



GAIL BORDEN PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

April 9, 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
March 12, 2024 Regular Board Meeting	
5. Action: Treasurer's Report and Payment of Bills	8
Payment of bills for April 9, 2024, including the list of bills to be paid between April 9, 2024 and May 14, 2024, and all bills over \$10,000.	
6. Correspondence	
7. Reports:	
A. Foundation	
B. Chief Executive Officer	
C. Action: Security Report	40
8. Action: Seal Coating Project	41
9. Action: Policies Required by Federal Grant	42
1. Anti-Fraud Policy	
2. Internal Control Standards	
10. Presentation: Early Literacy Services	
11. Other	
12. Adjournment	54

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

March 12, 2024

7:00 p.m.

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

Vice-President Garcia called the meeting to order at 7:05 p.m.

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

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

Public Comment

Randy Hopp commented on the artwork exhibit on the second floor.

Comments for the Good of the Organization

One of the in-person comments received stated, "You are all such a blessing with all you offer." Fifteen 5-star reviews on Google were highlighted including the statement, "Security staff are good at maintaining peace."

Prochot motioned to approve the February 13, 2024, regular board meeting minutes; seconded by Symonds. The motion was amended by Prochot and seconded by Symonds for the following correction to last month's minutes. The minutes should have read that the board adopted the Allowable Costs policy instead of the Accounts Receivable policy. Roll call resulted in 6 ayes (Bedolla, Garcia, Henderson, Lara, Prochot, Symonds). 0 nays and 1 absent (Bednar).

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$366,747.94 and the revised list of bills to be paid prior to the next board meeting; seconded by Lara. There was a question regarding whether the RBW Strategy payment was part of the HUD funding. Roll call resulted in 6 ayes (Bedolla, Garcia, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Bednar).

There was no correspondence.

CEO

Finishing touches on the 150th birthday celebration that will take place on Tuesday, March 19th from 4:00-5:30 p.m. The event will feature several local officials including a proclamation from Mayor Kaptain, an acknowledgement from the state, music, historical figures, and children crafts. All staff received a commemorative 150th birthday T-shirt to be worn on the day of the event. The Bear family McDonalds is offering a \$1.50 McDouble in celebration of our birthday,

the KCT Credit Union is selling \$1.50 piggy banks, and the café is serving \$1.50 cup of coffee for that day. The Bookmobile is celebrating 5 years old. The 2022-2023 Library Annual Report is now on the website. The library received a lovely comment from a resident praising us for the contents. We recently received the bronze award from the Salvation Army and the Community Impact Award from Multicultural Education Group (MEG). Congratulations to Early Literacy Librarian, Julie Anne Robbins for serving for twelve years on the Rebecca Caudill awards committee.

Henderson motioned to accept the security report; seconded by Prochot. John Johnson, Director of Security gave a brief explanation of the procedures the security team is conducting to reduce inappropriate activity and behavior in the building. He reiterated that the library enforces its Code of Conduct Ordinance fairly and across the board. There was no discussion. Roll call resulted in 6 ayes (Bedolla, Garcia, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Bednar).

Henderson motioned to approve Annexation Ordinance 24-3-1 & Ordinance 24-3-2; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bedolla, Lara, Henderson, Prochot, Symonds), 0 nays, 1 abstain (Garcia), and 1 absent (Bednar).

Prochot motioned to accept the bid from Fox Valley Fire & Safety in the amount of \$42,300.00; seconded by Henderson. There was no discussion. Roll call resulted in 6 ayes (Bedolla, Garcia, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Bednar).

Henderson motioned to approve \$18,979.81 for the purchase of technology equipment for 1150 Davis Road from Paragon Micro; seconded by Bedolla. There was no discussion. Roll call resulted in 6 ayes (Bedolla, Garcia, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Bednar).

Prochot motioned to grant authorization to bid the South Elgin Branch Expansion project; seconded by Lara. CEO Medal commented that the HUD documentation is nearing completion and Studio GC architects will be providing drawings to our project manager, Shales-McNutt. We are targeting the end of the school year for bidding. It is anticipated that the project will start in late summer. Roll call resulted in 6 ayes (Bedolla, Garcia, Henderson, Lara, Prochot, Symonds). 0 nays and 1 absent (Bednar).

Henderson motioned to approve the Accounts Receivable and the Expenditure Controls policies as presented; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bedolla, Garcia, Lara, Henderson, Prochot, Symonds), 0 nays and 1 absent (Bednar).

Prochot motioned to approve the KI quote in the amount of \$16,472 for the Mt. Prospect workstations deinstall and moving them to David Rd. for staging; seconded by Henderson. CEO Medal noted that all the Mt. Prospect furniture will be housed on Davis until it can be installed at the main library. Roll call resulted in 6 ayes (Bedolla, Garcia, Henderson, Lara, Prochot, Symonds). 0 nays and 1 absent (Bednar).

Other

Trustee Henderson noted that she enjoyed the comment in the Community Services report referring to her as a “background dancer, MC, and singer at the recent Gospel Fest. CEO Medal commented that she will be bringing the redesign of the Early Learning Center to the board very soon. We are currently working on carpet and lighting and then the plan will be presented. Trustee Prochot requested an update on Davis Road. COO Considine noted that the project is moving forward. We are currently awaiting the occupancy permit from the City of Elgin. Repairs are nearing completion and once we receive the permit, we can begin installing all the technology.

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

Meeting adjourned at 7:39 p.m.

Approved April 9, 2024

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

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7:00 p.m.

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

Meeting adjourned at 7:39 p.m.

Approved April 9, 2024

/s/ Tiffany Henderson _____

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS OVER \$10,000

4/9/2024

DESCRIPTION	CHECK NUMBER	AMOUNT
ASSURED PARTNERS	148542	\$ 154,646.00
GENERAL & UNEMPLOYMENT INSURANCE		
BAKER & TAYLOR	MULTIPLE	\$ 29,233.76
BOOKS & MATERIALS		
COMPLETE CLEANING	148558	\$ 37,408.00
GENERAL CLEANING		
LIBRARY FURNITURE INTL	148604	\$ 29,775.00
NEWSLETTER		
MIDAMERICA ENERGY	148606	\$ 24,785.97
ELECTRICITY		
MIDWEST TAPE/HOOPLA	148608/9	\$ 26,348.17
ELECTONIC RESOURCES:STREAMING		
NUMBER OF CHECKS	102	\$ 476,575.85

Draft

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS TO BE PAID PRIOR TO 05/14/2024

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
4IMPRINT		
PUBLIC RELATIONS: GENERAL	10-42-222-2	\$ 1,023.87
ALL WINDOW CLEANING SERVICES		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 1,650.00
AMERICAN LIBRARY ASSOCIATION		
DUES & MEMBERSHIPS	10-42-280-0	\$ 247.00
BIBLIOTHECA		
EBOOKS	10-44-435-2	\$ 14,203.24
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 2,167.37
CRYSTAL CLEAR AQUARIUM		
CARE & FEEDING OF ANIMALS	10-43-340-0	\$ 355.00
DATA2 CORPORATION		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 334.65
DEMCO		
MATERIAL PROCESSING SUPPLIES	10-43-310-0	\$ 132.04
E.NORMAN		
RISK MANAGEMENT: FACILITIES	50-42-210-0	\$ 294.50
ELGIN KEY & LOCK		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 140.75
GRAINGER		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 83.34
HOME DEPOT CREDIT		
MISC EQUIPMENT UNDER 1K	60-45-500-2	\$ 19.97
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 10.80
HOME DEPOT PRO		
JANITORIAL SUPPLIES	10-43-370-0	\$ 176.61
ILLINOIS LIBRARY ASSOCIATION		
DUES & MEMBERSHIPS	10-42-280-0	\$ 400.00
JM IRRIGATION		
REPAIR/MAINT. OF GROUNDS	60-42-210-0	\$ 448.00
MID AMERICAN ENERGY		
ELECTRICTY: RAKOW	10-42-201-5	\$ 2,399.94
PETTY CASH- SARA JOHNSON		
PETTY CASH	VARIOUS	\$ 318.80
PLAYAWAY PRODUCTS		
AV YOUTH/YOUTH BRANCH	10-44-420-2/6	\$ 108.28
SAM'S CLUB		
VOLUNTEERS	10-43-305-0	\$ 116.28
TODAY'S UNIFORMS		
SUPPLIES: WORK APPAREL	10-43-301-0	\$ 55.95
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-210-0	\$ 1,211.55

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 05/14/2024

DESCRIPTION		MAXIMUM AMT.
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
CATHY BYRNE		
CONFERENCES	10-42-290-3	\$ 1,000.00
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
LIMRICC		
UNEMPLOYMENT	50-41-110-0	\$ 10,000.00
METLIFE		
LIFE INSURANCE	10-41-111-0	\$ 2,000.00
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 9,000.00
NICOR		
NATURAL GAS	10-42-200-5/7	\$ 7,500.00
PEERLESS NETWORK		
TELEPHONE / LINE CHARGES	10-42-203-1	\$ 25,000.00
T-MOBILE		
COMPUTER MAINTENANCE	10-42-255-2	\$ 2,500.00
VANGUARD		
NATURAL GAS: MAIN	10-42-200-0	\$ 50,000.00
VERIZON WIRELESS		
ONLINE COMPUTER SERVICES	10-42-255-1/10-42-203-4	\$ 3,000.00
VILLAGE OF SOUTH ELGIN		
WATER & SEWER: SE	10-42-202-7	\$ 1,000.00
WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	60-42-200-0/5	\$ 6,000.00
VENDOR TBD- FEDERAL GRANT SUPPORT		
CONSULTING/LEGAL PUBLICATION/OTHER		\$ 10,000.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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GRAINGER		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 83.34
HOME DEPOT CREDIT		
MISC EQUIPMENT UNDER 1K	60-45-500-2	\$ 19.97
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 10.80
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PLAYAWAY PRODUCTS		
AV YOUTH/YOUTH BRANCH	10-44-420-2/6	\$ 108.28
SAM'S CLUB		
VOLUNTEERS	10-43-305-0	\$ 116.28
TODAY'S UNIFORMS		
SUPPLIES: WORK APPAREL	10-43-301-0	\$ 55.95
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-210-0	\$ 1,211.55

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 05/14/2024

DESCRIPTION		MAXIMUM AMT.
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
CATHY BYRNE		
CONFERENCES	10-42-290-3	\$ 1,000.00
CITY OF ELGIN		
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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
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COPIERS/LEASE/MAINT	10-42-245-0/1	\$ 5,000.00
KRUEGER INTERNATIONAL		
FURNITURE & FIXTURES	10-45-510-0	\$ 17,000.00
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VANGUARD		
NATURAL GAS: MAIN	10-42-200-0	\$ 50,000.00
VERIZON WIRELESS		
ONLINE COMPUTER SERVICES	10-42-255-1/10-42-203-4	\$ 3,000.00
VILLAGE OF SOUTH ELGIN		
WATER & SEWER: SE	10-42-202-7	\$ 1,000.00
WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	60-42-200-0/5	\$ 6,000.00
VENDOR TBD- FEDERAL GRANT SUPPORT		
CONSULTING/LEGAL PUBLICATION/OTHER		\$ 10,000.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 04/04/24

PAGE: 1

RUN TIME: 03:44PM

BILLS PAID REPORT FOR APRIL, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1000 BULBS (5547)	04/09/24 CK# 148589	\$371.13
14240298 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	371.13
ABOS (5873)	04/09/24 CK# 148594	\$49.00
51438936 CC PYMT (6424) FOR DUES & MEMBERSHIPS	10-42-280-0	49.00
ALAMY (6746)	04/09/24 CK# 148591	\$38.00
IY04255534 CC PYMT (6421) FOR EXHIBITS AND DISPLAYS	10-43-335-0	19.00
IY04255542 CC PYMT (6421) FOR EXHIBITS AND DISPLAYS	10-43-335-0	19.00
ALL WINDOW CLEANING SERVICE, INC. (172)	04/09/24 CK# 148536	\$1,650.00
45947 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,650.00
AMAZON CAPITAL SERVICES (6460)	04/09/24 CK# 148537	\$2,972.58
149F-W36H-976V GRAPHICS SUPPLIES	10-43-330-0	37.78
16NF-M74J-9N19 OFFICE SUPPLIES/GENERAL	10-43-300-1	12.99
16NF-M74J-9N19 ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	37.55
16NF-M74J-9N19 COMPUTER EQUIPMENT	10-45-500-0	56.45
16NF-M74J-9N19 SMALL LIBRARY EQUIPMENT	10-45-540-0	46.46
16NF-M74J-9N19 BUILDING & GROUNDS SUPPLIES	60-43-320-0	86.33
1DCV-PQN4-7W9D PUBLIC PROGRAMMING:YOUTH	10-42-230-2	577.00
1HRP-N196-C3LW PUBLIC PROGRAMMING:YOUTH	10-42-230-2	65.97
1HRP-N196-C3LW MATERIALS PROCESSING SUPPLIES	10-43-310-0	319.25
1HRP-N196-C3LW BOOKS/ADULT	10-44-400-1	149.76
1HRP-N196-C3LW BOOKS/YOUTH	10-44-400-2	17.90
1HRP-N196-C3LW BOOKS/ADULT: BRANCH	10-44-400-5	66.50
1HRP-N196-C3LW BOOKS/YOUTH: BRANCH	10-44-400-6	33.98
1HRP-N196-C3LW AUDIO-VISUAL/ADULT	10-44-420-1	1,393.04
1HRP-N196-C3LW AUDIO-VISUAL/YOUTH	10-44-420-2	71.62
AMAZON CAPITAL SERVICES (6460)	04/09/24 CK# 148538	\$1,399.17
113V-G67Y-7NCJ PUBLIC PROGRAMMING:YOUTH	10-42-230-2	143.58
1C3J-RXX6-6NMP PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	14.95
1C3J-RXX6-6NMP MATERIALS PROCESSING SUPPLIES	10-43-310-0	19.89
1C3J-RXX6-6NMP BOOKS/ADULT	10-44-400-1	78.19
1C3J-RXX6-6NMP BOOKS/YOUTH	10-44-400-2	8.95
1C3J-RXX6-6NMP BOOKS/ADULT: BRANCH	10-44-400-5	22.60
1C3J-RXX6-6NMP AUDIO-VISUAL/ADULT	10-44-420-1	46.67
1C3J-RXX6-6NMP AUDIO-VISUAL/YOUTH	10-44-420-2	578.76
1GCJ-R47L-7N19 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	79.57
1GCJ-R47L-7N19 TOYS & KITS: COMM SERVICES	10-44-420-3	216.54
1HHC-NYC7-7HCF OFFICE SUPPLIES/GENERAL	10-43-300-1	129.88
1PMX-4LTY-7XHV PUBLIC RELATIONS: GENERAL	10-42-222-2	37.99
1PMX-4LTY-7XHV GRAPHICS SUPPLIES	10-43-330-0	21.60
AMAZON CAPITAL SERVICES (6460)	04/09/24 CK# 148539	\$1,271.18
1331-T6L9-HPQV PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	116.49
19PG-6G3T-JHHG PUBLIC PROGRAMMING:YOUTH	10-42-230-2	69.05
19PG-6G3T-JHHG TOYS & KITS: KIDSPACE	10-44-440-0	160.13
1CP4-6JNN-1MJ7 MATERIALS PROCESSING SUPPLIES	10-43-310-0	-19.99
1NJY-QV41-JKJQ PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	76.36
1NJY-QV41-JKJQ BOOKS/ADULT	10-44-400-1	40.52
1NJY-QV41-JKJQ BOOKS/ADULT: BRANCH	10-44-400-5	61.70
1NJY-QV41-JKJQ AUDIO-VISUAL/ADULT	10-44-420-1	186.90
1NJY-QV41-JKJQ AUDIO-VISUAL/YOUTH	10-44-420-2	469.98
1P9K-KT31-H3R4 GRAPHICS SUPPLIES	10-43-330-0	38.98
1TC7-V37N-HVJC SMALL LIBRARY EQUIPMENT	10-45-540-0	141.05

