



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

March 12, 2024

7:00 PM

Elgin Room

270 N. Grove Ave

Elgin, IL 60120

AGENDA

1. Call to Order	
2. Public Comment	
3. Comments for the Good of the Organization	
4. Action: Approval of Minutes	2
February 13, 2024 Regular Board Meeting	
5. Action: Treasurer's Report and Payment of Bills	8
Payment of bills for March 12, 2024, including the list of bills to be paid between March 12, 2024 and April 9, 2024, and all bills over \$10,000.	
6. Correspondence	
7. Reports:	
A. Chief Executive Officer	
B. Action: Security Report	32
8. Action: Annexation Ordinances	
Requested by homeowners	
9. Action: Fire Alarm Equipment	33
Replaces and updates 2003 installation	
10. Action: Technology Equipment	35
Mobile Library Services new location on Davis Rd. needs 1) Firewall 2) Access Points	
3) Network Switch	
11. Action: Authorization to Bid the South Elgin Branch Expansion Project	
12. Action: Policies Required by Federal Grant	41
1. Accounts Receivable	
2. Expenditure Controls	
13. Action: Workstation Project	45
Cost to deinstall free office furniture and move it to Davis Road.	
14. Other	
15. Adjournment	49

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

February 13, 2024

7:00 p.m.

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

Secretary Henderson called the meeting to order at 7:02 p.m.

The first order of business was approval of Trustee Bednar's electronic attendance at the meeting. Lara motioned to allow Trustee Bednar to attend electronically due to illness; seconded by Symonds. A voice vote resulted in no nays.

Trustee Bednar joined the meeting electronically at 7:03 p.m.

Secretary Henderson explained that the Executive Session would be postponed until April.

Comments for the Good of the Organization

A customer commented that coming to the library is like being in heaven. A visitor from Michigan mentioned how much she loved our library, and the service is fantastic. A little boy was walking toward the door and staff was ready to intervene and his mother said "Thank you, you guys are always so proactive! It's much appreciated." The library received 3 new 5-Star Google reviews this month.

Bednar motioned to approve the January 16, 2024, Board meeting minutes; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to approve the payment of bills including the bills over \$10,000 as presented totaling \$402,315.81 and the revised list of bills to be paid prior to the next board meeting; seconded by Lara. There was a question regarding a payment to the collection agency. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Correspondence

CEO Medal read a card from the Del Web Chapter One Book Club that included a donation in honor of Tish Calhamer, Director of Community Engagement. A postcard from a former employee who is now living in Florida, thanking Dave Considine, Chief Operation Officer for all the kindness he received while an employee was read. A card from State Representative Suzanne Ness congratulating the library on its 150 years of service was also read.

Foundation Report

The staff informed the Foundation of the 150th Anniversary plans. A fundraising 5K race to coincide with the Day of the Dead on November 2, 2024 has been proposed. It will be patterned after the big event held in Pilson in Chicago every year. The board of directors seems positive about moving forward. The Spring book sale will be March 13 through 17 in the community rooms.

Chief Executive Officer Report

Celebrating Black History Month with a successful performance by Gospel Choir coordinated by Trustee Henderson, included three local church chorist and the Elgin Master Chorale. A history wall was created to depict the story of our black population in the nineteenth century including Maggie Oates the first black student to graduate from Elgin High School in 1879. The library was selected to be the Grand Marshall of the July 4th parade. A revised history page will be created to include recorded programs. Jerry Turnquist's Elgin and Library history program was a success and will be presented again. A big library birthday party will be held March 19 at 4 p.m. and a 1800's Fun Fair on June 8. The Alebrijes exhibit had the most school visits since Giants exhibit in 2005. In the past year, KidSpace winter reading program had a 23% increase. A former Digital Media Lab student has graduated from college and is now working as an intern at a studio in Chicago. The Elgin, Grove, and Community Rooms have been repainted. Martha Martinez, Bilingual Social Services Manager accepted the 2024 Humanitarian Award at the Martin Luther King Breakfast. Billie Moffett, Director of Studio 270, completed her job on the Young Adult Library Services Association (YALSA) selection committee for the Alex Awards. Congratulations to Aron Ryan, KidSpace Associate who was chosen as the 2024 Elgin Poet Laureate. After twenty-three years of service, Laura Clark, Director of Customer Relations retired. Sara Sabo, Chief Operation Officer of Library Services found approximately \$400,000 free office furniture from the Mt. Prospect Library. The furniture will be utilized in the 1E workroom and the Mobile Services new location and are working with KI regarding installation.

Security Report

Symonds motioned to accept the Security Report; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia). Trustee Henderson appreciates all the work the Security Team does is truly appreciated.

Prochot motioned to replace the 2 variable Frequency Drives for Main Library Air Handler Units from Trane: seconded by Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Symonds motioned to approve the Library Furniture International quote in the amount of \$59,550.00 for new shelving for our teen collection; seconded by Bedolla. CEO Medal stated that the figure was \$794.00 over what was in the packet due to a last-minute revision. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to accept the Accounts Receivable and Cash Management Policies as presented for the federal grant; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Symonds motioned to close the Library buildings on April 26, 2024 for staff training day; seconded by Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Public Comment

Mr. Hopp commented on the bald eagle photos on the second floor.

Other

Trustee Henderson appreciates all the work staff did during the Gospel Choir Celebration.

Symonds motioned to adjourn; seconded by Prochot. A voice vote resulted in no nays.

Meeting adjourned at 7:35 p.m.

Approved March 12, 2024

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting Minutes
270 N. Grove Ave., Elgin, IL
February 13, 2024
7:00 p.m.

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ALLOWABLE COST

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Meeting adjourned at 7:35 p.m.

Approved March 12, 2024



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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS TO BE PAID PRIOR TO 04/09/2024

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALL WINDOW CLEANING		
REPAIR/MAINT OF BUILDING	60-42-200-0	\$ 1,650.00
AURORA HEALTH CARE		
RISK MANANGEMENT: HR	50-42-210-0	\$ 100.00
BIBLIOTHECA		
EBOOKS	10-44-435-2	\$ 14,619.94
CDW		
COMPUTER MAINTENANCE	10-42-255-2	\$ 33.91
COMPUTER EQUIPMENT	10-45-500-0	\$ 297.03
CHICAGO METRO FIRE PREVENTION		
RISK MANAGEMENT: FACILITIES	50-42-210-0	\$ 572.50
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 39.52
ELM USA		
SMALL EQIPMENT MAINT: AV	10-42-270-3	\$ 1,382.18
THE FUN ONES		
PUBLIC PROGAMMING: COMMUNITY SRVS	10-42-230-3	\$ 687.50
GRAINGER		
BUILDING AND GROUND SUPPLIES	60-43-320-0	\$ 16.09
HELM		
REPAIR/MAINT OF HVAC	60-42-220-0	\$ 1,170.00
KNICKERBOCKER ROOFING		
REPAIR/MAINT OF BUILDING	60-42-200-0	\$ 990.45
LASER PRO		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 902.05
ORACLE		
COMPUTER MAINT: ACCESS SERVICES	10-42-255-4	\$ 2,675.00
PARAGON MICRO		
COMPUTER MAINTENANCE	10-42-255-2	\$ 822.80
SOUND INCORPORATED		
TELEPHONE MAINTENANCE AND SERVICE	10-42-203-3	\$ 595.00
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-215-0	\$ 1,132.75
ZIEGLER ACE HARDWARE		
MISC	60-43-399-0	\$ 4.99

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 04/09/2024

DESCRIPTION		MAXIMUM AMT.
1150 DAVIS ROAD, LLC		
SECURITY DEPOSIT	10-11-3	\$ 10,000.00
RENT:MOBILE SVCS SPACE	10-42-204-9	\$ 10,000.00
AMAZON		
MULTIPLE	MULTIPLE	\$ 5,000.00
ANCEL GLINK		
CONSULT & PROF FEES: LEGAL	10-42-225-1	\$ 10,000.00
AT&T		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 10,000.00
BLUE CROSS BLUE SHIELD		
HEALTH INSURANCE	10-41-110-0	\$ 120,000.00
CITY OF ELGIN		
WATER & SEWER/RAKOW	10-42-202-5	\$ 1,000.00
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
KRUEGER INTERNATIONAL		
FURNITURE & FIXTURES	10-45-510-0	\$ 17,000.00
METLIFE		
LIFE INSURANCE	10-41-111-0	\$ 2,000.00
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 9,000.00
MID AMERICAN ENERGY		
ELECTRICITY: RAKOW	10-42-201-5	\$ 3,500.00
NICOR		
NATURAL GAS	10-42-200-5/7	\$ 7,500.00
PEERLESS NETWORK		
TELEPHONE / LINE CHARGES	10-42-203-1	\$ 25,000.00
T-MOBILE		
COMPUTER MAINTENANCE	10-42-255-2	\$ 2,500.00
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	9 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

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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: 03/07/24

PAGE: 1

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1000 BULBS (5547)	03/12/24 CK# 148431	\$297.23
W03942839 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	297.23
AAA FOOD HANDLERS (6585)	03/12/24 CK# 148428	\$6.95
149106 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	6.95
ACENET, INC. (6044)	03/12/24 CK# 148432	\$31.48
579662 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	18.00
579758 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	13.48
ALEO PUBLICATIONS (6717)	03/12/24 CK# 148376	\$264.95
240207 BOOKS/ADULT	10-44-400-1	39.95
240212 BOOKS/ADULT	10-44-400-1	225.00
ALTA LANGUAGE SERVICES, INC (6337)	03/12/24 CK# 148377	\$88.00
IS703232 CONSULT. & PROF. FEES:OTHER	10-42-225-2	88.00
AMAZON CAPITAL SERVICES (6460)	03/12/24 CK# 148378	\$703.71
11WX-PGNF-33T7 PUBLIC RELATIONS: GENERAL	10-42-222-2	40.98
11WX-PGNF-33T7 GRAPHICS SUPPLIES	10-43-330-0	50.73
11WX-PGNF-33T7 EXHIBITS AND DISPLAYS	10-43-335-0	39.98
16J1-XWVP-3HWL PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	152.31
1HH9-QNDT-46G3 COMPUTER EQUIPMENT	10-45-500-0	164.97
1MTY-CDXP-7WHJ OFFICE SUPPLIES/GENERAL	10-43-300-1	21.40
1MTY-CDXP-7WHJ TOYS & KITS: KIDSPACE	10-44-440-0	8.54
1YKF-J1H6-4NLW MATERIALS PROCESSING SUPPLIES	10-43-310-0	11.99
1YKF-J1H6-4NLW BOOKS/ADULT	10-44-400-1	125.25
1YKF-J1H6-4NLW AUDIO-VISUAL/ADULT	10-44-420-1	51.97
1YKF-J1H6-4NLW SMALL LIBRARY EQUIPMENT	10-45-540-0	35.59
AMAZON CAPITAL SERVICES (6460)	03/12/24 CK# 148379	\$1,346.85
1FMH-QN7D-6X41 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	196.80
1FMH-QN7D-6X41 TOYS & KITS: KIDSPACE	10-44-440-0	54.86
1GFQ-6RMT-7DNF BUILDING & GROUNDS SUPPLIES	60-43-320-0	118.52
1HRL-WX4D-MYDM AUDIO-VISUAL/ADULT	10-44-420-1	-7.59
1LP1-43JX-6R3Y MATERIALS PROCESSING SUPPLIES	10-43-310-0	72.87
1LP1-43JX-6R3Y BOOKS/ADULT	10-44-400-1	253.44
1LP1-43JX-6R3Y AUDIO-VISUAL/ADULT	10-44-420-1	7.87
1PM1-VRDH-6LPK PUBLIC RELATIONS: GENERAL	10-42-222-2	219.98
1PM1-VRDH-6LPK GRAPHICS SUPPLIES	10-43-330-0	152.06
1TL3-QGWL-6XXV PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	278.04
AMAZON CAPITAL SERVICES (6460)	03/12/24 CK# 148380	\$1,270.97
13MQ-GJWW-G646 OFFICE SUPPLIES/COMPUTER	10-43-300-2	6.99
13W4-6HCR-GCVJ BOOKS/ADULT	10-44-400-1	99.63
13W4-6HCR-GCVJ BOOKS/YOUTH	10-44-400-2	24.99
13W4-6HCR-GCVJ AUDIO-VISUAL/ADULT	10-44-420-1	363.74
19YV-WTHT-GF4L ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	137.61
1TM6-4F3M-H7QC GRAPHICS SUPPLIES	10-43-330-0	190.22
1TM6-4F3M-HXKX OFFICE SUPPLIES/GENERAL	10-43-300-1	279.80
1TM6-4F3M-HXKX JANITORIAL SUPPLIES	10-43-370-0	167.99
AMAZON CAPITAL SERVICES (6460)	03/12/24 CK# 148381	\$1,219.71
16TF-YMLX-6W43 GRAPHICS SUPPLIES	10-43-330-0	261.91
1G1T-KTWG-74M9 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	32.61
1G1T-KTWG-74M9 BOOKS/ADULT	10-44-400-1	71.70
1G1T-KTWG-74M9 AUDIO-VISUAL/ADULT	10-44-420-1	135.93
1HGC-F7JK-76V7 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	115.20

