-44-400-1	66.18
2038010323 BOOKS/YOUTH	10-44-400-2	139.14
2038010324 MATERIAL PROCESSING SERVICES	10-42-265-0	78.10
2038010325 BOOKS/YOUTH: BRANCH	10-44-400-6	196.16
2038010326 MATERIAL PROCESSING SERVICES	10-42-265-0	60.20

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038010327 BOOKS/YOUTH: BRANCH	10-44-400-6	11.52
2038010328 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038010329 BOOKS/YOUTH: BRANCH	10-44-400-6	8.64
2038010330 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038014576 BOOKS/ADULT	10-44-400-1	110.33
2038014576 BOOKS/YOUTH	10-44-400-2	155.31
2038014576 BOOKS/YOUTH: BRANCH	10-44-400-6	12.23
2038014577 MATERIAL PROCESSING SERVICES	10-42-265-0	107.90
2038014578 BOOKS/YOUTH: BRANCH	10-44-400-6	25.99
2038014579 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038014580 BOOKS/YOUTH	10-44-400-2	12.23
2038014581 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038016154 BOOKS/ADULT	10-44-400-1	63.60
2038016154 BOOKS/YOUTH	10-44-400-2	47.04
2038016155 MATERIAL PROCESSING SERVICES	10-42-265-0	33.10
2038017648 BOOKS/ADULT	10-44-400-1	194.72
2038017648 BOOKS/YOUTH	10-44-400-2	99.91
2038017648 BOOKS/YOUTH: BRANCH	10-44-400-6	16.30
2038017649 MATERIAL PROCESSING SERVICES	10-42-265-0	119.50
2038017650 BOOKS/YOUTH	10-44-400-2	3.63
2038017650 BOOKS/ADULT: BRANCH	10-44-400-5	14.98
2038017650 BOOKS/YOUTH: BRANCH	10-44-400-6	8.64
2038017651 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038017652 BOOKS/YOUTH	10-44-400-2	12.67
2038017653 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038017654 BOOKS/YOUTH: BRANCH	10-44-400-6	12.67
2038017655 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038024065 BOOKS/ADULT	10-44-400-1	134.35
2038024065 BOOKS/YOUTH	10-44-400-2	45.57
2038024066 MATERIAL PROCESSING SERVICES	10-42-265-0	68.20
2038024067 BOOKS/ADULT: BRANCH	10-44-400-5	16.14
2038024067 BOOKS/YOUTH: BRANCH	10-44-400-6	6.67
2038024068 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038025506 BOOKS/ADULT	10-44-400-1	223.86
2038025506 BOOKS/YOUTH	10-44-400-2	84.37
2038025506 BOOKS/YOUTH: BRANCH	10-44-400-6	6.11
2038025507 MATERIAL PROCESSING SERVICES	10-42-265-0	104.90
2038025508 BOOKS/YOUTH	10-44-400-2	6.11
2038025508 BOOKS/ADULT: BRANCH	10-44-400-5	16.71
2038025509 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038025510 BOOKS/YOUTH: BRANCH	10-44-400-6	6.11
2038025511 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038028503 BOOKS/ADULT	10-44-400-1	108.14
2038028503 BOOKS/YOUTH	10-44-400-2	60.01
2038028503 BOOKS/YOUTH: BRANCH	10-44-400-6	19.57
2038028504 MATERIAL PROCESSING SERVICES	10-42-265-0	57.90
2038028505 BOOKS/YOUTH	10-44-400-2	9.21
2038028505 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038028506 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038028507 BOOKS/YOUTH	10-44-400-2	10.36
2038028508 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038030519 BOOKS/ADULT	10-44-400-1	27.34

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038030519 BOOKS/YOUTH	10-44-400-2	4.58
2038030520 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038030521 BOOKS/ADULT: BRANCH	10-44-400-5	41.97
2038030522 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038033247 BOOKS/ADULT	10-44-400-1	219.78
2038033247 BOOKS/YOUTH	10-44-400-2	627.22
2038033247 BOOKS/ADULT: BRANCH	10-44-400-5	23.10
2038033247 BOOKS/YOUTH: BRANCH	10-44-400-6	68.31
2038033248 MATERIAL PROCESSING SERVICES	10-42-265-0	280.90
2038033249 BOOKS/ADULT	10-44-400-1	23.05
2038033249 BOOKS/YOUTH	10-44-400-2	26.04
2038033249 BOOKS/ADULT: BRANCH	10-44-400-5	16.71
2038033249 BOOKS/YOUTH: BRANCH	10-44-400-6	128.98
2038033250 MATERIAL PROCESSING SERVICES	10-42-265-0	47.30
2038033251 BOOKS/YOUTH	10-44-400-2	26.03
2038033251 BOOKS/YOUTH: BRANCH	10-44-400-6	79.38
2038033252 MATERIAL PROCESSING SERVICES	10-42-265-0	40.70
2038033253 BOOKS/YOUTH	10-44-400-2	16.24
2038033254 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038036454 BOOKS/ADULT	10-44-400-1	171.19
2038036454 BOOKS/YOUTH	10-44-400-2	217.83
2038036454 BOOKS/YOUTH: BRANCH	10-44-400-6	10.94
2038036455 MATERIAL PROCESSING SERVICES	10-42-265-0	123.10
2038036456 BOOKS/YOUTH	10-44-400-2	10.94
2038036456 BOOKS/ADULT: BRANCH	10-44-400-5	101.43
2038036456 BOOKS/YOUTH: BRANCH	10-44-400-6	36.11
2038036457 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038038630 BOOKS/ADULT	10-44-400-1	9.71
2038038630 BOOKS/YOUTH	10-44-400-2	35.92
2038038631 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038038632 BOOKS/YOUTH: BRANCH	10-44-400-6	15.29
2038038633 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038040171 BOOKS/ADULT	10-44-400-1	60.44
2038040171 BOOKS/YOUTH	10-44-400-2	35.45
2038040172 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2038040173 BOOKS/ADULT: BRANCH	10-44-400-5	16.71
2038040173 BOOKS/YOUTH: BRANCH	10-44-400-6	39.22
2038040174 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038045742 BOOKS/ADULT	10-44-400-1	212.33
2038045742 BOOKS/YOUTH	10-44-400-2	226.90
2038045742 BOOKS/YOUTH: BRANCH	10-44-400-6	11.52
2038045743 MATERIAL PROCESSING SERVICES	10-42-265-0	138.00
2038045744 BOOKS/YOUTH	10-44-400-2	11.52
2038045744 BOOKS/ADULT: BRANCH	10-44-400-5	62.18
2038045744 BOOKS/YOUTH: BRANCH	10-44-400-6	47.74
2038045745 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038045746 BOOKS/YOUTH: BRANCH	10-44-400-6	14.97
2038045747 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038047857 BOOKS/ADULT	10-44-400-1	336.44
2038047857 BOOKS/YOUTH	10-44-400-2	520.81
2038047857 BOOKS/YOUTH: BRANCH	10-44-400-6	90.16
2038047858 MATERIAL PROCESSING SERVICES	10-42-265-0	346.80

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038047859 BOOKS/YOUTH	10-44-400-2	72.06
2038047859 BOOKS/ADULT: BRANCH	10-44-400-5	16.72
2038047860 MATERIAL PROCESSING SERVICES	10-42-265-0	36.40
2038047863 BOOKS/YOUTH	10-44-400-2	13.70
2038047864 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
BAKER & TAYLOR L0620012 (5108)	02/13/24 CK# 148218	\$80.96
2038018516 BOOKS/YOUTH	10-44-400-2	15.45
2038020496 IN-HOUSE REFERENCE	10-44-400-4	50.99
2038068997 BOOKS/YOUTH	10-44-400-2	14.52
BAKER & TAYLOR L4234202 (5110)	02/13/24 CK# 148219	\$24.09
2038008220 BOOKS/ADULT	10-44-400-1	18.79
2038008221 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
BAKER AND TAYLOR L4229202 (394)	02/13/24 CK# 148220	\$11,280.08
2037978954 BOOKS/ADULT	10-44-400-1	237.83
2037978954 BOOKS/YOUTH	10-44-400-2	181.77
2037978954 BOOKS/ADULT: BRANCH	10-44-400-5	23.06
2037978954 BOOKS/YOUTH: BRANCH	10-44-400-6	12.10
2037978955 MATERIAL PROCESSING SERVICES	10-42-265-0	144.30
2037978956 BOOKS/ADULT	10-44-400-1	36.38
2037978956 BOOKS/ADULT: BRANCH	10-44-400-5	48.96
2037978956 BOOKS/YOUTH: BRANCH	10-44-400-6	19.33
2037978957 MATERIAL PROCESSING SERVICES	10-42-265-0	33.10
2037978958 BOOKS/YOUTH	10-44-400-2	12.10
2037978959 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2037978960 BOOKS/YOUTH: BRANCH	10-44-400-6	23.93
2037978961 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
20379933338 BOOKS/ADULT	10-44-400-1	849.24
20379933338 BOOKS/YOUTH	10-44-400-2	134.76
20379933338 BOOKS/ADULT: BRANCH	10-44-400-5	16.71
20379933339 MATERIAL PROCESSING SERVICES	10-42-265-0	262.20
2037993340 BOOKS/ADULT	10-44-400-1	47.01
2037993340 BOOKS/ADULT: BRANCH	10-44-400-5	17.29
2037993341 MATERIAL PROCESSING SERVICES	10-42-265-0	19.20
2037995463 BOOKS/ADULT	10-44-400-1	284.69
2037995463 BOOKS/YOUTH	10-44-400-2	22.28
2037995463 BOOKS/ADULT: BRANCH	10-44-400-5	89.31
2037995464 MATERIAL PROCESSING SERVICES	10-42-265-0	99.00
2037995465 BOOKS/ADULT	10-44-400-1	89.31
2037995465 BOOKS/ADULT: BRANCH	10-44-400-5	100.13
2037995466 MATERIAL PROCESSING SERVICES	10-42-265-0	37.40
2037995467 BOOKS/ADULT	10-44-400-1	49.06
2037995468 MATERIAL PROCESSING SERVICES	10-42-265-0	21.20
2037997694 BOOKS/ADULT	10-44-400-1	214.89
2037997694 BOOKS/YOUTH	10-44-400-2	11.46
2037997694 BOOKS/ADULT: BRANCH	10-44-400-5	31.71
2037997695 MATERIAL PROCESSING SERVICES	10-42-265-0	67.50
2037997696 BOOKS/ADULT	10-44-400-1	31.70
2037997696 BOOKS/ADULT: BRANCH	10-44-400-5	68.95
2037997697 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2037999665 BOOKS/ADULT	10-44-400-1	198.06
2037999665 BOOKS/YOUTH	10-44-400-2	30.88

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2037999665 BOOKS/ADULT: BRANCH	10-44-400-5	44.44
2037999666 MATERIAL PROCESSING SERVICES	10-42-265-0	69.50
2037999667 BOOKS/ADULT	10-44-400-1	44.43
2037999668 MATERIAL PROCESSING SERVICES	10-42-265-0	14.90
2038005783 BOOKS/ADULT	10-44-400-1	274.40
2038005783 BOOKS/YOUTH	10-44-400-2	194.14
2038005783 BOOKS/ADULT: BRANCH	10-44-400-5	45.46
2038005784 MATERIAL PROCESSING SERVICES	10-42-265-0	140.30
2038005785 BOOKS/ADULT	10-44-400-1	45.45
2038005785 BOOKS/ADULT: BRANCH	10-44-400-5	50.14
2038005786 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2038005787 BOOKS/YOUTH: BRANCH	10-44-400-6	15.29
2038005788 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038014848 BOOKS/ADULT	10-44-400-1	261.86
2038014848 BOOKS/YOUTH	10-44-400-2	28.84
2038014848 BOOKS/ADULT: BRANCH	10-44-400-5	66.81
2038014849 MATERIAL PROCESSING SERVICES	10-42-265-0	94.30
2038014850 BOOKS/ADULT	10-44-400-1	80.13
2038014850 BOOKS/ADULT: BRANCH	10-44-400-5	166.10
2038014851 MATERIAL PROCESSING SERVICES	10-42-265-0	58.90
2038014853 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038024337 BOOKS/ADULT	10-44-400-1	930.50
2038024337 BOOKS/YOUTH	10-44-400-2	220.67
2038024337 BOOKS/ADULT: BRANCH	10-44-400-5	151.65
2038024338 MATERIAL PROCESSING SERVICES	10-42-265-0	345.50
2038024339 BOOKS/ADULT	10-44-400-1	169.85
2038024339 BOOKS/ADULT: BRANCH	10-44-400-5	52.24
2038024340 MATERIAL PROCESSING SERVICES	10-42-265-0	59.90
2038033803 BOOKS/ADULT	10-44-400-1	448.00
2038033803 BOOKS/YOUTH	10-44-400-2	349.79
2038033803 BOOKS/ADULT: BRANCH	10-44-400-5	118.73
2038033803 BOOKS/YOUTH: BRANCH	10-44-400-6	11.52
2038033804 MATERIAL PROCESSING SERVICES	10-42-265-0	234.60
2038033805 BOOKS/ADULT	10-44-400-1	101.44
2038033805 BOOKS/YOUTH	10-44-400-2	11.52
2038033805 BOOKS/ADULT: BRANCH	10-44-400-5	50.70
2038033806 MATERIAL PROCESSING SERVICES	10-42-265-0	43.00
2038033807 BOOKS/YOUTH: BRANCH	10-44-400-6	7.27
2038033808 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038036450 BOOKS/ADULT	10-44-400-1	163.57
2038036450 BOOKS/YOUTH	10-44-400-2	216.25
2038036450 BOOKS/ADULT: BRANCH	10-44-400-5	50.15
2038036451 MATERIAL PROCESSING SERVICES	10-42-265-0	127.70
2038036452 BOOKS/ADULT	10-44-400-1	50.15
2038036452 BOOKS/ADULT: BRANCH	10-44-400-5	18.20
2038036452 BOOKS/YOUTH: BRANCH	10-44-400-6	43.84
2038036453 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038038638 BOOKS/ADULT	10-44-400-1	266.24
2038038638 BOOKS/YOUTH	10-44-400-2	21.88
2038038638 BOOKS/ADULT: BRANCH	10-44-400-5	140.04
2038038639 MATERIAL PROCESSING SERVICES	10-42-265-0	109.50
2038038640 BOOKS/ADULT	10-44-400-1	140.04