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 04/04/24

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RUN TIME: 03:44PM

BILLS PAID REPORT FOR APRIL, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1VYH-9TXW-7WMH AUDIO-VISUAL/YOUTH	10-44-420-2	-69.99
AMAZON CAPITAL SERVICES (6460)	04/09/24 CK# 148540	\$1,058.62
173R-6MTC-6N3F BUILDING & GROUNDS SUPPLIES	60-43-320-0	276.66
1G44-CPGF-6JWN DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	59.90
1GD4-W1K4-71XV MISCELLANEOUS	10-43-399-0	9.98
1TRD-FLYR-7QP3 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	214.02
1XNQ-YWYF-6XF6 MATERIALS PROCESSING SUPPLIES	10-43-310-0	15.99
1XNQ-YWYF-6XF6 BOOKS/ADULT	10-44-400-1	367.00
1XNQ-YWYF-6XF6 BOOKS/YOUTH	10-44-400-2	48.93
1XNQ-YWYF-6XF6 AUDIO-VISUAL/ADULT	10-44-420-1	66.14
AMERICAN AIRLINES (6473)	04/09/24 CK# 148597	\$30.00
62LI CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	30.00
AMERICAN BUTTON (6749)	04/09/24 CK# 148585	\$69.06
LUMZVFFMA CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	69.06
AMERICAN LIBRARY ASSOCIATION (242)	04/09/24 CK# 148587	\$114.32
21600 CC PYMT (6417) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	47.40
3062023 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	66.92
AMERICAN LIBRARY ASSOCIATION (242)	04/09/24 CK# 148598	\$410.00
45106479 CC PYMT (6428) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	410.00
AMICI-KOZI, MARY (4390)	04/09/24 CK# 148541	\$4,427.50
03312024 CONSULT. & PROF. FEES:OTHER	10-42-225-2	4,427.50
APPLE INC. (5203)	04/09/24 CK# 148586	\$10,596.00
AAA1621104 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	10,596.00
ASIS (6747)	04/09/24 CK# 148589	\$200.00
15000041381 CC PYMT (6419) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	200.00
ASSURED PARTNERS (6518)	04/09/24 CK# 148542	\$154,646.00
12527 GENERAL INSURANCE	50-42-200-0	7,500.00
12528 GENERAL INSURANCE	50-42-200-0	10,743.00
12529 WORKERS COMPENSATION INSURANCE	50-41-100-0	18,269.00
12530 GENERAL INSURANCE	50-42-200-0	11,196.00
12531 GENERAL INSURANCE	50-42-200-0	11,768.00
12546 GENERAL INSURANCE	50-42-200-0	76,259.00
12548 GENERAL INSURANCE	50-42-200-0	18,911.00
B & H PHOTO-VIDEO (5191)	04/09/24 CK# 148588	\$463.00
110420 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	463.00
BAKER & TAYLOR L0332252 (5119)	04/09/24 CK# 148543	\$5,614.33
2038152544 BOOKS/YOUTH	10-44-400-2	12.99
2038152545 MATERIAL PROCESSING SERVICES	10-42-265-0	1.46
2038182579 BOOKS/YOUTH	10-44-400-2	4,305.83
2038182580 MATERIAL PROCESSING SERVICES	10-42-265-0	869.69
2038189412 BOOKS/YOUTH	10-44-400-2	322.09
2038189413 MATERIAL PROCESSING SERVICES	10-42-265-0	102.27
BAKER & TAYLOR L4230502 (5107)	04/09/24 CK# 148544	\$15,940.76
2038108470 BOOKS/ADULT	10-44-400-1	125.14
2038108470 BOOKS/YOUTH	10-44-400-2	189.66
2038108470 BOOKS/ADULT: BRANCH	10-44-400-5	12.11
2038108471 MATERIAL PROCESSING SERVICES	10-42-265-0	84.70
2038108472 BOOKS/ADULT	10-44-400-1	12.11
2038108472 BOOKS/ADULT: BRANCH	10-44-400-5	27.63

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038108472 BOOKS/YOUTH: BRANCH	10-44-400-6	25.47
2038108473 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2038108474 BOOKS/YOUTH: BRANCH	10-44-400-6	14.40
2038108475 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038115983 BOOKS/YOUTH	10-44-400-2	64.88
2038115983 BOOKS/YOUTH: BRANCH	10-44-400-6	18.82
2038115984 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2038120830 BOOKS/ADULT	10-44-400-1	40.35
2038120830 BOOKS/YOUTH	10-44-400-2	1,222.46
2038120830 BOOKS/YOUTH: BRANCH	10-44-400-6	36.42
2038120831 MATERIAL PROCESSING SERVICES	10-42-265-0	472.80
2038120832 BOOKS/YOUTH	10-44-400-2	36.42
2038120832 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038120833 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038120834 BOOKS/YOUTH: BRANCH	10-44-400-6	23.17
2038120835 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038120836 BOOKS/YOUTH: BRANCH	10-44-400-6	12.23
2038120837 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038121629 BOOKS/ADULT	10-44-400-1	38.76
2038121629 BOOKS/YOUTH	10-44-400-2	242.19
2038121630 MATERIAL PROCESSING SERVICES	10-42-265-0	111.20
2038121631 BOOKS/YOUTH: BRANCH	10-44-400-6	14.52
2038121632 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038123858 BOOKS/ADULT	10-44-400-1	242.50
2038123858 BOOKS/YOUTH	10-44-400-2	199.48
2038123859 MATERIAL PROCESSING SERVICES	10-42-265-0	94.00
2038126207 BOOKS/ADULT	10-44-400-1	77.36
2038126207 BOOKS/YOUTH	10-44-400-2	193.80
2038126207 BOOKS/ADULT: BRANCH	10-44-400-5	12.11
2038126207 BOOKS/YOUTH: BRANCH	10-44-400-6	12.67
2038126208 MATERIAL PROCESSING SERVICES	10-42-265-0	114.90
2038126209 BOOKS/ADULT	10-44-400-1	12.11
2038126209 BOOKS/YOUTH	10-44-400-2	12.67
2038126210 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038130225 BOOKS/ADULT	10-44-400-1	226.66
2038130225 BOOKS/YOUTH	10-44-400-2	300.65
2038130225 BOOKS/YOUTH: BRANCH	10-44-400-6	32.52
2038130226 MATERIAL PROCESSING SERVICES	10-42-265-0	120.10
2038130227 BOOKS/ADULT	10-44-400-1	34.58
2038130227 BOOKS/YOUTH	10-44-400-2	36.15
2038130227 BOOKS/ADULT: BRANCH	10-44-400-5	26.48
2038130228 MATERIAL PROCESSING SERVICES	10-42-265-0	29.80
2038130231 BOOKS/YOUTH	10-44-400-2	3.63
2038130232 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038133263 BOOKS/YOUTH: BRANCH	10-44-400-6	22.46
2038133264 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038135707 BOOKS/ADULT	10-44-400-1	226.90
2038135707 BOOKS/YOUTH	10-44-400-2	281.76
2038135707 BOOKS/YOUTH: BRANCH	10-44-400-6	41.79
2038135708 MATERIAL PROCESSING SERVICES	10-42-265-0	141.30
2038135709 BOOKS/YOUTH	10-44-400-2	27.52
2038135710 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038135711 BOOKS/YOUTH: BRANCH	10-44-400-6	14.27
2038135712 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038135713 BOOKS/YOUTH	10-44-400-2	14.27
2038135714 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038137724 BOOKS/ADULT	10-44-400-1	22.43
2038137724 BOOKS/YOUTH	10-44-400-2	176.42
2038137724 BOOKS/YOUTH: BRANCH	10-44-400-6	51.18
2038137725 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038137726 BOOKS/ADULT: BRANCH	10-44-400-5	22.40
2038137727 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038137728 BOOKS/YOUTH: BRANCH	10-44-400-6	29.08
2038137729 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038137730 BOOKS/YOUTH	10-44-400-2	51.18
2038137731 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038143650 BOOKS/ADULT	10-44-400-1	162.40
2038143650 BOOKS/YOUTH	10-44-400-2	105.00
2038143651 MATERIAL PROCESSING SERVICES	10-42-265-0	82.40
2038143652 BOOKS/ADULT: BRANCH	10-44-400-5	15.57
2038143653 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038143654 BOOKS/YOUTH: BRANCH	10-44-400-6	23.61
2038143655 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038147515 BOOKS/ADULT	10-44-400-1	94.51
2038147515 BOOKS/YOUTH	10-44-400-2	175.90
2038147515 BOOKS/ADULT: BRANCH	10-44-400-5	17.29
2038147515 BOOKS/YOUTH: BRANCH	10-44-400-6	28.54
2038147516 MATERIAL PROCESSING SERVICES	10-42-265-0	99.60
2038147517 BOOKS/ADULT	10-44-400-1	17.29
2038147517 BOOKS/YOUTH	10-44-400-2	10.37
2038147517 BOOKS/YOUTH: BRANCH	10-44-400-6	17.54
2038147518 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038147519 BOOKS/YOUTH	10-44-400-2	7.89
2038147519 BOOKS/YOUTH: BRANCH	10-44-400-6	30.13
2038147520 MATERIAL PROCESSING SERVICES	10-42-265-0	19.20
2038147521 BOOKS/YOUTH	10-44-400-2	10.27
2038147522 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038150134 BOOKS/ADULT	10-44-400-1	21.27
2038150134 BOOKS/YOUTH	10-44-400-2	75.12
2038150134 BOOKS/YOUTH: BRANCH	10-44-400-6	23.04
2038150135 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038150136 BOOKS/YOUTH	10-44-400-2	23.04
2038150136 BOOKS/ADULT: BRANCH	10-44-400-5	155.64
2038150136 BOOKS/YOUTH: BRANCH	10-44-400-6	10.94
2038150137 MATERIAL PROCESSING SERVICES	10-42-265-0	53.60
2038152349 BOOKS/ADULT	10-44-400-1	277.97
2038152349 BOOKS/YOUTH	10-44-400-2	168.34
2038152349 BOOKS/YOUTH: BRANCH	10-44-400-6	22.94
2038152350 MATERIAL PROCESSING SERVICES	10-42-265-0	172.80
2038152351 BOOKS/YOUTH	10-44-400-2	10.27
2038152351 BOOKS/YOUTH: BRANCH	10-44-400-6	12.67
2038152352 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038152353 BOOKS/YOUTH: BRANCH	10-44-400-6	23.52
2038152354 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038152355 BOOKS/YOUTH	10-44-400-2	12.67
2038152356 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038154798 BOOKS/ADULT	10-44-400-1	61.74
2038154798 BOOKS/YOUTH	10-44-400-2	469.55
2038154798 BOOKS/YOUTH: BRANCH	10-44-400-6	150.33
2038154799 MATERIAL PROCESSING SERVICES	10-42-265-0	243.60
2038154800 BOOKS/YOUTH	10-44-400-2	94.18
2038154800 BOOKS/YOUTH: BRANCH	10-44-400-6	7.28
2038154801 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2038154802 BOOKS/YOUTH	10-44-400-2	45.84
2038154802 BOOKS/YOUTH: BRANCH	10-44-400-6	49.49
2038154803 MATERIAL PROCESSING SERVICES	10-42-265-0	27.80
2038154804 BOOKS/YOUTH	10-44-400-2	10.31
2038154804 BOOKS/YOUTH: BRANCH	10-44-400-6	16.79
2038154805 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038157787 BOOKS/ADULT	10-44-400-1	213.52
2038157787 BOOKS/YOUTH	10-44-400-2	352.64
2038157787 BOOKS/ADULT: BRANCH	10-44-400-5	46.83
2038157787 BOOKS/YOUTH: BRANCH	10-44-400-6	87.45
2038157788 MATERIAL PROCESSING SERVICES	10-42-265-0	181.30
2038157789 BOOKS/ADULT	10-44-400-1	46.83
2038157789 BOOKS/YOUTH	10-44-400-2	33.72
2038157789 BOOKS/ADULT: BRANCH	10-44-400-5	16.14
2038157789 BOOKS/YOUTH: BRANCH	10-44-400-6	31.85
2038157790 MATERIAL PROCESSING SERVICES	10-42-265-0	39.70
2038157791 BOOKS/YOUTH	10-44-400-2	36.40
2038157791 BOOKS/YOUTH: BRANCH	10-44-400-6	66.73
2038157792 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038157793 BOOKS/YOUTH	10-44-400-2	17.33
2038157793 BOOKS/YOUTH: BRANCH	10-44-400-6	14.52
2038157794 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038160727 BOOKS/ADULT	10-44-400-1	229.68
2038160727 BOOKS/YOUTH	10-44-400-2	230.28
2038160727 BOOKS/ADULT: BRANCH	10-44-400-5	18.44
2038160727 BOOKS/YOUTH: BRANCH	10-44-400-6	85.34
2038160728 MATERIAL PROCESSING SERVICES	10-42-265-0	177.00
2038160729 BOOKS/ADULT	10-44-400-1	18.44
2038160729 BOOKS/YOUTH	10-44-400-2	64.71
2038160729 BOOKS/ADULT: BRANCH	10-44-400-5	86.55
2038160730 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038160731 BOOKS/YOUTH	10-44-400-2	20.63
2038160731 BOOKS/YOUTH: BRANCH	10-44-400-6	44.09
2038160732 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2038160733 BOOKS/YOUTH: BRANCH	10-44-400-6	10.27
2038160734 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038163952 BOOKS/ADULT	10-44-400-1	202.56
2038163952 BOOKS/YOUTH	10-44-400-2	892.34
2038163952 BOOKS/ADULT: BRANCH	10-44-400-5	20.18
2038163952 BOOKS/YOUTH: BRANCH	10-44-400-6	218.18
2038163953 MATERIAL PROCESSING SERVICES	10-42-265-0	405.30
2038164636 BOOKS/ADULT	10-44-400-1	413.91
2038164636 BOOKS/YOUTH	10-44-400-2	46.42

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038164636 BOOKS/ADULT: BRANCH	10-44-400-5	36.30
2038164637 MATERIAL PROCESSING SERVICES	10-42-265-0	114.80
2038164638 BOOKS/ADULT	10-44-400-1	36.30
2038164639 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038166883 BOOKS/ADULT	10-44-400-1	133.43
2038166883 BOOKS/YOUTH	10-44-400-2	29.11
2038166883 BOOKS/YOUTH: BRANCH	10-44-400-6	73.42
2038166884 MATERIAL PROCESSING SERVICES	10-42-265-0	74.80
2038166885 BOOKS/ADULT	10-44-400-1	34.35
2038166885 BOOKS/YOUTH	10-44-400-2	40.64
2038166886 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038166887 BOOKS/YOUTH	10-44-400-2	32.78
2038166887 BOOKS/YOUTH: BRANCH	10-44-400-6	4.24
2038166888 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038168470 BOOKS/ADULT	10-44-400-1	34.00
2038168470 BOOKS/YOUTH	10-44-400-2	133.55
2038168470 BOOKS/YOUTH: BRANCH	10-44-400-6	12.59
2038168471 MATERIAL PROCESSING SERVICES	10-42-265-0	65.20
2038168472 BOOKS/ADULT: BRANCH	10-44-400-5	17.29
2038168473 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038168474 BOOKS/YOUTH: BRANCH	10-44-400-6	5.46
2038168475 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038168476 BOOKS/YOUTH	10-44-400-2	12.59
2038168477 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038173267 BOOKS/ADULT	10-44-400-1	229.20
2038173267 BOOKS/YOUTH	10-44-400-2	262.20
2038173267 BOOKS/YOUTH: BRANCH	10-44-400-6	47.93
2038173268 MATERIAL PROCESSING SERVICES	10-42-265-0	166.10
2038177408 BOOKS/ADULT	10-44-400-1	244.88
2038177408 BOOKS/YOUTH	10-44-400-2	135.68
2038177408 BOOKS/YOUTH: BRANCH	10-44-400-6	27.64
2038177409 MATERIAL PROCESSING SERVICES	10-42-265-0	136.00
2038177414 BOOKS/YOUTH	10-44-400-2	4.24
2038177415 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
BAKER & TAYLOR L0620012 (5108)		
	04/09/24 CK# 148545	\$34.98
2038164760 BOOKS/YOUTH: BRANCH	10-44-400-6	19.58
2038187653 BOOKS/YOUTH: BRANCH	10-44-400-6	15.40
BAKER & TAYLOR L4234202 (5110)		
	04/09/24 CK# 148546	\$62.39
2038114365 BOOKS/ADULT	10-44-400-1	58.09
2038114366 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
BAKER AND TAYLOR L4229202 (394)		
	04/09/24 CK# 148547	\$7,581.30
2038116230 BOOKS/ADULT	10-44-400-1	574.97
2038116230 BOOKS/YOUTH	10-44-400-2	10.94
2038116230 BOOKS/ADULT: BRANCH	10-44-400-5	210.92
2038116231 MATERIAL PROCESSING SERVICES	10-42-265-0	196.90
2038116232 BOOKS/ADULT	10-44-400-1	210.92
2038116232 BOOKS/ADULT: BRANCH	10-44-400-5	67.15
2038116233 MATERIAL PROCESSING SERVICES	10-42-265-0	69.80
2038123757 BOOKS/ADULT	10-44-400-1	984.44
2038123757 BOOKS/YOUTH	10-44-400-2	55.84
2038123757 BOOKS/ADULT: BRANCH	10-44-400-5	129.15