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 2

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1HGC-F7JK-76V7 ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	53.49
1HGC-F7JK-76V7 TOYS & KITS: KIDSPACE	10-44-440-0	273.39
1LK9-6K19-7F6F DIGITAL SERVICES MERCHANDISE	10-43-300-5	39.89
1LK9-6K19-7F6F COMPUTER EQUIPMENT	10-45-500-0	21.95
1LK9-6K19-7F6F SMALL LIBRARY EQUIPMENT	10-45-540-0	213.64
AMERICAN AIRLINES (6473)	03/12/24 CK# 148438	\$246.20
DCJHGE CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	246.20
AMERICAN LIBRARY ASSOCIATION (242)	03/12/24 CK# 148382	\$899.00
0180109 JB DUES & MEMBERSHIPS	10-42-280-0	300.00
2151101 SP DUES & MEMBERSHIPS	10-42-280-0	247.00
2255902 NW DUES & MEMBERSHIPS	10-42-280-0	176.00
2300815 JAR DUES & MEMBERSHIPS	10-42-280-0	176.00
AMERICAN LIBRARY ASSOCIATION (242)	03/12/24 CK# 148428	\$79.00
20223 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	79.00
AMERICAN LIBRARY ASSOCIATION (242)	03/12/24 CK# 148435	\$410.00
1152900 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	410.00
AMERICAN LIBRARY ASSOCIATION (242)	03/12/24 CK# 148438	\$410.00
1160040 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	410.00
AMICI-KOZI, MARY (4390)	03/12/24 CK# 148383	\$4,427.50
2 CONSULT. & PROF. FEES:OTHER	10-42-225-2	4,427.50
ANC NEWSPAPERS (6099)	03/12/24 CK# 148428	\$74.90
9958605 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE	10-44-435-1	74.90
ANDERSON LOCK (5352)	03/12/24 CK# 148384	\$250.98
1140763 RISK MANAGEMENT: FACILITIES	50-42-210-0	110.52
1141043 REPAIR/MAINT. OF BUILDING	60-42-200-0	140.46
AVI-SPL LLC (6047)	03/12/24 CK# 148385	\$770.00
835486 COMPUTER MAINTENANCE	10-42-255-2	770.00
BAKER & TAYLOR L0332252 (5119)	03/12/24 CK# 148386	\$232.89
2038095246 BOOKS/YOUTH	10-44-400-2	110.25
2038095246 BOOKS/YOUTH: BRANCH	10-44-400-6	41.17
2038095247 MATERIAL PROCESSING SERVICES	10-42-265-0	29.42
2038130784 BOOKS/YOUTH	10-44-400-2	20.73
2038130784 BOOKS/YOUTH: BRANCH	10-44-400-6	20.72
2038130785 MATERIAL PROCESSING SERVICES	10-42-265-0	10.60
BAKER & TAYLOR L4230502 (5107)	03/12/24 CK# 148387	\$14,347.51
2038047861 BOOKS/YOUTH	10-44-400-2	18.92
2038047861 BOOKS/YOUTH: BRANCH	10-44-400-6	13.70
2038047862 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038050089 BOOKS/ADULT	10-44-400-1	30.09
2038050089 BOOKS/YOUTH	10-44-400-2	95.97
2038050090 MATERIAL PROCESSING SERVICES	10-42-265-0	39.70
2038050091 BOOKS/YOUTH: BRANCH	10-44-400-6	11.52
2038050092 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038050093 BOOKS/YOUTH: BRANCH	10-44-400-6	9.21
2038050094 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038052313 BOOKS/ADULT	10-44-400-1	118.97
2038052313 BOOKS/YOUTH	10-44-400-2	40.88
2038052314 MATERIAL PROCESSING SERVICES	10-42-265-0	42.70
2038054424 BOOKS/ADULT	10-44-400-1	160.72

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038054424 BOOKS/YOUTH	10-44-400-2	38.75
2038054424 BOOKS/YOUTH: BRANCH	10-44-400-6	21.88
2038054425 MATERIAL PROCESSING SERVICES	10-42-265-0	72.50
2038054426 BOOKS/YOUTH	10-44-400-2	11.52
2038054427 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038054428 BOOKS/YOUTH	10-44-400-2	10.36
2038054429 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038058648 BOOKS/ADULT	10-44-400-1	153.77
2038058648 BOOKS/YOUTH	10-44-400-2	83.74
2038058648 BOOKS/YOUTH: BRANCH	10-44-400-6	24.11
2038058649 MATERIAL PROCESSING SERVICES	10-42-265-0	87.70
2038058650 BOOKS/YOUTH	10-44-400-2	12.58
2038058650 BOOKS/YOUTH: BRANCH	10-44-400-6	35.64
2038058651 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038058652 BOOKS/YOUTH	10-44-400-2	11.52
2038058652 BOOKS/YOUTH: BRANCH	10-44-400-6	20.47
2038058653 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038061963 BOOKS/ADULT	10-44-400-1	123.51
2038061963 BOOKS/YOUTH	10-44-400-2	384.20
2038061963 BOOKS/YOUTH: BRANCH	10-44-400-6	56.57
2038061964 MATERIAL PROCESSING SERVICES	10-42-265-0	175.00
2038061965 BOOKS/YOUTH	10-44-400-2	13.76
2038061965 BOOKS/ADULT: BRANCH	10-44-400-5	53.03
2038061965 BOOKS/YOUTH: BRANCH	10-44-400-6	60.03
2038061966 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038061967 BOOKS/YOUTH	10-44-400-2	29.05
2038061967 BOOKS/YOUTH: BRANCH	10-44-400-6	36.23
2038061968 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2038061969 BOOKS/YOUTH	10-44-400-2	13.76
2038061970 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038066448 BOOKS/ADULT	10-44-400-1	65.40
2038066448 BOOKS/YOUTH	10-44-400-2	266.23
2038066448 BOOKS/YOUTH: BRANCH	10-44-400-6	34.56
2038066449 MATERIAL PROCESSING SERVICES	10-42-265-0	130.70
2038066450 BOOKS/YOUTH	10-44-400-2	34.56
2038066450 BOOKS/YOUTH: BRANCH	10-44-400-6	18.52
2038066451 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038066452 BOOKS/YOUTH: BRANCH	10-44-400-6	9.93
2038066453 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038066454 BOOKS/YOUTH: BRANCH	10-44-400-6	28.54
2038066455 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038069117 BOOKS/ADULT	10-44-400-1	45.47
2038069117 BOOKS/YOUTH	10-44-400-2	93.72
2038069117 BOOKS/YOUTH: BRANCH	10-44-400-6	10.89
2038069118 MATERIAL PROCESSING SERVICES	10-42-265-0	74.50
2038069119 BOOKS/YOUTH	10-44-400-2	7.26
2038069119 BOOKS/YOUTH: BRANCH	10-44-400-6	22.02
2038069120 MATERIAL PROCESSING SERVICES	10-42-265-0	14.90
2038069121 BOOKS/YOUTH	10-44-400-2	3.63
2038069121 BOOKS/YOUTH: BRANCH	10-44-400-6	12.23
2038069122 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038073535 BOOKS/ADULT	10-44-400-1	129.37

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038073535 BOOKS/YOUTH	10-44-400-2	96.35
2038073535 BOOKS/YOUTH: BRANCH	10-44-400-6	32.62
2038073536 MATERIAL PROCESSING SERVICES	10-42-265-0	100.30
2038073537 BOOKS/YOUTH	10-44-400-2	16.31
2038073538 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038073539 BOOKS/YOUTH: BRANCH	10-44-400-6	28.98
2038073540 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038073541 BOOKS/YOUTH	10-44-400-2	16.31
2038073542 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038076632 BOOKS/ADULT	10-44-400-1	98.65
2038076632 BOOKS/YOUTH	10-44-400-2	43.95
2038076632 BOOKS/YOUTH: BRANCH	10-44-400-6	39.61
2038076633 MATERIAL PROCESSING SERVICES	10-42-265-0	66.20
2038076634 BOOKS/YOUTH	10-44-400-2	25.01
2038076634 BOOKS/ADULT: BRANCH	10-44-400-5	42.58
2038076634 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038076635 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2038076636 BOOKS/YOUTH	10-44-400-2	14.61
2038076636 BOOKS/YOUTH: BRANCH	10-44-400-6	25.01
2038076637 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038079081 BOOKS/ADULT	10-44-400-1	67.82
2038079081 BOOKS/YOUTH	10-44-400-2	33.10
2038079081 BOOKS/YOUTH: BRANCH	10-44-400-6	20.39
2038079082 MATERIAL PROCESSING SERVICES	10-42-265-0	37.40
2038079083 BOOKS/YOUTH: BRANCH	10-44-400-6	20.39
2038079084 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038079085 BOOKS/YOUTH: BRANCH	10-44-400-6	10.94
2038079086 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038079087 BOOKS/YOUTH	10-44-400-2	20.39
2038079088 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038083521 BOOKS/ADULT	10-44-400-1	183.55
2038083521 BOOKS/YOUTH	10-44-400-2	232.86
2038083521 BOOKS/ADULT: BRANCH	10-44-400-5	16.14
2038083521 BOOKS/YOUTH: BRANCH	10-44-400-6	28.44
2038083522 MATERIAL PROCESSING SERVICES	10-42-265-0	186.70
2038083523 BOOKS/ADULT	10-44-400-1	16.13
2038083523 BOOKS/YOUTH	10-44-400-2	24.21
2038083523 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038083524 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038083525 BOOKS/YOUTH	10-44-400-2	4.24
2038083526 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038083527 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038083528 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038087295 BOOKS/ADULT	10-44-400-1	81.50
2038087295 BOOKS/YOUTH	10-44-400-2	263.52
2038087295 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038087296 MATERIAL PROCESSING SERVICES	10-42-265-0	103.60
2038087297 BOOKS/YOUTH: BRANCH	10-44-400-6	12.59
2038087298 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038087299 BOOKS/YOUTH	10-44-400-2	4.24
2038087299 BOOKS/YOUTH: BRANCH	10-44-400-6	10.95
2038087300 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038090870 BOOKS/ADULT	10-44-400-1	109.70
2038090870 BOOKS/YOUTH	10-44-400-2	109.63
2038090870 BOOKS/YOUTH: BRANCH	10-44-400-6	13.76
2038090871 MATERIAL PROCESSING SERVICES	10-42-265-0	89.70
2038090872 BOOKS/ADULT: BRANCH	10-44-400-5	105.25
2038090873 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2038090874 BOOKS/YOUTH	10-44-400-2	13.76
2038090875 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038093131 BOOKS/ADULT	10-44-400-1	100.71
2038093131 BOOKS/YOUTH	10-44-400-2	474.64
2038093131 BOOKS/YOUTH: BRANCH	10-44-400-6	34.43
2038093132 MATERIAL PROCESSING SERVICES	10-42-265-0	218.40
2038093133 BOOKS/YOUTH	10-44-400-2	14.53
2038093133 BOOKS/YOUTH: BRANCH	10-44-400-6	17.93
2038093134 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038093135 BOOKS/YOUTH	10-44-400-2	34.39
2038093135 BOOKS/YOUTH: BRANCH	10-44-400-6	20.48
2038093136 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038093137 BOOKS/YOUTH: BRANCH	10-44-400-6	11.52
2038093138 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038095056 BOOKS/ADULT	10-44-400-1	125.90
2038095056 BOOKS/YOUTH	10-44-400-2	1,529.42
2038095056 BOOKS/YOUTH: BRANCH	10-44-400-6	138.86
2038095057 MATERIAL PROCESSING SERVICES	10-42-265-0	357.60
2038095058 BOOKS/YOUTH	10-44-400-2	22.02
2038095058 BOOKS/YOUTH: BRANCH	10-44-400-6	98.48
2038095059 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2038095060 BOOKS/YOUTH	10-44-400-2	53.31
2038095060 BOOKS/YOUTH: BRANCH	10-44-400-6	72.93
2038095061 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038095062 BOOKS/YOUTH	10-44-400-2	63.51
2038095062 BOOKS/YOUTH: BRANCH	10-44-400-6	66.62
2038095063 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
2038100802 BOOKS/ADULT	10-44-400-1	186.55
2038100802 BOOKS/YOUTH	10-44-400-2	314.27
2038100802 BOOKS/YOUTH: BRANCH	10-44-400-6	30.63
2038100803 MATERIAL PROCESSING SERVICES	10-42-265-0	132.00
2038100804 BOOKS/YOUTH	10-44-400-2	8.64
2038100804 BOOKS/YOUTH: BRANCH	10-44-400-6	59.60
2038100805 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038100806 BOOKS/YOUTH	10-44-400-2	21.99
2038100806 BOOKS/YOUTH: BRANCH	10-44-400-6	33.99
2038100807 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038103954 BOOKS/ADULT	10-44-400-1	114.42
2038103954 BOOKS/YOUTH	10-44-400-2	245.16
2038103954 BOOKS/YOUTH: BRANCH	10-44-400-6	39.69
2038103955 MATERIAL PROCESSING SERVICES	10-42-265-0	156.20
2038103956 BOOKS/YOUTH	10-44-400-2	47.36
2038103956 BOOKS/ADULT: BRANCH	10-44-400-5	34.01
2038103957 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
2038103958 BOOKS/YOUTH	10-44-400-2	6.87
2038103958 BOOKS/YOUTH: BRANCH	10-44-400-6	37.09

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038103959 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038103960 BOOKS/YOUTH: BRANCH	10-44-400-6	6.87
2038103961 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038105965 BOOKS/ADULT	10-44-400-1	72.60
2038105965 BOOKS/YOUTH	10-44-400-2	133.35
2038105965 BOOKS/YOUTH: BRANCH	10-44-400-6	34.32
2038105966 MATERIAL PROCESSING SERVICES	10-42-265-0	58.90
2038105967 BOOKS/YOUTH	10-44-400-2	28.86
2038105967 BOOKS/YOUTH: BRANCH	10-44-400-6	5.45
2038105968 MATERIAL PROCESSING SERVICES	10-42-265-0	14.90
2038105969 BOOKS/YOUTH	10-44-400-2	5.46
2038105970 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038112324 BOOKS/ADULT	10-44-400-1	94.64
2038112324 BOOKS/YOUTH	10-44-400-2	200.18
2038112324 BOOKS/YOUTH: BRANCH	10-44-400-6	49.92
2038112325 MATERIAL PROCESSING SERVICES	10-42-265-0	108.20
2038112326 BOOKS/YOUTH	10-44-400-2	9.79
2038112326 BOOKS/YOUTH: BRANCH	10-44-400-6	54.51
2038112327 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038112328 BOOKS/YOUTH	10-44-400-2	19.74
2038112329 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038112330 BOOKS/YOUTH	10-44-400-2	20.39
2038112331 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038115981 BOOKS/ADULT	10-44-400-1	133.23
2038115981 BOOKS/YOUTH	10-44-400-2	684.64
2038115981 BOOKS/YOUTH: BRANCH	10-44-400-6	75.55
2038115982 MATERIAL PROCESSING SERVICES	10-42-265-0	249.50
2038115985 BOOKS/YOUTH	10-44-400-2	16.99
2038115986 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038115987 BOOKS/YOUTH	10-44-400-2	94.68
2038115988 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038119271 BOOKS/ADULT	10-44-400-1	71.45
2038119271 BOOKS/YOUTH	10-44-400-2	554.44
2038119271 BOOKS/YOUTH: BRANCH	10-44-400-6	49.94
2038119272 MATERIAL PROCESSING SERVICES	10-42-265-0	144.90
2038119273 BOOKS/YOUTH	10-44-400-2	49.94
2038119273 BOOKS/ADULT: BRANCH	10-44-400-5	87.03
2038119273 BOOKS/YOUTH: BRANCH	10-44-400-6	38.45
2038119274 MATERIAL PROCESSING SERVICES	10-42-265-0	38.70
2038119275 BOOKS/YOUTH: BRANCH	10-44-400-6	26.10
2038119276 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
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BAKER & TAYLOR L0620012 (5108)	03/12/24 CK# 148388	\$51.00
2038117372 IN-HOUSE REFERENCE	10-44-400-4	51.00
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BAKER & TAYLOR L4234202 (5110)	03/12/24 CK# 148389	\$159.45
2038056934 BOOKS/ADULT	10-44-400-1	123.35
2038056935 MATERIAL PROCESSING SERVICES	10-42-265-0	36.10
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BAKER AND TAYLOR L4229202 (394)	03/12/24 CK# 148390	\$10,820.39
2038054599 BOOKS/ADULT	10-44-400-1	926.60
2038054599 BOOKS/YOUTH	10-44-400-2	117.87
2038054599 BOOKS/ADULT: BRANCH	10-44-400-5	137.96
2038054599 BOOKS/YOUTH: BRANCH	10-44-400-6	14.52