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038038640 BOOKS/ADULT: BRANCH	10-44-400-5	60.95
2038038641 MATERIAL PROCESSING SERVICES	10-42-265-0	52.60
2038045738 BOOKS/ADULT	10-44-400-1	478.88
2038045738 BOOKS/YOUTH	10-44-400-2	26.23
2038045738 BOOKS/ADULT: BRANCH	10-44-400-5	161.84
2038045739 MATERIAL PROCESSING SERVICES	10-42-265-0	122.40
2038045740 BOOKS/ADULT	10-44-400-1	161.84
2038045740 BOOKS/ADULT: BRANCH	10-44-400-5	137.91
2038045741 MATERIAL PROCESSING SERVICES	10-42-265-0	52.60
BAYSCAN TECHNOLOGIES (4610)	02/13/24 CK# 148221	\$215.00
76389 MATERIALS PROCESSING SUPPLIES	10-43-310-0	215.00
BED BATH & BEYOND (6709)	02/13/24 CK# 148267	\$144.08
422214191 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS	10-43-335-0	144.08
BIBLIOTHECA, LLC (5448)	02/13/24 CK# 148222	\$11,467.55
INV-US72207 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	6,183.28
INV-US72208 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	5,284.27
BLICK ART MATERIALS (1043)	02/13/24 CK# 148264	\$126.32
30819996 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10-43-330-0	126.32
BLICK ART MATERIALS (1043)	02/13/24 CK# 148266	\$129.56
30687848 CC PYMT (6417) FOR ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	129.56
BLYTHE MARTIN PRODUCTION (6466)	02/13/24 CK# 148223	\$450.00
012224 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	450.00
CDW GOVERNMENT, INC. (842)	02/13/24 CK# 148224	\$7,183.08
PB02437 COMPUTER EQUIPMENT	10-45-500-0	107.45
PB16937 COMPUTER EQUIPMENT	10-45-500-0	322.35
PB87434 OFFICE SUPPLIES/COMPUTER	10-43-300-2	304.75
PC94298 COMPUTER EQUIPMENT	10-45-500-0	385.90
PD42488 COMPUTER EQUIPMENT	10-45-500-0	120.85
PD43359 COMPUTER EQUIPMENT	10-45-500-0	2,976.41
PD89994 COMPUTER EQUIPMENT	10-45-500-0	2,965.37
CHICAGO TRIBUNE (739)	02/13/24 CK# 148225	\$728.00
01132024 PERIODICALS: BRANCH	10-44-410-5	364.00
01192024 PERIODICALS: BRANCH	10-44-410-5	364.00
CINTAS CORPORATION LOC. #355 (4662)	02/13/24 CK# 148226	\$6,801.89
4178825488 JANITORIAL SUPPLIES	10-43-370-0	25.00
4179508475 JANITORIAL SUPPLIES	10-43-370-0	54.76
4179669336 JANITORIAL SUPPLIES	10-43-370-0	631.24
4180225448 JANITORIAL SUPPLIES	10-43-370-0	115.53
4180225470 JANITORIAL SUPPLIES	10-43-370-0	366.46
4180227041 JANITORIAL SUPPLIES	10-43-370-0	1,703.49
4180826338 JANITORIAL SUPPLIES	10-43-370-0	297.64
4180944080 JANITORIAL SUPPLIES	10-43-370-0	64.94
4180945456 JANITORIAL SUPPLIES	10-43-370-0	1,156.87
4181534152 JANITORIAL SUPPLIES	10-43-370-0	184.58
4181659259 JANITORIAL SUPPLIES	10-43-370-0	54.76
4181659332 JANITORIAL SUPPLIES	10-43-370-0	25.00
4181660927 JANITORIAL SUPPLIES	10-43-370-0	1,140.37
4182310070 JANITORIAL SUPPLIES	10-43-370-0	64.94
4182311679 JANITORIAL SUPPLIES	10-43-370-0	995.77

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CINTAS CORPORATION LOC. #355 (4662) CONTINUED ...		
9257460458 JANITORIAL SUPPLIES	10-43-370-0	-39.73
9257460472 JANITORIAL SUPPLIES	10-43-370-0	-39.73
CLIFF SOPER COMPANY, INC. (5398)	02/13/24 CK# 148227	\$2,373.75
102694S REPAIR/MAINT. OF HVAC	60-42-220-0	2,373.75
COMCAST BUSINESS (5357)	02/13/24 CK# 148228	\$4,644.96
193668704 ONLINE COMPUTER SERVICES	10-42-255-1	4,644.96
COMPLETE CLEANING COMPANY, INC. (835)	02/13/24 CK# 148229	\$40,436.00
AW13946 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	935.00
AW14043 GENERAL CLEANING SERVICE	10-42-235-0	2,150.00
AW14047 REPAIR/MAINT. OF BUILDING	60-42-200-0	5,165.00
AW14059 GENERAL CLEANING SERVICE	10-42-235-0	230.00
AW14071 GENERAL CLEANING SERVICE	10-42-235-0	273.00
AW14078 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	2,780.00
AW14082 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	1,190.00
AW14086 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	1,530.00
AW14834 GENERAL CLEANING SERVICE	10-42-235-0	720.00
AW15462 GENERAL CLEANING SERVICE	10-42-235-0	260.00
AW15543 GENERAL CLEANING SERVICE	10-42-235-0	4,000.00
AW15544 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	890.00
AW15545 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	890.00
AW15587 GENERAL CLEANING SERVICE	10-42-235-0	900.00
AW15641 REPAIR/MAINT. OF BUILDING	60-42-200-0	2,240.00
AW15848 GENERAL CLEANING SERVICE	10-42-235-0	2,150.00
AW15864 GENERAL CLEANING SERVICE	10-42-235-0	230.00
AW15876 GENERAL CLEANING SERVICE	10-42-235-0	273.00
C26323 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	2,090.00
C26324 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	2,790.00
C26325 GENERAL CLEANING SERVICE	10-42-235-0	8,750.00
CONSTANT CONTACT (5729)	02/13/24 CK# 148264	\$2,192.34
012024 CC PYMT (6415) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	2,192.34
CORDOBA MARIA (6564)	02/13/24 CK# 148230	\$120.00
01242024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	120.00
CRYSTAL CLEAR AQUARIUM MAINTENANCE (931)	02/13/24 CK# 148231	\$355.00
22188 ANIMAL CARE & FEEDING	10-43-340-0	355.00
D3 CNTRLS (6043)	02/13/24 CK# 148232	\$373.60
D4-14 REPAIR/MAINT. OF HVAC	60-42-220-0	373.60
DASHER PRINTING SERVICES, INC. (4516)	02/13/24 CK# 148233	\$3,120.00
1547 PRINTING: OUTSIDE	10-42-240-0	3,120.00
DEMCO (1000)	02/13/24 CK# 148234	\$1,669.76
7421056 MATERIALS PROCESSING SUPPLIES	10-43-310-0	481.21
7427882 MATERIALS PROCESSING SUPPLIES	10-43-310-0	359.12
7432500 FURNITURE AND FIXTURES	10-45-510-0	829.43
DEPUTY, ALLISON (5966)	02/13/24 CK# 148235	\$150.00
03052024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
DIGICORP, INC. (5694)	02/13/24 CK# 148236	\$23,549.16
349231 COMPUTER MAINTENANCE	10-42-255-2	23,549.16
DIGITAL OCEAN (6303)	02/13/24 CK# 148269	\$24.99
473151689 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	24.99

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DUO SECURITY, LLC (6066) 11097723 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	02/13/24 CK# 148264 10-42-255-1	\$360.00 360.00
DYOPATH, LLC (5974) 0000268-INV COMPUTER MAINTENANCE	02/13/24 CK# 148237 10-42-255-2	\$4,519.57 4,519.57
E-RATE FUNDING SOLUTIONS LLC (5403) 240124 CONSULT. & PROF. FEES:OTHER	02/13/24 CK# 148238 10-42-225-2	\$4,000.00 4,000.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 16383 RISK MANAGEMENT: FACILITIES 16414 RISK MANAGEMENT: FACILITIES	02/13/24 CK# 148239 50-42-210-0 50-42-210-0	\$310.57 133.95 176.62
EBAY (6126) 01-11013-45172 CC PYMT (6421) FOR SMALL EQUIP MAINT: A-V 08-11028-63635 CC PYMT (6421) FOR SMALL EQUIP MAINT: A-V	02/13/24 CK# 148270 10-42-270-3 10-42-270-3	\$766.71 520.79 245.92
ELGIN AREA CHAMBER OF COMMERCE (1144) 1146 DUES & MEMBERSHIPS	02/13/24 CK# 148240 10-42-280-0	\$90.00 90.00
ELGIN HISPANIC NETWORK (1154) 1635 CC PYMT (6415) FOR DUES & MEMBERSHIPS 1643 CC PYMT (6415) FOR DUES & MEMBERSHIPS	02/13/24 CK# 148264 10-42-280-0 10-42-280-0	\$240.00 120.00 120.00
ELM USA, INC. (5536) 64188 MATERIALS PROCESSING SUPPLIES 64243 MATERIALS PROCESSING SUPPLIES	02/13/24 CK# 148241 10-43-310-0 10-43-310-0	\$879.90 729.95 149.95
ENGBERG ANDERSON, INC. (4014) 23364501-1 CONSULT. & PROF. FEES:OTHER	02/13/24 CK# 148242 10-42-225-2	\$250.00 250.00
ETSY (6109) SAKVRM CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	02/13/24 CK# 148264 60-43-320-0	\$21.27 21.27
F&J FOOD SERVICE (6710) 719020 CC PYMT (6415) FOR FOOD & BEVERAGE: COMMUNITY SVCS	02/13/24 CK# 148264 10-43-360-2	\$90.00 90.00
F.J. BERO & CO, INC (6368) 59050 REPAIR/MAINT. OF BUILDING	02/13/24 CK# 148243 60-42-200-0	\$409.97 409.97
FACEBOOK (6067) 654941 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 70741998 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	02/13/24 CK# 148270 10-42-222-2 10-42-222-2	\$128.75 24.97 103.78
FOX VALLEY FIRE & SAFETY (1329) IN00633221 RISK MANAGEMENT: FACILITIES IN00653606 RISK MANAGEMENT: FACILITIES	02/13/24 CK# 148244 50-42-210-0 50-42-210-0	\$360.00 180.00 180.00
GALLUP STORE (6063) 1053960754839 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	02/13/24 CK# 148264 10-42-290-1	\$19.99 19.99
GALLUP STORE (6063) 1053714724839 CC PYMT (6424) FOR CONTINUING ED: REGISTRATION/FEES 1053723994839 CC PYMT (6424) FOR CONTINUING ED: REGISTRATION/FEES	02/13/24 CK# 148272 10-42-290-1 10-42-290-1	\$39.98 19.99 19.99
GARRITSON, LINDSAY (5913) 02252024 PUBLIC PROGRAMMING:COMMUNITY SVCS	02/13/24 CK# 148245 10-42-230-3	\$1,800.00 1,800.00
GENO PIZZA (6269) 89416 CC PYMT (6421) FOR FOOD & BEVERAGE: PRAD	02/13/24 CK# 148270 10-43-360-3	\$112.99 112.99
GILPATRICK, KAREN (5886) 052 CONSULT. & PROF. FEES:OTHER	02/13/24 CK# 148246 10-42-225-2	\$300.00 300.00
GRAINGER (1449) 9003018562 ELECTRICAL SUPPLIES/BULBS	02/13/24 CK# 148247 10-43-380-0	\$1,971.55 18.64

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GRAINGER (1449) CONTINUED ...		
9004591237 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	63.81
9004856770 MISCELLANEOUS	60-43-399-0	8.70
9961852861 REPAIR/MAINT. OF HVAC	60-42-220-0	58.46
9963479358 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,217.64
9965307946 MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	284.77
9971637146 JANITORIAL SUPPLIES	10-43-370-0	255.72
9972394911 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	63.81
GRANT PROFESSIONALS ASSOCIATION (6356)	02/13/24 CK# 148248	\$125.00
200037188 CONTINUING ED: REGISTRATION/FEES	10-42-290-1	125.00
GRASSHOPPER (6074)	02/13/24 CK# 148264	\$20.28
012024 CC PYMT (6415) FOR OFFICE SUPPLIES/COMPUTER	10-43-300-2	20.28
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390)	02/13/24 CK# 148249	\$14,345.00
6868 REPAIR/MAINT. OF GROUNDS	60-42-210-0	9,095.00
6868 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	3,550.00
6908 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,700.00
GUTIERREZ FERNANDO M. (6468)	02/13/24 CK# 148250	\$340.00
10 DIGITAL LIT CLASSES BILINGUAL	10-42-230-7	340.00
HAGG PRESS (1505)	02/13/24 CK# 148251	\$16,035.00
119289 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	16,035.00
HANSEN AMY GAIL (6608)	02/13/24 CK# 148252	\$175.00
02142024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	175.00
HELM SERVICE (5979)	02/13/24 CK# 148253	\$8,411.00
CHI146966C REPAIR/MAINT. HVAC: SOUTH ELGIN	60-42-220-7	208.92
CHI146967C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	253.33
CHI146968C REPAIR/MAINT. OF HVAC	60-42-220-0	1,959.00
CHI146969C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	338.75
CHI146990C REPAIR/MAINT. OF HVAC	60-42-220-0	3,831.00
CHI194714 REPAIR/MAINT. OF HVAC	60-42-220-0	1,170.00
CHI195037 REPAIR/MAINT. HVAC: SOUTH ELGIN	60-42-220-7	650.00
HIGHER EDUCATION PUBLICATIONS, INC. (1593)	02/13/24 CK# 148254	\$92.00
103290 BOOKS/ADULT	10-44-400-1	92.00
HOBBY LOBBY (6133)	02/13/24 CK# 148272	\$6.47
601363 CC PYMT (6424) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	6.47
HODGE KIRK (6386)	02/13/24 CK# 148255	\$650.00
032024 STORAGE/MOVING	10-42-209-0	650.00
HOME DEPOT CREDIT SERVICES (1617)	02/13/24 CK# 148256	\$42.03
1011929 BUILDING & GROUNDS SUPPLIES	60-43-320-0	17.98
6013054 BUILDING & GROUNDS SUPPLIES	60-43-320-0	24.05
HOME DEPOT PRO (5856)	02/13/24 CK# 148257	\$516.45
785618182 JANITORIAL SUPPLIES	10-43-370-0	184.32
788542025 JANITORIAL SUPPLIES	10-43-370-0	332.13
HUFFMAN, DEBORAH (1650)	02/13/24 CK# 148258	\$595.00
12024 CONSULT. & PROF. FEES:OTHER	10-42-225-2	595.00
HUIZAR, SHARI MATTHEWS (5993)	02/13/24 CK# 148259	\$50.00
01182024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	50.00
ILLINOIS LIBRARY ASSOCIATION (3822)	02/13/24 CK# 148260	\$300.00
278804 RL DUES & MEMBERSHIPS	10-42-280-0	150.00