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038123758 MATERIAL PROCESSING SERVICES	10-42-265-0	288.60
2038123759 BOOKS/ADULT	10-44-400-1	129.19
2038123759 BOOKS/ADULT: BRANCH	10-44-400-5	75.75
2038123760 MATERIAL PROCESSING SERVICES	10-42-265-0	55.60
2038126399 BOOKS/ADULT	10-44-400-1	141.83
2038126399 BOOKS/ADULT: BRANCH	10-44-400-5	54.16
2038126400 MATERIAL PROCESSING SERVICES	10-42-265-0	56.60
2038126401 BOOKS/ADULT	10-44-400-1	72.37
2038126401 BOOKS/ADULT: BRANCH	10-44-400-5	21.31
2038126402 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038130184 BOOKS/ADULT	10-44-400-1	270.31
2038130184 BOOKS/ADULT: BRANCH	10-44-400-5	106.00
2038130185 MATERIAL PROCESSING SERVICES	10-42-265-0	116.50
2038130186 BOOKS/ADULT	10-44-400-1	121.79
2038130186 BOOKS/ADULT: BRANCH	10-44-400-5	17.28
2038130187 MATERIAL PROCESSING SERVICES	10-42-265-0	40.70
2038133257 BOOKS/ADULT	10-44-400-1	575.60
2038133257 BOOKS/YOUTH	10-44-400-2	26.81
2038133257 BOOKS/ADULT: BRANCH	10-44-400-5	141.66
2038133258 MATERIAL PROCESSING SERVICES	10-42-265-0	218.10
2038133259 BOOKS/ADULT	10-44-400-1	141.65
2038133259 BOOKS/ADULT: BRANCH	10-44-400-5	47.83
2038133260 MATERIAL PROCESSING SERVICES	10-42-265-0	52.60
2038140309 BOOKS/ADULT	10-44-400-1	175.33
2038140309 BOOKS/YOUTH	10-44-400-2	71.19
2038140309 BOOKS/ADULT: BRANCH	10-44-400-5	150.21
2038140310 MATERIAL PROCESSING SERVICES	10-42-265-0	112.50
2038140311 BOOKS/ADULT	10-44-400-1	150.20
2038140312 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038140313 BOOKS/YOUTH	10-44-400-2	10.94
2038140314 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038152244 BOOKS/ADULT	10-44-400-1	566.17
2038152244 BOOKS/YOUTH	10-44-400-2	22.44
2038152244 BOOKS/ADULT: BRANCH	10-44-400-5	277.80
2038152245 MATERIAL PROCESSING SERVICES	10-42-265-0	221.70
2038152246 BOOKS/ADULT	10-44-400-1	302.04
2038152246 BOOKS/ADULT: BRANCH	10-44-400-5	81.01
2038152247 MATERIAL PROCESSING SERVICES	10-42-265-0	94.30
BALLARD, JILL A. (4030)	04/09/24 CK# 148548	\$750.00
04022024 DIGITAL LIT CLASSES BRANCHES	10-42-230-8	750.00
BAYSCAN TECHNOLOGIES (4610)	04/09/24 CK# 148549	\$2,781.79
77089 OFFICE SUPPLIES/COMPUTER	10-43-300-2	1,041.79
77115 OFFICE SUPPLIES/COMPUTER	10-43-300-2	1,740.00
BLAIN'S FARM & FLEET (6251)	04/09/24 CK# 148595	\$58.32
898871 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	58.32
BLICK ART MATERIALS (1043)	04/09/24 CK# 148587	\$191.07
31093044 CC PYMT (6417) FOR ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	191.07
BOUQUE, ANGELA (5278)	04/09/24 CK# 148550	\$907.42
03142024 CONFERENCES: ALL EXPENSES	10-42-290-3	907.42

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CDW GOVERNMENT, INC. (842)	04/09/24 CK# 148551	\$1,553.25
PW28280 OFFICE SUPPLIES/COMPUTER	10-43-300-2	498.25
QC03822 OFFICE SUPPLIES/COMPUTER	10-43-300-2	639.95
QD78809 COMPUTER EQUIPMENT	10-45-500-0	415.05
CENGAGE LEARNING INC (1368)	04/09/24 CK# 148552	\$1,309.16
84053223 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	1,309.16
CENTER GARAGE (6748)	04/09/24 CK# 148590	\$116.00
455386785 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	87.00
456631237 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	29.00
CHAMBER MUSIC ON THE FOX (5688)	04/09/24 CK# 148553	\$600.00
05072024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	600.00
CHICAGO DOCK & DOOR (6509)	04/09/24 CK# 148554	\$5,608.00
2866-OR5 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	1,805.00
7037173 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	3,803.00
CHICAGO SUN-TIMES (5075)	04/09/24 CK# 148555	\$319.20
3210242 052024 PERIODICALS: BRANCH	10-44-410-5	319.20
CINTAS CORPORATION LOC. #355 (4662)	04/09/24 CK# 148556	\$7,362.97
4180944080 CR JANITORIAL SUPPLIES	10-43-370-0	-10.18
4183828772 JANITORIAL SUPPLIES	10-43-370-0	57.54
4185982530 JANITORIAL SUPPLIES	10-43-370-0	108.13
4185982622 JANITORIAL SUPPLIES	10-43-370-0	348.13
4185984369 JANITORIAL SUPPLIES	10-43-370-0	1,520.86
4186151886 JANITORIAL SUPPLIES	10-43-370-0	631.24
4186566361 JANITORIAL SUPPLIES	10-43-370-0	307.03
4186705180 JANITORIAL SUPPLIES	10-43-370-0	57.54
4186706959 JANITORIAL SUPPLIES	10-43-370-0	1,299.34
4187299666 JANITORIAL SUPPLIES	10-43-370-0	184.58
4187354556 JANITORIAL SUPPLIES	10-43-370-0	57.54
4187356164 JANITORIAL SUPPLIES	10-43-370-0	1,465.22
4188153088 JANITORIAL SUPPLIES	10-43-370-0	57.54
4188154611 JANITORIAL SUPPLIES	10-43-370-0	1,278.46
CITY OF ELGIN (776)	04/09/24 CK# 148589	\$60.00
24-100614 CC PYMT (6419) FOR MISCELLANEOUS	10-43-399-0	60.00
CLIFF SOPER COMPANY, INC. (5398)	04/09/24 CK# 148557	\$637.00
102927S REPAIR/MAINT. OF HVAC	60-42-220-0	637.00
COMPLETE CLEANING COMPANY, INC. (835)	04/09/24 CK# 148558	\$37,408.00
AW15589 GENERAL CLEANING SERVICE	10-42-235-0	720.00
AW15826 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	700.00
AW15826 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	830.00
AW15830 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	620.00
AW15834 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	2,780.00
AW15838 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	1,190.00
AW15846 GENERAL CLEANING SERVICE	10-42-235-0	3,281.00
AW15850 GENERAL CLEANING SERVICE	10-42-235-0	2,150.00
AW15861 REPAIR/MAINT. OF BUILDING	60-42-200-0	5,165.00
AW15866 GENERAL CLEANING SERVICE	10-42-235-0	230.00
AW15878 GENERAL CLEANING SERVICE	10-42-235-0	273.00
AW15888 GENERAL CLEANING SERVICE	10-42-235-0	3,179.00
AW16319 GENERAL CLEANING SERVICE	10-42-235-0	2,660.00
C26836 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	2,090.00

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COMPLETE CLEANING COMPANY, INC. (835) CONTINUED ...		
C26837 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	2,790.00
C26838 GENERAL CLEANING SERVICE	10-42-235-0	8,750.00
CONFERENCE FOOD & BEVERAGE (6685)	04/09/24 CK# 148590	\$11.11
677711 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	11.11
CONFERENCE FOOD & BEVERAGE (6685)	04/09/24 CK# 148597	\$47.84
306384 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	28.32
326378 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	19.52
COURIER NEWS (5321)	04/09/24 CK# 148559	\$520.00
44251621 040224 PERIODICALS	10-44-410-0	520.00
CRAIN'S (6222)	04/09/24 CK# 148585	\$169.00
56FA010A-0002 CC PYMT (6415) FOR PERIODICALS	10-44-410-0	169.00
CROWN AWARDS (6743)	04/09/24 CK# 148587	\$104.97
69882070 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	104.97
DANNY'S PIZZA (6381)	04/09/24 CK# 148585	\$27.00
3132024 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	27.00
DASHLANE USA INC. (5956)	04/09/24 CK# 148586	\$26.48
7991689 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	26.48
DELL MARKETING (4232)	04/09/24 CK# 148586	\$159.36
444474 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	159.36
DEMCO (1000)	04/09/24 CK# 148560	\$807.28
7457099 MATERIALS PROCESSING SUPPLIES	10-43-310-0	150.14
7457370 SMALL LIBRARY EQUIPMENT	10-45-540-0	202.73
7459410 MATERIALS PROCESSING SUPPLIES	10-43-310-0	454.41
DI VENTI DAWN (6738)	04/09/24 CK# 148561	\$125.00
04252024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	125.00
DIGITAL OCEAN (6303)	04/09/24 CK# 148590	\$24.99
477208760 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	24.99
DISPLAYS2GO (6078)	04/09/24 CK# 148585	\$165.48
210108925 CC PYMT (6415) FOR SMALL LIBRARY EQUIPMENT	10-45-540-0	165.48
DOLLAR TREE (6171)	04/09/24 CK# 148595	\$18.99
898092 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	18.99
DUO SECURITY, LLC (6066)	04/09/24 CK# 148585	\$570.00
11151475 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	360.00
11164505 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	210.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093)	04/09/24 CK# 148562	\$125.70
16524 RISK MANAGEMENT: FACILITIES	50-42-210-0	125.70
EBAY (6126)	04/09/24 CK# 148586	\$25.59
318 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	25.59
EBAY (6126)	04/09/24 CK# 148588	\$162.75
25-11262-01075 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	162.75
ELGIN AREA CHAMBER OF COMMERCE (1144)	04/09/24 CK# 148563	\$90.00
1475 CONTINUING ED: REGISTRATION/FEES	10-42-290-1	30.00
1519 CONTINUING ED: REGISTRATION/FEES	10-42-290-1	60.00
ELGIN AREA CHAMBER OF COMMERCE (1144)	04/09/24 CK# 148594	\$30.00
1501 CC PYMT (6424) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	30.00

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ELGIN KEY & LOCK COMPANY (1155) 240384 BUILDING & GROUNDS SUPPLIES	04/09/24 CK# 148564 60-43-320-0	\$6.00 6.00
ELGIN SYMPHONY ORCHESTRA (1165) 236759 CC PYMT (6422) FOR CONTINUING ED: REGISTRATION/FEES	04/09/24 CK# 148592 10-42-290-1	\$224.00 224.00
ERICKSON LAUREN (6753) 04272024 PUBLIC PROGRAMMING:COMMUNITY SVCS	04/09/24 CK# 148565 10-42-230-3	\$500.00 500.00
ETSY (6109) 3236633779 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	04/09/24 CK# 148595 10-42-230-3	\$2.99 2.99
FACEBOOK (6067) 69H8SZF3M2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 724982L3M2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 8AN4C2Y3M2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL AXBCS2U3M2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL HFUER343M2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	04/09/24 CK# 148591 10-42-222-2 10-42-222-2 10-42-222-2 10-42-222-2 10-42-222-2	\$208.25 23.43 75.26 26.32 39.05 44.19
FOLDING PARTITION SERVICES, INC. (5922) 12731 REPAIR/MAINT. OF BUILDING	04/09/24 CK# 148566 60-42-200-0	\$1,630.00 1,630.00
FOX VALLEY ASTRONOMICAL SOCIETY (6737) 03142024 PUBLIC PROGRAMMING:COMMUNITY SVCS	04/09/24 CK# 148567 10-42-230-3	\$100.00 100.00
FOX VALLEY FIRE & SAFETY (1329) IN00676072 MISCELLANEOUS	04/09/24 CK# 148568 60-43-399-0	\$300.50 300.50
FRANK & SONS ENTERPRISES, INC (4545) 2689 REPAIR/MAINT. OF GRDS: RAKOW 2690 REPAIR/MAINT. OF GROUNDS	04/09/24 CK# 148569 60-42-210-5 60-42-210-0	\$2,260.00 700.00 1,560.00
GENO PIZZA (6269) 174619 CC PYMT (6418) FOR FOOD & BEVERAGE: PRAD	04/09/24 CK# 148588 10-43-360-3	\$55.42 55.42
GILPATRICK, KAREN (5886) 054 CONSULT. & PROF. FEES:OTHER	04/09/24 CK# 148570 10-42-225-2	\$780.00 780.00
GRAINGER (1449) 9045849321 SIGNAGE 9047733218 ELECTRICAL SUPPLIES/BULBS 9049569586 ELECTRICAL SUPPLIES/BULBS 9053909561 BUILDING & GROUNDS SUPPLIES 9056507735 MAINTENANCE EQUIPMENT: UNDER \$1000 9056541981 JANITORIAL SUPPLIES 9057728538 MAINTENANCE EQUIPMENT: UNDER \$1000 9061480639 ELECTRICAL SUPPLIES/BULBS 9064674295 BUILDING & GROUNDS SUPPLIES 9066909129 MAINTENANCE EQUIPMENT: UNDER \$1000 9069718691 REPAIR/MAINT. OF BUILDING 9069970243 REPAIR/MAINT. OF HVAC 9071314570 MISCELLANEOUS 9071314588 ELECTRICAL SUPPLIES/BULBS 9073333578 BUILDING & GROUNDS SUPPLIES	04/09/24 CK# 148571 60-43-370-0 10-43-380-0 10-43-380-0 60-43-320-0 60-45-500-2 10-43-370-0 60-45-500-2 10-43-380-0 60-43-320-0 60-45-500-2 60-42-200-0 60-42-220-0 60-43-399-0 10-43-380-0 60-43-320-0	\$2,964.69 107.95 33.56 828.00 21.50 127.62 36.45 121.44 120.70 31.90 374.53 57.67 662.49 198.78 132.96 109.14
GRASSHOPPER (6074) 3272024 CC PYMT (6415) FOR OFFICE SUPPLIES/COMPUTER	04/09/24 CK# 148585 10-43-300-2	\$20.35 20.35
HELM SERVICE (5979) CHI147060C REPAIR/MAINT. HVAC: SOUTH ELGIN CHI147061C REPAIR/MAINT. HVAC: RAKOW CHI147062C REPAIR/MAINT. OF HVAC	04/09/24 CK# 148572 60-42-220-7 60-42-220-5 60-42-220-0	\$7,752.00 208.92 253.33 1,959.00

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HELM SERVICE (5979) CONTINUED ...		
CHI147063C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	338.75
CHI147076C REPAIR/MAINT. OF HVAC	60-42-220-0	3,831.00
CHI195970 REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	1,161.00
HOBBY LOBBY (6133)	04/09/24 CK# 148596	\$110.24
301972 CC PYMT (6426) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	110.24
HODGE KIRK (6386)	04/09/24 CK# 148573	\$650.00
042024 STORAGE/MOVING	10-42-209-0	650.00
HOLIDAY INN (6742)	04/09/24 CK# 148598	\$1,529.12
88009262 CC PYMT (6428) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	1,529.12
HOME DEPOT CREDIT SERVICES (1617)	04/09/24 CK# 148574	\$397.75
1013839 MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	205.73
5012628 BUILDING & GROUNDS SUPPLIES	60-43-320-0	25.46
8013277 BUILDING & GROUNDS SUPPLIES	60-43-320-0	123.38
9024793 BUILDING & GROUNDS SUPPLIES	60-43-320-0	43.18
HUFFMAN, DEBORAH (1650)	04/09/24 CK# 148575	\$402.50
32024 CONSULT. & PROF. FEES:OTHER	10-42-225-2	402.50
HUNTER, REBECCA (1654)	04/09/24 CK# 148576	\$100.00
05022024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	100.00
ILLINOIS LIBRARY ASSOCIATION (3822)	04/09/24 CK# 148577	\$3,200.00
282396 CONTINUING ED: REGISTRATION/FEES	10-42-290-1	3,200.00
IMBERT INTERNATIONAL INC (6714)	04/09/24 CK# 148589	\$377.06
14733-00 CC PYMT (6419) FOR REPAIR/MAINT. OF HVAC	60-42-220-0	377.06
INDIAN DANCE SCHOOL (5584)	04/09/24 CK# 148578	\$500.00
05082024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	500.00
INGRAM (1734)	04/09/24 CK# 148579	\$271.23
67695513 BOOKS/ADULT	10-44-400-1	271.23
INMOTION (6676)	04/09/24 CK# 148590	\$126.15
1662216-5 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	29.99
1662216-7 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	96.16
INNOVATIVE INTERFACES, INC. (1737)	04/09/24 CK# 148580	\$68.25
INV-INC36708 COMPUTER CATALOG SERVICE	10-42-260-0	68.25
INSECT LORE (6245)	04/09/24 CK# 148587	\$38.94
IL965435 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	38.94
JAMF SOFTWARE, LLC (5811)	04/09/24 CK# 148586	\$544.00
100902042 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	544.00
JC LICHT, LLC (5121)	04/09/24 CK# 148581	\$91.71
70241662 BUILDING & GROUNDS SUPPLIES	60-43-320-0	91.71
JIMENEZ, NORA (5812)	04/09/24 CK# 148582	\$282.00
39 PUBLIC PROGRAMMING: TRANSLATION	10-42-230-4	282.00
JOHNSTON, KRISTINA (5680)	04/09/24 CK# 148583	\$246.20
03272024 CONFERENCES: ALL EXPENSES	10-42-290-3	246.20
KANOPY LLC (5682)	04/09/24 CK# 148584	\$599.00
394676 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	599.00
KELLENBERGER ELECTRIC INC. (1880)	04/09/24 CK# 148599	\$5,250.00
31464-.01 REPAIR/MAINT. OF BUILDING	60-42-200-0	5,250.00