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038054600 MATERIAL PROCESSING SERVICES	10-42-265-0	314.70
2038054601 BOOKS/ADULT	10-44-400-1	153.11
2038054601 BOOKS/YOUTH	10-44-400-2	14.52
2038054601 BOOKS/ADULT: BRANCH	10-44-400-5	160.35
2038054602 MATERIAL PROCESSING SERVICES	10-42-265-0	85.70
2038054603 BOOKS/ADULT	10-44-400-1	12.11
2038054604 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038061174 BOOKS/ADULT	10-44-400-1	483.36
2038061174 BOOKS/YOUTH	10-44-400-2	34.67
2038061174 BOOKS/ADULT: BRANCH	10-44-400-5	106.53
2038061175 MATERIAL PROCESSING SERVICES	10-42-265-0	171.10
2038061176 BOOKS/ADULT	10-44-400-1	124.73
2038061176 BOOKS/ADULT: BRANCH	10-44-400-5	97.31
2038061176 BOOKS/YOUTH: BRANCH	10-44-400-6	9.79
2038061177 MATERIAL PROCESSING SERVICES	10-42-265-0	59.90
2038061178 BOOKS/YOUTH: BRANCH	10-44-400-6	14.52
2038061179 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038063026 BOOKS/ADULT	10-44-400-1	199.38
2038063026 BOOKS/YOUTH	10-44-400-2	15.29
2038063026 BOOKS/ADULT: BRANCH	10-44-400-5	78.98
2038063027 MATERIAL PROCESSING SERVICES	10-42-265-0	82.40
2038063028 BOOKS/ADULT	10-44-400-1	61.71
2038063028 BOOKS/ADULT: BRANCH	10-44-400-5	32.45
2038063029 MATERIAL PROCESSING SERVICES	10-42-265-0	27.80
2038066442 BOOKS/ADULT	10-44-400-1	443.99
2038066442 BOOKS/YOUTH	10-44-400-2	130.24
2038066442 BOOKS/ADULT: BRANCH	10-44-400-5	132.10
2038066443 MATERIAL PROCESSING SERVICES	10-42-265-0	174.40
2038066444 BOOKS/ADULT	10-44-400-1	148.46
2038066444 BOOKS/ADULT: BRANCH	10-44-400-5	124.02
2038066445 MATERIAL PROCESSING SERVICES	10-42-265-0	69.50
2038081807 BOOKS/ADULT	10-44-400-1	878.88
2038081807 BOOKS/YOUTH	10-44-400-2	68.65
2038081807 BOOKS/ADULT: BRANCH	10-44-400-5	144.09
2038081808 MATERIAL PROCESSING SERVICES	10-42-265-0	304.10
2038081809 BOOKS/ADULT	10-44-400-1	178.65
2038081809 BOOKS/ADULT: BRANCH	10-44-400-5	59.88
2038081810 MATERIAL PROCESSING SERVICES	10-42-265-0	69.50
2038088172 BOOKS/ADULT	10-44-400-1	211.38
2038088172 BOOKS/YOUTH	10-44-400-2	136.16
2038088172 BOOKS/ADULT: BRANCH	10-44-400-5	84.74
2038088173 MATERIAL PROCESSING SERVICES	10-42-265-0	114.50
2038088174 BOOKS/ADULT	10-44-400-1	81.39
2038088174 BOOKS/ADULT: BRANCH	10-44-400-5	51.86
2038088175 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038103114 BOOKS/ADULT	10-44-400-1	1,679.12
2038103114 BOOKS/YOUTH	10-44-400-2	94.10
2038103114 BOOKS/ADULT: BRANCH	10-44-400-5	263.03
2038103115 MATERIAL PROCESSING SERVICES	10-42-265-0	392.80
2038103116 BOOKS/ADULT	10-44-400-1	307.28
2038103116 BOOKS/ADULT: BRANCH	10-44-400-5	70.60
2038103117 MATERIAL PROCESSING SERVICES	10-42-265-0	95.30

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038107711 BOOKS/ADULT	10-44-400-1	258.91
2038107711 BOOKS/YOUTH	10-44-400-2	126.50
2038107711 BOOKS/ADULT: BRANCH	10-44-400-5	70.65
2038107712 MATERIAL PROCESSING SERVICES	10-42-265-0	102.90
2038107713 BOOKS/ADULT	10-44-400-1	70.65
2038107713 BOOKS/ADULT: BRANCH	10-44-400-5	48.98
2038107714 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038107715 BOOKS/ADULT	10-44-400-1	13.32
2038107716 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
BELLIVEAU STEVEN JOSEPH (6727)	03/12/24 CK# 148391	\$450.00
03242024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	450.00
BERNHARD KATHI (6719)	03/12/24 CK# 148392	\$150.00
04072024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
BHFX IMAGING (6720)	03/12/24 CK# 148393	\$20.58
468551 MISCELLANEOUS	60-43-399-0	8.82
468620 MISCELLANEOUS	60-43-399-0	11.76
BHFX IMAGING (6720)	03/12/24 CK# 148431	\$7.50
43640 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	7.50
BLADE ELECTRIC & TECHNOLOGIES LLC (5934)	03/12/24 CK# 148394	\$2,164.00
4412 REPAIR/MAINT. OF BUILDING	60-42-200-0	2,164.00
BLICK ART MATERIALS (1043)	03/12/24 CK# 148428	\$189.48
30976921 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10-43-330-0	189.48
CANVA (6234)	03/12/24 CK# 148428	\$22.45
29707247 CC PYMT (6415) FOR PUBLIC PROGRAMMING: STUDIO/INFO SVC	10-42-230-6	22.45
CANVA (6234)	03/12/24 CK# 148430	\$119.40
22024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	119.40
CDW GOVERNMENT, INC. (842)	03/12/24 CK# 148395	\$2,921.70
PH26234 AUDIO-VISUAL EQUIPMENT	10-45-530-0	241.70
PJ74216 COMPUTER EQUIPMENT	10-45-500-0	2,109.39
PK22171 OFFICE SUPPLIES/COMPUTER	10-43-300-2	570.61
CINTAS CORPORATION LOC. #355 (4662)	03/12/24 CK# 148396	\$7,306.72
4183100556 JANITORIAL SUPPLIES	10-43-370-0	115.53
4183100664 JANITORIAL SUPPLIES	10-43-370-0	325.07
4183102489 JANITORIAL SUPPLIES	10-43-370-0	1,504.27
4183269469 JANITORIAL SUPPLIES	10-43-370-0	631.24
4183700481 JANITORIAL SUPPLIES	10-43-370-0	307.03
4183830655 JANITORIAL SUPPLIES	10-43-370-0	1,299.34
4184412028 JANITORIAL SUPPLIES	10-43-370-0	184.58
4184473843 JANITORIAL SUPPLIES	10-43-370-0	57.54
4184475835 JANITORIAL SUPPLIES	10-43-370-0	1,628.92
4185261786 JANITORIAL SUPPLIES	10-43-370-0	57.54
4185263419 JANITORIAL SUPPLIES	10-43-370-0	1,195.66
COMPLETE CLEANING COMPANY, INC. (835)	03/12/24 CK# 148397	\$23,613.00
AW15588 REPAIR/MAINT. OF BUILDING	60-42-200-0	720.00
AW15658 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	935.00
AW15659 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	935.00
AW15849 REPAIR/MAINT. OF BUILDING	60-42-200-0	2,150.00
AW15865 REPAIR/MAINT. OF BUILDING	60-42-200-0	230.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 9

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COMPLETE CLEANING COMPANY, INC. (835) CONTINUED ...		
AW15877 REPAIR/MAINT. OF BUILDING	60-42-200-0	273.00
AW16250 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,880.00
AW16296 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,880.00
AW16297 REPAIR/MAINT. OF BUILDING	60-42-200-0	980.00
C26577 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	2,090.00
C26578 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	2,790.00
C26579 GENERAL CLEANING SERVICE	10-42-235-0	8,750.00
CORDOBA MARIA (6564)	03/12/24 CK# 148398	\$120.00
0212 0226 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	120.00
COURIER NEWS (5321)	03/12/24 CK# 148399	\$218.40
03132025 PERIODICALS: BRANCH	10-44-410-5	218.40
DANNY'S PIZZA (6381)	03/12/24 CK# 148428	\$97.33
325423 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	65.33
325488 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	32.00
DEMCO (1000)	03/12/24 CK# 148400	\$1,012.33
7436331 MATERIALS PROCESSING SUPPLIES	10-43-310-0	223.64
7439379 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	48.93
7440562 MATERIALS PROCESSING SUPPLIES	10-43-310-0	386.87
7446342 MATERIALS PROCESSING SUPPLIES	10-43-310-0	352.89
DIGITAL OCEAN (6303)	03/12/24 CK# 148432	\$24.99
475388443 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	24.99
DISPLAYS2GO (6078)	03/12/24 CK# 148428	\$114.87
210100595 CC PYMT (6415) FOR SMALL LIBRARY EQUIPMENT	10-45-540-0	114.87
DOLLAR TREE (6171)	03/12/24 CK# 148430	\$32.50
530473 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	32.50
DUNDEE SCOTTISH PIPE BAND (6721)	03/12/24 CK# 148401	\$225.00
03302024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	225.00
DUNN, STEVE (4907)	03/12/24 CK# 148402	\$430.00
494 CONSULT. & PROF. FEES:OTHER	10-42-225-2	430.00
DUO SECURITY, LLC (6066)	03/12/24 CK# 148428	\$360.00
11124278 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	360.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093)	03/12/24 CK# 148403	\$3,114.00
16472 RISK MANAGEMENT: FACILITIES	50-42-210-0	3,114.00
EFFECTV (6728)	03/12/24 CK# 148404	\$1,996.75
CN225250 PUBLIC RELATIONS: GENERAL	10-42-222-2	66.28
CN225252 PUBLIC RELATIONS: GENERAL	10-42-222-2	36.00
CN226437 PUBLIC RELATIONS: GENERAL	10-42-222-2	1,183.47
CN226438 PUBLIC RELATIONS: GENERAL	10-42-222-2	711.00
ELGIN KEY & LOCK COMPANY (1155)	03/12/24 CK# 148405	\$107.89
240255 BUILDING & GROUNDS SUPPLIES	60-43-320-0	23.04
240306 BUILDING & GROUNDS SUPPLIES	60-43-320-0	45.10
240335 BUILDING & GROUNDS SUPPLIES	60-43-320-0	39.75
ENGBERG ANDERSON, INC. (4014)	03/12/24 CK# 148406	\$2,062.50
23364501-2 CONSULT. & PROF. FEES:OTHER	10-42-225-2	2,062.50
FACEBOOK (6067)	03/12/24 CK# 148433	\$100.00
927740 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	100.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 10

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FOX VALLEY FIRE & SAFETY (1329)	03/12/24 CK# 148407	\$4,679.51
IN00663606 REPAIR/MAINT. OF BUILDING	60-42-200-0	449.01
IN00664419 RISK MANAGEMENT: FACILITIES	50-42-210-0	852.50
IN00664426 RISK MANAGEMENT: FACILITIES	50-42-210-0	757.50
IN00664436 RISK MANAGEMENT: FACILITIES	50-42-210-0	1,042.50
IN00665069 RISK MANAGEMENT: FACILITIES	50-42-210-0	1,287.00
IN00666807 RISK MANAGEMENT: FACILITIES	50-42-210-0	291.00
FRIEDLAND SUSAN (6729)	03/12/24 CK# 148408	\$200.00
03202024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
GALLUP STORE (6063)	03/12/24 CK# 148436	\$24.99
104839 CC PYMT (6425) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	24.99
GAYLORD BROS. (1390)	03/12/24 CK# 148409	\$71.35
2846571 MATERIALS PROCESSING SUPPLIES	10-43-310-0	71.35
GILPATRICK, KAREN (5886)	03/12/24 CK# 148410	\$660.00
053 CONSULT. & PROF. FEES:OTHER	10-42-225-2	660.00
GRAINGER (1449)	03/12/24 CK# 148411	\$407.92
9015588263 BUILDING & GROUNDS SUPPLIES	60-43-320-0	208.33
9022444534 BUILDING & GROUNDS SUPPLIES	60-43-320-0	16.25
9025102956 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	42.90
9029646073 BUILDING & GROUNDS SUPPLIES	60-43-320-0	77.70
9039010922 MISCELLANEOUS	60-43-399-0	62.74
GRASSHOPPER (6074)	03/12/24 CK# 148428	\$20.31
2272023 CC PYMT (6415) FOR OFFICE SUPPLIES/COMPUTER	10-43-300-2	20.31
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390)	03/12/24 CK# 148412	\$9,645.00
6946 REPAIR/MAINT. OF GROUNDS	60-42-210-0	7,395.00
6946 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	2,250.00
GUTIERREZ FERNANDO M. (6468)	03/12/24 CK# 148413	\$680.00
11 DIGITAL LIT CLASSES BILINGUAL	10-42-230-7	680.00
HAGG PRESS (1505)	03/12/24 CK# 148414	\$16,074.00
119697 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	16,074.00
HANNIGAN KATHLEEN (6730)	03/12/24 CK# 148415	\$500.00
03312024 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	500.00
HELM SERVICE (5979)	03/12/24 CK# 148416	\$9,681.00
CH1147011C REPAIR/MAINT. HVAC: SOUTH ELGIN	60-42-220-7	208.92
CH1147012C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	253.33
CH1147013C REPAIR/MAINT. OF HVAC	60-42-220-0	1,959.00
CH1147014C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	338.75
CH1147043C REPAIR/MAINT. OF HVAC	60-42-220-0	3,831.00
CH1195449 REPAIR/MAINT. OF HVAC	60-42-220-0	3,090.00
HILTON (6590)	03/12/24 CK# 148438	\$203.15
490395 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	203.15
HODGE KIRK (6386)	03/12/24 CK# 148417	\$650.00
03012024 STORAGE/MOVING	10-42-209-0	650.00
HOME DEPOT CREDIT SERVICES (1617)	03/12/24 CK# 148418	\$583.43
1013848 BUILDING & GROUNDS SUPPLIES	60-43-320-0	34.96
7011572 MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	162.93
7012346 BUILDING & GROUNDS SUPPLIES	60-43-320-0	55.66
7014317 BUILDING & GROUNDS SUPPLIES	60-43-320-0	309.88