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ILLINOIS LIBRARY ASSOCIATION (3822) CONTINUED ... 278866 MV DUES & MEMBERSHIPS	10-42-280-0	150.00
ILLINOIS STATE POLICE (4466) 01162024 RISK MANAGEMENT: HR	02/13/24 CK# 148261 50-42-210-1	\$500.00 500.00
IMBERT INTERNATIONAL INC (6714) 13698-00 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC 13723-00 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	02/13/24 CK# 148268 60-42-220-0 60-42-220-0	\$2,747.07 500.55 2,246.52
INNOVATIVE INTERFACES, INC. (1737) INV-INC36394 COMPUTER CATALOG SERVICE	02/13/24 CK# 148262 10-42-260-0	\$79.50 79.50
INNOVATIVE USERS GROUP (4786) E1082 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	02/13/24 CK# 148269 10-42-290-3	\$425.00 425.00
INNOVATIVE USERS GROUP (4786) E1099 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	02/13/24 CK# 148275 10-42-290-3	\$425.00 425.00
INSTRUMENTL INC (6703) 12024 CC PYMT (6423) FOR ELECTRONIC RESOURCES: IN-HOUSE	02/13/24 CK# 148271 10-44-435-1	\$3,262.00 3,262.00
JAMF SOFTWARE, LLC (5811) 100867184 CC PYMT (6416) FOR COMPUTER MAINTENANCE	02/13/24 CK# 148265 10-42-255-2	\$508.00 508.00
KANOPY LLC (5682) 385913 ELECTRONIC RESOURCES: STREAMING	02/13/24 CK# 148263 10-44-435-3	\$803.00 803.00
KNICKERBOCKER ROOFING (4533) 20118487 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	02/13/24 CK# 148276 60-42-200-7	\$887.50 887.50
KO FLEET MAINTENANCE, INC. (5893) 37706 VEHICLE MAINTENANCE: MOBILE SVCS	02/13/24 CK# 148277 10-42-270-0	\$573.38 573.38
LAKESHORE LEARNING MATERIALS (1957) 167680012224 TOYS & KITS: KIDSPACE	02/13/24 CK# 148278 10-44-440-0	\$125.35 125.35
LASER PRO CO., INC. (1983) 135859 OFFICE SUPPLIES/COMPUTER 135860 OFFICE SUPPLIES/COMPUTER 135994 OFFICE SUPPLIES/COMPUTER	02/13/24 CK# 148279 10-43-300-2 10-43-300-2 10-43-300-2	\$1,121.00 457.00 140.50 523.50
LIBRARY FURNITURE INTERNATIONAL, INC (4706) 9028 FURNITURE AND FIXTURES	02/13/24 CK# 148280 10-45-510-0	\$21,535.00 21,535.00
LIBRARY FURNITURE INTERNATIONAL, INC (4706) 4129 DEP FURNITURE AND FIXTURES	02/13/24 CK# 148281 10-45-510-0	\$5,015.00 5,015.00
LIBRARY FURNITURE INTERNATIONAL, INC (4706) 4129 FURNITURE AND FIXTURES	02/13/24 CK# 148282 10-45-510-0	\$5,015.00 5,015.00
LOW COST EAR BUDS (6711) 36494 CC PYMT (6415) FOR DIGITAL SERVICES MERCHANDISE	02/13/24 CK# 148264 10-43-300-5	\$213.97 213.97
MAILGUN TECHNOLOGIES, INC (6058) 55362043 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	02/13/24 CK# 148269 10-42-255-3	\$80.00 80.00
MARTINEZ MICHAEL (6174) 02082024 PUBLIC PROGRAMMING:HISPANIC SVCS	02/13/24 CK# 148283 10-42-230-1	\$100.00 100.00
MARTINEZ, BETTY 2 (4305) 01242024 PUBLIC PROGRAMMING:HISPANIC SVCS	02/13/24 CK# 148284 10-42-230-1	\$200.00 200.00
MCCULLY, NANCY (5453) 02182024 PUBLIC PROGRAMMING:COMMUNITY SVCS	02/13/24 CK# 148285 10-42-230-3	\$175.00 175.00

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MENARDS (2224)	02/13/24 CK# 148268	\$112.18
843078 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	105.96
843084 CC PYMT (6419) FOR MATERIALS PROCESSING SUPPLIES	10-43-310-0	6.22
METRO POWER INC. (3796)	02/13/24 CK# 148286	\$1,000.00
14361 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,000.00
MICHAELS (6060)	02/13/24 CK# 148264	\$74.11
698819 CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	74.11
MIDAMERICA ENERGY SERVICES, LLC (6048)	02/13/24 CK# 148287	\$20,497.57
11985886 ELECTRICITY	10-42-201-0	17,616.96
11993044 ELECTRICITY: SOUTH ELGIN	10-42-201-7	352.36
11996924 ELECTRICITY: RAKOW	10-42-201-5	2,528.25
MIDWEST FIRST AID & SAFETY LLC (6609)	02/13/24 CK# 148288	\$187.29
487 RISK MANAGEMENT: FACILITIES	50-42-210-0	129.49
488 RISK MANAGEMENT: FACILITIES	50-42-210-0	57.80
MIDWEST TAPE (2256)	02/13/24 CK# 148289	\$6,956.73
504842957 AUDIO-VISUAL/ADULT	10-44-420-1	161.16
504842957 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	110.19
504843124 AUDIO-VISUAL/ADULT	10-44-420-1	99.98
504843124 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	49.99
504843126 AUDIO-VISUAL/ADULT	10-44-420-1	212.16
504843127 AUDIO-VISUAL/ADULT	10-44-420-1	132.74
504843128 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	166.41
504843129 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	18.74
504861420 MATERIAL PROCESSING SERVICES	10-42-265-0	86.80
504861421 MATERIAL PROCESSING SERVICES	10-42-265-0	390.06
504861422 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
504881894 AUDIO-VISUAL/ADULT	10-44-420-1	236.86
504881894 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	236.86
504900267 AUDIO-VISUAL/ADULT	10-44-420-1	246.95
504900269 AUDIO-VISUAL/ADULT	10-44-420-1	383.89
504900540 AUDIO-VISUAL/ADULT	10-44-420-1	83.24
504900541 AUDIO-VISUAL/YOUTH	10-44-420-2	51.99
504900542 AUDIO-VISUAL/ADULT	10-44-420-1	10.48
504900543 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	104.93
504925155 AUDIO-VISUAL/YOUTH	10-44-420-2	281.15
504925155 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	142.45
504925156 AUDIO-VISUAL/ADULT	10-44-420-1	209.16
504925156 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	95.96
504931424 AUDIO-VISUAL/ADULT	10-44-420-1	148.97
504931425 AUDIO-VISUAL/ADULT	10-44-420-1	62.23
504931426 AUDIO-VISUAL/ADULT	10-44-420-1	229.42
504931427 AUDIO-VISUAL/ADULT	10-44-420-1	35.22
504931429 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	49.99
504932230 AUDIO-VISUAL/ADULT	10-44-420-1	39.99
504932231 AUDIO-VISUAL/ADULT	10-44-420-1	30.73
504932232 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	52.48
504932233 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	40.48
504932234 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	29.24
504937706 AUDIO-VISUAL/ADULT	10-44-420-1	540.02
504937706 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	290.88
504958080 AUDIO-VISUAL/ADULT	10-44-420-1	113.97

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST TAPE (2256) CONTINUED ...		
504958080 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	39.99
504958082 AUDIO-VISUAL/ADULT	10-44-420-1	29.99
504958083 AUDIO-VISUAL/ADULT	10-44-420-1	193.37
504958084 AUDIO-VISUAL/ADULT	10-44-420-1	11.24
504958085 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	77.96
504958086 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	55.48
504981724 AUDIO-VISUAL/ADULT	10-44-420-1	117.70
504981724 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	87.71
504988248 AUDIO-VISUAL/ADULT	10-44-420-1	44.97
504988249 AUDIO-VISUAL/ADULT	10-44-420-1	155.93
504988250 AUDIO-VISUAL/ADULT	10-44-420-1	46.47
504988252 AUDIO-VISUAL/ADULT	10-44-420-1	74.96
504988252 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	44.99
504988253 AUDIO-VISUAL/YOUTH	10-44-420-2	11.24
504988254 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	13.49
504988255 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	29.99
505013372 AUDIO-VISUAL/ADULT	10-44-420-1	476.04
505013372 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	243.64
MIDWEST TAPE / HOOPLA (6521)	02/13/24 CK# 148290	\$20,867.32
504993364 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	20,867.32
MNI (6022)	02/13/24 CK# 148291	\$332.90
H42528-00 BOOKS/ADULT	10-44-400-1	332.90
MOLITOR DANAE (6713)	02/13/24 CK# 148292	\$100.00
02102024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	100.00
NCCDP (6708)	02/13/24 CK# 148274	\$100.00
34910 CC PYMT (6426) FOR CONTINUING ED: REGISTRATION/FEEES	10-42-290-1	50.00
34945 CC PYMT (6426) FOR CONTINUING ED: REGISTRATION/FEEES	10-42-290-1	50.00
NEDROW DECORATING INC. (5182)	02/13/24 CK# 148293	\$13,030.00
24009 CAPITAL IMPROVEMENTS	10-49-900-0	5,775.00
24010 CAPITAL IMPROVEMENTS	10-49-900-0	3,100.00
24011 CAPITAL IMPROVEMENTS	10-49-900-0	3,300.00
24013 CAPITAL IMPROVEMENTS	10-49-900-0	855.00
NICOR GAS (2489)	02/13/24 CK# 148294	\$669.53
01030131 NATURAL GAS: RAKOW	10-42-200-5	669.53
NITRO SOFTWARE, INC. (5579)	02/13/24 CK# 148295	\$6,358.30
INV-18429 COMPUTER MAINTENANCE	10-42-255-2	6,358.30
OTIS ELEVATOR COMPANY (4788)	02/13/24 CK# 148296	\$1,187.78
100401429616 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,187.78
OVERDRIVE, INC. (4535)	02/13/24 CK# 148297	\$2,914.18
01018MA24030599 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	240.98
01018MA24033402 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	2,673.20
PARAGON MICRO INC. (4877)	02/13/24 CK# 148298	\$42,386.53
S5140704 COMPUTER MAINTENANCE	10-42-255-2	12,128.95
S5143506 COMPUTER EQUIPMENT	10-45-500-0	24,884.79
S5147417 COMPUTER MAINTENANCE	10-42-255-2	4,549.99
S5716989 COMPUTER MAINTENANCE	10-42-255-2	822.80
PAYPAL, INC (6059)	02/13/24 CK# 148264	\$299.00
01042024-155 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEEES	10-42-290-1	299.00

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PAYPAL, INC (6059)	02/13/24 CK# 148265	\$499.00
0117024-189 CC PYMT (6416) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	499.00
PAYPAL, INC (6059)	02/13/24 CK# 148269	\$19.95
141189117 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	19.95
PETTY CASH - SARA JOHNSON (4777)	02/13/24 CK# 148299	\$532.37
022024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	32.87
022024 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	26.86
022024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	54.10
022024 DUES & MEMBERSHIPS	10-42-280-0	40.00
022024 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	238.10
022024 VOLUNTEERS	10-43-305-0	32.85
022024 FOOD & BEVERAGE: ADMIN	10-43-360-0	49.85
022024 FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	20.33
022024 TOYS & KITS: KIDSPACE	10-44-440-0	37.41
PITNEY BOWES RESERVE ACCOUNT (4146)	02/13/24 CK# 148300	\$2,500.00
01162024 POSTAGE & SHIPPING	10-42-210-0	2,500.00
PLAYAWAY/FINDAWAY WORLD, LLC (4273)	02/13/24 CK# 148301	\$206.10
450285 AUDIO-VISUAL/YOUTH	10-44-420-2	37.99
450285 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	113.97
452333 AUDIO-VISUAL/YOUTH	10-44-420-2	54.14
POLONIA BOOKSTORE, INC. (2712)	02/13/24 CK# 148275	\$531.95
73836B CC PYMT (6427) FOR BOOKS/ADULT	10-44-400-1	531.95
RAILS (5481)	02/13/24 CK# 148302	\$1,029.00
12007 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	1,029.00
REAL VNC LTD (4789)	02/13/24 CK# 148303	\$3,684.21
INV00569873 COMPUTER MAINTENANCE	10-42-255-2	3,684.21
ROADWAY TOWING & SERVICE INC. (5965)	02/13/24 CK# 148304	\$45.00
21693 VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	45.00
ROLL N DONUT/DOUANGCHAY'S KITCHEN (6088)	02/13/24 CK# 148305	\$165.05
000031 FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	60.00
000032 FOOD & BEVERAGE: ADMIN	10-43-360-0	85.05
000033 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	20.00
ROWMAN & LITTLEFIELD PUBL. GROUP (3739)	02/13/24 CK# 148306	\$237.98
12389249 BOOKS/ADULT	10-44-400-1	237.98
SAFEGARD EXTERMINATING CO. (2958)	02/13/24 CK# 148307	\$317.00
02-4183 REPAIR/MAINT. OF BUILDING	60-42-200-0	197.00
02-4184 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	60.00
02-4185 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	60.00
SCHOOLSIN (6532)	02/13/24 CK# 148264	\$112.00
395120 CC PYMT (6415) FOR TOYS & KITS: COMM SERVICES	10-44-420-3	112.00
SHOUTBOMB LLC (5665)	02/13/24 CK# 148308	\$1,704.00
906 COMPUTER MAINT: ACCESS SVCS	10-42-255-4	1,704.00
SHOWCASES (3071)	02/13/24 CK# 148309	\$626.29
327856 MATERIALS PROCESSING SUPPLIES	10-43-310-0	626.29
SIGNS BY TOMORROW (3081)	02/13/24 CK# 148310	\$237.06
30755 PRINTING: OUTSIDE	10-42-240-0	237.06
SKIRMONT MECHANICAL CONTRACTORS, INC. (3101)	02/13/24 CK# 148311	\$3,005.10
47232 REPAIR/MAINT. OF HVAC	60-42-220-0	2,385.63