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KIWI CO (6744)	04/09/24 CK# 148587	\$59.95
212404 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE	10-44-440-0	59.95
KRISTYN'S CLASSROOM KITCHEN (5909)	04/09/24 CK# 148600	\$150.00
04172024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	150.00
LAKESHORE LEARNING MATERIALS (1957)	04/09/24 CK# 148601	\$369.50
316930031424 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	279.52
350019032624 TOYS & KITS: KIDSPACE	10-44-440-0	89.98
LASER PRO CO., INC. (1983)	04/09/24 CK# 148602	\$2,934.00
136458 OFFICE SUPPLIES/COMPUTER	10-43-300-2	763.00
136459 OFFICE SUPPLIES/COMPUTER	10-43-300-2	843.00
136495 OFFICE SUPPLIES/COMPUTER	10-43-300-2	424.00
136682 OFFICE SUPPLIES/COMPUTER	10-43-300-2	65.50
136687 OFFICE SUPPLIES/COMPUTER	10-43-300-2	838.50
LECTORUM PUBLICATIONS, INC. (2004)	04/09/24 CK# 148603	\$4,067.68
932661 BOOKS/ADULT	10-44-400-1	1,873.45
932800 BOOKS/YOUTH	10-44-400-2	2,194.23
LEXJET (6160)	04/09/24 CK# 148585	\$437.82
221628 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10-43-330-0	437.82
LIBRARY FURNITURE INTERNATIONAL, INC (4706)	04/09/24 CK# 148604	\$29,775.00
QT-4130 FINAL FURNITURE AND FIXTURES	10-45-510-0	29,775.00
LIBRARY IDEAS, LLC (4740)	04/09/24 CK# 148605	\$638.36
111562 AUDIO-VISUAL/YOUTH	10-44-420-2	266.00
111562 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	372.36
LIBRARYWORKS, INC. (6021)	04/09/24 CK# 148585	\$49.00
3152024 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	49.00
M13 GRAPHICS (6283)	04/09/24 CK# 148588	\$85.08
983060 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	85.08
M13 GRAPHICS (6283)	04/09/24 CK# 148591	\$516.40
985594 CC PYMT (6421) FOR PRINTING: OUTSIDE	10-42-240-0	542.24
985594 CC PYMT (6421) FOR PRINTING: OUTSIDE	10-42-240-0	-25.84
MAILGUN TECHNOLOGIES, INC (6058)	04/09/24 CK# 148590	\$80.00
58571944 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	80.00
MARRIOTT (6309)	04/09/24 CK# 148590	\$935.93
41075 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	935.93
MAYTAG (6751)	04/09/24 CK# 148585	\$354.23
779673 CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	354.23
MENARDS (2224)	04/09/24 CK# 148589	\$6,284.81
14559 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	15.98
192983 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	15.42
238222 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	35.46
49737909 CC PYMT (6419) FOR CAPITAL IMPROVEMENTS	10-49-900-0	-272.09
49737909 CC PYMT (6419) FOR CAPITAL IMPROVEMENTS	10-49-900-0	6,166.36
49755608 CC PYMT (6419) FOR CAPITAL IMPROVEMENTS	10-49-900-0	259.00
49997 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	44.79
77538 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	12.57
77548 CC PYMT (6419) FOR MATERIALS PROCESSING SUPPLIES	10-43-310-0	7.32
MIDAMERICA ENERGY SERVICES, LLC (6048)	04/09/24 CK# 148606	\$24,785.97
12033679 ELECTRICITY	10-42-201-0	24,475.40

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDAMERICA ENERGY SERVICES, LLC (6048) CONTINUED ...		
12037183 ELECTRICITY: SOUTH ELGIN	10-42-201-7	310.57
MIDWEST FIRST AID & SAFETY LLC (6609)	04/09/24 CK# 148607	\$142.05
718 RISK MANAGEMENT: FACILITIES	50-42-210-0	142.05
MIDWEST TAPE (2256)	04/09/24 CK# 148608	\$7,175.91
505153774 AUDIO-VISUAL/ADULT	10-44-420-1	146.18
505153775 AUDIO-VISUAL/ADULT	10-44-420-1	179.98
505153775 AUDIO-VISUAL/YOUTH	10-44-420-2	64.99
505153776 AUDIO-VISUAL/ADULT	10-44-420-1	39.99
505153778 AUDIO-VISUAL/ADULT	10-44-420-1	243.65
505153779 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	216.64
505153780 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	56.23
505164379 AUDIO-VISUAL/ADULT	10-44-420-1	628.22
505164379 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	333.60
505187118 AUDIO-VISUAL/ADULT	10-44-420-1	229.96
505187119 AUDIO-VISUAL/ADULT	10-44-420-1	30.58
505187621 AUDIO-VISUAL/ADULT	10-44-420-1	48.72
505187622 AUDIO-VISUAL/ADULT	10-44-420-1	29.22
505187623 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	131.18
505187624 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	63.72
505204426 AUDIO-VISUAL/ADULT	10-44-420-1	844.85
505204426 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	565.22
505210288 AUDIO-VISUAL/ADULT	10-44-420-1	147.19
505210288 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	77.97
505219207 AUDIO-VISUAL/YOUTH	10-44-420-2	755.86
505219208 AUDIO-VISUAL/ADULT	10-44-420-1	139.45
505219208 AUDIO-VISUAL/YOUTH	10-44-420-2	43.47
505219209 AUDIO-VISUAL/ADULT	10-44-420-1	67.60
505220341 AUDIO-VISUAL/ADULT	10-44-420-1	84.98
505220342 AUDIO-VISUAL/ADULT	10-44-420-1	80.90
505220343 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	121.46
505220344 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	236.12
505247809 AUDIO-VISUAL/ADULT	10-44-420-1	179.98
505247809 AUDIO-VISUAL/YOUTH	10-44-420-2	59.99
505247980 AUDIO-VISUAL/ADULT	10-44-420-1	60.70
505247982 AUDIO-VISUAL/ADULT	10-44-420-1	95.98
505247983 AUDIO-VISUAL/ADULT	10-44-420-1	112.45
505247984 AUDIO-VISUAL/ADULT	10-44-420-1	23.99
505247985 AUDIO-VISUAL/ADULT	10-44-420-1	18.73
505247986 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	11.24
505258358 AUDIO-VISUAL/ADULT	10-44-420-1	156.92
505258358 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	64.47
505269499 MATERIAL PROCESSING SERVICES	10-42-265-0	92.40
505269500 MATERIAL PROCESSING SERVICES	10-42-265-0	385.25
505269501 MATERIAL PROCESSING SERVICES	10-42-265-0	27.60
505279639 AUDIO-VISUAL/ADULT	10-44-420-1	54.41
505279641 AUDIO-VISUAL/ADULT	10-44-420-1	98.20
505279642 AUDIO-VISUAL/ADULT	10-44-420-1	34.99
505279643 AUDIO-VISUAL/ADULT	10-44-420-1	22.48
505279643 AUDIO-VISUAL/YOUTH	10-44-420-2	38.21
505279644 AUDIO-VISUAL/ADULT: BRANCH	10-44-420-5	29.99

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MIDWEST TAPE / HOOPLA (6521)	04/09/24 CK# 148609	\$19,172.26
505186638 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	32.99
505270582 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	19,139.27
MOBILE BEACON (5646)	04/09/24 CK# 148597	\$2,575.00
914 CC PYMT (6427) FOR AUDIO-VISUAL/ADULT	10-44-420-1	1,200.00
MB-170157 CC PYMT (6427) FOR AUDIO-VISUAL/ADULT	10-44-420-1	1,375.00
MOFFETT, ROBERT (4526)	04/09/24 CK# 148610	\$686.21
FVTDAQ CONFERENCES: ALL EXPENSES	10-42-290-3	686.21
MONNIT (5592)	04/09/24 CK# 148586	\$160.09
SO1180871 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	160.09
MOTION ARRAY (6745)	04/09/24 CK# 148591	\$29.99
1117376 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	29.99
NEW YORK TIMES (2455)	04/09/24 CK# 148585	\$1,338.90
2152024 CC PYMT (6415) FOR PERIODICALS	10-44-410-0	1,338.90
OTIS ELEVATOR COMPANY (4788)	04/09/24 CK# 148611	\$1,187.78
100401490294 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,187.78
OVERDRIVE, INC. (4535)	04/09/24 CK# 148612	\$2,916.05
01018MA24100379 ELECTRONIC RESOURCES: EBOOKS	10-44-435-2	2,916.05
PARAGON MICRO INC. (4877)	04/09/24 CK# 148613	\$8,979.85
S5151491 CAPITAL IMPROVEMENTS	10-49-900-0	8,199.86
S5155239 COMPUTER MAINTENANCE	10-42-255-2	779.99
PAYPAL, INC (6059)	04/09/24 CK# 148590	\$19.95
143292973 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	19.95
PITNEY BOWES GLOBAL FINANCIAL SERVICES (2685)	04/09/24 CK# 148614	\$362.76
3106599400 SMALL EQUIP MAINT.: OFFICE	10-42-270-2	362.76
PITNEY BOWES RESERVE ACCOUNT (4146)	04/09/24 CK# 148615	\$2,500.00
042024 POSTAGE & SHIPPING	10-42-210-0	2,500.00
PLAYAWAY/FINDAWAY WORLD, LLC (4273)	04/09/24 CK# 148616	\$1,117.94
455744 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	318.19
455824 AUDIO-VISUAL/YOUTH	10-44-420-2	476.47
455824 AUDIO-VISUAL/YOUTH: BRANCH	10-44-420-6	323.28
POSITIVE PROMOTIONS (3770)	04/09/24 CK# 148585	\$869.37
29901915 CC PYMT (6415) FOR MISCELLANEOUS	10-43-399-0	869.37
PRO ACOUSTICS (6740)	04/09/24 CK# 148586	\$75.05
600100050546 CC PYMT (6416) FOR OFFICE SUPPLIES/COMPUTER	10-43-300-2	75.05
RAY SCHRIEBER DISPOSAL (6183)	04/09/24 CK# 148589	\$400.00
3142024 CC PYMT (6419) FOR REPAIR/MAINT. OF BUILDING	60-42-200-0	400.00
RBW STRATEGY (6542)	04/09/24 CK# 148617	\$6,500.00
GLBC MAR24 CONSULT. & PROF. FEES:OTHER	10-42-225-2	6,500.00
RELISH CATERING KITCHEN (6722)	04/09/24 CK# 148618	\$2,145.00
E19581 VOLUNTEERS	10-43-305-0	2,145.00
RELISH CATERING KITCHEN (6722)	04/09/24 CK# 148619	\$2,137.75
E19199 FINAL FOOD & BEVERAGE: ADMIN	10-43-360-0	2,137.75
ROTARY CLUB OF ELGIN (3757)	04/09/24 CK# 148620	\$225.00
0148 CONSIDINE DUES & MEMBERSHIPS	10-42-280-0	225.00

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RUNG NICOLE D. (6754) 05072024 PUBLIC PROGRAMMING:YOUTH	04/09/24 CK# 148621 10-42-230-2	\$475.00 475.00
RYAN AILEEN (6701) LIS765.01 CONTINUING ED: TAP	04/09/24 CK# 148622 10-42-290-4	\$1,275.00 1,275.00
SAM'S CLUB DIRECT (5057) 000039 GUCQHQ FOOD & BEVERAGE: PUBLIC SVCS 002009 GUAZKL FOOD & BEVERAGE: COMMUNITY SVCS	04/09/24 CK# 148623 10-43-360-1 10-43-360-2	\$110.52 90.68 19.84
SETON IDENTIFICATION PRODUCTS (5619) 9355628313 CC PYMT (6415) FOR REPAIR/MAINT. OF BUILDING	04/09/24 CK# 148585 60-42-200-0	\$222.85 222.85
SIGN UP GENIUS (6221) 59B68894-0002 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	04/09/24 CK# 148585 10-42-255-1	\$9.99 9.99
SMART SOURCE (6752) 3252024 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	04/09/24 CK# 148585 10-43-300-1	\$86.08 86.08
SOUND INCORPORATED (3134) D1368793 TELEPHONE/MAINTENANCE & SERVICE D1368896 TELEPHONE/MAINTENANCE & SERVICE	04/09/24 CK# 148624 10-42-203-3 10-42-203-3	\$1,566.00 750.00 816.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393) APRIL 2024 COMMON AREA MAINT: SO ELGIN	04/09/24 CK# 148625 10-42-204-0	\$3,014.46 3,014.46
SOUTHWEST AIRLINES (6250) 4QBCWV CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	04/09/24 CK# 148594 10-42-290-3	\$614.96 614.96
SPOTIFY (6086) 3142024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	04/09/24 CK# 148587 10-42-230-2	\$16.99 16.99
STAPLES BUSINESS CREDIT (3180) 6000613483 OFFICE SUPPLIES/GENERAL 6000613484 DUPLICATING: PAPER/COPY SHOP SUPPL 6000613485 OFFICE SUPPLIES/GENERAL 6000613490 OFFICE SUPPLIES/GENERAL 6000613490 ARTS & CRAFTS SUPPLIES: COMM SVCS	04/09/24 CK# 148626 10-43-300-1 10-43-320-0 10-43-300-1 10-43-300-1 10-43-330-3	\$1,343.75 54.92 1,132.05 119.35 8.85 28.58
STUDIO GC (5252) 21043A.06 SE EXPANSION	04/09/24 CK# 148627 10-49-930-0	\$2,903.82 2,903.82
TARGET (6108) 319479 CC PYMT (6424) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	04/09/24 CK# 148594 10-42-230-3	\$34.10 34.10
TARGET (6108) 341629 CC PYMT (6427) FOR AUDIO-VISUAL/YOUTH 341629 CC PYMT (6427) FOR AUDIO-VISUAL/YOUTH: BRANCH 739295 CC PYMT (6427) FOR AUDIO-VISUAL/YOUTH 739295 CC PYMT (6427) FOR AUDIO-VISUAL/YOUTH: BRANCH	04/09/24 CK# 148597 10-44-420-2 10-44-420-6 10-44-420-2 10-44-420-6	\$513.00 -29.94 -29.94 383.92 188.96
TECH SOUP (4801) 3931645 CC PYMT (6427) FOR AUDIO-VISUAL/ADULT	04/09/24 CK# 148597 10-44-420-1	\$165.00 165.00
TODAY'S UNIFORMS INC. (5402) 244108 SUPPLIES: WORK APPAREL 244204 SUPPLIES: WORK APPAREL	04/09/24 CK# 148628 10-43-301-0 10-43-301-0	\$144.90 59.95 84.95
TOTALLY PROMOTIONAL (6135) Q1869050 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	04/09/24 CK# 148595 10-42-230-3	\$37.05 37.05
TRAINING LLC (6626) 6024 CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEEES	04/09/24 CK# 148593 10-42-290-1	\$1,999.00 1,999.00

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U S POSTMASTER (4528)	04/09/24 CK# 148629	\$6,200.00
042024 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	6,200.00
ULINE (4778)	04/09/24 CK# 148630	\$1,074.03
14597058 GRAPHICS SUPPLIES	10-43-330-0	222.37
175731498 JANITORIAL SUPPLIES	10-43-370-0	723.70
175781044 MATERIALS PROCESSING SUPPLIES	10-43-310-0	127.96
UNIVERSAL CARPET (6741)	04/09/24 CK# 148593	\$5,000.00
291 CC PYMT (6423) FOR CAPITAL IMPROVEMENTS	10-49-900-0	5,000.00
USA BUTTONS (6362)	04/09/24 CK# 148587	\$299.00
3252024 CC PYMT (6417) FOR OFFICE SUPPLIES/GENERAL	10-43-300-1	75.00
3252024 CC PYMT (6417) FOR ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	224.00
VANDYKE SOFTWARE (6739)	04/09/24 CK# 148586	\$431.38
23255 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	431.38
VAUGHAN PLANTSCAPES, INC. (4296)	04/09/24 CK# 148631	\$243.76
64284 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VOLGISTICS (6071)	04/09/24 CK# 148585	\$70.00
484338 CC PYMT (6415) FOR ONLINE COMPUTER SERVICES	10-42-255-1	70.00
VSP OF ILLINOIS (2257)	04/09/24 CK# 148632	\$2,313.41
820064738 HEALTH, DENTAL & VISION INSURANCE	10-41-110-0	2,313.41
WALGREENS (6286)	04/09/24 CK# 148591	\$17.11
320026 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	17.11
WALLGUARD (6115)	04/09/24 CK# 148589	\$249.91
987152 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	249.91
WALMART (6075)	04/09/24 CK# 148585	\$40.70
815600 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	40.70
WALMART (6075)	04/09/24 CK# 148589	\$14.94
50181 CC PYMT (6419) FOR BUILDING & GROUNDS SUPPLIES	60-43-320-0	14.94
WEST SIDE ELECTRIC (6178)	04/09/24 CK# 148589	\$95.32
300123644 CC PYMT (6419) FOR ELECTRICAL SUPPLIES/BULBS	10-43-380-0	95.32
WEX BANK (5012)	04/09/24 CK# 148633	\$505.38
96098013 FUEL/GASOLINE: OTHER	10-43-350-0	149.61
96098013 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	355.77
WHITE CHRIS (6736)	04/09/24 CK# 148634	\$200.00
04102024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
WILD GOOSE CHASE (3616)	04/09/24 CK# 148635	\$3,692.00
240022 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,265.00
240023 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,265.00
240024 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	581.00
240025 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	581.00
WISCONSIN HUMANE SOCIETY (6750)	04/09/24 CK# 148585	\$100.00
484510 CC PYMT (6415) FOR MISCELLANEOUS	10-43-399-0	100.00
WT.COX INFORMATION SERVICES (5041)	04/09/24 CK# 148636	\$5,455.07
3134862 PERIODICALS: BRANCH	10-44-410-5	590.43
3134863 PERIODICALS: BRANCH	10-44-410-5	146.42
3134993 PERIODICALS	10-44-410-0	4,718.22
ZIEGLER'S ACE HARDWARE (111)	04/09/24 CK# 148637	\$339.34
171600/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	23.42