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 11

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOME DEPOT CREDIT SERVICES (1617) CONTINUED ... FCH-008134393 BUILDING & GROUNDS SUPPLIES	60-43-320-0	20.00
HOME DEPOT PRO (5856) 788233351 JANITORIAL SUPPLIES	03/12/24 CK# 148419 10-43-370-0	\$95.36 95.36
HR SOURCE (5857) 19545 CONTINUING ED: REGISTRATION/FEEES	03/12/24 CK# 148420 10-42-290-1	\$329.00 329.00
HR WEEKLY (6629) 22024 CC PYMT (6415) FOR PERIODICALS	03/12/24 CK# 148428 10-44-410-0	\$99.00 99.00
HUFFMAN, DEBORAH (1650) 22024 CONSULT. & PROF. FEES:OTHER	03/12/24 CK# 148421 10-42-225-2	\$332.50 332.50
HUIZAR, SHARI MATTHEWS (5993) 02152024 PUBLIC PROGRAMMING:HISPANIC SVCS	03/12/24 CK# 148422 10-42-230-1	\$50.00 50.00
HUIZAR, SHARI MATTHEWS (5993) 03092024 PUBLIC PROGRAMMING:HISPANIC SVCS	03/12/24 CK# 148423 10-42-230-1	\$50.00 50.00
IL READING COUNCIL (6478) 53372 CC PYMT (6417) FOR CONTINUING ED: REGISTRATION/FEEES	03/12/24 CK# 148430 10-42-290-1	\$135.00 135.00
ILLINOIS LIBRARY ASSOCIATION (3822) 278061 DUES & MEMBERSHIPS	03/12/24 CK# 148424 10-42-280-0	\$150.00 150.00
INNOVATIVE INTERFACES, INC. (1737) INV-INC36477 COMPUTER MAINT: ACCESS SVCS INV-INC36559 COMPUTER CATALOG SERVICE	03/12/24 CK# 148425 10-42-255-4 10-42-260-0	\$90,300.08 90,231.08 69.00
JAMF SOFTWARE, LLC (5811) 100884624 CC PYMT (6416) FOR COMPUTER MAINTENANCE	03/12/24 CK# 148429 10-42-255-2	\$500.00 500.00
JC LICHT, LLC (5121) 65111308 BUILDING & GROUNDS SUPPLIES	03/12/24 CK# 148426 60-43-320-0	\$6.29 6.29
JEWEL-OSCO (1632) 742239 CC PYMT (6423) FOR FOOD & BEVERAGE: PUBLIC SVCS 742278 CC PYMT (6423) FOR FOOD & BEVERAGE: ADMIN	03/12/24 CK# 148434 10-43-360-1 10-43-360-0	\$108.75 49.90 58.85
JOANN (6320) 327814 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	03/12/24 CK# 148430 10-42-230-2	\$66.91 66.91
KANOPY LLC (5682) 390380-PPU ELECTRONIC RESOURCES: STREAMING	03/12/24 CK# 148427 10-44-435-3	\$694.00 694.00
KRISTYN'S CLASSROOM KITCHEN (5909) 03202024 PUBLIC PROGRAMMING:COMMUNITY SVCS	03/12/24 CK# 148439 10-42-230-3	\$150.00 150.00
KRUEGER INTERNATIONAL, INC. (3996) 14596012 FURNITURE AND FIXTURES	03/12/24 CK# 148440 10-45-510-0	\$5,670.00 5,670.00
LACONI, INC. (6001) 02282024 DUES & MEMBERSHIPS	03/12/24 CK# 148441 10-42-280-0	\$150.00 150.00
LASER PRO CO., INC. (1983) 136153 OFFICE SUPPLIES/COMPUTER	03/12/24 CK# 148442 10-43-300-2	\$1,180.70 1,180.70
LINDSEY JASON (6718) 03282024 PUBLIC PROGRAMMING:YOUTH	03/12/24 CK# 148443 10-42-230-2	\$500.00 500.00
MAILGUN TECHNOLOGIES, INC (6058) 57752552 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	03/12/24 CK# 148432 10-42-255-3	\$80.00 80.00
MAJESTIC DISTRIBUTING COMPANY, INC. (5025) 122220-1 REPAIR/MAINT. OF BLDG: RAKOW	03/12/24 CK# 148444 60-42-200-5	\$195.00 195.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 12

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MARTINEZ, BETTY 2 (4305)	03/12/24 CK# 148445	\$200.00
02282024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	200.00
MARTINEZ, DIANE (5933)	03/12/24 CK# 148446	\$75.00
03092024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	75.00
MATTHEW BENDER & CO., INC. (442)	03/12/24 CK# 148447	\$269.10
40497399 BOOKS/ADULT	10-44-400-1	269.10
MENARDS (2224)	03/12/24 CK# 148431	\$223.28
322571 CC PYMT (6419) FOR REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	44.98
588180 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	18.41
588186 CC PYMT (6419) FOR MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	40.98
588409 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	118.91
MIDAMERICA ENERGY SERVICES, LLC (6048)	03/12/24 CK# 148448	\$19,335.39
12007548 ELECTRICITY	10-42-201-0	18,969.71
12018452 ELECTRICITY: SOUTH ELGIN	10-42-201-7	365.68
MIDWEST FIRST AID & SAFETY LLC (6609)	03/12/24 CK# 148449	\$59.49
584 RISK MANAGEMENT: FACILITIES	50-42-210-0	59.49
MIDWEST TAPE (2256)	03/12/24 CK# 148450	\$7,260.97
504995444 MATERIAL PROCESSING SERVICES	10-42-265-0	86.80
504995445 MATERIAL PROCESSING SERVICES	10-42-265-0	444.24
504995446 MATERIAL PROCESSING SERVICES	10-42-265-0	28.20
505020031 AUDIO-VISUAL/YOUTH	10-44-420-2	592.90
505020032 AUDIO-VISUAL/ADULT	10-44-420-1	123.70
505020032 AUDIO-VISUAL/YOUTH	10-44-420-2	90.69
505020033 AUDIO-VISUAL/ADULT	10-44-420-1	12.74
505020035 AUDIO-VISUAL/ADULT	10-44-420-1	87.98
505020036 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	39.99
505020037 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	173.16
505020038 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	122.21
505046755 AUDIO-VISUAL/ADULT	10-44-420-1	517.54
505046755 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	321.62
505055851 AUDIO-VISUAL/ADULT	10-44-420-1	206.94
505055852 AUDIO-VISUAL/ADULT	10-44-420-1	39.99
505055853 AUDIO-VISUAL/ADULT	10-44-420-1	37.47
505055855 AUDIO-VISUAL/YOUTH	10-44-420-2	21.72
505055856 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	28.48
505073813 AUDIO-VISUAL/ADULT	10-44-420-1	273.60
505073813 AUDIO-VISUAL/YOUTH	10-44-420-2	213.68
505073813 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	125.93
505073813 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	143.20
505084258 AUDIO-VISUAL/ADULT	10-44-420-1	79.98
505084259 AUDIO-VISUAL/ADULT	10-44-420-1	11.24
505084371 AUDIO-VISUAL/YOUTH	10-44-420-2	26.23
505084372 AUDIO-VISUAL/ADULT	10-44-420-1	11.24
505084373 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	127.44
505084374 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	44.23
505110737 AUDIO-VISUAL/ADULT	10-44-420-1	200.11
505110737 AUDIO-VISUAL/YOUTH	10-44-420-2	303.65
505110737 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	86.19
505110737 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	148.45
505120286 AUDIO-VISUAL/ADULT	10-44-420-1	34.99
505120287 AUDIO-VISUAL/ADULT	10-44-420-1	12.74

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST TAPE (2256) CONTINUED ...		
505120289 AUDIO-VISUAL/ADULT	10-44-420-1	47.23
505120289 AUDIO-VISUAL/YOUTH	10-44-420-2	23.99
505120290 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	44.99
505120291 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	27.73
505120292 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	30.73
505125019 MATERIAL PROCESSING SERVICES	10-42-265-0	65.80
505125020 MATERIAL PROCESSING SERVICES	10-42-265-0	224.63
505125021 MATERIAL PROCESSING SERVICES	10-42-265-0	16.20
505130612 AUDIO-VISUAL/ADULT	10-44-420-1	919.84
505130612 AUDIO-VISUAL/YOUTH	10-44-420-2	284.90
505130612 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	616.96
505130612 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	138.70
MIDWEST TAPE / HOOPLA (6521)	03/12/24 CK# 148451	\$18,417.59
505126672 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	18,417.59
MONARCH WATCH (6723)	03/12/24 CK# 148436	\$43.95
504390 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	43.95
MONNIT (5592)	03/12/24 CK# 148429	\$70.00
88475 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	70.00
MUSIC INSTITUTE OF CHICAGO (4347)	03/12/24 CK# 148452	\$300.00
03102024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	300.00
OBENAU AUCTION (6726)	03/12/24 CK# 148431	\$227.76
153217 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	227.76
OTIS ELEVATOR COMPANY (4788)	03/12/24 CK# 148453	\$29,125.28
100401459466 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,187.78
CY17771002 CAPITAL IMPROVEMENTS	10-49-900-0	26,512.50
CY18178001 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,425.00
OVERDRIVE, INC. (4535)	03/12/24 CK# 148454	\$2,916.45
01018MA24067254 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	2,916.45
PADDOCK PUBLICATIONS (4642)	03/12/24 CK# 148455	\$682.20
819401 02172025 PERIODICALS	10-44-410-0	682.20
PADDOCK PUBLICATIONS, INC. (5264)	03/12/24 CK# 148456	\$41.40
279939 LEGAL PUBLICATIONS	10-42-220-2	41.40
PARAGON MICRO INC. (4877)	03/12/24 CK# 148457	\$13,282.78
S5149368 COMPUTER EQUIPMENT	10-45-500-0	12,459.98
S5717354 COMPUTER MAINTENANCE	10-42-255-2	822.80
PAYPAL, INC (6059)	03/12/24 CK# 148428	\$224.00
62150T CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	99.00
751041L CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	125.00
PAYPAL, INC (6059)	03/12/24 CK# 148432	\$19.95
142239258 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	19.95
PETTY CASH - SARA JOHNSON (4777)	03/12/24 CK# 148458	\$284.66
03052024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	45.95
03052024 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	98.89
03052024 CONFERENCES: ALL EXPENSES	10-42-290-3	49.50
03052024 FOOD & BEVERAGE: ADMIN	10-43-360-0	29.11
03052024 FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	11.96
03052024 FOOD & BEVERAGE: ACCESS	10-43-360-5	24.25
03052024 MISCELLANEOUS	10-43-399-0	25.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 14

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
PLAYAWAY/FINDAWAY WORLD, LLC (4273)	03/12/24 CK# 148459	\$769.45
454846 AUDIO-VISUAL/YOUTH	10-44-420-2	460.72
454846 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	308.73
RAY SCHRIEBER DISPOSAL (6183)	03/12/24 CK# 148431	\$430.00
537 CC PYMT (6419) FOR REPAIR/MAINT. OF BUILDING	60-42-200-0	430.00
RBW STRATEGY (6542)	03/12/24 CK# 148460	\$6,500.00
GLBC-FEB24 CONSULT. & PROF. FEES:OTHER	10-42-225-2	6,500.00
RELISH CATERING KITCHEN (6722)	03/12/24 CK# 148461	\$2,137.75
E19199 DEP FOOD & BEVERAGE: ADMIN	10-43-360-0	2,137.75
RULYS RENTALS LLC (6573)	03/12/24 CK# 148462	\$300.00
04282024 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	300.00
SAFEGARD EXTERMINATING CO. (2958)	03/12/24 CK# 148463	\$317.00
03-3808 REPAIR/MAINT. OF BUILDING	60-42-200-0	197.00
03-3809 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	60.00
03-3810 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	60.00
SAM'S CLUB DIRECT (5057)	03/12/24 CK# 148464	\$254.48
001836 GTWOCK FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	67.88
002636 GUAESH PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	52.30
003503 GTZOQM PUBLIC PROGRAMMING:YOUTH	10-42-230-2	47.90
005448 GTZEAC FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	31.44
009905 GTXLSQ FOOD & BEVERAGE: OTHER	10-43-360-6	54.96
SHOWCASES (3071)	03/12/24 CK# 148465	\$145.96
328196 MATERIALS PROCESSING SUPPLIES	10-43-310-0	145.96
SIGN UP GENIUS (6221)	03/12/24 CK# 148428	\$9.99
59B68894 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	9.99
SKIRMONT MECHANICAL CONTRACTORS, INC. (3101)	03/12/24 CK# 148466	\$1,525.00
46963 REPAIR/MAINT. OF HVAC	60-42-220-0	1,525.00
SOUND INCORPORATED (3134)	03/12/24 CK# 148467	\$4,801.69
74757 TELEPHONE/LINE CHARGES	10-42-203-1	2,231.69
74758 TELEPHONE/LINE CHARGES	10-42-203-1	1,975.00
R185359 TELEPHONE/MAINTENANCE & SERVICE	10-42-203-3	595.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)	03/12/24 CK# 148468	\$3,014.46
03012024 COMMON AREA MAINT: SO ELGIN	10-42-204-0	3,014.46
SPOTIFY (6086)	03/12/24 CK# 148430	\$16.99
22024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	16.99
SQUARE, INC (5013)	03/12/24 CK# 148438	\$50.60
490216 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	50.60
STAPLES BUSINESS CREDIT (3180)	03/12/24 CK# 148469	\$1,038.13
6000290211 DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	1,038.13
STUDIO GC (5252)	03/12/24 CK# 148470	\$3,629.77
21043A.05 SE EXPANSION	10-49-930-0	3,629.77
SUPPLY HOUSE (6102)	03/12/24 CK# 148431	\$2,195.52
18045417 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	1,646.64
18085000 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	548.88
THOMSON REUTERS WEST (3738)	03/12/24 CK# 148471	\$251.00
849778150 BOOKS/ADULT	10-44-400-1	251.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/07/24