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SKIRMONT MECHANICAL CONTRACTORS, INC. (3101) CONTINUED ... 47233 REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	619.47
SOUND INCORPORATED (3134) R185087 TELEPHONE/MAINTENANCE & SERVICE	02/13/24 CK# 148312 10-42-203-3	\$595.00 595.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393) FEBRUARY 2024 COMMON AREA MAINT: SO ELGIN JANUARY 2024 COMMON AREA MAINT: SO ELGIN	02/13/24 CK# 148313 10-42-204-0 10-42-204-0	\$6,028.92 3,014.46 3,014.46
SPOTIFY (6086) 12024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	02/13/24 CK# 148266 10-42-230-2	\$16.99 16.99
ST. JUDE CHILDREN'S HOSPITAL (6712) 1-3963633 CC PYMT (6415) FOR MISCELLANEOUS	02/13/24 CK# 148264 10-43-399-0	\$250.00 250.00
STAPLES BUSINESS CREDIT (3180) 7623501747 DUPLICATING: PAPER/COPY SHOP SUPPL 7624872307 OFFICE SUPPLIES/GENERAL 7624918852 OFFICE SUPPLIES/GENERAL	02/13/24 CK# 148314 10-43-320-0 10-43-300-1 10-43-300-1	\$1,083.00 930.87 116.76 35.37
STORE SUPPLY HOUSE (6105) 10416471 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	02/13/24 CK# 148264 10-43-300-1	\$148.40 148.40
STRICTLY SELF DEFENSE (6707) SSD030624 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	02/13/24 CK# 148273 10-42-230-3	\$50.75 50.75
STRICTLY SELF DEFENSE (6707) 03062023 PUBLIC PROGRAMMING:COMMUNITY SVCS	02/13/24 CK# 148315 10-42-230-3	\$200.00 200.00
STUDIO GC (5252) 21043A.04 SE EXPANSION	02/13/24 CK# 148316 10-49-930-0	\$1,088.93 1,088.93
SUPPLY HOUSE (6102) 17827409 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC 17827409 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	02/13/24 CK# 148268 60-42-220-0 60-42-220-0	\$1,162.23 -73.80 1,236.03
TECH SYSTEMS, INC. (3287) 324185 RISK MANAGEMENT: FACILITIES	02/13/24 CK# 148317 50-42-210-0	\$208.00 208.00
TRAIN HR (6626) 69717 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	02/13/24 CK# 148264 10-42-290-1	\$195.00 195.00
TRALIAN HOLDINGS, LLC (5743) INV005963 RISK MANAGEMENT: HR	02/13/24 CK# 148318 50-42-210-1	\$175.00 175.00
TRANE (3371) 16096516 REPAIR/MAINT. OF HVAC	02/13/24 CK# 148319 60-42-220-0	\$54.45 54.45
TRANSACT TECHNOLOGIES INC. (4376) INV1432336 OFFICE SUPPLIES/COMPUTER	02/13/24 CK# 148320 10-43-300-2	\$128.74 128.74
TUBEBUDDY (6205) 324899F0 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	02/13/24 CK# 148270 10-44-435-5	\$43.20 43.20
TURNER, DEVIKA (5546) 01282024 PUBLIC PROGRAMMING:COMMUNITY SVCS 02252024 PUBLIC PROGRAMMING:COMMUNITY SVCS	02/13/24 CK# 148321 10-42-230-3 10-42-230-3	\$160.00 80.00 80.00
U S POSTMASTER (4528) 02012024 PUBLIC RELATIONS: NEWSLETTER	02/13/24 CK# 148322 10-42-222-1	\$6,200.00 6,200.00
UNIQUE MANAGEMENT SERVICES, INC. (3648) 6122387 COLLECTION AGENCY	02/13/24 CK# 148323 10-42-215-0	\$1,398.70 1,398.70

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UNIQUE PHOTO (6139)	02/13/24 CK# 148264	\$96.97
1369904 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	10-43-300-1	96.97
UNIVERSITY OF ILLINOIS EXTENSION KANE (5273)	02/13/24 CK# 148324	\$300.00
02152024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
02172024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
VAUGHAN PLANTSCAPES, INC. (4296)	02/13/24 CK# 148325	\$243.76
64060 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VILLAGE OF SOUTH ELGIN (5477)	02/13/24 CK# 148326	\$211.03
02012024 A WATER & SEWER: SOUTH ELGIN	10-42-202-7	118.48
02012024 B WATER & SEWER: SOUTH ELGIN	10-42-202-7	92.55
VOLGISTICS (6071)	02/13/24 CK# 148264	\$70.00
477514 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	70.00
VSP OF ILLINOIS (2257)	02/13/24 CK# 148327	\$2,328.78
819638380 HEALTH, DENTAL & VISION INSURANCE	10-41-110-0	2,328.78
WALLGUARD (6115)	02/13/24 CK# 148268	\$621.69
2082024 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	621.69
WALMART (6075)	02/13/24 CK# 148264	\$55.99
7557768 CC PYMT (6415) FOR TOYS & KITS: COMM SERVICES	10-44-420-3	55.99
WALMART (6075)	02/13/24 CK# 148268	\$11.88
199497 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	11.88
WEX BANK (5012)	02/13/24 CK# 148328	\$349.24
94967758 FUEL/GASOLINE: OTHER	10-43-350-0	280.82
94967758 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	68.42
ZIEGLER'S ACE HARDWARE (111)	02/13/24 CK# 148329	\$111.98
170810/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	17.14
170879/A FUEL/GASOLINE: OTHER	10-43-350-0	27.15
170907/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	13.68
170910/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	4.99
170918/A VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	25.98
171116/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	23.04

GAIL BORDEN PUBLIC LIBRARY DISTRICT
 BILLS PAID REPORT FOR FEBRUARY, 2024
 SUMMARY ALL FUNDS

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BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	351,113.76	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	1,740.86	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	49,461.19	*
TOTAL ALL FUNDS			402,315.81	**