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ZIEGLER'S ACE HARDWARE (111) CONTINUED ...		
171601/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	17.08
171641/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	28.24
171656/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	11.34
171663/A JANITORIAL SUPPLIES	10-43-370-0	52.77
171685/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	104.49
171693/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	13.44
171713/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	6.82
171719/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	6.82
171757/A JANITORIAL SUPPLIES	10-43-370-0	13.29
171793/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	13.29
171817/A JANITORIAL SUPPLIES	10-43-370-0	15.18
171843/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	33.16

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SUMMARY ALL FUNDS

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BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	278,106.95	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	154,913.75	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	43,555.15	*
TOTAL ALL FUNDS			476,575.85	**

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>GENERAL FUND</u>								
<u>SALARIES & BENEFITS</u>								
10-41-100-0	SALARIES & WAGES/ADMINISTRATION	145,320.83	1,127,990.88	65.39	1,725,000	597,009.12	59.37	1,900,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	311,068.53	2,471,646.50	65.30	3,785,000	1,313,353.50	59.27	4,170,200
10-41-102-0	SALARIES & WAGES/SUPPORT	325,002.13	2,358,585.66	63.83	3,695,000	1,336,414.34	57.94	4,071,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	39,235.40	244,953.61	60.48	405,000	160,046.39	54.82	446,800
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	82,420.92	753,730.50	61.03	1,235,000	481,269.50	50.25	1,500,000
10-41-111-0	LIFE INSURANCE	813.04	7,272.21	74.21	9,800	2,527.79	60.60	12,000
*TOTAL	SALARIES & BENEFITS	903,860.85	6,964,179.36	64.16	10,854,800	3,890,620.64	57.56	12,100,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	11,094.80	50,924.43	63.66	80,000	29,075.57	51.96	98,000
10-42-200-5	NATURAL GAS: RAKOW	669.53	1,767.07	41.09	4,300	2,532.93	33.98	5,200
10-42-200-7	NATURAL GAS: SOUTH ELGIN	160.34	1,395.05	33.22	4,200	2,804.95	27.35	5,100
10-42-201-0	ELECTRICITY	17,616.96	172,988.20	69.20	250,000	77,011.80	57.28	302,000
10-42-201-5	ELECTRICITY: RAKOW	2,528.25	15,345.38	43.84	35,000	19,654.62	35.69	43,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	503.57	3,172.48	61.01	5,200	2,027.52	50.36	6,300
10-42-202-0	WATER & SEWER	1,346.00	12,310.45	64.79	19,000	6,689.55	53.52	23,000
10-42-202-5	WATER & SEWER: RAKOW	577.67	3,043.63	60.87	5,000	1,956.37	50.73	6,000
10-42-202-7	WATER & SEWER: SOUTH ELGIN	422.53	2,201.30	91.72	2,400	198.70	75.91	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	1,882.96	15,418.20	21.06	73,200	57,781.80	17.32	89,000
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	595.00	4,770.88	34.82	13,700	8,929.12	28.91	16,500
10-42-203-4	TELEPHONE: MOBILE	140.18	4,823.25	50.77	9,500	4,676.75	40.19	12,000
10-42-204-0	COMMON AREA MAINT: SO ELGIN	6,028.92	24,115.68	66.62	36,200	12,084.32	53.59	45,000
10-42-204-5	REAL ESTATE TAXES	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
10-42-205-0	BANKING FEES	1,181.71	9,345.55	74.17	12,600	3,254.45	58.41	16,000
10-42-206-0	DEBT CERT PRINCIPAL	0.00	125,000.00	100.00	125,000	0.00	95.42	131,000
10-42-206-5	DEBT CERT INTEREST	0.00	6,955.88	56.10	12,400	5,444.12	49.68	14,000
10-42-209-0	STORAGE/MOVING	650.00	6,364.00	75.76	8,400	2,036.00	63.01	10,100
10-42-210-0	POSTAGE & SHIPPING	2,432.92	10,152.24	63.45	16,000	5,847.76	50.76	20,000
10-42-215-0	COLLECTION AGENCY	1,398.70	9,245.96	77.05	12,000	2,754.04	61.64	15,000
10-42-220-2	LEGAL PUBLICATIONS	0.00	1,893.47	94.67	2,000	106.53	75.74	2,500
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	22,235.00	74,936.00	46.84	160,000	85,064.00	39.03	192,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	151.23	11,797.43	44.52	26,500	14,702.57	36.87	32,000
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	120.00	10,787.50	71.92	15,000	4,212.50	59.93	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	12,715.00	50,585.50	33.72	150,000	99,414.50	28.10	180,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	571.29	7,397.63	67.25	11,000	3,602.37	52.84	14,000
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	1,183.04	13,269.88	63.19	21,000	7,730.12	51.04	26,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	4,903.76	22,783.69	52.99	43,000	20,216.31	43.98	51,800
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	0.00	765.49	38.27	2,000	1,234.51	31.90	2,400
10-42-230-5	DIGITAL LITERACY CLASSES	0.00	1,700.00	34.00	5,000	3,300.00	28.33	6,000
10-42-230-6	PUBLIC PROGRAMMING: STUDIO/INFO SVC	0.00	151.43	12.62	1,200	1,048.57	8.91	1,700
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	340.00	2,380.00	43.27	5,500	3,120.00	35.52	6,700
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	0.00	1,000.00	13.33	7,500	6,500.00	10.31	9,700
10-42-235-0	GENERAL CLEANING SERVICE	19,936.00	120,189.68	65.68	183,000	62,810.32	54.14	222,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	5,805.00	26,225.00	55.09	47,600	21,375.00	43.71	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	4,510.00	19,880.00	41.76	47,600	27,720.00	33.13	60,000
10-42-240-0	PRINTING: OUTSIDE	3,357.06	4,474.69	47.10	9,500	5,025.31	37.29	12,000
10-42-245-0	COPIER LEASES	437.45	8,024.35	66.32	12,100	4,075.65	54.22	14,800
10-42-245-1	COPIER LEASES: PRAD	1,642.00	13,136.00	66.34	19,800	6,664.00	54.73	24,000
10-42-245-2	COPIER/VIEWSKAN MAINTENANCE	345.08	5,675.23	25.22	22,500	16,824.77	21.02	27,000
10-42-245-3	COPIER MAINTENANCE: PRAD	1,681.39	13,452.17	63.75	21,100	7,647.83	52.96	25,400
10-42-250-0	BINDING	0.00	706.73	47.12	1,500	793.27	35.34	2,000
10-42-255-1	ONLINE COMPUTER SERVICES	8,447.95	57,286.17	61.66	92,900	35,613.83	49.81	115,000
10-42-255-2	COMPUTER MAINTENANCE	56,620.98	215,496.07	74.31	290,000	74,503.93	61.57	350,000
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	124.94	31,123.21	51.27	60,700	29,576.79	41.50	75,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	1,704.00	58,009.74	36.74	157,900	99,890.26	30.53	190,000
10-42-260-0	COMPUTER CATALOG SERVICE	79.50	30,257.35	98.24	30,800	542.65	77.58	39,000
10-42-265-0	MATERIAL PROCESSING SERVICES	5,997.09	84,975.83	70.81	120,000	35,024.17	57.42	148,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	675.29	23,713.50	118.57	20,000	-3,713.50	91.21	26,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	53.74	3,586.74	35.87	10,000	6,413.26	25.62	14,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	0.00	2,888.70	61.46	4,700	1,811.30	50.68	5,700
10-42-270-3	SMALL EQUIP MAINT: A-V	130.00	520.00	22.61	2,300	1,780.00	18.57	2,800
10-42-275-0	PAYROLL PROCESSING	3,245.50	28,250.30	67.75	41,700	13,449.70	55.39	51,000
10-42-280-0	DUES & MEMBERSHIPS	1,258.00	14,463.67	72.32	20,000	5,536.33	60.27	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	1,333.17	11,125.72	27.81	40,000	28,874.28	23.18	48,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	303.10	2,286.32	28.58	8,000	5,713.68	22.86	10,000
10-42-290-3	CONFERENCES: ALL EXPENSES	1,344.00	18,302.50	33.28	55,000	36,697.50	26.92	68,000
10-42-290-4	CONTINUING ED: TAP	0.00	2,770.00	26.38	10,500	7,730.00	19.79	14,000
10-42-290-5	TELECOMMUTING EXPENSES	0.00	405.00	20.25	2,000	1,595.00	16.88	2,400
10-42-299-0	CONTINGENCY	37.95	1,239.06	24.78	5,000	3,760.94	20.65	6,000
*TOTAL	CONTRACTUAL SERVICES	210,518.55	1,477,251.38	58.74	2,515,000	1,037,748.62	48.51	3,045,000
	<u>SUPPLIES</u>							
10-43-300-1	OFFICE SUPPLIES/GENERAL	965.72	5,024.14	50.24	10,000	4,975.86	43.69	11,500
10-43-300-2	OFFICE SUPPLIES/COMPUTER	1,629.73	17,734.05	53.42	33,200	15,465.95	45.47	39,000
10-43-300-5	DIGITAL SERVICES MERCHANDISE	213.97	488.71	48.87	1,000	511.29	44.43	1,100
10-43-301-0	SUPPLIES: WORK APPAREL	0.00	3,892.74	59.89	6,500	2,607.26	51.22	7,600
10-43-305-0	VOLUNTEERS	87.31	1,027.95	15.81	6,500	5,472.05	13.53	7,600
10-43-310-0	MATERIALS PROCESSING SUPPLIES	2,567.74	9,369.72	50.37	18,600	9,230.28	42.59	22,000
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	930.87	7,448.77	51.37	14,500	7,051.23	43.82	17,000
10-43-330-0	GRAPHICS SUPPLIES	414.19	3,974.25	38.96	10,200	6,225.75	33.12	12,000
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	253.19	2,359.66	58.99	4,000	1,640.34	50.21	4,700
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	71.66	397.92	17.30	2,300	1,902.08	14.47	2,750
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	83.88	1,204.08	57.34	2,100	895.92	49.15	2,450
10-43-335-0	EXHIBITS AND DISPLAYS	277.93	8,590.29	28.63	30,000	21,409.71	24.40	35,200
10-43-340-0	ANIMAL CARE & FEEDING	355.00	2,825.00	65.70	4,300	1,475.00	56.50	5,000
10-43-350-0	FUEL/GASOLINE: OTHER	307.97	2,357.79	39.30	6,000	3,642.21	33.21	7,100
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	68.42	2,211.16	27.64	8,000	5,788.84	23.52	9,400
10-43-360-0	FOOD & BEVERAGE: ADMIN	134.90	859.11	12.63	6,800	5,940.89	10.74	8,000
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	13.50	624.60	23.13	2,700	2,075.40	20.15	3,100
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	231.71	1,520.50	63.35	2,400	879.50	56.31	2,700
10-43-360-3	FOOD & BEVERAGE: PRAD	112.99	492.46	98.49	500	7.54	89.54	550
10-43-360-5	FOOD & BEVERAGE: ACCESS	0.00	0.00	0.00	300	300.00	0.00	350
10-43-360-6	FOOD & BEVERAGE: OTHER	0.00	283.48	11.34	2,500	2,216.52	10.12	2,800
10-43-370-0	JANITORIAL SUPPLIES	8,122.58	60,196.06	71.66	84,000	23,803.94	59.72	100,800
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	169.30	3,437.27	34.37	10,000	6,562.73	29.89	11,500
10-43-399-0	MISCELLANEOUS	380.00	1,716.93	34.34	5,000	3,283.07	29.60	5,800
*TOTAL	SUPPLIES	17,392.56	138,036.64	50.86	271,400	133,363.36	43.14	320,000
	<u>MATERIALS</u>							
10-44-400-0	BOOKS: LEASING	0.00	98,125.47	99.12	99,000	874.53	83.16	118,000
10-44-400-1	BOOKS/ADULT	9,995.55	81,362.26	55.73	146,000	64,637.74	46.63	174,500
10-44-400-2	BOOKS/YOUTH	6,320.44	45,407.14	49.36	92,000	46,592.86	41.28	110,000
10-44-400-4	IN-HOUSE REFERENCE	50.99	677.28	52.10	1,300	622.72	45.15	1,500
10-44-400-5	BOOKS/ADULT: BRANCH	2,154.51	17,367.61	57.89	30,000	12,632.39	48.92	35,500
10-44-400-6	BOOKS/YOUTH: BRANCH	1,511.52	8,787.24	46.25	19,000	10,212.76	39.23	22,400
10-44-410-0	PERIODICALS	0.00	3,214.01	22.17	14,500	11,285.99	18.91	17,000
10-44-410-5	PERIODICALS: BRANCH	728.00	1,849.07	36.98	5,000	3,150.93	31.88	5,800
10-44-420-1	AUDIO-VISUAL/ADULT	5,850.75	48,160.75	47.68	101,000	52,839.25	40.47	119,000
10-44-420-2	AUDIO-VISUAL/YOUTH	436.51	5,993.10	39.95	15,000	9,006.90	35.25	17,000
10-44-420-3	TOYS & KITS: COMM SERVICES	482.55	1,659.79	75.44	2,200	540.21	66.39	2,500