PAGE: 15

RUN TIME: 03:20PM

BILLS PAID REPORT FOR MARCH, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TIMM PAUL M. (6706)	03/12/24 CK# 148472	\$200.00
03282024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
TODAY'S BUSINESS SOLUTIONS, INC. (3346)	03/12/24 CK# 148473	\$304.16
020724-49 CONTINGENCY	10-42-299-0	304.16
TRADER JOES (6724)	03/12/24 CK# 148438	\$8.62
68204 CC PYMT (6427) FOR FOOD & BEVERAGE: ACCESS	10-43-360-5	8.62
TRADUCCIONNOW LANGUAGE SERVICE PROVIDER (6229)	03/12/24 CK# 148474	\$300.00
6239238 PUBLIC PROGRAMMING: TRANSLATION	10-42-230-4	300.00
TRANE (3371)	03/12/24 CK# 148475	\$412.36
314341446 REPAIR/MAINT. OF HVAC	60-42-220-0	1,245.00
CHK/1474 REPAIR/MAINT. OF HVAC	60-42-220-0	-639.92
CHK/1480 REPAIR/MAINT. OF HVAC	60-42-220-0	-192.72
TUFO JO ANN (6731)	03/12/24 CK# 148476	\$200.00
02222024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
TUMBLEWEED PRESS INC. (3856)	03/12/24 CK# 148477	\$2,238.60
116347 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	879.40
116385 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	1,359.20
U S POSTMASTER (4528)	03/12/24 CK# 148478	\$320.00
164 04242024 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	320.00
UNIQUE PHOTO (6139)	03/12/24 CK# 148428	\$239.92
1371415 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	10-43-300-1	239.92
US AUTO SUPPLY (6725)	03/12/24 CK# 148431	\$69.24
1194755 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	69.24
VALUE LINE PUBLISHING LLC (3492)	03/12/24 CK# 148479	\$7,050.00
KF-79926-243 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	7,050.00
VAUGHAN PLANTSCAPES, INC. (4296)	03/12/24 CK# 148480	\$243.76
64172 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VERDE ENERGY EFFICIENCY EXPERTS (5795)	03/12/24 CK# 148481	\$202.14
INV23132 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	202.14
VOLGISTICS (6071)	03/12/24 CK# 148428	\$70.00
480946 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	70.00
VSP OF ILLINOIS (2257)	03/12/24 CK# 148482	\$2,298.04
819864031 HEALTH, DENTAL & VISION INSURANCE	10-41-110-0	2,298.04
WALMART (6075)	03/12/24 CK# 148430	\$107.60
530984 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	107.60
WALMART (6075)	03/12/24 CK# 148437	\$33.06
331103 CC PYMT (6426) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	21.67
344217 CC PYMT (6426) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	11.39
WEX BANK (5012)	03/12/24 CK# 148483	\$811.08
95619997 FUEL/GASOLINE: OTHER	10-43-350-0	297.94
95619997 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	513.14
WILD GOOSE CHASE (3616)	03/12/24 CK# 148484	\$612.00
40664 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	612.00
ZIEGLER'S ACE HARDWARE (111)	03/12/24 CK# 148485	\$267.01
171273/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	21.98
171291/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	19.36
171310/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	18.36

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ZIEGLER'S ACE HARDWARE (111) CONTINUED ...		
171311/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	11.98
171316/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	24.73
171341/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	18.17
171370/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	5.98
171479/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	2.97
171486/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	29.98
171502/A JANITORIAL SUPPLIES	10-43-370-0	13.99
171531/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	39.98
171550/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	44.98
171559/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	10.96
171560/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	3.59

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS PAID REPORT FOR MARCH, 2024

RUN DATE: 03/07/24

SUMMARY ALL FUNDS

RUN TIME: 03:20PM

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	316,605.08	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	7,514.51	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	42,628.35	*
TOTAL ALL FUNDS			366,747.94	**

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 19,085,000	\$	11,084,729	58.1%
Fines and Fees	\$ 196,000	\$	121,310	61.9%
Misc Income	\$ 294,000	\$	385,170	131.0%
Developer Fees	\$ 80,000	\$	22,335	27.9%
Grants	\$ 250,000	\$	221,113	88.4%
Total Revenues	\$ 19,905,000	\$	11,834,656 *	59.5%

EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 12,447,800	\$	7,478,482	60.1%
Contractual Services	\$ 3,452,600	\$	2,212,902	64.1%
Supplies	\$ 306,300	\$	173,944	56.8%
Materials	\$ 1,270,000	\$	930,872	73.3%
Equipment	\$ 490,300	\$	270,387	55.1%
Capital Improvements	\$ 1,733,000	\$	84,761	4.9%
Total Expenditures	\$ 19,700,000	\$	11,151,349 **	56.6%

*tax receipts only through 03/07/2024

**invoices posted through 03/07/2024 Payroll through 02/15/2024

Personnel				
FY 2023 24				
	Full Time	Part Time	Total	FTE
FEBRUARY	92	126	218	153.37
New Hires	0	2	2	0.72
Separations	1	1	2	1.67
Current	91	127	218	152.42

FEBRUARY	Hours	# of Vol	
	879	117	
YTD (Jan-Dec 2024)	1,565	154	0.81
YTD Value of Volunteer Hours			\$ 49,767



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
222	2/10/2024	Public Intoxication Consuming Alcohol on Library Premises	Main	1 Year	No	2/10/2025
223	2/14/2024	Alarming and Disturbing Behavior Resulting in Police Intervention Failure to Follow Staff Directives	Main	1 Year	Yes	2/14/2025
224	2/14/2024	Alarming and Disturbing Behavior Resulting in Police Intervention	Main	1 Year	Yes	2/14/2025
225	2/26/2024	Public Intoxication Alarming and Disturbing Behavior Resulting in Police Intervention	Main	1 Year	Yes	2/26/2025
226	2/10/2024	Alarming and Disturbing Behavior Failure to Follow Directives Elgin Police Department Involvement	Main	1 Year	Yes	2/10/2025
227	3/05/2024	Public Indecency	Main	1 Year	No	3/05/2025

EXECUTIVE SUMMARY: Fire Alarm Equipment Replacement 2024

BACKGROUND:

When the Main Library facility was built, the fire alarm system devices that were installed all connected back to a Notifier AFP-200 Fire Alarm Control Panel. At that time, the AFP-200 was considered state-of-the-art technology, and was a great cost-effective control panel. In the past 20 years, the AFP-200 has become obsolete, and getting drives, control/interface boards and other parts has been difficult. Our current fire alarm service – Fox Valley Fire & Safety – has recommended we upgrade/replace this panel, as well as the Alarm and Supervisory Initiating Devices. In addition to the Alarm and Supervisory Initiating Devices, the fire alarm system also consists of notification appliances. The number listed after the equipment name is the current quantity of devices currently used:

Alarm and Supervisory Initiating Devices:

- Manual Pull Boxes (22)
- Heat Detectors (28)
- Smoke Detectors (8)
- Dry Water Flow (7)
- Duct Detectors (9)
- Remote Test Stations (9)
- Supervisory Sprinkler Tamper (13)

Notification Appliances:

- Horn Strobe (64)
- Strobe (47)
- Bell (2)

As it has been twenty years since this equipment was installed, Fox Valley Fire & Safety is recommending that we replace the Fire Alarm Control Panel and the Alarm and Supervisory Initiating Devices. The Notification devices can be replaced later since these are still readily available through several channels.

Another benefit of a new fire alarm system is the improvement in technology since the original equipment was installed. The new ONYX Series panels integrate with the Connected Life Safety Services (CLSS) platform through the CLSS Gateway, providing connectivity to central station, cloud, and mobile applications. This cloud-based functionality provides reliable protection and remote monitoring of the system, reduced manual data entry, and reporting. Notifier's NOTI-FIRE-NET is the interface which allows NOTIFIER Intelligent Fire Alarm Control Panels to form a network. Each local control panel (network node) maintains its own area of protection, while monitoring and controlling other areas (other network nodes). Local information is displayed at each network node. In areas such as a security office, where the entire network must be monitored, network annunciators are available. Another major advancement over the past twenty years is that all devices attached to the alarm control panel are now addressable, which

allows greater granularity of identifying the device(s) that are in alarm. For instance, a pull station on the second floor in the current system will just indicate that it is on the north side of the second floor, and the new device can specifically say it is on the second floor in the Information Services Department. This allows Gail Borden Security, Maintenance, and the responding Elgin Fire Department more information on the location of the incident. The new equipment also provides more information on a general failure alarm, such as a faulty sensor. This can eliminate the fire department responding to a false alarm.

BID PROCESS:

In February 2024, a bid document was established with the specific requirements for interested companies to bid. The bid document included our specific requirements for hardware and software and expectations for implementation. This bid was available from February 12, 2024, until the bids were due on March 4, 2024. In all, ten people requested the bid document. On March 4, 2024, the submitted bids were opened in accordance with the established guidelines. Three companies submitted bids as listed below:

Elite Technology Systems – Big Rock, IL (\$46,850.00)

Kellenberger Electric – Elgin, IL (\$40,235,00) *(Note: Bid is incomplete – equipment missing)*

Fox Valley Fire & Safety – Elgin, IL (\$42,300.00)

RECOMMENDATION:

After the bids were opened, we conducted an analysis of the quotes. Both Fox Valley Fire & Safety and Elite Technology Systems reached out to us directly for the list of equipment that would be replaced, as well as both scheduled an onsite visit to take an inventory in person. Kellenberger did not request the equipment list, nor did they request an onsite visit. Therefore, their quote does not contain all the current equipment to be replaced, and therefore is incomplete.

Therefore, since Fox Valley Fire & Safety is the next lowest bid, as well as being our current vendor, I am recommending that Fox Valley be awarded the proposed project. The money will be taken from Capital Improvement (10-49-900-0). Please consider approving \$42,300.00 for the Fire Alarm Equipment Replacement.

Thank you for your consideration.

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

EXECUTIVE SUMMARY: Technology Equipment for 1150 Davis Road

We have started the process to procure the necessary equipment for our new building located at 1150 Davis Road. This equipment will allow access to the Internet, as well as connecting this new facility to the Main Library and branch locations. The breakdown of equipment follows:

- Cisco Meraki MX85 – Firewall (1)
- Cisco Meraki MR44 – Access Point (6)
- Cisco Catalyst 9200 – Network switch (1)

These quotes also include a redundant power supply for the network switch, three (3) year support licensing for the firewall and access points, three (3) year licensing for Digital Network Architecture (software upgrades) for the switch and one (1) year switch licensing for Smart Net Total Care. Future required licensing will be included in the operating budget.

We requested quotes from our two network vendors for this equipment, and the lowest price was provided by Paragon Micro. (Note: Paragon Micro's quote did not include the Oberon Locking Ceiling Tile Access Point Enclosure, which is used to mount an access point in the office. It will be procured from an alternate source). Both quotes are attached for reference.

IT is requesting Board approval for \$18,979.81 for the purchase of technology equipment for Davis Road. This amount will be taken from Capital Improvement (10-49-900-0). Thank you for your consideration.

Paragon Micro

PO Box 775695
Chicago IL 60677-5695



Quote

Q5151491

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

Bill To:

Gail Borden Public Library District
Accounts Payable
270 N. Grove Ave.
Elgin IL 60120

Ship To:

Gail Borden Public Library District
Brian Hoeg
270 N. Grove Ave.
Elgin IL 60120

Date:	Expires:
2/28/2024	3/29/2024
Sales Rep	
Russo, Jeff 847-719-8417 jrusso@paragonmicro.com	
Customer Contact	
Contact: Brian Hoeg Account: GB15733 PO#: Phone: Email: bhoeg@gailborden.info	

Quote Name		Terms	Cost Center		
Meraki MX85/MR44 w/ 3Yr Lics (1/6)		Net 30			
External Notes					
Qty	MPN	Description	Notes	Unit Price	Total
1	MX85-HW	Cisco Meraki MX MX85 - Security appliance - 1U - cloud-managed		1,349.99	1,349.99
1	LIC-MX85-SEC-3Y	Cisco Meraki Advanced Security - Subscription license (3 years) + Support - hosted - for P/N: MX85-HW		2,499.99	2,499.99
6	MR44-HW	Cisco Meraki MR44 - Wireless access point - Wi-Fi 6 - 2.4 GHz, 5 GHz - DC power - cloud-managed		519.99	3,119.94
6	LIC-ENT-3YR	Cisco Meraki MR Series Enterprise - Subscription license (3 years) - 1 access point - hosted		204.99	1,229.94
				Subtotal	8,199.86
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$8,199.86

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

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

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

Accepted By: Printed Name

Purchase Order #

Authorized Signature

Date

Paragon Micro

PO Box 775695
Chicago IL 60677-5695



Quote

Q5151802

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

Bill To:

Gail Borden Public Library District
Accounts Payable
270 N. Grove Ave.
Elgin IL 60120

Ship To:

Gail Borden Public Library District
Brian Hoeg
270 N. Grove Ave.
Elgin IL 60120

Date:	Expires:
2/29/2024	3/30/2024
Sales Rep	
Russo, Jeff 847-719-8417 jrusso@paragonmicro.com	
Customer Contact	
Contact: Brian Hoeg Account: GB15733 PO#: Phone: Email: bhoeg@gailborden.info	

Quote Name		Terms	Cost Center		
Cisco 9200-48PB/Mod/PWR/DNA - 3Yr/Smartnet - 3Yr		Net 30			
External Notes					
Qty	MPN	Description	Notes	Unit Price	Total
1	C9200-48PB-A	Cisco Catalyst 9200 - Enhanced VRF, Network Advantage - switch - L3 - smart - 48 x 10/100/1000 (PoE+) - rack-mountable - PoE+		4,529.99	4,529.99
1	C9200-NM-4G	Cisco Catalyst 9200 Series Network Module - Expansion module - Gigabit Ethernet x 4 - for P/N: C9200-48PL-1A, C9200-48PL-A++, C9200-48PL-E++, C9200L-24P-4G-E-WS, C9200L-48T-4G-E-WS		249.99	249.99
1	PWR-C6-1KWA C/2	Cisco Config 6 Secondary Power Supply - Power supply - hot-plug / redundant (plug-in module) - 1000 Watt - for P/N: C9300LM-48T-4Y-A, C9300LM-48U-4Y-A, C9300LM-48UX-4Y-A, C9300LM-48LUX-4Y-E		909.99	909.99
1	C9200-DNA-A-4 8-3Y	Cisco Digital Network Architecture Advantage - Term License (3 years) - 48 ports - for P/N: C9200-48P-A, C9200-48PB-A, C9200-48PXG-A, C9200-48T-A, C9200-DNA-A-48=		1,599.99	1,599.99
1	CON-SNTP-C9 20AP48	Cisco Smart Net Total Care - Extended service agreement - replacement - 24x7 - response time: 4 h - 3Yr		3,489.99	3,489.99
				Subtotal	10,779.95
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$10,779.95

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

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

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

Accepted By: Printed Name

Purchase Order #

Authorized Signature

Date

13430 Northwest Freeway, Suite 1000
Houston, TX 77040
Phone 866.609.PATH

Number	Q-08077
Date	Feb 27, 2024
Agreement Term	36 Months

Client

Ship To

Gail Borden Public Library District
270 N Grove Ave
Elgin, Illinois 60120
United States