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>GENERAL FUND</u>								
<u>SALARIES & BENEFITS</u>								
10-41-100-0	SALARIES & WAGES/ADMINISTRATION	139,690.71	838,932.54	48.63	1,725,000	886,067.46	44.15	1,900,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	306,228.22	1,843,209.78	48.70	3,785,000	1,941,790.22	44.20	4,170,200
10-41-102-0	SALARIES & WAGES/SUPPORT	286,220.14	1,738,580.84	47.05	3,695,000	1,956,419.16	42.71	4,071,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	27,162.28	175,851.72	43.42	405,000	229,148.28	39.36	446,800
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	93,429.64	585,338.21	47.40	1,235,000	649,661.79	39.02	1,500,000
10-41-111-0	LIFE INSURANCE	821.24	5,637.93	57.53	9,800	4,162.07	46.98	12,000
*TOTAL	SALARIES & BENEFITS	853,552.23	5,187,551.02	47.79	10,854,800	5,667,248.98	42.87	12,100,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	7,543.32	30,317.95	37.90	80,000	49,682.05	30.94	98,000
10-42-200-5	NATURAL GAS: RAKOW	320.86	663.98	15.44	4,300	3,636.02	12.77	5,200
10-42-200-7	NATURAL GAS: SOUTH ELGIN	164.58	1,040.51	24.77	4,200	3,159.49	20.40	5,100
10-42-201-0	ELECTRICITY	20,520.69	135,886.05	54.35	250,000	114,113.95	45.00	302,000
10-42-201-5	ELECTRICITY: RAKOW	1,739.85	10,289.81	29.40	35,000	24,710.19	23.93	43,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	414.54	2,145.92	41.27	5,200	3,054.08	34.06	6,300
10-42-202-0	WATER & SEWER	1,225.51	8,937.14	47.04	19,000	10,062.86	38.86	23,000
10-42-202-5	WATER & SEWER: RAKOW	524.32	2,465.96	49.32	5,000	2,534.04	41.10	6,000
10-42-202-7	WATER & SEWER: SOUTH ELGIN	0.00	1,568.87	65.37	2,400	831.13	54.10	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	2,280.25	11,653.29	15.92	73,200	61,546.71	13.09	89,000
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	1,190.00	4,175.88	30.48	13,700	9,524.12	25.31	16,500
10-42-203-4	TELEPHONE: MOBILE	957.65	3,012.89	31.71	9,500	6,487.11	25.11	12,000
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	18,086.76	49.96	36,200	18,113.24	40.19	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	1,077.58	7,035.84	55.84	12,600	5,564.16	43.97	16,000
10-42-206-0	DEBT CERT PRINCIPAL	0.00	125,000.00	100.00	125,000	0.00	95.42	131,000
10-42-206-5	DEBT CERT INTEREST	0.00	6,955.88	56.10	12,400	5,444.12	49.68	14,000
10-42-209-0	STORAGE/MOVING	650.00	5,064.00	60.29	8,400	3,336.00	50.14	10,100
10-42-210-0	POSTAGE & SHIPPING	2,450.20	7,499.42	46.87	16,000	8,500.58	37.50	20,000
10-42-215-0	COLLECTION AGENCY	581.15	6,241.71	52.01	12,000	5,758.29	41.61	15,000
10-42-220-2	LEGAL PUBLICATIONS	36.80	1,858.97	92.95	2,000	141.03	74.36	2,500
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	6,200.00	52,701.00	32.94	160,000	107,299.00	27.45	192,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	2,196.98	10,802.63	40.76	26,500	15,697.37	33.76	32,000
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	912.50	10,083.50	67.22	15,000	4,916.50	56.02	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	8,250.00	30,815.50	20.54	150,000	119,184.50	17.12	180,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	659.98	6,247.73	56.80	11,000	4,752.27	44.63	14,000
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	3,096.32	9,310.23	44.33	21,000	11,689.77	35.81	26,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	2,234.82	15,323.52	35.64	43,000	27,676.48	29.58	51,800
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	159.10	765.49	38.27	2,000	1,234.51	31.90	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	0.00	151.43	12.62	1,200	1,048.57	8.91	1,700
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	510.00	1,700.00	30.91	5,500	3,800.00	25.37	6,700
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	250.00	1,000.00	13.33	7,500	6,500.00	10.31	9,700
10-42-235-0	GENERAL CLEANING SERVICE	15,404.00	91,503.68	50.00	183,000	91,496.32	41.22	222,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	2,790.00	17,630.00	37.04	47,600	29,970.00	29.38	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	2,710.00	13,280.00	27.90	47,600	34,320.00	22.13	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	1,007.15	6,010.05	49.67	12,100	6,089.95	40.61	14,800
10-42-245-1	COPIER LEASES: PRAD	1,642.00	9,852.00	49.76	19,800	9,948.00	41.05	24,000
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	610.38	3,869.32	17.20	22,500	18,630.68	14.33	27,000
10-42-245-3	COPIER MAINTENANCE: PRAD	1,761.71	7,378.58	34.97	21,100	13,721.42	29.05	25,400
10-42-250-0	BINDING	0.00	706.73	47.12	1,500	793.27	35.34	2,000
10-42-255-1	ONLINE COMPUTER SERVICES	4,710.01	43,502.06	46.83	92,900	49,397.94	37.83	115,000
10-42-255-2	COMPUTER MAINTENANCE	11,683.61	137,117.55	47.28	290,000	152,882.45	39.18	350,000
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	1,582.62	30,873.33	50.86	60,700	29,826.67	41.16	75,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	27,463.75	56,305.74	35.66	157,900	101,594.26	29.63	190,000
10-42-260-0	COMPUTER CATALOG SERVICE	80.25	30,126.85	97.81	30,800	673.15	77.25	39,000
10-42-265-0	MATERIAL PROCESSING SERVICES	4,883.35	74,539.73	62.12	120,000	45,460.27	50.36	148,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	14,967.72	22,865.23	114.33	20,000	-2,865.23	87.94	26,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	0.00	3,533.00	35.33	10,000	6,467.00	25.24	14,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	551.74	2,888.70	61.46	4,700	1,811.30	50.68	5,700
10-42-270-3	SMALL EQUIP MAINT: A-V	130.00	390.00	16.96	2,300	1,910.00	13.93	2,800
10-42-275-0	PAYROLL PROCESSING	3,300.38	19,911.04	47.75	41,700	21,788.96	39.04	51,000
10-42-280-0	DUES & MEMBERSHIPS	815.00	12,117.00	60.59	20,000	7,883.00	50.49	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	1,106.00	9,303.19	23.26	40,000	30,696.81	19.38	48,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	206.75	1,628.06	20.35	8,000	6,371.94	16.28	10,000
10-42-290-3	CONFERENCES: ALL EXPENSES	4,104.78	15,634.12	28.43	55,000	39,365.88	22.99	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	105.00	345.00	17.25	2,000	1,655.00	14.38	2,400
10-42-299-0	CONTINGENCY	252.12	1,071.17	21.42	5,000	3,928.83	17.85	6,000
*TOTAL	CONTRACTUAL SERVICES	171,029.78	1,144,001.62	45.49	2,515,000	1,370,998.38	37.57	3,045,000
	<u>SUPPLIES</u>							
10-43-300-1	OFFICE SUPPLIES/GENERAL	682.79	3,887.76	38.88	10,000	6,112.24	33.81	11,500
10-43-300-2	OFFICE SUPPLIES/COMPUTER	4,506.98	15,644.00	47.12	33,200	17,556.00	40.11	39,000
10-43-300-5	DIGITAL SERVICES MERCHANDISE	0.00	274.74	27.47	1,000	725.26	24.98	1,100
10-43-301-0	SUPPLIES: WORK APPAREL	49.99	3,775.86	58.09	6,500	2,724.14	49.68	7,600
10-43-305-0	VOLUNTEERS	476.50	540.64	8.32	6,500	5,959.36	7.11	7,600
10-43-310-0	MATERIALS PROCESSING SUPPLIES	336.75	5,636.30	30.30	18,600	12,963.70	25.62	22,000
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,048.48	5,077.16	35.01	14,500	9,422.84	29.87	17,000
10-43-330-0	GRAPHICS SUPPLIES	168.59	3,560.06	34.90	10,200	6,639.94	29.67	12,000
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	425.93	1,627.32	40.68	4,000	2,372.68	34.62	4,700
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	112.22	223.68	9.73	2,300	2,076.32	8.13	2,750
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	172.48	1,112.70	52.99	2,100	987.30	45.42	2,450
10-43-335-0	EXHIBITS AND DISPLAYS	401.53	8,312.36	27.71	30,000	21,687.64	23.61	35,200
10-43-340-0	ANIMAL CARE & FEEDING	355.00	2,130.00	49.53	4,300	2,170.00	42.60	5,000
10-43-350-0	FUEL/GASOLINE: OTHER	385.78	1,828.99	30.48	6,000	4,171.01	25.76	7,100
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	294.46	1,811.52	22.64	8,000	6,188.48	19.27	9,400
10-43-360-0	FOOD & BEVERAGE: ADMIN	214.94	712.53	10.48	6,800	6,087.47	8.91	8,000
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	25.73	461.84	17.11	2,700	2,238.16	14.90	3,100
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	258.53	776.08	32.34	2,400	1,623.92	28.74	2,700
10-43-360-3	FOOD & BEVERAGE: PRAD	115.90	355.62	71.12	500	144.38	64.66	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	0.00	222.21	8.89	2,500	2,277.79	7.94	2,800
10-43-370-0	JANITORIAL SUPPLIES	6,936.95	42,738.69	50.88	84,000	41,261.31	42.40	100,800
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	648.66	2,272.42	22.72	10,000	7,727.58	19.76	11,500
10-43-399-0	MISCELLANEOUS	72.99	372.94	7.46	5,000	4,627.06	6.43	5,800
*TOTAL	SUPPLIES	17,691.18	103,355.42	38.08	271,400	168,044.58	32.30	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	10,078.16	61,110.01	41.86	146,000	84,889.99	35.02	174,500
10-44-400-2	BOOKS/YOUTH	6,669.43	35,050.83	38.10	92,000	56,949.17	31.86	110,000
10-44-400-4	IN-HOUSE REFERENCE	154.40	514.11	39.55	1,300	785.89	34.27	1,500
10-44-400-5	BOOKS/ADULT: BRANCH	1,884.61	13,084.01	43.61	30,000	16,915.99	36.86	35,500
10-44-400-6	BOOKS/YOUTH: BRANCH	1,010.97	6,799.61	35.79	19,000	12,200.39	30.36	22,400
10-44-410-0	PERIODICALS	349.00	3,115.01	21.48	14,500	11,384.99	18.32	17,000
10-44-410-5	PERIODICALS: BRANCH	0.00	1,121.07	22.42	5,000	3,878.93	19.33	5,800
10-44-420-1	AUDIO-VISUAL/ADULT	6,644.66	32,005.54	31.69	101,000	68,994.46	26.90	119,000
10-44-420-2	AUDIO-VISUAL/YOUTH	520.97	4,011.70	26.74	15,000	10,988.30	23.60	17,000
10-44-420-3	TOYS & KITS: COMM SERVICES	132.99	758.24	34.47	2,200	1,441.76	30.33	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	2,533.45	11,482.91	39.60	29,000	17,517.09	34.80	33,000
10-44-420-6	AUDIO-VISUAL/YOUTH: BRANCH	161.49	1,448.31	22.28	6,500	5,051.69	19.31	7,500
10-44-430-0	DIGITIZATION AND PRESERVATION	0.00	4,031.20	23.71	17,000	12,968.80	20.16	20,000
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	8,990.00	139,154.45	92.77	150,000	10,845.55	78.18	178,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	359.97	20,605.84	82.42	25,000	4,394.16	71.05	29,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS	2,988.15	74,585.91	35.52	210,000	135,414.09	29.83	250,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	18,446.78	121,180.38	56.36	215,000	93,819.62	48.09	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	13,079.50	15,389.62	51.47	29,900	14,510.38	45.26	34,000
10-44-440-0	TOYS & KITS: KIDSPACE	456.40	1,999.53	22.22	9,000	7,000.47	18.69	10,700
10-44-440-1	GAMES: STUDIO	178.94	178.94	35.79	500	321.06	29.82	600
*TOTAL	MATERIALS	74,639.87	690,817.26	54.40	1,270,000	579,182.74	46.05	1,500,000
<u>EQUIPMENT</u>								
10-45-500-0	COMPUTER EQUIPMENT	6,577.75	115,425.82	49.58	232,800	117,374.18	41.37	279,000
10-45-510-0	FURNITURE AND FIXTURES	7,370.33	18,067.25	9.03	200,000	181,932.75	7.54	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	2,408.95	3,452.85	17.09	20,200	16,747.15	14.39	24,000
10-45-540-0	SMALL LIBRARY EQUIPMENT	179.07	1,238.21	20.30	6,100	4,861.79	16.96	7,300
10-45-599-0	CONTINGENCY	276.20	276.20	5.52	5,000	4,723.80	4.60	6,000
*TOTAL	EQUIPMENT	16,812.30	144,370.40	29.81	484,300	339,929.60	24.89	580,000
<u>CAPITAL IMPROVEMENTS</u>								
10-49-900-0	CAPITAL IMPROVEMENTS	0.00	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	0.00	13,987.05	0.81	1,733,000	1,719,012.95	0.58	2,420,000
**TOTAL	GENERAL FUND	1133,725.36	7,284,082.77	42.53	17,128,500	9,844,417.23	36.48	19,965,000
<u>I.M.R.F. FUND</u>								
<u>SALARIES & BENEFITS</u>								
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	66,001.06	394,756.36	47.85	825,000	430,243.64	42.68	925,000
*TOTAL	SALARIES & BENEFITS	66,001.06	394,756.36	47.85	825,000	430,243.64	42.68	925,000
**TOTAL	I.M.R.F. FUND	66,001.06	394,756.36	47.85	825,000	430,243.64	42.68	925,000
<u>SOCIAL SECURITY FUND</u>								
<u>SALARIES & BENEFITS</u>								
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	55,413.59	344,357.36	47.83	720,000	375,642.64	41.99	820,000
*TOTAL	SALARIES & BENEFITS	55,413.59	344,357.36	47.83	720,000	375,642.64	41.99	820,000
**TOTAL	SOCIAL SECURITY FUND	55,413.59	344,357.36	47.83	720,000	375,642.64	41.99	820,000
<u>AUDIT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
40-42-200-0	AUDIT EXPENSES	2,000.00	15,400.00	96.25	16,000	600.00	85.56	18,000
*TOTAL	CONTRACTUAL SERVICES	2,000.00	15,400.00	96.25	16,000	600.00	85.56	18,000
**TOTAL	AUDIT FUND	2,000.00	15,400.00	96.25	16,000	600.00	85.56	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 & 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	7,476.00	42,752.61	78.30	54,600	11,847.39	65.17	65,600
50-42-210-1	RISK MANAGEMENT: HR	21.00	5,069.00	42.96	11,800	6,731.00	35.70	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	7,497.00	62,837.70	26.58	236,400	173,562.30	21.87	287,300
**TOTAL	LIABILITY INS. FUND	7,497.00	66,915.08	23.53	284,400	217,484.92	19.40	345,000
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	9,830.22	93,527.24	47.48	197,000	103,472.76	39.63	236,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	1,782.36	15,526.95	42.66	36,400	20,873.05	35.61	43,600
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60.00	1,470.00	14.70	10,000	8,530.00	12.35	11,900
60-42-210-0	REPAIR/MAINT. OF GROUNDS	4,122.26	70,134.41	43.83	160,000	89,865.59	36.57	191,800
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	8,612.80	36,552.80	63.57	57,500	20,947.20	53.13	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	18,204.53	71,165.89	54.74	130,000	58,834.11	45.62	156,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	0.00	10,130.02	33.21	30,500	20,369.98	27.68	36,600
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	0.00	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	42,612.17	313,290.86	45.72	685,200	371,909.14	38.16	821,100
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	1,369.45	13,463.27	58.28	23,100	9,636.73	48.60	27,700
60-43-320-5	BUILDING & GRNDS SUPPL: RAKOW	0.00	347.95	0.00	0	-347.95	0.00	0
60-43-320-7	BUILDING & GRNDS SUPPL: SOUTH ELGIN	91.64	91.64	0.00	0	-91.64	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	900.24	1,334.61	26.69	5,000	3,665.39	22.62	5,900
*TOTAL	SUPPLIES	2,361.33	15,639.63	44.81	34,900	19,260.37	37.51	41,700
<u>EQUIPMENT</u>								
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	381.57	3,274.33	65.49	5,000	1,725.67	54.57	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	381.57	4,991.03	83.18	6,000	1,008.97	69.32	7,200
**TOTAL	BUILDING & EQUIPMENT FUND	45,355.07	333,921.52	45.99	726,100	392,178.48	38.38	870,000
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	138.38	729.13	0.00	0	-729.13	0.00	0
*TOTAL	CONTRACTUAL SERVICES	138.38	729.13	0.00	0	-729.13	0.00	0

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<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	138.38	729.13	0.15	500,000	499,270.87	0.10	710,400
<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	272.59	4,268.43	5.65	75,500	71,231.57	0.71	600,500
*TOTAL	SUPPLIES	272.59	4,268.43	5.65	75,500	71,231.57	0.71	600,500
**TOTAL	GIFT FUND	272.59	4,268.43	5.65	75,500	71,231.57	0.71	600,500
<u>FUND SUMMARY</u>								
10	GENERAL	1133,725.36	7,284,082.77	42.53	17,128,500	9,844,417.23	36.48	19,965,000
20	I.M.R.F	66,001.06	394,756.36	47.85	825,000	430,243.64	42.68	925,000
30	SOCIAL SECURITY	55,413.59	344,357.36	47.83	720,000	375,642.64	41.99	820,000
40	AUDIT	2,000.00	15,400.00	96.25	16,000	600.00	85.56	18,000
50	LIABILITY INS.	7,497.00	66,915.08	23.53	284,400	217,484.92	19.40	345,000
60	BUILDING & EQUIPMENT	45,355.07	333,921.52	45.99	726,100	392,178.48	38.38	870,000
90	SPECIAL/BUILDING RESERVE	138.38	729.13	0.15	500,000	499,270.87	0.10	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	272.59	4,268.43	5.65	75,500	71,231.57	0.71	600,500
	TOTALS ALL FUNDS	1310,403.05	8,444,430.65	37.25	22,667,000	14,222,569.35	31.49	26,820,400

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	1,573,114.09	7,716,908.96	48.12	16,037,100	8,320,191.04
10-31	REPLACEMENT TAXES	20,942.66	182,963.01	49.00	373,400	190,436.99
10-32	INTEREST EARNED	51,674.54	295,330.42	162.27	182,000	-113,330.42
10-33	FINES AND FEES	15,156.27	103,590.68	52.85	196,000	92,409.32
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,600	1,600.00
10-35	DEVELOPER FEES	4,838.99	20,962.56	26.20	80,000	59,037.44
10-36	GRANTS	0.00	221,112.83	88.45	250,000	28,887.17
10-39	MISCELLANEOUS	4,190.00	33,704.74	30.53	110,400	76,695.26
**TOTAL	GENERAL FUND	1,669,916.55	8,574,573.20	49.76	17,230,500	8,655,926.80
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	85,032.83	417,995.37	48.12	868,600	450,604.63
20-31	REPLACEMENT TAXES	743.85	6,498.52	56.02	11,600	5,101.48
**TOTAL	I.M.R.F. FUND	85,776.68	424,493.89	48.23	880,200	455,706.11
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	69,933.53	343,399.79	48.01	715,300	371,900.21
**TOTAL	SOCIAL SECURITY FUND	69,933.53	343,399.79	48.01	715,300	371,900.21
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	1,589.27	7,861.44	48.23	16,300	8,438.56
**TOTAL	AUDIT FUND	1,589.27	7,861.44	48.23	16,300	8,438.56
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	29,403.79	142,681.33	48.14	296,400	153,718.67
**TOTAL	LIABILITY INS. FUND	29,403.79	142,681.33	48.14	296,400	153,718.67
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	73,112.42	365,323.85	47.67	766,300	400,976.15
**TOTAL	BUILDING & EQUIPMENT FUND	73,112.42	365,323.85	47.67	766,300	400,976.15
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	3,609.74	18,596.42	185.96	10,000	-8,596.42
**TOTAL	BUILDING RESERVE FUND	3,609.74	18,596.42	185.96	10,000	-8,596.42
<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	14,350.13	20,388.13	20.39	100,000	79,611.87
**TOTAL	GIFT FUND	14,350.13	20,388.13	20.39	100,000	79,611.87
GRAND TOTAL		1,947,692.11	9,897,318.05	43.83	22,581,500	12,684,181.95

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	1,669,916.55	8,574,573.20	49.76	17,230,500	8,655,926.80
20	I.M.R.F	85,776.68	424,493.89	48.23	880,200	455,706.11
30	SOCIAL SECURITY	69,933.53	343,399.79	48.01	715,300	371,900.21
40	AUDIT	1,589.27	7,861.44	48.23	16,300	8,438.56
50	LIABILITY INS.	29,403.79	142,681.33	48.14	296,400	153,718.67
60	BUILDING & EQUIPMENT	73,112.42	365,323.85	47.67	766,300	400,976.15
90	SPECIAL/BUILDING RESERVE	3,609.74	18,596.42	185.96	10,000	-8,596.42
95	BRANCH BULIDING PROJECT	0.00	0.00	0.00	2,566,500	2,566,500.00
98	GIFT	14,350.13	20,388.13	20.39	100,000	79,611.87
	TOTALS ALL FUNDS	1,947,692.11	9,897,318.05	43.83	22,581,500	12,684,181.95

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 19,085,000		\$ 9,231,588	48.4%
Fines and Fees	\$ 196,000		\$ 103,591	52.9%
Misc Income	\$ 294,000		\$ 329,035	111.9%
Developer Fees	\$ 80,000		\$ 20,963	26.2%
Grants	\$ 250,000		\$ 221,113	88.4%
Total Revenues	<u>\$ 19,905,000</u>		<u>\$ 9,906,289 *</u>	<u>49.8%</u>

EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 12,447,800		\$ 6,933,089	55.7%
Contractual Services	\$ 3,452,600		\$ 1,926,520	55.8%
Supplies	\$ 306,300		\$ 154,297	50.4%
Materials	\$ 1,270,000		\$ 847,361	66.7%
Equipment	\$ 490,300		\$ 218,547	44.6%
Capital Improvements	\$ 1,733,000		\$ 54,618	3.2%
Total Expenditures	<u>\$ 19,700,000</u>		<u>\$ 10,134,433 **</u>	<u>51.4%</u>

*tax receipts only through 02/08/2024

**invoices posted through 02/08/2024

Personnel				
FY 2023 24				
	Full Time	Part Time	Total	FTE
JANUARY	92	125	217	151.50
New Hires	0	3	3	2.35
Separations	0	2	2	0.48
Current	92	126	218	153.37

JANUARY	Hours	# of Vol	
	624	97	
YTD (Jan-Dec 2024)	624	97	3.84
YTD Value of Volunteer Hours			\$ 19,581



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
215	1/3/2024	Public Intoxication, Wednesday, Behavior Resulting in Police Assistance Failure to Follow Staff Directives	Main	1 Year	Yes	1/23/2025
216	12/29/2023	Disruptive and Threatening Behavior Physical Altercation Resulting in Police Intervention Failure to Follow Staff Directives Resulting in Police Intervention	Main	1 Year	Yes	12/29/2024
217	1/28/2024	Alarming and Disturbing Behavior Resulting in Police Assistance Failure to Follow Staff Directives	Main	1 Year	Yes	1/28/2025
218	1/30/2024	Disturbing and Alarming Behavior Failure to Follow Staff Directives	Main	1 Year	No	1/30/2025
219	2/4/2024	Alarming and Disturbing Behavior Public Intoxication on Library Grounds	Main	1 Year	No	2/4/2025
220	2/4/2024	Alarming and Disturbing Behavior Failure to Follow Staff Directives	Main	1 Year	No	2/4/2025
221	2/4/2024	Alarming and Disturbing Behavior Consuming Alcohol on Library Grounds	Main	1 year	No	2/4/2025

EXECUTIVE SUMMARY

Project: Supply and Install Two New OEM VFD Drives for Trane AHU #1 North – Main Facility

Company: Trane U.S. Inc.

Project Location: Gail Borden Public Library District: Main Facility

Background & History:

The Main Facility has (4) Air Handling Units (AHUs) on the third floor of the building (1 North, 1 South, 2 North, & 2 South). Each AHU is designed to bring in ambient outside air into the building, condition this air (filter, heat, cool, humidify, etc.) and then distribute this conditioned air through a system of ductwork throughout the building. Each AHU has a corresponding Variable Frequency Drive (VFD) which maintains the pressure needed to properly supply all the offices and public areas of the building. To hold the varying loads, the AHU motors need to speed up or slow down. This is accomplished by a VFD - two for each AHU.

Due to the age of the original equipment and to avoid any future failure, we are continuing a plan to replace all (8) VFD drives. The first two (2) drives were replaced in February / March 2023, and have been performing as expected. For the first two (2) drives, we received competitive bids from both Trane and Helm Inc. Although we felt that both contractors would perform the work to our satisfaction, Trane's bid was lower, and we preferred installation by Trane of their own equipment. It should be further noted that Trane U.S. Inc was the original installing contractor and has been a subcontractor of the GBPLD for nearly 20 years.

This request is for the purchase of the second two (2) drives for AHU #1 North. We are respectfully asking the GBPLD Board of Trustees to accept the proposal from Trane U.S. Inc. for \$23,386.00 to supply and install (1) one new OEM Supply and (1) one new OEM Return VFD Drive. If this proposal is accepted, the money for this project will be coming from our regular operating budget - line item 60-42-200-0 (Repair/Maint. of HVAC).

Scope of Work:

Remove Danfoss Drive Controllers and Replace them with 2 updated and more efficient Danfoss controllers. Furnish Programming of the new VFD controllers and relink to existing BAS Graphics.

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

Replacement Shelving for the Teen Collection

We have been planning to replace the teen shelving for several years in order to make the collection more attractive to our teen readers, but it was never a high priority and always got cut from the budget.

Now with the move of Mobile Library Services and all their collections to a new location, the need for more shelving is critical.

Proposal: purchase new Market Place type shelving for the teen collection and use all the current shelving for Mobile Library Services in their new location.

32 sections Biblo XPO steel Shelving	\$ 46,841.00
Installation and freight	<u>\$ 11,915.00</u>
Total	\$ 58,756.00

Vendor: Library Furniture International (LFI). They are a TIPS company and therefore no competitively bidding is required.

TIPS is an acronym for The Interlocal Purchasing System. TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its members.

This policy is designed to establish the criteria for determining the allowability of costs under a federal award. This policy applies to all GBPLD employees. Determination of allowability will be done according to the terms and conditions of the award and applicable state or federal cost principles such as [Subpart E – Cost Principles of 2 CFR 200](#).

Requirements

Costs must meet the following general criteria to be allowable under a federal award.

- Be an **allowable** cost under the cost principles and/or the terms and conditions of the award agreement.
- Be **reasonable** and necessary for the performance of the award.
- Be **allocable** to a specific grant—incurred to advance work under the grant and deemed assignable, at least in part, to the grant.
- Be accorded **consistent** treatment regardless of the source of funding (federal or non-federal). For example, a cost may not be assigned to a federal award as a direct cost if another cost incurred for the same purpose in like circumstances would be treated as an indirect cost.
- **Conform** to the limitations and exclusions of the terms and conditions of the award as well as GBPLD policies and is not prohibited by state or federal law.

Costs should also

- Be determined in accordance with generally accepted accounting principles (GAAP).
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- Be adequately supported with appropriate documentation.

CEO/COO should be familiar with the terms and conditions of their award(s) as well as the specific restrictions included in [Subpart E – Cost Principles of 2 CFR 200](#). The GBPLD Director of Finance can assist in determining whether an expense is allowable under a particular award.

Prior Approval

Certain expenses may only be allowable if prior approval is received from the funding agency. Prior approval requirements are referenced at [eCFR :: 2 CFR 200.308 -- Revision of budget and program plans](#). A list of costs that require prior approval are referenced at [eCFR :: 2 CFR 200.407 -- Prior written approval \(prior approval\)](#). If prior approval is required, the Director of Grants Management will coordinate the request following the funding agency's established procedures. In addition, all requests for budget, scope, key personnel, or other changes must be reviewed by the Director of Grants Management and require approval by the funding agency unless otherwise indicated in the award agreement or in writing from the funding agency.

Responsibilities

Budget Review

- CEO/COO must submit proposed budgets to the Director of Finance for review. In addition to other required information, all proposed project submissions should delineate estimated costs by cost item.
- CEO/COO must review proposed budgets and estimated costs for specific allowable cost requirements, budget parameters, and those activities/costs that require pre-approval by the funding agency.
- If a proposed project or budget includes a request for an unallowable cost, the Director of Finance will return the proposal to the requesting party for review and, if practicable, resubmit with corrected cost items.

Expense Review

- Once a grant related expenditure is incurred, and an invoice or other demand for payment is submitted, the Finance Department must perform a second review to ensure that the expenditure is an allowable cost.
- If all cost items are deemed allowable and properly allocable, the expense will move through GBPLD's normal disbursement process.
- If any cost item is deemed unallowable, the Finance Department will notify the CEO/COO and the expense will not be paid with award funds. The Finance Department may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation.

(2/2024)

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(2/2024)

Purpose

The Gail Borden Public Library District Cash Management Policy is meant to provide direction for the collection, custody, and reporting of cash and cash equivalents, and outline specific cash handling requirements for staff and board. These strong internal controls are designed to safeguard and protect our Library.

Policy

The Gail Borden Public Library Board Treasurer and/or Library CEO are authorized to establish rules and procedures for the receipt, handling, and deposits of Library funds by staff or board members. Both the CEO and the Library Board Treasurer may conduct periodic reviews of cash handling procedures. If these practices are not followed, it is the responsibility of the CEO or the Library Board Treasurer to bring this to the attention of the Gail Borden Public Library Board of Trustees. It is the responsibility of the Board to rescind authorizations to any trustee who fails to comply with established rules or policies, and it is the responsibility of the CEO to rescind authorizations to any employee who fails to comply with established rules or policies.

Collection

All incoming cash or cash equivalents must:

- Be accounted for when received.
- Be added to the cash register after each transaction, and before the cash handler leaves their workstation.
- Never be left unattended or accessible to unauthorized persons.
- Be in a secure location by the end of each shift.
- Be always kept to a minimum. Excess funds should be stored in a secure location or deposited by authorized staff or board trustee as soon as possible.
- Be counted and handled out of sight of the public when reconciling.
- Be reconciled monthly by the Finance Department.

Custody

Below are the cash handling responsibilities:

- The Finance Staff are responsible for the care and liability of all cash and cash equivalents received by or for the library until deposit by authorized personnel.
- The Library Board Treasurer and the CEO provide for the safekeeping and timely, accurate deposit of cash and cash equivalents.
- The Library Board Treasurer and the CEO are responsible for assigning authorized personnel to receive cash or cash equivalents for reconciling and/or deposit.

- The Library Board is responsible for the adequate separation of duties and checks and balances, which include cash collecting, reconciling, depositing, and reporting.
- It is the responsibility of the CEO to inform the Library Board Treasurer of theft or loss immediately upon discovery.
- It is the responsibility of the board to approve, and the CEO to allow on-site inspections of cash handling procedures by the Treasurer or designated party.

Responsibilities of Cash Handlers

- Cash Handlers must be authorized by the Board and/or CEO.
- Cash Handlers are responsible for the integrity of the cash or cash equivalents in their possession.
- Cash Handlers may be assigned the duty of depositing cash or cash equivalents for the library in a timely manner.
- Under no circumstances should a Cash Handler deposit cash or cash equivalents with their own personal funds.
- Cash Handlers must comply with cash handling operations according to policies outlined in this document.

Reporting

- All receipts and reports of cash handled will be made available for the audit and stored for seven years except for petty cash receipts which are kept for two years, as required by the State of Illinois.
- All award-related information will be collected, transmitted, and stored in open and machine-readable formats.

Requesting

- To request cash for any reason (such as, event spare change and event financial), request must be submitted in writing to the Finance Department ideally one month in advance. Reimbursements must also be submitted in writing to the Finance Department but will be made via check or less than \$50.00 which is paid out of petty cash.

2/2024

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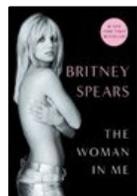
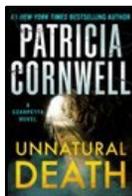
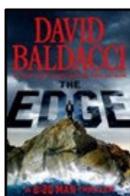
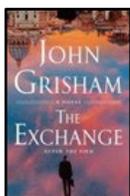
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2/2024

Access Services – January 2024

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

Top Adult Fiction



Top Adult Nonfiction



Top Adult DVD

Collection Development and Technical Services Departments

Collections on the move

The [World Language Collection](#) at Main Library has a new home, on the second floor, next to the Spanish collection. Including Spanish, we offer books in ten languages, including many new titles in Polish and the addition of Ukrainian books this year.

[The Book Club Collection](#) has also been moved and given more room to grow as it now has over 90 titles, with multiple copies available for book clubs, whether it is one of library sponsored groups or a group of your own.



New kits

Three “Little STEAMers kits have been added to the Early Learning Center at Main Library. The kids are STEAM kits designed for a younger audience and topics include numbers, getting dressed and keep trying.

Customer Relations Department

After twenty-three years of dedicated service, Laura Clark, Director of Customer Relations retired Feb. 2, 2024. During her time at the library, she led her department and worked in IT. We wish her all the best in her retirement.

Staff continue work in the marketplace by cleaning up scratched DVDs and replacing damaged cases. Many items were found and given to technical services for inspection. While staff were working on status project, a customer commented how much he appreciated the amount of work we put into taking care of our materials.



Library Applications & Technical Service Departments

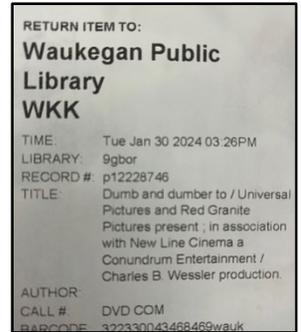
Aspen Discovery to replace BiblioCommons online catalog – coming soon

The server that will host our new catalog, Aspen, is up and running. Library Applications and Technical Services staff worked with ByWater staff to preliminarily configure the separate library locations, item shelf locations, item statuses, hold pickup locations, and different types of patrons. This team also worked on connecting Aspen to Sierra and OverDrive. These connections make possible many of the new features we are looking forward to such as, checking out Libby tiles right from the catalog as well as including those titles in customer reading histories.

LINKin transit slips

ILL staff started using a redesigned LINKin transit slip. Library Applications staff customized a Sierra print template to create the more efficient slips. The new slips include the owning library and its delivery code based on information retrieved from Sierra rather than staff manually looking up and documenting the information. The new template saves staff time and library materials by not using a separate sheet to note the information.

-Respectfully, Robert Moffett, Division Chief of Access Services



Community Services – January 2024

Branch Library Services

Community Engagement

Mobile Library Services

Community Engagement

Dr. Martin Luther King, Jr. Celebration - Several staff attended the annual MLK celebration breakfast held at ECC. The Library received the Humanitarian Award, recognized for our many fine programs and services. The Community Connections Coordinator and Director of Community Engagement served on the event planning committee.



Historian Jerry Turnquist helped kick off our **150th anniversary celebration** by presenting a program on the history of Gail Borden Library. An estimated 200 people were in attendance. Local history programs, especially those presented by the Elgin History Museum, are some of our most popular programs.

Life Enrichment welcomes two new service locations - Fox River Crossing and Center City Apartments were visited by the Life Enrichment Team this month, with quarterly visits planned for programs, Home Services signups/delivery, and more. 14 residents who said “they never come to the library” had the library come to them!