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-44-420-5	AUDIO-VISUAL/ADULT: BRANCH	1,839.40	14,828.31	51.13	29,000	14,171.69	44.93	33,000
10-44-420-6	AUDIO-VISUAL/YOUTH: BRANCH	256.42	2,103.31	32.36	6,500	4,396.69	28.04	7,500
10-44-430-0	DIGITIZATION AND PRESERVATION	7,106.12	11,137.32	65.51	17,000	5,862.68	55.69	20,000
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	0.00	140,434.45	93.62	150,000	9,565.55	78.90	178,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	3,262.00	23,867.84	95.47	25,000	1,132.16	82.30	29,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS	30,241.51	121,663.37	57.93	210,000	88,336.63	48.67	250,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	21,670.32	162,209.02	75.45	215,000	52,790.98	64.37	252,000
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	0.00	53,564.57	100.87	53,100	-464.57	86.39	62,000
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	6,750.28	22,593.09	75.56	29,900	7,306.91	66.45	34,000
10-44-440-0	TOYS & KITS: KIDSPACE	274.22	3,798.22	42.20	9,000	5,201.78	35.50	10,700
10-44-440-1	GAMES: STUDIO	0.00	178.94	35.79	500	321.06	29.82	600
*TOTAL	MATERIALS	98,931.09	868,982.16	68.42	1,270,000	401,017.84	57.93	1,500,000
	<u>EQUIPMENT</u>							
10-45-500-0	COMPUTER EQUIPMENT	31,825.62	151,379.15	65.03	232,800	81,420.85	54.26	279,000
10-45-510-0	FURNITURE AND FIXTURES	62,198.22	80,793.29	40.40	200,000	119,206.71	33.71	239,700
10-45-520-0	OFFICE EQUIPMENT	0.00	5,910.07	29.26	20,200	14,289.93	24.63	24,000
10-45-530-0	AUDIO-VISUAL EQUIPMENT	766.71	4,355.43	21.56	20,200	15,844.57	18.15	24,000
10-45-540-0	SMALL LIBRARY EQUIPMENT	140.63	1,928.12	31.61	6,100	4,171.88	26.41	7,300
10-45-599-0	CONTINGENCY	0.00	276.20	5.52	5,000	4,723.80	4.60	6,000
*TOTAL	EQUIPMENT	94,931.18	244,642.26	50.51	484,300	239,657.74	42.18	580,000
	<u>CAPITAL IMPROVEMENTS</u>							
10-49-900-0	CAPITAL IMPROVEMENTS	13,030.00	46,883.82	11.39	411,500	364,616.18	7.81	600,000
10-49-930-0	SE EXPANSION	1,088.93	5,444.66	0.41	1,321,500	1,316,055.34	0.30	1,820,000
10-49-940-0	HUD GRANT SE EXPEND	0.00	2,290.00	0.00	0	-2,290.00	0.00	0
*TOTAL	CAPITAL IMPROVEMENTS	14,118.93	54,618.48	3.15	1,733,000	1,678,381.52	2.26	2,420,000
**TOTAL	GENERAL FUND	1339,753.16	9,747,710.28	56.91	17,128,500	7,380,789.72	48.82	19,965,000
	<u>I.M.R.F. FUND</u>							
	<u>SALARIES & BENEFITS</u>							
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	69,414.06	531,312.10	64.40	825,000	293,687.90	57.44	925,000
*TOTAL	SALARIES & BENEFITS	69,414.06	531,312.10	64.40	825,000	293,687.90	57.44	925,000
**TOTAL	I.M.R.F. FUND	69,414.06	531,312.10	64.40	825,000	293,687.90	57.44	925,000
	<u>SOCIAL SECURITY FUND</u>							
	<u>SALARIES & BENEFITS</u>							
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	61,493.68	464,669.61	64.54	720,000	255,330.39	56.67	820,000
*TOTAL	SALARIES & BENEFITS	61,493.68	464,669.61	64.54	720,000	255,330.39	56.67	820,000
**TOTAL	SOCIAL SECURITY FUND	61,493.68	464,669.61	64.54	720,000	255,330.39	56.67	820,000
	<u>AUDIT FUND</u>							
	<u>CONTRACTUAL SERVICES</u>							
40-42-200-0	AUDIT EXPENSES	0.00	15,400.00	96.25	16,000	600.00	85.56	18,000
*TOTAL	CONTRACTUAL SERVICES	0.00	15,400.00	96.25	16,000	600.00	85.56	18,000
**TOTAL	AUDIT FUND	0.00	15,400.00	96.25	16,000	600.00	85.56	18,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>LIABILITY INS. FUND</u>								
<u>SALARIES & BENEFITS</u>								
50-41-100-0	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00	32,000	32,000.00	0.00	38,500
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	868.36	4,945.74	30.91	16,000	11,054.26	25.76	19,200
*TOTAL	SALARIES & BENEFITS	868.36	4,945.74	10.30	48,000	43,054.26	8.57	57,700
<u>CONTRACTUAL SERVICES</u>								
50-42-200-0	GENERAL INSURANCE	0.00	-200.00	-0.14	140,000	140,200.00	-0.12	171,500
50-42-210-0	RISK MANAGEMENT: FACILITIES	1,065.86	44,765.92	81.99	54,600	9,834.08	68.24	65,600
50-42-210-1	RISK MANAGEMENT: HR	675.00	5,744.00	48.68	11,800	6,056.00	40.45	14,200
50-42-210-2	RISK MANAGEMENT: PROJECTS	0.00	14,966.09	49.89	30,000	15,033.91	41.57	36,000
*TOTAL	CONTRACTUAL SERVICES	1,740.86	65,276.01	27.61	236,400	171,123.99	22.72	287,300
**TOTAL	LIABILITY INS. FUND	2,609.22	70,221.75	24.69	284,400	214,178.25	20.35	345,000
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	26,835.19	133,410.85	67.72	197,000	63,589.15	56.53	236,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	3,212.08	20,800.84	57.15	36,400	15,599.16	47.71	43,600
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	947.50	2,922.50	29.23	10,000	7,077.50	24.56	11,900
60-42-210-0	REPAIR/MAINT. OF GROUNDS	12,256.40	97,144.57	60.72	160,000	62,855.43	50.65	191,800
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	3,550.00	43,052.80	74.87	57,500	14,447.20	62.58	68,800
60-42-210-7	REPAIR/MAINT. OF GRDS: SOUTH ELGIN	0.00	0.00	0.00	2,500	2,500.00	0.00	2,900
60-42-220-0	REPAIR/MAINT. OF HVAC	16,464.96	93,480.70	71.91	130,000	36,519.30	59.92	156,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	1,211.55	18,353.65	60.18	30,500	12,146.35	50.15	36,600
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	858.92	1,897.39	37.95	5,000	3,102.61	31.62	6,000
60-42-230-0	REPAIR/MAINT. OF OTHER MAINT. EQUIP	0.00	0.00	0.00	6,300	6,300.00	0.00	7,500
60-42-299-0	CONTINGENCY	0.00	13,954.00	27.91	50,000	36,046.00	23.26	60,000
*TOTAL	CONTRACTUAL SERVICES	65,336.60	425,017.30	62.03	685,200	260,182.70	51.76	821,100
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	929.23	15,077.43	65.27	23,100	8,022.57	54.43	27,700
60-43-320-5	BUILDING & GRNDS SUPPL: RAKOW	0.00	347.95	0.00	0	-347.95	0.00	0
60-43-320-7	BUILDING & GRNDS SUPPL: SOUTH ELGIN	0.00	91.64	0.00	0	-91.64	0.00	0
60-43-340-0	CHEMICALS/WATER TREATMENT	0.00	0.00	0.00	1,500	1,500.00	0.00	1,800
60-43-370-0	SIGNAGE	0.00	402.16	7.59	5,300	4,897.84	6.38	6,300
60-43-399-0	MISCELLANEOUS	8.70	1,343.31	26.87	5,000	3,656.69	22.77	5,900
*TOTAL	SUPPLIES	937.93	17,262.49	49.46	34,900	17,637.51	41.40	41,700
<u>EQUIPMENT</u>								
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	284.77	3,559.10	71.18	5,000	1,440.90	59.32	6,000
60-45-510-0	FURNITURE & FIXTURES	0.00	1,097.80	0.00	0	-1,097.80	0.00	0
60-45-599-0	MISCELLANEOUS	0.00	618.90	61.89	1,000	381.10	51.58	1,200
*TOTAL	EQUIPMENT	284.77	5,275.80	87.93	6,000	724.20	73.28	7,200
**TOTAL	BUILDING & EQUIPMENT FUND	66,559.30	447,555.59	61.64	726,100	278,544.41	51.44	870,000
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	143.49	1,015.85	0.00	0	-1,015.85	0.00	0
*TOTAL	CONTRACTUAL SERVICES	143.49	1,015.85	0.00	0	-1,015.85	0.00	0

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>CAPITAL IMPROVEMENTS</u>								
90-50-900-0	CAPITAL EXPENDITURES	0.00	0.00	0.00	500,000	500,000.00	0.00	710,400
*TOTAL	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	500,000	500,000.00	0.00	710,400
**TOTAL	BUILDING RESERVE FUND	143.49	1,015.85	0.20	500,000	498,984.15	0.14	710,400
<u>BRANCH BUILDING PROJECT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
95-42-201-0	CONSTRUCTION EXPENSES	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
**TOTAL	BRANCH BUILDING PROJECT FUND	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
<u>GIFT FUND</u>								
<u>SUPPLIES</u>								
98-43-399-0	GIFT FUND EXPENSES	160.00	4,428.43	5.87	75,500	71,071.57	0.74	600,500
*TOTAL	SUPPLIES	160.00	4,428.43	5.87	75,500	71,071.57	0.74	600,500
**TOTAL	GIFT FUND	160.00	4,428.43	5.87	75,500	71,071.57	0.74	600,500
<u>FUND SUMMARY</u>								
10	GENERAL	1339,753.16	9,747,710.28	56.91	17,128,500	7,380,789.72	48.82	19,965,000
20	I.M.R.F	69,414.06	531,312.10	64.40	825,000	293,687.90	57.44	925,000
30	SOCIAL SECURITY	61,493.68	464,669.61	64.54	720,000	255,330.39	56.67	820,000
40	AUDIT	0.00	15,400.00	96.25	16,000	600.00	85.56	18,000
50	LIABILITY INS.	2,609.22	70,221.75	24.69	284,400	214,178.25	20.35	345,000
60	BUILDING & EQUIPMENT	66,559.30	447,555.59	61.64	726,100	278,544.41	51.44	870,000
90	SPECIAL/BUILDING RESERVE	143.49	1,015.85	0.20	500,000	498,984.15	0.14	710,400
95	BRANCH BUILDING PROJECT	0.00	0.00	0.00	2,391,500	2,391,500.00	0.00	2,566,500
98	GIFT	160.00	4,428.43	5.87	75,500	71,071.57	0.74	600,500
	TOTALS ALL FUNDS	1540,132.91	11,282,313.61	49.77	22,667,000	11,384,686.39	42.07	26,820,400

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	487,478.13	8,204,387.09	51.16	16,037,100	7,832,712.91
10-31	REPLACEMENT TAXES	0.00	229,273.61	61.40	373,400	144,126.39
10-32	INTEREST EARNED	42,623.23	390,941.45	214.80	182,000	-208,941.45
10-33	FINES AND FEES	17,651.94	138,962.33	70.90	196,000	57,037.67
10-34	MISCELLANEOUS INCOME	0.00	1,752.52	109.53	1,600	-152.52
10-35	DEVELOPER FEES	3,338.06	25,672.62	32.09	80,000	54,327.38
10-36	GRANTS	0.00	221,112.83	88.45	250,000	28,887.17
10-39	MISCELLANEOUS	50,122.22	85,220.98	77.19	110,400	25,179.02
**TOTAL	GENERAL FUND	601,213.58	9,297,323.43	53.96	17,230,500	7,933,176.57
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	26,350.06	444,345.43	51.16	868,600	424,254.57
20-31	REPLACEMENT TAXES	0.00	8,143.39	70.20	11,600	3,456.61
**TOTAL	I.M.R.F. FUND	26,350.06	452,488.82	51.41	880,200	427,711.18
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	21,671.07	365,070.86	51.04	715,300	350,229.14
**TOTAL	SOCIAL SECURITY FUND	21,671.07	365,070.86	51.04	715,300	350,229.14
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	492.49	8,353.93	51.25	16,300	7,946.07
**TOTAL	AUDIT FUND	492.49	8,353.93	51.25	16,300	7,946.07
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	9,111.68	151,793.01	51.21	296,400	144,606.99
**TOTAL	LIABILITY INS. FUND	9,111.68	151,793.01	51.21	296,400	144,606.99
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	22,656.15	387,980.00	50.63	766,300	378,320.00
**TOTAL	BUILDING & EQUIPMENT FUND	22,656.15	387,980.00	50.63	766,300	378,320.00
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	3,003.80	24,784.18	247.84	10,000	-14,784.18
**TOTAL	BUILDING RESERVE FUND	3,003.80	24,784.18	247.84	10,000	-14,784.18
<u>BRANCH BUILDING PROJECT FUND</u>						
95-32	INTEREST EARNED	0.00	0.00	0.00	175,000	175,000.00
95-37	GRANTS RECEIVED	0.00	0.00	0.00	2,391,500	2,391,500.00
**TOTAL	BRANCH BUILDING PROJECT FUND	0.00	0.00	0.00	2,566,500	2,566,500.00
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	100.00	20,648.13	20.65	100,000	79,351.87
**TOTAL	GIFT FUND	100.00	20,648.13	20.65	100,000	79,351.87
GRAND TOTAL		684,598.83	10,708,442.36	47.42	22,581,500	11,873,057.64

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	601,213.58	9,297,323.43	53.96	17,230,500	7,933,176.57
20	I.M.R.F	26,350.06	452,488.82	51.41	880,200	427,711.18
30	SOCIAL SECURITY	21,671.07	365,070.86	51.04	715,300	350,229.14
40	AUDIT	492.49	8,353.93	51.25	16,300	7,946.07
50	LIABILITY INS.	9,111.68	151,793.01	51.21	296,400	144,606.99
60	BUILDING & EQUIPMENT	22,656.15	387,980.00	50.63	766,300	378,320.00
90	SPECIAL/BUILDING RESERVE	3,003.80	24,784.18	247.84	10,000	-14,784.18
95	BRANCH BULIDING PROJECT	0.00	0.00	0.00	2,566,500	2,566,500.00
98	GIFT	100.00	20,648.13	20.65	100,000	79,351.87
	TOTALS ALL FUNDS	684,598.83	10,708,442.36	47.42	22,581,500	11,873,057.64

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 19,085,000	\$	12,086,076	63.3%
Fines and Fees	\$ 196,000	\$	138,962	70.9%
Misc Income	\$ 294,000	\$	477,915	162.6%
Developer Fees	\$ 80,000	\$	25,673	32.1%
Grants	\$ 250,000	\$	221,113	88.4%
Total Revenues	<u>\$ 19,905,000</u>	<u>\$</u>	<u>12,949,739</u> *	<u>65.1%</u>
EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 12,447,800	\$	8,492,694	68.2%
Contractual Services	\$ 3,452,600	\$	2,557,375	74.1%
Supplies	\$ 306,300	\$	205,044	66.9%
Materials	\$ 1,270,000	\$	1,021,638	80.4%
Equipment	\$ 490,300	\$	314,065	64.1%
Capital Improvements	\$ 1,733,000	\$	107,018	6.2%
Total Expenditures	<u>\$ 19,700,000</u>	<u>\$</u>	<u>12,697,835</u> **	<u>64.5%</u>

*tax receipts only through 04/04/2024

**invoices posted through 04/04/2024 Payroll through 03/15/2024

Personnel				
FY 2023 24				
	Full Time	Part Time	Total	FTE
MARCH	91	127	218	152.48
New Hires	1	0	1	1.00
Separations	0	0	0	0.00
Current	92	127	219	153.48
MARCH	Hours	# of Vol		
	998	135		
YTD (Jan-Dec 2024)	2,557	199	1.31	
YTD Value of Volunteer Hours				\$ 81,313



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
228	3/14/2024	Failure to follow staff directives Alarming and Disturbing Behavior	Main	1 Year	No	3/14/2025
229	3/14/2024	Failure to follow staff directives Alarming and Disturbing Behavior	Main	1 Year	No	3/14/2025
230	3/11/2024 3/14/2024	Failure to follow staff directives Public Intoxication Alarming and Disturbing Behavior	Main	1 Year	No	3/11/2025
231	3/25/2024	Alarming and Disturbing Behavior Issued a barred notice from the Elgin Police Department	Main	1 Year	Yes	3/25/2025

Executive Summary
Seal Coating Project
Main Facility

In our ongoing commitment to maintain the parking lot's structural integrity, members of the Maintenance Department along with qualified pavement contractors evaluate the pavement conditions each year to determine what type of repairs are needed. Despite the age of the parking lot, it appears to be in overall good condition; serving as a testament of the preventative maintenance program that is currently in place.

Scope of Work:

- Crack-Sealing: Crack-Sealing
- Sealcoat: Sealcoat approximately 140,000 Sq. Ft. of asphalt pavement.
- Parking Lot Markings: Restripe 315 parking bays, repaint all curbs, directional arrows, stop bars, and crosswalk lines.

Submitted Proposals:

- Rose Paving \$19,279.68
- Black Hawk Paving \$19,612.08
- Everest Paving No Response
- Pavement Solutions No Response

Benefits:

Sealcoating serves as a multifaceted solution for parking lot maintenance. It acts as a protective barrier, shielding the asphalt surface from oxidation, water infiltration, and damage caused by chemicals and oil spills, thereby enhancing the parking lot's longevity. Additionally, sealcoating revitalizes the parking lot's appearance, delivering a fresh, uniform surface that elevates its visual appeal and curb appeal. By preventing cracks, deterioration, and other forms of damage, sealcoating serves as a preventive measure, minimizing the necessity for costly repairs or replacements. Ultimately, sealcoating services offer a cost-effective solution compared to the extensive expenses associated with future repairs or reconstruction of the parking lot.

At this time, we are respectfully requesting that the Gail Borden Public Library District Board of Trustees to consider accepting the proposal from Rose Paving, LLC, totaling \$19,279.68, for the specified work. With over 45 years of experience serving Chicago and its surrounding suburbs, Rose Paving, LLC has established itself as a trusted name in pavement maintenance and repair. They have consistently delivered exceptional results for the Gail Borden Public Library District Board, demonstrating their competitiveness in pricing and their commitment to safety and quality. We are confident that Rose Paving, LLC will continue to meet and exceed our expectations with their expertise and dedication.

Respectfully Submitted,

David Considine
Chief Operating Officer
Facilities Management

The GBPLD is committed to the highest possible standards of openness, transparency, and accountability in all its affairs. We wish to promote a culture of honesty and opposition to fraud in all its forms. The purpose of this policy is to provide:

- A clear definition of what we mean by “fraud”.
- A definitive statement to staff forbidding fraudulent activity in all its forms.
- A summary to staff of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
- Guidance to employees as to action which should be taken where they suspect any fraudulent activity.
- Clear guidance as to responsibilities for conducting investigations into fraud related activities. Protection to employees in circumstances where they may be victimized as a consequence of reporting, or being a witness to, fraudulent activities.