Phone +1 847-608-5019
Email bhoeg@gailborden.info

Gail Borden Public Library District
270 N Grove Ave
Elgin, Illinois 60120
United States

Phone +1 847-608-5019
FAX

DYOPATH Contact

Phone Number

Fax

Email

Chad Rankin

chad.rankin@dyopath.com

Non Services (Non-Recurring)

Sub-Service	Part Number	Quantity	Unit-Price	Extended Price
Hardware <i>Oberon Locking Suspended Ceiling Tile Access Point Enclosure 18.5 x 18.5 x 3 in</i>	NS-HW-001	1	\$440.97	\$440.97
Hardware <i>Meraki MX85 Router/Security Appliance</i>	NS-HW-001	1	\$2,023.74	\$2,023.74
Hardware <i>Meraki MR44 WiFi 6 Indoor AP</i>	NS-HW-001	6	\$741.57	\$4,449.42
Hardware <i>Catalyst 9200L 48-port PoE+, 4 x 1G, Network Advantage</i>	NS-HW-001	1	\$4,324.94	\$4,324.94
Hardware <i>1KW AC Config 5 Power Supply - Secondary Power Supply</i>	NS-HW-001	1	\$2,418.97	\$2,418.97
Hardware <i>North America AC Type A Power Cable</i>	NS-HW-001	2	\$0.00	\$0.00
Hardware <i>Catalyst 9200 Blank Stack Module</i>	NS-HW-001	2	\$0.00	\$0.00
Hardware <i>RUBBER FEET FOR TABLE TOP SETUP 9200 and 9300</i>	NS-HW-001	1	\$0.00	\$0.00
Hardware <i>12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4</i>	NS-HW-001	1	\$0.00	\$0.00
Hardware <i>1RU CABLE MANAGEMENT GUIDES 9200 and 9300</i>	NS-HW-001	1	\$0.00	\$0.00
Hardware <i>Network Plug-n-Play Opt Out SKU</i>	NS-HW-001	1	\$0.00	\$0.00
Hardware <i>1000BASE-SX SFP transceiver module, MMF, 850nm, DOM</i>	NS-HW-001	4	\$332.57	\$1,330.28
Software <i>Meraki MX85 Advanced Security License and Support, 3YR</i>	NS-SOF-001	1	\$3,783.94	\$3,783.94
Software <i>Meraki MR Enterprise License, 3YR</i>	NS-SOF-001	6	\$309.66	\$1,857.96
Software <i>CX LEVEL 1 8X7NCD Catalyst 9200L 48port PoE 4 x 1G Net</i>	NS-SOF-001	1	\$2,477.04	\$2,477.04
Software <i>C9200L Network Advantage, 48-port license</i>	NS-SOF-001	1	\$0.00	\$0.00
Software <i>C9200L Cisco DNA Advantage, 48-port Term license</i>	NS-SOF-001	1	\$0.00	\$0.00
Software <i>CX LEVEL 1 SW SUB C9200L Cisco DNA Adv</i>	NS-SOF-001	1	\$784.19	\$784.19

Software

C9200L Cisco DNA Advantage, 48-port, 3 Year
Term license

NS-SOF-001

1

\$2,548.11

\$2,548.11

Subtotal**\$26,439.56**

This policy is designed to establish the techniques and procedures to properly and aggressively account for, record, manage, and collect receivables necessary to ensure appropriate and cost-effective actions. This policy applies to all employees, officers and contractors doing business with GBPLD.

Requirements

- GBPLD defines Accounts Receivable as an asset reflecting an amount owed that has not been received; may include amounts due from individuals, private entities, the federal government, local governments and municipalities, and other state departments and organizations. Receivables may include amounts due for delivered goods and services, reimbursement of expenditures (e.g. costs incurred under grants or contracts), taxes, fees, fines, loans, and other miscellaneous circumstances.
- GBPLD will recognize and report receivables in accordance with generally accepted accounting principles (GAAP). Generally, the recognition of receivables is tied to the recognition of revenue. If payment is not received when the revenue recognition occurs (i.e. revenue is earned), then a receivable should be recorded.
- GBPLD will ensure written procedures exist for all accounts receivable and collection activities. Procedures should address preparing invoices, recording receivables, collecting the accounts, recording payments, adjustments to receivables, and follow-up on delinquent accounts.
- GBPLD will ensure responsibilities for maintaining detailed accounts receivable records are segregated from collections and general ledger posting.
- GBPLD will maintain an accurate record of receivables transactions; automated systems should be utilized where practical to facilitate processing and reconciliation.
- GBPLD will ensure the billing and collection of all receivables is performed promptly as part of an effective cash management program and will use measurable goals and standards to monitor collection performance.
- GBPLD will ensure invoices are generated and sent at least monthly; payment terms should be indicated on the bill.
- GBPLD will ensure charges for goods, services, fees, etc. are based on approved rates as authorized by the appropriate state/federal authorities (where applicable).
- GBPLD will ensure active efforts must be made to collect on accounts that are past due; and document actions taken to collect on delinquent accounts.

Responsibilities

- The Director of Finance will approve write-offs or other reductions of receivables (where allowable).

- Project lead will periodically issue statements to Finance, which show the status of the account and activity, including outstanding unpaid invoices and recent payments.
- Finance will record accounts receivable in a manner to permit an analysis of the aging of such receivables (e.g. <30 days, 30-60 days, etc.).
- Finance will review credit balances before a refund is issued.
- All employees, upon suspicion of fraud or theft, will immediately notify the appropriate personnel (i.e. Executive Management Team, Library Board).

(3/2024)

[2 CFR 200.302\(b\)\(4\)](#) and [2 CFR 200.303](#)), require non-federal entities to maintain financial management and reporting systems that maintain effective control over and accountability for federal funds. This policy is designed to ensure that public resources are spent as intended, within authorized limits, and following sound financial management principles for the resources that are allocated to and entrusted to GBPLD. This policy applies to all employees, officers, and contractors doing business with GBPLD.

Requirements

- Financial processes shall be properly documented, measured, and managed to ensure accuracy, financial transparency, strict compliance with generally accepted accounting principles (GAAP), reporting requirements, and continuous improvement.
- To provide reasonable assurance of compliance, GBPLD must validate that:
 - Procedures exist to create payment obligations and expenditures.
 - Processes are in place that require review of expenditures prior to approval.
 - Procedures exist to ensure that appropriation balance, fund balance, and obligation balances are sufficient prior to approval of any purchase order or voucher.
 - Written procedures for determining the allowability of costs in accordance with [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#) and the terms and conditions of the federal award.
- Expenditures are recorded promptly and accurately in the appropriate accounts. This includes:
 - Written procedures for processing and recording obligations and expenditures, and to ensure vendor invoices are paid promptly.
 - An expenditure recording system that allows for immediate access to vouchers and rapid determination of available balances.
 - Processes over the tracking, recording, and payment of outstanding invoices.
- Compliance with all applicable local, state, and federal laws and regulations for expenditures. This includes:
 - Maintenance of records that identify adequately the source and application of funds for state or federally funded activities. Further, these records contain information pertaining to state or federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest, and are supported by source documentation.
- Effective accounting control over expenditures. This includes:
 - An expenditure process designed to prevent duplicate payments to vendors.

- Procedures exist to process vendor invoice vouchers accurately, with proper coding, and in agreement with the established terms and conditions.
- An expenditure process that does not allow for personnel performing the recording of expenditures and obligations to have approval authority.

Responsibilities

GBPLD officers will provide proactive leadership and ensure their fiscal system is compliant in their respective areas, particularly regarding:

- Fundamental concepts of internal control, especially regarding reliable processes and risk management.
- Sound business case analyses and decision processes, at all levels; and
- Information integrity and high ethical standards.

The Director of Finance will ensure that:

- The resources that have been allocated to GBPLD by funding authorities are effectively and efficiently managed according to fundamental fiduciary responsibilities and associated grant agreements.
- Business decision processes are adequately supported by relevant and reliable financial systems and proactive financial leadership.
- Financial transactions are accurately and efficiently processed.
- Financial, tax, and insurance reporting requirements are satisfied with a high degree of integrity and reliability; and
- GBPLD complies with the relevant laws, regulations, and generally accepted accounting principles (GAAP) related to financial management and accounting.

(3/2024)

Workstation Project

We will be receiving about \$400,000 worth of used KI office furniture from the Mt. Prospect Public Library at no cost. It is in excellent condition and in many ways exceeds the quality of the furniture we currently own. We intend to install some of it at the new Mobile Library Services building on Davis Rd. Most of it will replace the workstations that are currently in the 1 East workroom and possibly the IT workroom.

Phase 1: KI will deinstall all of it from the Mt Prospect Library and move it to Davis Rd. for staging. Cost: \$16,472

Subsequent phases (and costs) will include installation of these workstations at Davis Rd and the Main Library.

Gail Borden Library-MPPL Workstation Project

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 24JLH-678450/C

CREATED 3/7/2024 | Valid Through 5/6/2024

PRODUCT TOTALS	\$16,472.00
See Quote Detail Summary	\$0.00
GRAND TOTAL	\$16,472.00

Requested Delivery Date: To be Determined

Sold To

Gail Borden Public Lib District
 270 North Grove Ave.
 Elgin, IL 60120
 P. (847) 742-2411 F. (847) 742-0485
 Customer # 2759

End User

Gail Borden Public Lib District
 270 North Grove Ave.
 Elgin, IL 60120
 P. (847) 742-2411 F. (847) 742-0485

Ship To

To be Determined

Installation

KI Services
 P. (773) 502-5565
 Vendor # 30000

Client Notes:

Phase 1 quote includes labor to move workstations from Mount Prospect Library to Gail Borden Library, Davis Road warehouse. Does not include installation of workstations. Workroom 180, Office 181, Technical Services 182, Office 183, Circulation 190, Office 191, Registration Workroom 133, Office 134.
 Note: Electrical infeeds to be removed by electrician prior to move.

Phase 2 workstation plans/drawings in progress. Installation-TBD.

Sales Team:

Jim Heyden
 jim.heyden@ki.com
 (847) 867-7898





QUOTATION

CREATED 3/7/2024
 VALID THROUGH 5/6/2024
 Prepared By Jim Heyden
 Quote Filename Gail Borden Library-MPPL Workstation Project - 24JLH-678450/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: Phase 1 Workstations Move					
1.1	DI	1	\$16,472.00	\$16,472.00	
	Labor to move furniture from Mount Prospect Library to Gail Borden Library Davis road warehouse				
	No Image Available				
	Lead Time: No Lead time available Ships from - No Warehouse specified.				
Tag 1: Phase 1 Workstations Move			WorkGroup Product Subtotal	\$16,472.00	

Quote Summary

Product SubTotal: \$16,472.00
Tax exempt \$0.00
Estimated Sales Tax: See Notes
Quote Total: \$16,472.00

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
MISCELLANEOUS	Lead time could not be calculated
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.



Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Jim Heyden
Market Code: 9=9=State/Local Gov't

Opportunity #: 678450

Quote Filename: Gail Borden Library-MPPL Workstation
Project - 24JLH-678450

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

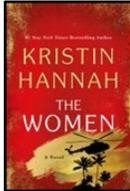
We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

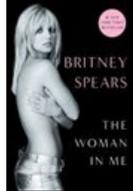
Access Services – February 2024

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

Top Adult Fiction



Top Adult Nonfiction



Top Family DVD



Collection Development and Technical Services Departments

Library of Things

Have a disc but no way to open it? Try out our new USB DVD/CD disc drive.



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. The new kits added are “Dance, Transportation and I love being me.”

Hoopla and Kanopy limits

Our digital platforms Hoopla and Kanopy are popular! New monthly quotas of 15 uses per cardholder were implemented Feb. 1, 2024. New limits **do not** include the **free** extra uses available each month on both platforms. Signup and start reading, listening and/or watching today!

Customer Relations Department

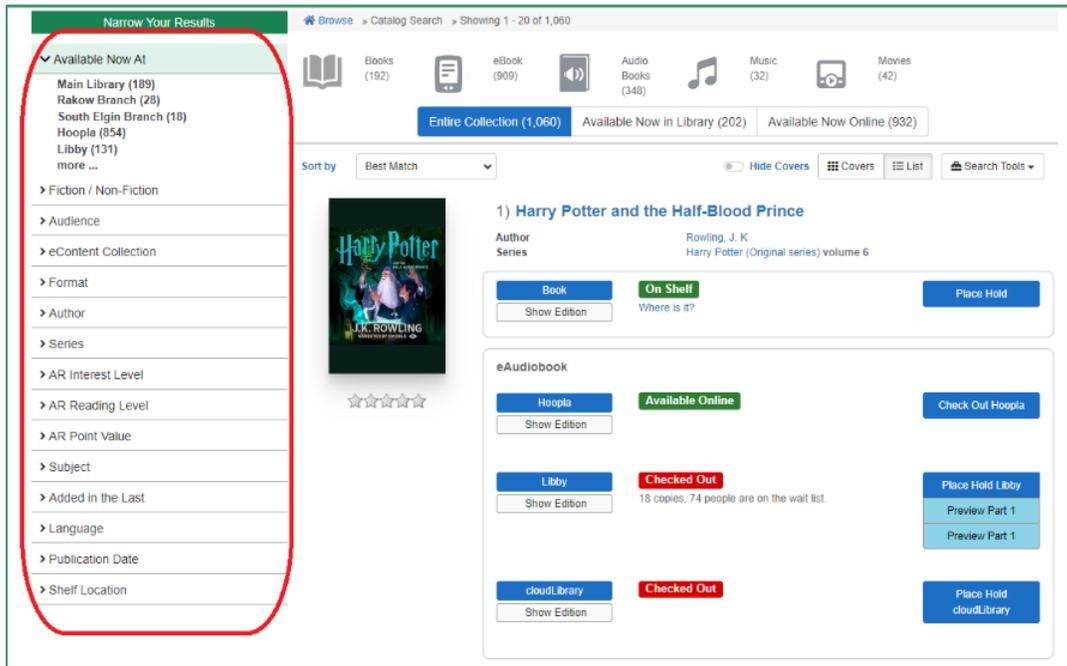
A new library card style to celebrate our 150th anniversary is now available, along with, the popular *Zebra* design. Congratulations to Marcellus, our 150th Library card registrant this year. He received a 150th Library book bag, water bottle and more courtesies of the library foundation. The team continues to sell mementos to celebrate our anniversary.