January program highlights:

- Local artist Cristina Colunga guided 12 people painting alebrijes, saying goodbye to our spectacular exhibit.
- Kane County Master Gardeners presented “Be Happy & Healthy with Houseplants.” Each attendee received a houseplant to take home and nurture.
- A dietician and diabetes educator from Advocate Sherman Hospital brought us the interesting and enlightening program: “Healthy Eating and Cooking for Life.”
- We launched our first Coloring Club: “Color, Calm, Creativity & Cocoa.” Our attendees really enjoyed coloring to relaxing music and taking a little time for themselves.
- The Silver-Rose Duo flute and guitar program captured the wonder of songs, dances and legends with exciting dance music from around the globe. 100 people came out to enjoy the music.

The Programs and Meeting Room online form was updated to reflect the newly revised meeting room policy that was recently adopted by the Board.

Maureen Manning, Executive Director of the Gretchen S. Vapnar Community Crisis Center was guest speaker at our first Community Connections Conversation of the new year. Fifteen staff attended.



Outside Groups Use of Meeting Rooms – There were 30 total requests, 19 rooms booked, and 233 in attendance.

Mobile Library Services

Our Student Success stops continue to be a huge hit with our student visitors, and we welcomed a new Mobile Library Services Assistant to our team. We have started to plan for our Bookmobile’s 5th Anniversary celebration which will take place in April.

The Bookmobile drivers also went through our Bookmobile schedule with a fine-toothed comb to try to optimize our schedule and parking locations for the next several months, with changes due to take effect in March.



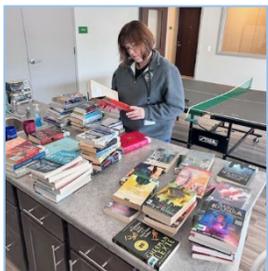
The **ReaderShip** visited a new school this month, Hilltop Elementary’s preschool. Fittingly, the theme for the visits this month was transitions in weather. They danced the winter hokey pokey, and our ReaderShip Early Literacy Coordinator

has begun to go more in-depth with regularly visiting parents about reading comprehension and early literacy skills that they can help develop at home.

January's weather led to several school closures, which created a scheduling challenge for our Elementary Engagement Coordinator. She was still able to visit several classrooms and has many more scheduled for February. We collaborated with KidSpace to provide literacy training in both English and Spanish to a group of 150 educators at the South Elgin Boys and Girls Club.



Our Manager of Digital Equity Services this month dedicated a significant amount of time planning out the **TechKnow Mobile** schedule for the rest of the calendar year, adding two new buildings and incorporating a pop-up option twice a month. We are also coming to the end of the lengthy and arduous process of upgrading all our circulating hotspots with new models and have been circulating the new models successfully.



Our Home Services Coordinator continues to grow our presence in local care facilities and private residences, increasing our number of **current Home Services recipients to 189**. She has also expanded collaborations with other departments such as Life Enrichment and the TechKnow Mobile, with newly developed programs happening at Elgin Manor and the recently opened Hanover Landing.

Our take-home crafts continue to be a highly sought-after activity by our families and young visitors, and this month our theme was Polar Bears.



Branch Library Services

January brought snow and frigid temperatures which affected our programming and attendance. Several programs were cancelled or rescheduled. One patron came to the Rakow Branch for a cancelled concert, but he was still excited to tell us how superb our library system is. Another couple came for the same concert, and upon leaving the branch, they found their car wouldn't start. Staff and other patrons helped them navigate the AAA app, got them some coffee, and offered to jump their car. They were super thankful!

Kids danced and sang with the performer **Scribblemonster** for a special program on a No School Day. Families also came out to attend the 15 sessions of Storytimes at the branches, including the **Winter Wonderland Family Storytime**.



Kids continue to play with the bakery play area at the South Elgin Branch. The Rakow Branch was transformed into an Artic play area complete with igloo, ice fishing pond, and campfire. It includes an education station with alphabet, counting, and shape recognition interactive activities.



How to Melt a Snowman, Northern Lights Art, Groundhog Drawing, and Read to Rover were some of the popular programs for grade schoolers.

Coffee with the Mayor at the South Elgin Branch was the highest attended adult program of the month. St. Edward High School brought a group from their debate team, and all the students were prepared with excellent questions for the South Elgin Mayor and Village Supervisor.

The **Heirloom Seed Swap** was a success with many attendees learning about the **Garden S.H.Ed.** (Share, Help, and Educate) Discussion Group starting in February. Adults also enjoyed **Lunar New Year Dragons, Retirement Planning, Chair Yoga, and Crafty Cats**. The **Rakow Readers** met over Zoom and discussed "Stolen" by Ann-Helen Laestadius.

Staff handed out 470 craft kits for all ages: tissue paper snowflakes, yarn weaving penguins, and origami dragons.

A regular at the Rakow drive-up window said she had a new iPad and wanted help putting eBook apps on it. Staff told her about the Device Advice program happening the next day, and she exclaimed, "I LOVE YOU!"



Facilities and Building Operations

Board Report

January 2024

MAINTENANCE:

January brought us some significant weather events, including snowstorms and freezing ice conditions. The library was closed early on one occasion and closed two full days in January. Although the library was closed, Maintenance was hard at work ensuring the buildings were 100% operational, the lots were cleared, and we were providing a safe environment for our staff and patrons. Other key projects included:

- Getting a quote for changing out panel F in the electrical vault as it is showing some age.
- The loading dock service door was removed, and we replaced the electronic strike.
- Removed door locks and replaced with open passage into Sally Lee Rooms.
- Hung artwork in Computer Center.
- Filters changed in most of the study room air purifiers.
- Getting a quote for Panel F replacement from Kellenberger.



Painting Projects

- Painting projects Community Rooms Elgin Rooms Grove Rooms.
- Leak near Elgin Room temp fix rerouted condensation lines called plumber who replaced damaged fitting, replaced ceiling tile.
- Rewired the Information computer desks, installed new surge protectors, new floor outlets with new data jacks, and new cat 6 data cable.

- Rebuilt pump 12 in the south penthouse as well as the motor new bearings and a paint job.
- Rebuilt pump 10 in the north penthouse same deal pump housing changed out and new bearings for the motor and paint job.
- Repair wallpaper in rotunda.
- Diagnosed heating valve with Terry and Charles. New one on order as well as a new actuator.
- Vacuum ordered for the computer center, Dyson vacuum in kid space new seal and filter order/installed.
- Starting the process of getting our lift certifications renewed as May 26th they expire and there are 14 people to get corralled.



Wallpaper Repair



- Organizing building prints for when we get a master print made for the main building.
- OTIS elevator mechanics replacing the door operators on the freight elevator.
- Removed and reinstalled slate wall in different locations on 2nd floor – Main.
- Changed various lights/ballast throughout the buildings.
- Assisted with taking down and loading the Albrejes exhibit. Removed and reinstalled doors by KCT to get the larger pieces out the doors and loaded.



Slate Wall Relocation



- LFI new tables in the Sally-Lee Rooms.
- Did the setup and take-down of over 50 programs during January. This included several large programs for both staff and the public.

SECURITY:

Security Director:

- Attended webinar Navigating the Winter Chill: Cold, Flu, and Respiratory Illness Insights.
- Working with cleaning and supply contractors to streamline and consolidate service and maintenance on dispensers.
- We are replacing the plain floor mats with logo mats at all three library locations. We are also adding scraper mats in front of the entry doors. The cost of switching and servicing from plain to logo mats is minimal. The outside scraper mats will help with reducing dirt and debris being transferred into the building.



Security Training Coordinator:

- Monthly training for the month of January – Blue Point/Run, Hide, review – two staff attended.
- PIC training for two new PICs at branches.
- Two new employee training.

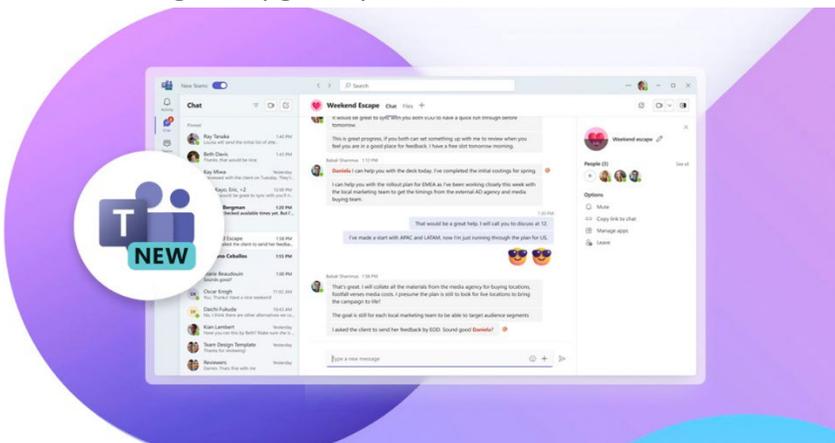
Security Safety Manager:

- Continue with janitorial situations. Also maintaining observations regarding safety and Security issues for all 3 facilities.

(Submitted by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- Microsoft started upgrading Teams to the new client starting January 2nd. Microsoft states that the new app was designed for faster performance. Support for the legacy version will be ending in March 2024. IT is monitoring the upgrade process.



- IT performed scheduled maintenance to our VDI environment via Parallels. This included windows and app updates.
- We are testing the new version of Deep Freeze on our public computers. This new version (8.71) now supports fast startup and is compatible with LAPS (Local Administrator Password Solution).
- December server and workstation updates have been approved.
- IT is working to migrate data from our current SAN to the new SAN.
- PDQ Deploy and Inventory have been updated to version 19.3.488.0. This includes an update to their certification validation when downloading new packages as well as improves handling of deployments that fail to launch correctly.
- The Board approved twenty-one more PCs for the Windows 11 upgrade. These will go mainly to staff as most departments are almost 100% upgraded to Windows 11. The Branches are completely upgraded to Windows 11. As we begin the new fiscal year in July we will budget for the remaining staff and the rest of the Patron PCs. This will put us on target to completion in the fall. There are still a few staff laptops that

we are trying to schedule to get upgraded. All the OPACs will be replaced by repurposed PCs as we upgrade the organization. The Six Windows 11 Deployment list will be posting soon.

- Unitrends Appliances have been upgraded to version 10.7.11. This update resolved an issue that created many log files on the appliance, fixed a networking issue encountered upon rebooting the appliance, and updated the migration process to utilize new database packages when migrating from CentOS 6 to CentOS 7.
- Replaced a faulty UPS in IDF 2 in conjunction with maintenance, will power that closet for over 2 hours if needed.
- Worked with security to fix issue with point-to-point radio connection.

(Input by Matt Lutzow – Director of Information Technology)

Report compiled and prepared by:

Brian P. Hoeg

Division Chief – Facilities and Building Operations

Public Relations & Development Board Report

January, 2024

In our efforts to support library and community activities, land the library value message and support fundraising, Public Relations & Development spent time in January on many valuable activities.

Keeping Our Community Engaged

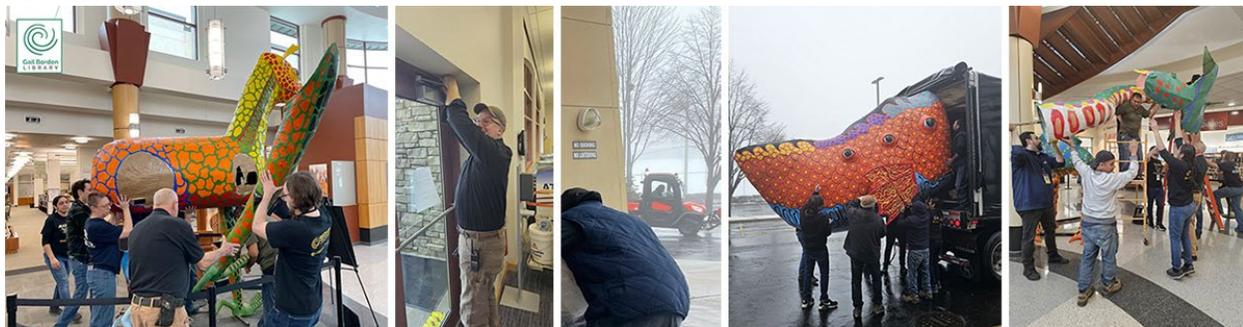
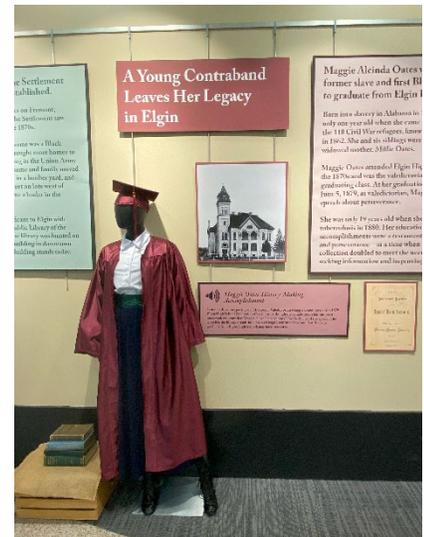
Black History Month

The Library is celebrating not only its 150th anniversary throughout 2024 but also the accomplishments of the people and groups in our community through the years. This year's Black history exhibit, "Honoring Black History Month: Looking Back 150 Years," tells the story of Maggie Oates, who was born into slavery and became the first Black student and valedictorian of Elgin High School, Class of 1879. PRAD created and recorded a short speech that could have been similar to the one Maggie gave at her graduation ceremony. The speech will help Library visitors envision the hard work Maggie did to achieve her accomplishment.

Maggie was one of the 110 Civil War refugees who arrived in Elgin in 1862, a little more than ten years before the Library opened. Their arrival via two boxcars was described in the exhibit "Project 2-3-1: Two Boxcars, Three Blocks, One City." The PRAD team featured stories from this exhibit, created by the Elgin History Museum, local historian Ernie Broadnax and Grindstone Productions, as well as stories of The Settlement, the three-block neighborhood where Black residents lived, to honor more than 150 years of accomplishments of Elgin's Black citizens.

Gail Borden Library's 150th Anniversary

The PRAD team continued to plan and execute 150th elements including the library being the Grand Marshall of the Elgin 4th of July Parade, the March 19th Birthday Party, commemorative items, displays and more events including artwork for a special 150th Library card, giveaways, templates, signatures and more. Items for sale include coffee mugs, water bottles and growing dinosaurs! The team is working on a card catalogue trivia game, online game, summer exhibit and much more. PRAD taped historian Jerry Turnquist's program *Gail Borden Library Celebrates 150 Years*.