Definition

GBPLD defines fraud as:

"The theft or misuse of GBPLD funds or other resources by an employee, officer, vendor, contractor, or an independent third-party provider, which may or may not also involve misstatement of financial documents or records to conceal the theft or misuse."

For example, fraud includes but is not limited to the following:

- Theft of funds or any other GBPLD property.
- Falsification of costs or expenses.
- Forgery or alteration of documents.
- Destruction or removal of records to conceal fraudulent behavior.
- Inappropriate personal use of GBPLD assets.
- Employees seeking or accepting cash, gifts, or other benefits from third parties in exchange for preferment of the third parties in their dealings with GBPLD.
- Blackmail or extortion.
- Paying excessive prices or fees to third parties with the aim of personal gain.

Responsibilities of Employees

Managers

It is the responsibility of managers to be familiar with the types of fraud that might occur in their area, be alert for any indication of fraud or improper activity, and maintain controls to avoid such occurrences. Managers are required to ensure that all staff under their control are given a copy of this policy in a language they can understand and acknowledge its receipt. Managers should also ensure that staff are encouraged to report suspected issues of fraud.

All Staff

It is the responsibility of all employees to carry out their work in such a way as to prevent fraud from occurring in the workplace. Employees must also be alert for occurrences of fraud, be aware that unusual transactions or behaviors could be indications of fraud, and report potential cases of fraud as outlined below.

Reporting Suspected Fraud

Employees are required to report issues of suspected fraud. Employees should report their suspicions as follows:

- To the Chief Executive Officer.
- To the President of the GBPLD Board of Trustees.

Employees who suspect fraud **should not do** any of the following:

- Contact the suspected individual(s) directly in an effort to determine facts, demand explanations, or restitution.
- Discuss the issue with anyone within GBPLD other than the people listed above.
- Discuss the issue with anyone outside of GBPLD, except as required by law.

Additional information can be found in the GBPLD Whistleblower Policy (2.45).

Dealing with Reports of Suspected Fraud

Any suspicions of fraud will be taken seriously by GBPLD. GBPLD expects its managers to deal firmly and quickly with any reports of suspected fraud. Managers receiving reports of suspected fraud must immediately identify the issue and propose actions to the President of the GBPLD Board of Trustees.

Investigation Guidelines

Arrangements must be made for a comprehensive investigation of the issue. The following are responsible for managing these investigations:

- President of the GBPLD Board of Trustees who will bring the issue to:

- Compliance Officer and Secretary of the GBPLD Board of Trustees, or if either of these individuals is implicated to another member of the Executive Committee of the Board.
- The employee's immediate supervisor if the supervisor is not implicated.
- The President of the GBPLD Board of Trustees will assign responsibility to the senior management team and/or other GBPLD Board members to investigate and report back.

All work of the investigation team should be documented, including transcripts of interviews conducted. The conclusion of all fraud investigations must be documented and reported to the GBPLD Board of Trustees. The person(s) who initially reported the suspicions should be informed of the outcome of the investigation, but this should be done only once the report and proposed course of action has been finalized.

Safeguards for Employees

Harassment or Victimization: GBPLD recognizes that the decision to report a suspicion can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. GBPLD, in accordance with its Human Resource Policies, will not tolerate harassment or victimization and will take all practical steps to protect those who raise an issue in good faith. The Whistleblower Protection Act has been expanded to include grant recipients. Under Title 41, United States Code, Section 4712, it is illegal for an employee of a Federal contractor, subcontractor grantee, or subgrantee or personal services contractor to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. Also, under Presidential Policy Directive (PPD-19), an action affecting access to classified information cannot be taken in reprisal for protected whistleblowing.

Confidentiality: GBPLD will endeavor to protect an individual's identity when he or she raises an issue and does not want their name to be disclosed. It should be understood, however, that an investigation of any malpractice may need to identify the source of the information and a statement by the individual may be required as part of the evidence.

Anonymous Allegations: GBPLD discourages anonymous allegations. Issues expressed anonymously will be considered at the discretion of the GBPLD Board Trustees. In exercising this discretion, the factors considered will include:

- The seriousness of the issues raised.
- The credibility of the allegations and the supporting facts.
- The likelihood of confirming the allegation from attributable sources.

Untrue Allegations: If an allegation is made in good faith, but it is not confirmed by an investigation, GBPLD guarantees that no action will be taken against the complainant. If, however, individuals make malicious or vexatious allegations, disciplinary action will be considered against the individual making the allegation.

Actions Arising from Fraud Investigations

Disciplinary procedures: Persons judged guilty of fraud or who have committed gross misconduct may be dismissed. Where appropriate, GBPLD will refer significant fraud to the local law enforcement agencies to initiate criminal prosecution.

Recovery of losses

Where GBPLD has suffered loss, full restitution will be sought of any benefit or advantage obtained and the recovery of costs will be sought from the individual(s) or organizations responsible for the loss. If the individual or organization cannot or will not make good the loss, consideration will be given to taking civil legal action to recover losses. This is in addition to any criminal proceedings which may result.

Review of this Policy

The contents of this Anti-Fraud Policy will be reviewed by the GBPLD Board of Trustees on an annual basis.

References

Referenced GBPLD policies include:

- GBPLD Whistleblower Policy (2.45)

(4/2024)

Overview

Internal controls are the protocols, procedures, and activities that protect GBPLD from financial, operational, and strategic risk. The purpose of this policy is to prevent risk and to ensure that the objectives of compliance are established.

[2 CFR 200.303](#) (Internal Controls) requires that non-Federal entities receiving Federal awards establish and maintain internal control designed to reasonably ensure compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. This policy is guided by the Code of Federal Regulations, *Standards for Internal Control in the Federal Government* (Green Book), and the [COSO Integrated Framework](#) (Committee of Sponsoring Organizations of the Treadway Commission). These publications establish the compliance structure, and the three objectives, five components, and seventeen elements of robust internal controls.

Three Objectives of internal control:

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts, grants, and cooperative agreements

Five components and seventeen elements of internal control

Control Environment	Risk Assessment	Control Activities	Information and Communication	Monitoring Activities
1. Demonstrates commitment to integrity and ethical values. 2. Exercises oversight responsibility. 3. Establishes structure, authority, and responsibility. 4. Demonstrates commitment to competence. 5. Enforces Accountability.	6. Specifies suitable objectives. 7. Identifies and analyzes risk. 8. Assesses fraud risks. 9. Identifies and analyzes significant change.	10. Selects and develops control activities. 11. Selects and develops general controls over technology. 12. Deploys through policies and procedures.	13. Use relevant, quality information. 14. Communicates internally. 15. Communicates externally.	16. Conducts ongoing and/or separate evaluations. 17. Evaluates and communicates deficiencies.

Five Components of Internal Control

Control Environment

Overview

The control environment is the foundation for all other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct and reinforces expectations at various levels. Control environment factors include the integrity, ethical values, and competence of GBPLD personnel; the way management assigns authority and responsibility and organizes and develops its personnel; and the attention and direction provided by the GBPLD Board of Trustees.

Objectives

The Board of Trustees and management should:

1. Conduct business with integrity and ethical behavior.
2. Provide direction and oversight for the internal control system.
3. Hire qualified and competent management.
4. Establish structure, authority, and responsibility, and hold individuals accountable for internal control responsibilities.

Policies

1. The Board of Trustees through management has adopted the GBPLD Personnel Handbook that details policies, expectations, and other employment-related topics.
2. Each employee receives a copy of the Personnel Handbook, which includes a policy on business ethics and conduct, and signs an acknowledgment of receipt.
3. Management has developed job descriptions for each position and reviews employee compliance on an annual basis through performance evaluations.
4. The Board of Trustees uses the budget process as a means of oversight with executive staff.
5. Organizational charts are reviewed for needed changes in authority and responsibility.

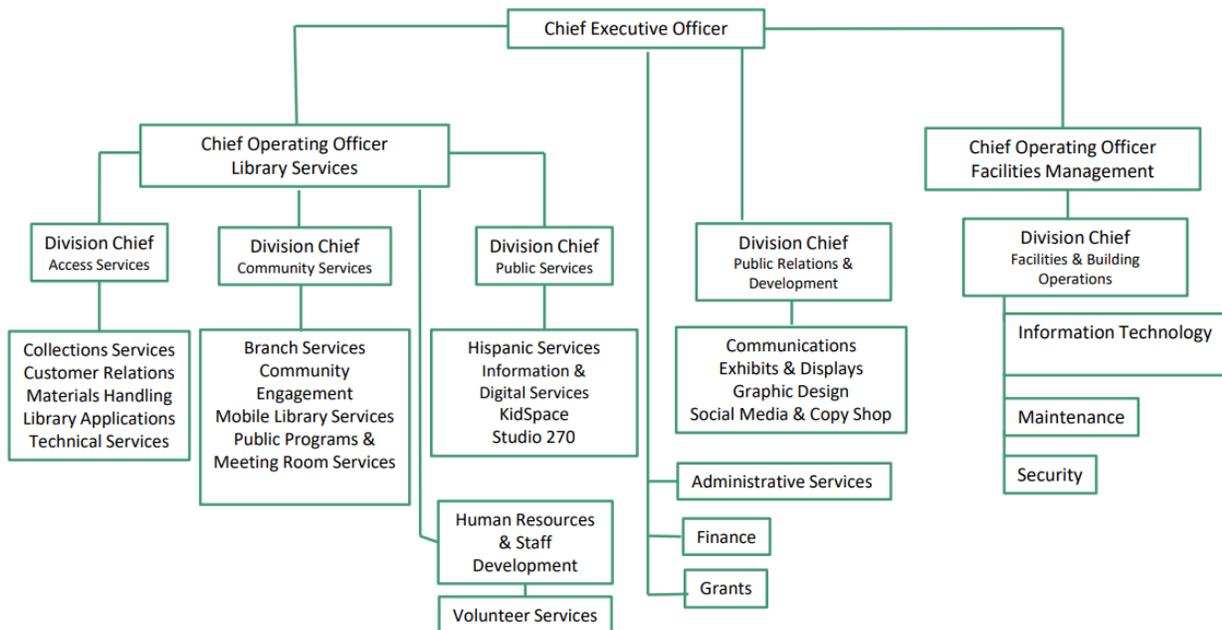
Procedures

- The Chief Executive Officer and senior management review the Personnel Handbook annually to determine needed revisions to comply with federal and state laws, as well as policies of GBPLD.
- The Chief Executive Officer reviews suggested revisions, if any, by senior management and presents the finalized manual to the Board of Trustees for approval.

- Detailed job descriptions with minimum job requirements are maintained for each position within the organization.
- The Chief Executive Officer and senior management review employee job descriptions annually to ensure compliance.
- The Chief Executive Officer and senior management document employee performance through annual employee evaluations.
- The annual budget is prepared by the senior management and the Director of Finance prior to the start of a new fiscal year. It is then submitted to the Chief Executive Officer for review. The Chief Executive Officer recommends it for approval to the Board of Trustees.
- The GBPLD Organizational Chart is reviewed and revised at least annually for accuracy.

Organizational Chart

Board of Trustees



Job Descriptions

Current job descriptions are found in the Administration Office.

Risk Assessment

Overview

GBPLD assesses risk of operations continually. GBPLD has chosen to transfer the most common types of risk through the purchase of appropriate insurance, such as:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation

GBPLD has assessed the risks related to financial matters and compliance issues and has developed appropriate internal controls through the development of policies and procedures contained in the Accounts Receivable, Allowable Costs, Anti-Fraud, Budget Monitoring and Activity Tracking, Cash Management, Expenditure Control, Personnel Handbook, Procurement, and Policies and Procedures Manual. These control activities will not eliminate all risks but will assist with risk reduction and will allow the Board of Trustees to determine that there is reasonable assurance that accurate financial reporting responsibilities and compliance objectives are being met.

Objectives

1. Collections are complete, timely, and accurate.
2. Disbursements are for valid expenses and are accurately recorded.
3. Assets are properly safeguarded.
4. GBPLD complies with local, state, and federal laws, and terms and conditions of award agreements and contracts.

Risks

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded in a timely manner.
4. Disbursements could be unauthorized.
5. Disbursements could be for personal items.

6. Disbursements could be made for items never received.
7. Bank balances may be inaccurate due to failure to reconcile bank accounts.
8. Grant funds could be spent on unallowable items.
9. Terms and conditions of grant and cooperative agreements may not be followed, resulting in having to return funds to the grantor.
10. Federal and pass-through reporting requirements may not be met.

Control Activities

Overview

Control activities are policies and procedures established by management to ensure the risks identified during the risk assessment process are mitigated or reduced to an acceptable level. The significant areas of risk are identified above, and policies and procedures designed as control activities are documented in the Accounts Receivable, Allowable Costs, Anti-Fraud, Budget Monitoring and Activity Tracking, Cash Management, Expenditure Control, Personnel Handbook, Procurement, and Policies and Procedures Manual. These control activities are designed to mitigate the identified risks.

Information and Communication

Overview

Management has the responsibility to adequately communicate information to both internal and external parties. It is important that employees know the objectives, policies, and procedures management has established and what the expectations are for internal controls. External stakeholders may also seek information regarding objectives and reliable financial information.

Objectives

1. Necessary information for achieving GBPLD's objectives is available and used.
2. Necessary information for achieving GBPLD's objectives is internally communicated by management.
3. Necessary information for achieving GBPLD's objectives is externally communicated by management.

Policies

1. Information maintained in a format should be communicated in that same format. For example, if the general ledger is maintained on a computer, the monthly budget to actual reports should be provided through a computer-generated report from that software package.
2. Reliable and accurate information from GBPLD must be communicated to the internal and external people who need it in a timely and useful format.

3. Because the credibility of GBPLD, its Board of Trustees, and its employees is at stake whenever information is released to outside parties, management should be confident the information being released is accurate and in compliance with policies and procedures.
4. The Board of Trustees communicates the types of information required to achieve their objectives and mitigate risk.

Procedures

- The staff of GBPLD are required to submit quality information that allows the Board of Trustees to make informed decisions and evaluate whether the organization is achieving its objectives.
- GBPLD clearly defines lines of communication through the policy manual and organizational chart.
- GBPLD has a written organizational chart for employees to show clear lines of authority (who manages whom) and written job descriptions for all employees and open positions.
- GBPLD's manuals are available to all staff via the public website and the internal shared drive.
- GBPLD abides by Illinois's laws for communicating with external parties, which includes the redaction of sensitive information.
- System-generated reports pulled from various software programs are available in both electronic and printed formats.
- Information presented to the Board of Trustees is provided monthly and is also available upon request.

Monitoring

Overview

The internal control system changes as technology, staff, objectives, and policies change. Senior management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to ensure the controls are being followed.

Objectives

1. Practice activities to monitor the internal control system and evaluate results.
2. Address deficiencies noted in the internal control system in a timely manner.

Policies

1. An annual risk assessment will be conducted to ensure that the internal controls continue to work as designed over time.

2. GBPLD will use information from the risk assessment to establish more efficient and effective operations over time.
3. Accurate and reliable information will be used in decision making.

Procedures

- The Chief Executive Officer and senior management annually evaluate the state of the internal control system and determine any deviations from the designed criteria and the current condition of the system.
- Management decides whether to change the design of the internal control system or implement corrective actions to improve the effectiveness of the existing system. Significant changes will be approved by the Board of Trustees.
- Management will periodically review the procedures outlined in all GBPLD policies and manuals to ensure that policies are being implemented and objectives are being met.
- Financial reports will be generated monthly and reviewed by the Chief Executive Officer.

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- A clear definition of what we mean by “fraud”.
- A definitive statement to staff forbidding fraudulent activity in all its forms.
- A summary to staff of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
- Guidance to employees as to actions which should be taken where they suspect any fraudulent activity.
- Clear guidance as to responsibilities for conducting investigations into fraud related activities. Protection to employees in circumstances where they may be victimized as a consequence of reporting, or being a witness to, fraudulent activities.

References

Referenced GBPLD policies include:

- GBPLD Personnel Handbook
- Accounts Receivable Policy
- Allowable Costs Policy
- Anti-Fraud Policy
- Budget Monitoring and Activity Tracking Policy
- Cash Management Policy

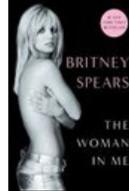
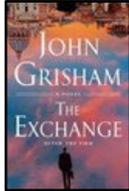
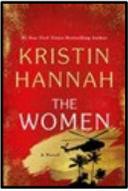
- Expenditure Control Policy
- Procurement Policy
- GBPLD Policies and Procedures Manual

(4/2024)

Access Services – March 2024

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

Top Adult Fiction



Top Adult Nonfiction

Top Adult DVD



Collection Development and Technical Services Departments

Library of Things

What do you have planned for this weekend? I am going to find buried treasure, fight robots, and visit another planet from my backyard. Luckily the library has everything I need to get that done.