Library Applications

Work on new Aspen Catalog to replace current BiblioCommons catalog

The Aspen Implementation Team attended Aspen Data Training. The team learned how popular settings work to allow us to customize the design of the new catalog, such as the search filters (see image below). The team also learned how to map information in Sierra records into customer friendly terms to display in Aspen rather than the specific vocabulary required by standard cataloging rules. Next up, the team will put this new knowledge to good use to determine the optimal configuration of all the available settings.



En Español Website

Staff worked with Hispanic Services to update our En Español page (<https://gailborden.info/en-espanol>). Staff added and reorganized links to important resources. The top banner features timely exciting events and the three cards below it highlights popular information. The Libros section includes booklists and recommendations created by our Hispanic Services staff. This update was planned to coincide with the sunseting of the Hello English Hello Elgin website. The domain helloenglish.org now redirects to our En Español page for those who are looking for English language resources.



-Respectfully, Robert Moffett, Division Chief of Access Services

Community Services – February 2024

Branch Library Services

Community Engagement

Mobile Library Services

Branch Library Services

Congratulations to Joel who was our 150th registration of the year at the Rakow Branch!



Crafty Preschoolers was held twice for little artists to explore watercolors and clay. We also hosted 18 Storytimes with a total attendance of 220!

For our elementary students, we hosted Homeschool Gruffalo Code, Full STEAM Ahead: Sharpies & Solubility, Hearts Day!, Creativity Corner: Bee My Valentine Drawing, and Read to Rover.

The South Elgin Branch Play Area was transformed into a pizza parlor, complete with a pizza oven, pizza boxes, and ingredients. Kids had a blast!



Adults enjoyed a variety of programs including Chair Yoga, AARP Safe Driver Program, Computers 101, Wire Wrapped Pendants, Device Advice, and EngAge Café. Rakow Readers met over Zoom and discussed “No Two Persons” by Erica Bauermeister. Seed Starting was well attended, and all participants went home with a container of planted seed. The **Garden Chat Discussion Group** kicked off their first meeting with discussion of planting the community garden at the Rakow Branch.



Staff put together a **mystery book display** and it was featured on the library’s Facebook. A patron came to Rakow specifically because they viewed the Facebook post about the display and were excited to pick one out.

Rakow debuted new bay toppers in the Children’s Area!

Customers of all ages picked up 450 craft kits, which included Love Bug Valentine, Valentine Wreath, and Pocket Hug.



Community Engagement

The month may have been short on days, but not in excitement! We celebrated Black History Month all month long with several great programs.

2nd Annual Gospel Celebration - The library may need a new roof after 3 local church choirs and 201 attendees blew off the current one with singing, clapping, dancing, and shouting joyfully! Second Baptist, Kingdom Advancement Center, and Christian Tabernacle sang individual sets, then came together for a rousing rendition of “Lift Ev’ry Voice.” Board Secretary Tiffany Henderson served as emcee, soloist, and backup dancer all in one.



A Chance To Dance the bachata, salsa, and rumba brought out the twinkle toes of attendees as they followed the lead of Akeem, a Fred Astaire International-trained dance instructor and community member. We hope what they learned made for some romantic Valentine’s Day dancing, made possible by the library!

BBQ Tips, Tricks, & Tasting - Duke Seward from Duke’s Blues-N-BBQ in Dundee, along with his dad, Tanzy, shared the story of bringing his family’s Mississippi barbeque to the Midwest. Duke’s tagline - *you’ll leave with a full belly and a happy heart, just like in momma’s kitchen*, proved to be exactly the case.



Sunday Concert with pianist Lindsay Garritson - Internationally renowned, award-winning pianist Lindsay Garritson performed Romantic masterpieces by Schumann, Schubert, and others for 132 audience members. Crowd favorite Garritson was featured last year and promised to come back.



Kane County's Climate Action Implementation Draft Plan Community Meeting - Kane County Environmental & Water Resources Department provided information on the Climate Action Implementation Plan for the community and requested feedback.

MEG Community Impact Award - At their annual gala, the Multicultural Education Group (MEG) awarded Gail Borden Public Library District the Community Impact Award, recognizing our partnership and projects over the years, such as numerous Asian-American heritage month celebrations, film screenings, and large ornate elephants in the lobby. The Community Connections Coordinator and Manager of Public Programs and Meeting Room Services accepted the award on the library's behalf.



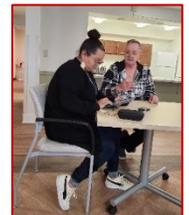
Life Enrichment highlights - "Training the trainer" is an important part of Elgin maintaining and growing its number of dementia-friendly organizations, businesses, and agencies. The Life Enrichment Manager taught the Dementia Friendly Elgin Area Advisory Council how to deliver this training in the community. At **EngAGE Café**, attendees decorated 48 lunch bags for Meals on Wheels customers. A key principle in Life Enrichment Services is creating volunteer opportunities so that everyone can make a difference in another person's life. We presented the **Drive-In Movie History Program**, including information on Chicago's own Filmack Studios. Each month The Manager of Branch Information & Technology Services presents a "Tech Byte," a short, fun-sized technology demo.

Outside Groups Use of Meeting Rooms – We received 36 requests with a total of 21 rooms used with 284 in attendance.

Mobile Library Services

Our Student Success stops continue to be popular with our local elementary school students, and this month we had over 1,500 students visit the Bookmobile. The Bookmobile drivers also enacted several changes to some of our regularly scheduled stops to better suit the needs of our community. Our take-home crafts continue to be appreciated by customers of all ages, and the theme this month was Valentine's Day.

The **Digital Equity** Team introduced four new stops to our schedule, featuring two **Device Advice** and two **Pop Up** locations. We also began planning for the launch of "**STEAM on Wheels**", a children's technology program set to kick off in May. We also undertook a major transformation and rearranged the interior of the Sprinter, with a goal to have it completed by the end of March. Our hotspot collection continues to thrive with constant circulation.



The **ReaderShip** was busy engaging with new families at the EPEL Playgroup, as well as collaborating with the Elementary School Engagement Coordinator to provide a storytime to a group of preschool students at Creekside Elementary. We had a new friend who only spoke Spanish, so our ReaderShip Early Literacy Coordinator quickly pivoted to a bilingual storytime so all could enjoy the experience.

Our Elementary School Engagement Coordinator visited **29 classrooms and connected with over 500 students**. These visits not only engage students, but they promote library card registration, services, and resources.

Home Services had another rewarding month delivering materials to 180 customers. We attended a program with Life Enrichment in Fox River Horizon and attended programs in collaboration with Digital Equity. We also attended a **Memory Café** with 32 participants to talk about our services and to network with other resource and care community professionals.



We are eagerly preparing and looking forward for our department's upcoming move to our new facility on Davis Road.

Respectfully submitted by Ana Devine, Division Chief of Community Services

Facilities and Building Operations

Board Report

February 2024

MAINTENANCE:

Even with an extra day in which to do it, February took no great toll on our department, buildings, or equipment. Average daily temperatures were about 10.5 degrees warmer than normal, with several days 20+ degrees warmer. In fact, we had to run our Chillers 6 days last month, and with only 2" of the normal 8" of snowfall, we found plenty of time to tackle several different projects and lots of internal cleaning/ organizing. Please see below.

- The domestic water heater for the 2nd floor was replaced, along with some associated piping, valves, and the recirculating water pump. It didn't owe us a thing being original and 20 yrs. old.
- Installed new display in library appointment room at Main.
- Walls throughout the Main building were cleaned or patched & painted. On-going process.
- A faulty switch was repaired at the Rakow fireplace. Unit is back in operation.
- Changed out all the hand-soap dispensers in the main building.
- A new flush valve was installed in the Rakow Family Toilet.
- Another valve was rebuilt in the Staff Washroom.
- Replaced ballast outside rear door at Rakow.
- Replaced the last original heating supply hot water valves in the 3-South Penthouse.
- All new locks, electric operators and power supply were replaced on the front doors at Rakow.
- Workers from Verde Energy replaced, under warranty, some of the new LED lighting at Main.
- A large dumpster was rented to dispose of old, non-reparable staff chairs.
- Helm Mechanical was in to repair and adjust the humidifier for our 2N AHU. 1 part still on order.
- We are preparing with Kellenberger Electric to replace Panel F and all associated circuit breakers. We have been affected by several age-related circuit breaker failures over the last year or so and have also found the main bus to be corroded.
- We are in search of a new/ used Hi-lifter for our first floor at Main. To be smaller and more agile than our full-size unit.
- Scheduling staff training/ licensing for any staff members who might need to use one of our 3 personnel lifts. Maintenance and PRAD will be affected.
- Our staff accepted equipment and set-up for voting to start on March 4th.



Hard to believe, but in another month or so of such mild weather, we will be shifting gears and will be thinking of Spring.

(Submitted by Terry Gordon – Building Engineer)

SECURITY:

Security Director:

- Information Services study rooms carpets were detailed vacuum and shampooed. All publicly accessible furniture was cleaned and sanitized.



- High Ledges were dusted and cleaned including the top of the public elevator bank. This is a bi-annual detail cleaning project.

Security Training Coordinator:

- Monthly training for the month of February – Review of Code Adam/Communicating with Security.
- Two new employees Trained.
- Attended two webinars provided by Ryan Dowd/Homeless Training: Human Trafficking and Autism.
- Attended presentation by WTTW – FIRSTHAND; Homeless – program covered the measures Chicago is taking to address homelessness, including a program (All Chicago) which brings all organizations, public and private, which address assisting the homeless.
- Working on developing a training seminar on homelessness at GBPLD for all staff for March training.



Security Safety Manager:

- Attended podcast Autism and Homelessness-Ryan Dowd.
- Continuous monitoring of all 3 facilities of security and safety issues.

(Submitted by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- The Windows 11 upgrade goes on with approximately 80 PC's left to go on both the staff and public side at the Main facility. Information Technology continues to close the gap with roughly 30 PCs to either replace or upgrade on the staff side and roughly 50 PCs to replace for the Patrons. IT is currently working with PRAD on replacing their production laptops they use for streaming events including Board Nights and Coffee with Carole.
- Updated Unitrends backups to 10.8. This update fixed an issue that prevented inventory sync from completing successfully. Fixed an issue where appliance updates could not be installed after an unclean shutdown. Fixed a networking issue encountered upon modifying network settings without specifying a DNS Search domain and improved storage management for rebooted appliances. A database backup error has been resolved by running the backup job individually. It is now that time of year to work with Unitrends to clean up the database.
- Setting up bids with vendors to refresh Meadows, Elgin, and Grove Room audio-visual equipment. Information Technology has met with one vendor and has scheduled two more vendors to come in and review and advise room enhancements. This is the planning phase where IT can see what vendors can bring the right fit to our organization.
- Information Technology has been putting together a quote for Studio 270 from our Apple Representative. Studio 270 has budgeted for 5 MacBook Airs, 1 iMac, 5 iPads, and 1 Chromebook. Once the Apple quote has been approved, we can move forward with the purchase.
- Planning is underway to replace our failover cluster which provides file, print and DHCP services. Two identical servers have been ordered and received. They are currently being configured and IT is testing the upgrade process before moving forward.

- IT has configured a replacement for the core Rakow switch. It will be replaced in the coming weeks.
- PDQ Deploy and Inventory have been upgraded to version 19.3.520.0. This release fixes a bug that caused new packages to sometimes auto-approve incorrectly after the configured number of days following a new release.
- Parallels has been upgraded to version 19.3. Version 19.3 offers improved security and compliance updates as well as a revamped user interface.
- Deep Freeze has completed updating to version 8.71.220.5734.
- One of the check-in stations for Materials Handling suffered a catastrophic failure and IT worked quickly to replace the faulty hardware and worked with Library Applications as a team to get this station back online.
- January server and workstation updates have been approved.
- Equipment quotes were acquired for Davis Road – presenting to Board for approval.
- IT began working on the phone system migration we are currently testing paging.
- We are now aware of an issue with signature pads and our ILS working with Library applications and our ILS vendor for support.

(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

February, 2024

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

Keeping Our Community Engaged

Black History Month

[The Honoring Black History Month: Looking Back 150 Years](#) exhibit told the stories of Black residents of Elgin, including The Settlement families and Maggie Oates, the first Black student and valedictorian of Elgin High School, Class of 1879. The exhibit highlighted the impactful contributions Black residents have had on the community during the past 150 years.



Women's History Month

The PRAD team researched, designed, and created the [Celebrating Women's History Month](#) exhibit, which featured Gail Borden librarians, healthcare workers and extraordinary women of Elgin who pushed the boundaries of their time and helped make the city a vital place in which to live. Library visitors stopped to see what the exhibit was about during its installation and complimented the library on presenting the information in unique and interesting ways.



Gail Borden Library's 150th Anniversary

The team worked on the [150th exhibit](#) in anticipation of the March 19 celebration. A giant birthday cake, outer space backdrop, photo ops and activity that invites library visitors to share their vision of the future of libraries will bring a festive atmosphere while celebrating the past and future of the library. PRAD gathered photographs and video clips for the 150th anniversary video. PRAD continues to coordinate the March 19 community party that will include special guests, cupcakes and fun activities.



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

Our content reached more than 159,500 people on our Facebook channel this month (a 174% increase from January). Our Facebook page got over 5,600 content interactions and we had over 15,000 plays on our reels (a 31% increase from January).

Our most engaging content this month was the [photo of Marcellus](#), the person who received the 150th Library card this year. This post reached more than 110,000 people and had 4,300 engagements.



Other Ways We Kept Our Community Engaged in February

- The Library was included among the best Chicagoland libraries to visit with kids in Chicago Parent Magazine. [Read it now.](#)
- The Team prepared the *Black Excellence in Chicago Music* exhibit from 2023 to lend to EcoLab, a company in Elk Grove Village, for it to display during February. Also, part of *The Settlement* exhibit from 2022 was set up at O’Neal Elementary School so students could learn about their local history and culture.
- We welcomed the Upstate 8 Art Show, which will display the art of 100 students from 10 different local high schools (including 3 in U-46) for the community to admire through March at the Main Library.
- During Black History Month, we shared suggested reads from the library’s adult fiction collection by Black authors via a [GBTV Just in Adult Fiction Facebook reel](#), promoting diverse voices and enhancing cultural awareness. The reel reached 884 individuals and was viewed 921 times.
- PRAD created signage and maps as well as printed coupons and bookmarks for the March [Library Foundation book sale](#). Also, PRAD updated and printed the revised 24/7 e-library booklet for Library customers to receive up-to-date information about apps such as Libby, Hoopla and Freegal. A total of 1,200 in English and 800 in Spanish were printed.
- We were very pleased to see over 13,000 members of the community access the [Annual Report sampling online](#). We are planning to publish a Spanish only version soon as well as having some print versions of both on hand.