Alebrijes – Creatures of a Dream World

The team moved and wrapped the Alebrijes for delivery to NIU, assisting the Mexican Cultural Center of DuPage and the artists from Mexico City to send them off. Visitors expressed their appreciation for the exhibit and enjoyed participating in the scavenger hunt—1,054 scavenger hunt sheets were turned in. We were invited to attend the [MCC Olmec Trails](#) kick-off breakfast that could also have great impact in this community.



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

Our content reached more than 58,000 people on our Facebook channel this month. Our Facebook page got 124 new page followers. We had 18,635 video views and 915 engagements.

Our most engaging content was:

- A post asking our customers for book recommendations of something they read in 2023—the post had 1,315 engagements and reached nearly 7,000 people.
- Photo of customers who attended Three Kings and a thank you—resulting in 990 engagements and reaching 4,400 people.
- Photo of Martha Martinez accepting the MLK Humanitarian Award at the MLK Breakfast. The post had 692 engagements and reached 3,500 people.
- The photo of Raven, the winner of our Alebrijes button drawing, drew 515 engagements and reached more than 10,000 people.



Other Ways We Kept Our Community Engaged in December

- PRAD filmed a Facebook Live promotion video featuring Jerry Turnquist and Denise Raleigh to inform the community about his upcoming program about the history of Gail Borden Library. The video had many positive reactions, comments, and shares as well as a great attendance for the presentation.
- GBTV Just in Kids Facebook reels featuring KidSpace librarians are a great way to connect families with new materials for early readers to grade school students. The early readers reel reached 1,198 people and played 1,504 times while the reel about grade school “just-ins” reached 1,837 people and played 2,513.
- PRAD created art pieces to liven up the previously blank walls of the Main Library Computer Center.



PRAD continues to work on various projects for the 150th Anniversary as well as the upcoming Women’s History Month exhibit and more. Members of the library staff met with the city staff and their rec center staff regarding sharing best practices regarding community challenges. A multi departmental ad hoc committee continues to meet to evaluate the possible of tweaking of communication channels as we continue to move into a post pandemic world where we want the library to continue to be meaningful, relevant, connected, used and visible, especially in our 150th year.

Respectfully submitted, *Denise Raleigh*

Public Services –2023

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

Digital & Information Services: Due to the weather, the library closed early one day and closed completely on a different day. Public Services staff contacted any contract trainers, volunteers, interns, program attendees, and appointments, and performed several other responsibilities required of our departments during building closures. Passport appointments were rescheduled and double-booked on various other dates to make it as convenient as possible for those we had to cancel due to closures.



The Computer Center staff helped choose artwork that is now decorating the Computer Center walls.

A new College of DuPage intern from their Library Technical Assistant program started with us in January and will be training throughout the library until the end of May.



One of our Librarian's co-lead the Elgin Leadership Academy's 2024 "Issues in Education" session, hosting a panel with several educational leaders in the Elgin area.

Social Services saw 42 cases with requests for free phones outpacing all other requests, although requests for legal assistance, form-filling, and immigration issues were also seen this month. Our Social Services Manager accepted an award on behalf of the library at the Martin Luther King breakfast.



Hispanic Services: The annual *Three Kings* event was emceed by board trustee Elisa Lara and Police Sergeant Hector Gutierrez.

We continue to work with the YWCA ESL Family Literacy program as well as offering citizenship classes in Spanish through this partnership. We worked with many of our other partners this month to offer Spanish language and bilingual programming on and off-site.

KidSpace: In January, we added additional Winter Break programming and we also assisted with the *Three Kings* event.

We held our annual *Preschool Information Fair* and coordinated what is becoming a popular annual event: *The Children's Flea Market*. Overall, we offered 76 programs this month, serving 3562 people.

Our Middle School Librarian was contacted from a library in Vermont, to learn more about our successful escape room programming. We also fielded questions from other libraries' about our Bluey program.

We provided Readers' Advisory training for the Boys & Girls Club staff members during their training day.

KidSpace hosted six class visits this month.

Our Winter Reading Challenge ended this month. The number of participants increased by over 23% from last year. Now that Winter Reading is over, we begin planning Summer Reading.

Congratulations to KidSpace's own Aron Ryan who was chosen as the 2024 Elgin Poet Laureate!

Studio 270/DML: The Director of Studio 270 finished her time on the Selection Committee for the 2024 Alex Awards. The Alex Awards recognize adult books that have appeal for teens and is sponsored by the Young Adult Library Services Association (YALSA). It was an honor to serve on this nationally recognized committee.

In the Digital Media Lab, Kane County Health Podcast had two recording sessions with us. We saw new patrons and several returning with audio production, video, and podcasting appointments. We were excited to learn that one of our former Digital Media Lab students has now graduated college and began working as an intern at a professional recording studio in Chicago!



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

Volunteer Services – January 2024

Hispanic Services programs are community favorites and require “All Hands-on Deck” from a volunteer standpoint. There were 31 volunteers who assisted and provided over 100 volunteer hours with programs such as Three Kings as well as Saturday afternoon computer classes.



January offers a time to plan for the upcoming year. **GBPL Unite!** will be a new opportunity offered to GBPL volunteers. **GBPL Unite!** will allow all age-groups of volunteers, including our youngest Volunteers, Studio 270 teen volunteers, and adult volunteers to spend a volunteer session together. Why is this important? It’s important for all stages of volunteers to connect. Volunteers can learn that other opportunities exist in High School. Studio 270 volunteers can act as mentors to Volunteers and also see that volunteering opportunities exist beyond high school. Our adult volunteers get a glimpse back to the beginning and see how important it is for all ages to connect within the community.

Vocational Volunteers have returned for the Spring Semester learning valuable job skills while helping the library with checking donations, dusting, and checking for green slips in the Marketplace.

Three blankets which were knitted by volunteers were delivered to KidSpace during the month of January.

January eBay Sales

SELLER: GAILBORDENFOUNDATION270
JANUARY 2024

90

PACKAGES SHIPPED

\$1,650

SALES

- GONE WITH THE WIND by Margaret Mitchell HB 1936 \$40.
- 2 BK Set: Boy's Will & Mountain Interval 1st Ed. Library of Am. Poets, Frost \$50
- John F Kennedy Assassination: NOVEL of CIA involvement "THE MK/ULTRA SECRET" \$165
- Vintage Fantasy Book Lot, 14 Paper Backs by Micheal Moorcock, DAW, 1st Printings \$150
- THE BRINKLEY GIRLS: THE BEST OF NELL BRINKLEY'S CARTOONS By Trina Robbins \$150
- WATERCOLORS by WINSLOW HOMER The Color of Light 2008 Softcover 1st Edition \$55
- Vintage Paperback Book - The Starved Rock Murders - Steve Stout - True Crime - SIGNED COPY \$25



Volunteer Services by the Numbers:

- Volunteer Hours: 624
- Number of Volunteers: 97
- Volunteer FTE 3.84
- Value of Volunteer: \$19,851.15
- Independent Sector Value Figure: \$31.80 as of 4/2023

CYTD:

- CYTD Volunteer Hours: 624
- CYTD Number of Volunteers: 97
- CYTD Volunteer FTE 3.84
- Value of Volunteer: \$19,851.15

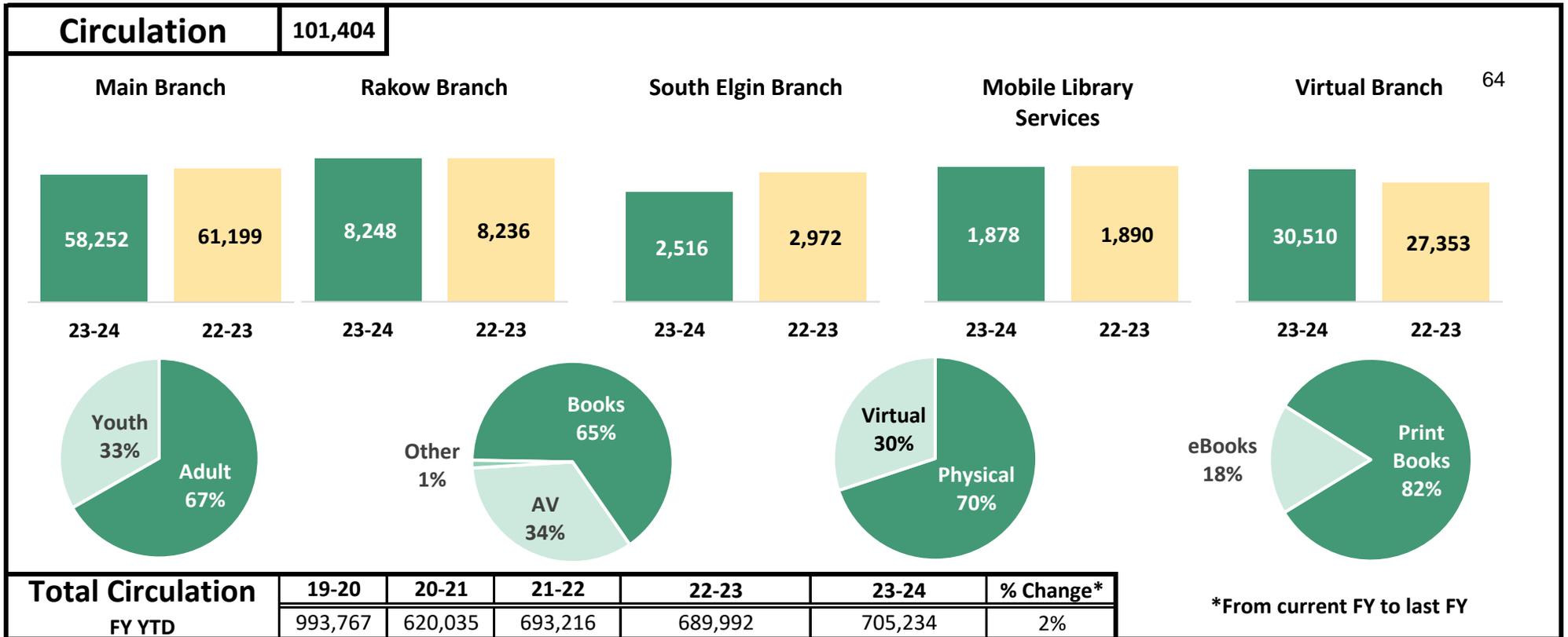
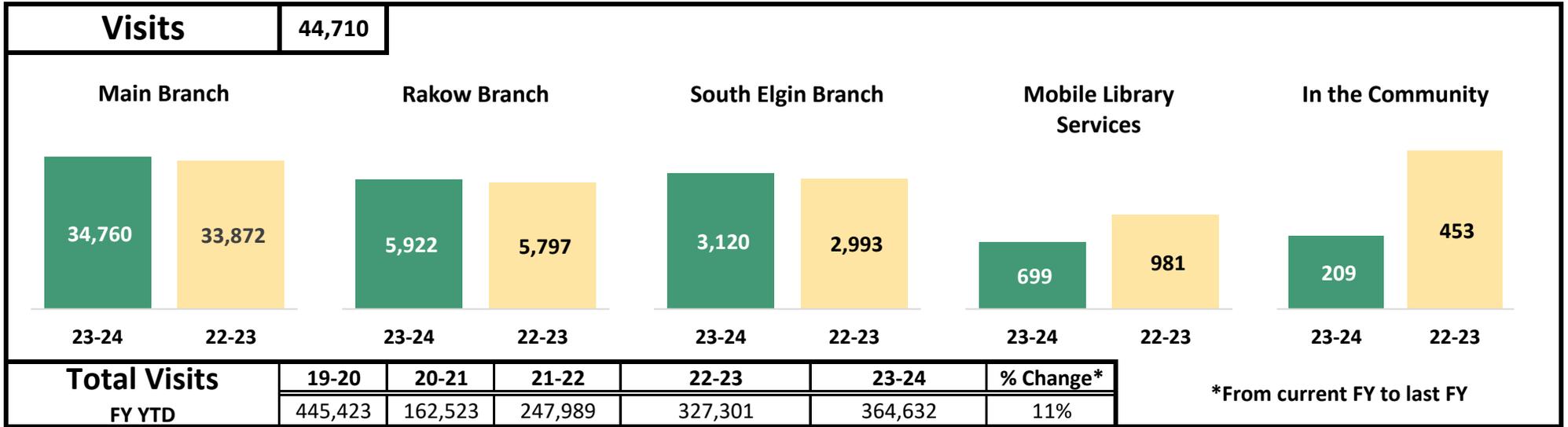
FYTD:

- FYTD Volunteer Hours: 6,377.09
- FYTD Number of Volunteers: 306
- FYTD Volunteer FTE: 3.27
- Value of Volunteer FYTD: \$202,793.37

Respectfully Submitted,

Jeanie Ziegler

Manager of Volunteer Services



Library Cards	594				New to District	District Total	District + RBs Total
		23-24	594	73,635	79,689		
		22-23	532	67,924	73,178		
		% Change	12%	8%	9%		
Total New Cards	21-22	22-23	23-24	% Change*			
FY YTD	3,578	3,980	4,274	7%	*From current FY to last FY		

Program Attendance	5,485					
Main Branch		Rakow Branch		South Elgin Branch		In the Community
4,929	4,937	198	231	149	172	209
23-24	22-23	23-24	22-23	23-24	22-23	23-24
						65
Total Attendance	19-20	20-21	21-22	22-23	23-24	% Change*
FY YTD	70,788	3,706	14,975	42,255	46,099	9%
	*From current FY to last FY					

Program Sessions	In-Person	Virtual	Hybrid
	222	11	9

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	624	11,684	230	83

What affected the numbers this month	January 6th (Main) Three Kings	January 15th (all facilities) No School Day - MLK	January 23rd (all facilities) Closed (weather)
January 1st (all facilities) Closed - New Years	January 9th (all facilities) 4:00pm Early Closing (weather)	January 16th (Virtual) The Watershed	January 25th (Virtual) The Great North American Eclipse
January 4th (Main) Mr. Freeze (2 performances)	January 12th (all facilities) Closed (weather)	January 18th (Virtual) 100 historias en espanol	January 30 (Main) Gail Borden Celebrates 150 Years