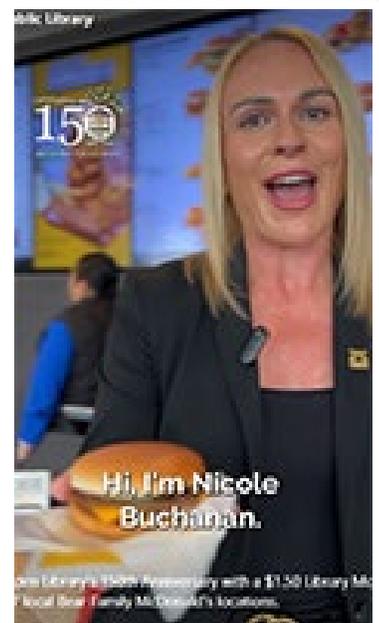
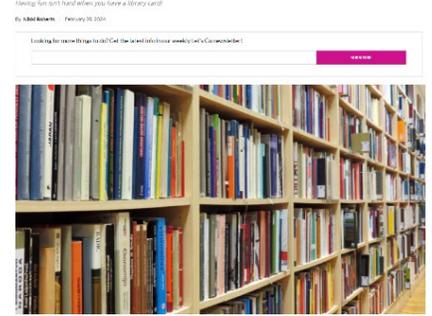


We continued work on enhancing connections to the community post pandemic. To celebrate the 150th Anniversary, we thank both Bear Family Restaurant McDonald’s with the [Library McDouble](#) and KCT Credit union with the piggy bank for creating wonderful \$1.50 specials for

March and April 2024 respectively.

Respectively submitted, Denise Raleigh, Division Chief

Best Chicagoland Libraries to Visit with Kids



Public Services –February 2024

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

Digital & Information Services: The Computer Center assisted not only with printing from mobile devices, but we had an uptick in job and benefits website navigation. Housing forms were also a big 61% of all SimpleScan usage across the entire library district occurs in the Computer Center.

Information Services hosted fifty students from St. Ed's over two days who received training on Genealogy research. Several librarians along with Elgin Genealogical Society volunteers contributed to the success of this class visit. The teens also spent time in Studio 270 at the end of their visit.

The Information Services Manager worked with Hispanic Services to share information about our passport services at the YWCA Family Literacy program here at the library.

The *Lawyer in the Library* program is a partnership with Kane County Law Library and Self-Help Legal Center. This month we saw 21 customers attend, attorneys stayed ½ hour late (as they did in January) and they had to turn away five customers due to capacity!



A sampling of reference questions this month include: Info about local resident Ernie B. and his contributions and accomplishments in Elgin, chemotherapy and what to expect, location of a WW2 POW camp in Hampshire, building codes from the 1950's and 60's, etymology of the word "pen knife", and many others!

Hispanic Services: Hispanic Services has a renewed emphasis on having library card signups at each of our programs, including our outreach efforts. This month we had a total of 82 library card sign-ups through our efforts! A special thank you goes to Customer Relations, who helps with card registration at in-house special events.



One of our larger outreach events was at the U46 Welcome Center where newly arrived refugees within the school district boundaries came to receive resources from local organizations. 60 of the 106 people we saw at our table signed up for library cards.

Other outreach included: Newcomer Parent Support Group, ESL outreach, South Elgin High School outreach, and several planning meetings with community partners. Hispanic Services

also said farewell to our talented colleague, Nohora, after 7 years in Hispanic Services, she is retiring from the library!

KidSpace: We offered 75 programs this month, including our *Valentine Extravaganza*, *STEAM Expo* (in partnership with U46), *Family Loteria*, “*Bad Food* “*Book Party*, *K-Pop Afternoon*, and so many more!!

We had 8 school visits this month, connecting with 165 students.

Librarian Julie Anne completed her 12th year on the Rebecca Caudill Committee by attending the book selection meeting for the 2025 award list.

We presented at Sherman Hospital’s virtual *Empowered Pregnancy* program. We also met with D300 literacy coordinators to discuss summer reading and create a pathway for their students to get library cards. We presented *Welcome Baby* information at the virtual Spanish-speaking WIC meeting. Our Early Literacy Services Manager presented a webinar *Best Picture Books of 2023* for PCI Webinars.

We are fortunate that the current Elgin Poet Laureate is also the leader for our KidSpace *Writing Club*. He has been receiving great feedback from his students. One student shared how much he enjoys Writing Club by saying: “I like this a lot. That means you’re a really good teacher!” Another student created a card to congratulate Aron on his accomplishment!

Studio 270/DML: We hosted 10 class visits this month.

Nine high schoolers completed 28 hours of volunteer service, including painting a 150 year celebration display on the Studio 270 windows.

In the Digital Media Lab we had many audio recording sessions for personal songs. Audio production and music creation activities were a consistent draw for a few patrons learning how to build chords using the keyboard and guitar.

We had a U46 teacher in to translate an audiobook into Spanish, using our recording equipment.



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

Volunteer Services – February 2024



Our genealogy volunteers assisted Information Services staff by introducing St. Edward High School students to library resources for a *Family Tree* research project. Also, volunteers who assist in the Information Services Department help with our computer classes, indexing local history, document scanning, and at our weekly drop-in *Device Advice* program which allows customers to drop in and get their device questions answered.

Our other volunteers spent time sharing their musical talents by playing the lobby piano, helping our KidSpace and library branches with children’s Valentine’s Day programs, and facilitating programs such as Crochet Club and language conversation groups. Lifestyle Enrichment volunteers are out assisting seniors in our community, and Materials Handling Volunteers are pulling lists daily. Gail’s Sales volunteers continue with processing

donations, keeping our Gail’s Sales room stocked, and preparing for the first Book Sale of the year in March.

Summit School’s vocational volunteers helped with our ongoing “Green Slip Checking” project in the Marketplace. This process ensures any DVD discs with issues are sent to our Technical Services Department for review, ensuring our customers receive the best possible quality when checking out discs.



Our other vocational volunteers continue to assist the Materials Handling Department by checking donations, as well as performing a dusting rotation in both KidSpace and Information Services departments.



Ten handmade blankets were delivered to KidSpace during the month of February. This is a remote opportunity that we have for “crafty” people, looking to put their talents to use. These blankets are delivered to KidSpace and are then distributed during *BabyFest* which is our annual event promoting support for

the first-time parents. Some blankets are also given to Lifestyle Enrichment which are then donated to the various senior facilities.

One of our volunteers just accepted a position within the Material Handling Department. This volunteer has served over 175 volunteer hours in a 13-month time period. The skills gained during her volunteer time easily translated to those needed for the paid position in the department.

February eBay Sales

SELLER: GAILBORDENFOUNDATION270

FEBRUARY 2024

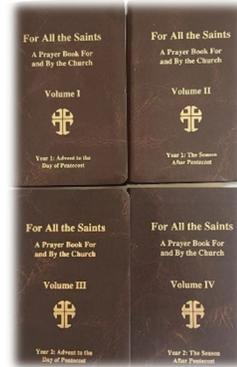
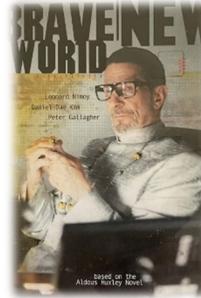
116

PACKAGES SHIPPED

\$2,094

SALES

- We received 3 vintage copies of the DVD, Brave New World. They sold for \$130.
- DVD set Trailer Park Boys \$50
- JuiceWrld / Book of Encouragement \$55
- For All the Saints: A Prayer Book for and By the Church 4 Volume Complete 1-4 \$95
- LOT OF 8 Night Cry - Premier Issue PLUS 1985, 1986, 1987 LIKE NEW CONDITION \$50
- Inquest: The Warren Commission US Edition 1966 + Great Britain Edition 1966 \$30



Volunteer Services by the Numbers:

- Volunteer Hours: 879
- Number of Volunteers: 117
- Volunteer FTE 5.41
- Value of Volunteer: \$27,952.20
- Independent Sector Value Figure: \$31.80 as of 4/2023

CYTD:

- CYTD Volunteer Hours: 1,565
- CYTD Number of Volunteers: 154
- CYTD Volunteer FTE .81
- Value of Volunteer: \$49,767.00

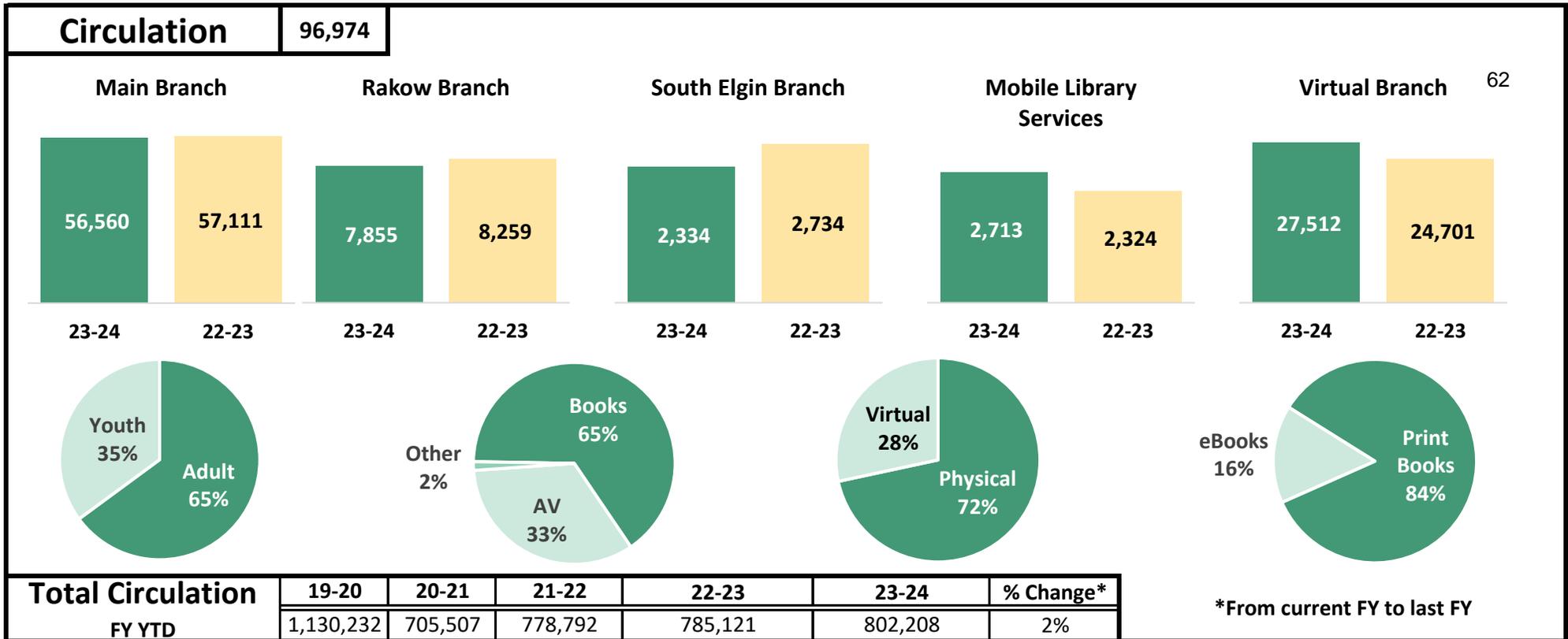
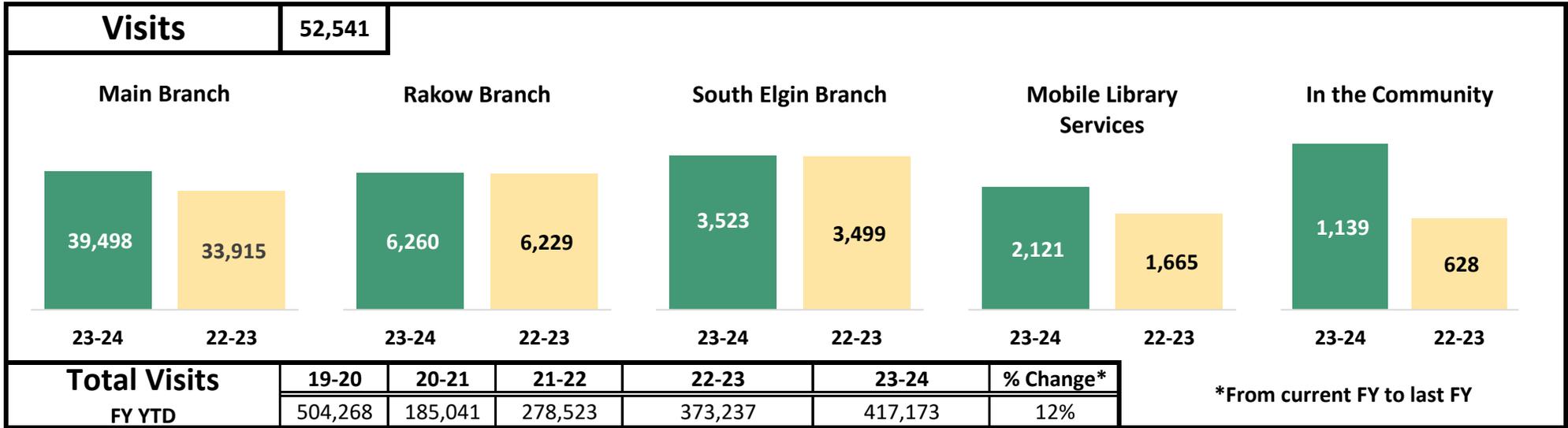
FYTD:

- FYTD Volunteer Hours: 7,307.24
- FYTD Number of Volunteers: 331
- FYTD Volunteer FTE: 3.75
- Value of Volunteer FYTD: \$232,375.32

Respectfully Submitted,

Jeanie Ziegler

Manager of Volunteer Services



Library Cards	661				New to District	District Total	District + RBs Total
		23-24	661	75,170	81,271		
		22-23	558	68,433	73,750		
		% Change	18%	10%	10%		
Total New Cards	21-22	22-23	23-24	% Change*			
FY YTD	3,939	4,538	4,935	9%	*From current FY to last FY		

Program Attendance	4,624					
Main Branch		Rakow Branch		South Elgin Branch		In the Community
23-24	3,070	22-23	2,775	23-24	169	333
23-24	246	22-23	213	23-24	1,139	628
23-24	63	22-23				
Total Attendance	19-20	20-21	21-22	22-23	23-24	% Change*
FY YTD	79,182	4,464	15,218	46,204	50,723	10%
*From current FY to last FY						

Program Sessions	In-Person	Virtual	Hybrid
	266	14	15

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	879	14,642	215	100

What affected the numbers this month	February 3rd (Main) Gospel Choir Celebration	February 15th (Virtual) 100 Historias en Espanol
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