Metal Detector



Epson Projector



Nintendo Switch



WiFi Hotspot

Hoopla

Have you heard about Hoopla BingePass?

The section of the Hoopla digital platform gives you seven days of unlimited viewing for one checkout. Options include digital magazines, Great Courses, Hallmark Movies and now the UK acclaimed gardening series "Gardeners' World" and classical music from Medici.tv.



MediaBank Disc Dispenser

Game on! PlayStation 5 and Xbox Series X games are now available at Main Library and the Rakow Branch. Checkout up to five items from the MediaBank for five days.

Customer Relations Department

We welcomed the new Director of Customer Relations, Crissy Barnat to the library March 25. She was previously Head of Circulation Services at the Eola Road Branch of the Aurora Public Library and Clarendon Hills Public Library. She has a master's in library science from Dominican University and we're happy to welcome her to the library staff.



Library Applications

Library Applications completed the migration from one webhosting vendor to another for our website. The new plan and server allows Library Applications more access to logs and settings. This is very helpful for troubleshooting and optimization. The new plan also includes easier backup and restore procedures. Hopefully, our customers will notice the 50% improvement to our page load speed. When it comes to the internet, faster is always better! -Respectfully, Robert Moffett, Division Chief of Access Services

Community Services – March 2024

Branch Library Services

Community Engagement

Mobile Library Services

Mobile Library Services

March was another busy and exciting month for the Mobile Library Services Team, including our participation at **Elgin PD's HeliCOpter Easter Egg Hunt**.

Our **Digital Equity Team** continues to provide dynamic and informative services to our community. Two members of our Digital Equity Team presented a Library Resources showcase to the Senior Learning Group at Edgewater by Del Webb. We were also able to collaborate with Hispanic Services to provide a **Millennial Loteria** program which was incredibly well received.



Our **ReaderShip** Early Literacy Coordinator received a lovely compliment from the Centre of Elgin Preschool: *"It was great seeing you this week! I wanted to send a quick thank you. We really appreciate your visits each year and the students love having you. You do a great job."* She also continues her great work with the EPEL Playgroup, and this month was invited to speak at the Elgin Hispanic Network meeting with our Manager of Digital Equity Services. This is in addition to her busy schedule of preschool visits and the preparatory work she is doing for the Gold Star Partner program.

Our **Bookmobile** team was busy preparing for our 5th Anniversary celebration, which will take place throughout April with drawings, giveaways, and fun surprises.



Our Elementary School Engagement Coordinator visited four schools the month. She also assisted KidSpace with the Battle of the Books final event and sent out the initial Gold Star Partner invitation to participate this summer; 14 having already responded.

Home Services continues to reach out to new patrons in our care and older adult communities. Visits to new buildings in January and February with Life Enrichment have yielded some new registrations and deliveries. Memory Café provided an opportunity to talk to visitors from the Outreach department from the Elmhurst library. We continue to collaborate with Digital Equity Services at Hanover Landing and Elgin Manor with increasing visitors each time. The new Home Services brochures with the contact information for Spanish speakers is now available.

Branch Library Services

Many happy patrons this month! Including a patron who said, *"This is the best library in the world. Not all libraries are like this one."* And after staff helped a patron with copying and printing, the patron was very thankful and said, *"What would we do without our library?"*

Ten Storytimes filled the branches this month, including the special **Superhero Family Storytime**. Kids made their own superhero capes and masks, and they talked about how superheroes live in our everyday lives, not just in books. Children also attended our **Crafty Preschoolers** programs. They made their own Cat in the Hat while learning about patterns and following directions. They also explored with paints and mixing colors. Messy fun!



During Spring Break, families enjoyed **Getting Excited About Science with Mr. Steve**. They even got to help him with his experiments! We hosted Full STEAM Ahead: Homeschool Bubble Gum Science, Fairy Tale Challenge, Creativity Corner: Create a Castle, and Read to Rover. Our Read to Rover handler reports that Trucker has seen some regulars to the program, and they are making wonderful progress with their reading!

We hosted a Microsoft Excel series of classes, self-defense, a home buyer's workshop, Engage Café, and Crafty Cats. KCT's Home Buying Workshop filled the Hoffer Room!

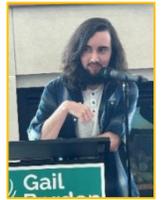
The **Rakow Readers** met to discuss *Just a Regular Boy* by Catherine Ryan Hyde. The **Garden Chat Discussion Group** had a few new participants. The Fox Valley Astronomical Society came out to explain the Eclipse, and the Chair Yoga & Meditation program brought in a crowd. The final event of the month was the **Dundee Scottish Pipe Band** which brought live bagpipe music to the branch, as well as an egg hunt for children.



Rakow Branch received a Monarch Waystation sign and certificate designating our Butterfly Garden as a **certified Monarch Waystation through MonarchWatch.org**. Our Garden is now listed in their database!

Community Engagement

We welcomed Elgin’s new Poet Laureate, the library’s own Aron Ryan from KidSpace. Aron read a selection of recent poems to an audience of 33 people. The program was recorded for the library YouTube channel.



Herstory - Popular local historian Linda Rock helped us celebrate Women’s History Month and the library’s 150th birthday by portraying four unique and interesting women from Elgin’s past. Kathy Abbott and Ann Hayner, great-grandnieces of Katherine Abbott, the library’s longest-serving director, drove out from Chicago and Madison respectively, to attend the program. 83 interested folks attended.

Lost Lady: The Lady Elgin Tragedy--The Shipwreck of the Lady Elgin - Author Paul Timm shared his research, personal connection and book inspired by this American disaster of the Lady Elgin. 45 people attended.

Publish Like a Pro - Niphaphone “Laura” Robertson presented a program about self-publishing. She was joined by seven other local published authors and led a panel discussion. One of Laura’s elementary school teachers surprised her, leading to a heartwarming reunion. *(pictured right)*



Health & Wellness Fair - 300 attendees enjoyed healthy snacks, information, and exercise from generous donors, including Elgin Fresh Market, the YMCA, and Meijer. Around 15 health and wellness organizations set up information tables and chatted with guests. The Lions Club ran vision and hearing tests. The Manager of Public Programs & Meeting Room Services and the Community Connections Coordinator organized this very successful event.



Marguerite, Misty, & Me - Susan Friedland loved reading Marguerite Henry’s iconic *Misty of Chincoteague* books. The author and equestrian delighted a crowd of 35 who grew up loving Henry’s books and horses too. Henry herself lived in Wayne for several years, during which she researched her Misty books at Gail Borden. Attendees were encouraged to bring their Breyer model horses and other memorabilia for an informal show-n-tell. *(Pictured left - Misty fans Carole Medal and Miriam Lytle with Susan Friedland)*

Memory Café - The March outing was a record-breaker—44 people attended, as well as one set of bagpipes, played by SEPD Officer Jim Creighton to celebrate St. Patrick’s Day. Staff from the Elmhurst Public Library attended as they hope to establish a Memory Café soon. The Life Enrichment Manager gave Elmhurst a lot of valuable information.



Congratulations to Tish Calhamer, Director of Community Engagement, who was nominated by the local Rabbi for a YWCA Leadership Award in the Education category.

Outside Groups Use of Meeting Rooms – We received 25 requests with a total of 19 rooms used with 291 in attendance.

Facilities and Building Operations

Board Report

March 2024

MAINTENANCE:

I'm almost getting tired of saying it, but once again we passed a very mild and productive month as March only managed to produce 1" of snow on the 22nd, and 3.5" of total precipitation. Such mild weather really frees all of us to concentrate on our building and equipment and that, as you'll see below, is exactly what we did. March was extremely productive for us, as a department. Every day we were completing work tickets and projects, cleaning and organizing, that we can't always get to when the weather is foul.

- Replaced ignitor on the boiler for 2North Humidifier.
- Replaced emergency batteries in equipment for burglar alarm and door card readers.
- Replaced Electric Panel "F", damaged by 20 years of corrosion, in our Electric Vault.
- Installed 4 "Wet Floor" signs in Youth Service's janitor closet.
- Universal Carpet scheduled for carpet removal and floor replacement in second floor study rooms.
- Set up special Board Mtg for March 12th.
- Resolved a lingering issue with the front door at Rakow. Coordinated with Chicago Dock and Door and eNorman to resolve a problem that turned out to be the main board relay. Chicago Dock and Door also replaced automatic door opener on the inside door. Waiting on parts to replace the locks on the revolving door at Main.
- Contacted Verde Electric about converting front entrance canopy lighting to LED.
- Added Service Lockouts to the 4 AHU Humidifiers on the 3rd floor.
- Loaded a revolving storage cabinet from Mount Prospect Public Library, for Material Handling.
- Added stainless corners to outside elevator on second floor – Main.
- Repaired Baby-changing table in Rakow Family Washroom.
- Made storage for keyboard stand and metal detectors.
- Patched and repainted chalkboard for Early Learning Center.



New Electrical Panel

- Replace the door seals on our two staff dishwasher machines.
- Added base shoe and repaired laminate on baby garden and Early Learning Center.
- Modified cabinet for Library-On-The-Go.
- Demo on second floor desk for Administration. The deck is being rebuilt by Kellenberger.
- Invited & assisted Associated Electric to review replacement of our automatic lighting system.



Base shoe / laminate



New stainless corners



Modified cabinet

- Invited & assisted Kellenberger Electric to review replacement of our automatic lighting system. Kellenberger referred us to lighting engineer David Deering of The Hemmens, Centre, others in Elgin.
- Relocated Thermostat and Humidity sensors for more accurate readings, for RTU1 and RTU2 at Rakow.
- Otis returned to work on a noisy elevator.
- Reorganized, inventoried lighting storeroom in Main, used for Rakow and South bulbs too.



Re-piped heating valve

- Re-piped, installed new 3-way heating valve for Copy Shop. Old one was wrong for 20 years.
- Restocked LED MR-16 bulbs for main.
- Completed Copy Shop HVAC mods, incl. Temps, Reheats, Humidity sensors and calibrated same.
- Installed 15 Discharge Air Sensors to the Administration VAV units, for enhanced

Temp control.

- Cliff Soper boiler techs determined that the controller was bad on #2 boiler. Replaced.
- Meeting & planning w/ Helm Mechanical, to add another thermostat at Rakow Back-room area.
- Replaced bad Supply Water temperature sensor for HVAC heat at Main.
- All new boiler-front sensors ordered for our 3 boilers at Main. All were 20+ years old.
- Fire alarm testing completed @ Rakow and South. No deficiencies noted.

Even as I type this report on April 3rd, under blizzard conditions, I still have high hopes for the coming Spring! Davey Tree Service has already treated our lawns, Keeper of the Green has cut the grass, and J.M. Irrigation will be here later this week to open our irrigation system, to combat this summer's heat.

(Submitted by Terry Gordon – Building Engineer)

SECURITY:

Security Director:

- High elevation areas throughout the main facility were dusted and cleaned by Complete Cleaning



- All Window Cleaners cleaned the windows at the main facility.
- Attended webinars provided by Ryan Dowd/Homeless Training: Substance Abuse.
- Attended professional development webinars provided by Human Resources.



Security Training Coordinator:

- Monthly training for the month of March – Effective Communication Strategies/The Homeless in a Public Space
- Four new employee training courses, including the new Director of Literacy Connection.
- Attended webinars provided by Ryan Dowd/Homeless Training: Substance Abuse
- Working on presentation for Staff Day.

Security Safety Manager:

- Attended webinar "Challenging Employee Conversations". Read several articles from Ryan Dowd regarding homelessness. Continued monitoring of facilities for safety and hazard concerns.

(Submitted by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- IT has spent this month testing the upgrade process of our failover cluster, which includes acting as a file server and print server. The current failover cluster is running on older hardware and software, both of which are out of support. This multi-step upgrade process will take place over the course of the month of April.
- February server and workstation updates have been approved.
- Our phone system underwent multiple updates this month that caused more than a few issues regarding Mitel Connect usability and accessibility. IT has resolved most of these issues.
- The Rakow Branch public computers were having an odd issue where seemingly random computers were not automatically booting up in the morning. IT worked together to troubleshoot this issue and were able to resolve these problems.
- Computers that had Nitro 13 installed have been updated to Nitro 14.
- PDQ Deploy and Inventory have been updated to version 19.3.537.0.
- Most of the staff at Gail Borden Library have been upgraded to Windows 11. There are a few PCs and laptops that we are rounding up and either upgrading, replacing, or discarding. Once this is complete, we will switch our focus to finishing up the patron side. This will involve purchasing more PCs in the new budget year. Finishing up the patron side will be done in sections and should go smoothly.
- Information Technology has been working with three Audio Video vendors to review the Meadows, Elgin, and Grove rooms for an equipment refresh. IT is waiting on proposals to review, critique, and then further discuss what the demands are and compare to what is financially feasible.
- IT has been reviewing different Mobile Device Managers (MDM) for our Apple devices and is currently testing Jamf Pro. Gail Borden currently uses Jamf Now. The switch to Jamf Pro, because we are a Non-For-Profit, would cost less and would enhance our ability to administer our Apple devices.
- Unitrends was updated to 10.8.1-1 this month. This update fixed recovery archive disk management and updated drivers for 25G Fiber NICs, corrected memory assignment issues, and resolved an issue where the UI could hang if the Unitrends Cloud or target appliance could not be reached. The update also resolved UI hanging issues and arbitrary limits for cold copy thresholds, fixed issues related to agent push behavior, and updated security enhancements.

(Submitted 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

March, 2024

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

Keeping Our Community Engaged



Gail Borden Library's 150th Anniversary
The March 19 celebration commemorating the Library's opening on March 19, 1874 was a huge

success with Elgin City Council Person John Steffen portraying Gail Borden as well as Library staff portraying past Library directors Louis Yarwood, Katherine Abbott and Edna Holland with current Library CEO Carole Medal hosting the celebration. More than 200 from the community attended the party and posed for a group photo.

Elgin Mayor Dave Kaptain read a proclamation from the City commemorating the 150th anniversary but also proclaiming 2024 as the Gail Borden Public Library Year in Elgin.

Read the [full article shown on our website here](#), courtesy of the Daily Herald.

PRAD members streamed the 150th library event and took photos. A five-minute history video, created by a video freelancer and PRAD, with historical photographs and video from the past 150 years from GBPL archives, the Illinois Digital Archives, and the Elgin History Museum. [See photos here.](#) [Watch the video here.](#)



The PRAD team worked on the [150th exhibit](#) creating a giant birthday cake, outer space backdrop and photo ops. The Library received hundreds of birthday messages and drawings on a giant card and presents. A clock tower complete with bell replicating the Elgin Watch Factory tower was created. The bell was rung seven times to represent the time of the opening celebration in 1874.

PRAD created several promotions and activities to invite the community to join in the celebration. It filmed a commercial with Nicole Buchanan of Bears Family McDonalds to promote the Library McDouble for \$1.50. PRAD designed and coordinated the installation of banners promoting the 150th inside and outside the Library. A cake-decorating game created by the team got played 555 times.

Women's History Month

The [Celebrating Women's History Month](#) exhibit, on display in March, was created by PRAD and featured Gail Borden librarians, healthcare workers and other extraordinary women. The team filmed a Facebook Reel and Live video featuring a tour of the exhibit.

Triumph of the Spirit: Jewish Athletes Before, During and After the Holocaust

PRAD prepares for this photo exhibit that will be on display starting in April. It tells the stories of the resiliency and spirit of courageous Jewish athletes during the Holocaust. The exhibit is from JCC Chicago, the same partner that brought the award-winning Violins of Hope exhibit to the Library. For more information, visit gailborden.info/growinghope



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

Our content reached more than 97,000 people, Facebook reels more than 61,100 plays and videos more than 37,500 views. The most popular video content was the \$1.50 Library McDouble deal reel by Bear Family McDonald's (English had 53,000 plays, 623 reactions) and the National Barbie Day reel (3,500 plays, 100 reactions).

Popular posts this month included photos of the Book Arch (reached more than 16,100 people, 656 interactions), mom and daughters from Book Sale Preview Night (reached more than 7,100, 97 interactions), and Herstory: Stories of Elgin Women program (reached 6,200 people, 94 interactions).

Other Ways We Kept Our Community Engaged in March

- We hosted the Upstate 8 Art Show, which displayed the art of 100 students from 10 different local high schools.
- We assisted with the volunteer appreciation lunch creating centerpieces, decorations, and a backdrop for photo opportunities.
- Copied 100 custom books for the KidSpace writing club; 800 pieces for Battle of the Books; 420 informational handouts for the upcoming eclipse; and 2,500 informational materials for the 300 Hispanic Service Folders.

We are preparing for the Summer reading challenge by finalizing the summer reading log, which will be included in the May-June print newsletter, as well as interactive games and a moving train. The team is preparing for the summer exhibit, Storyland: A Trip Through Childhood Favorites, that uses three beloved children's books to stimulate early literacy: *The Tale of Peter Rabbit* by Beatrix Potter, *The Snowy Day* by Ezra Jack Keats and *Where's Spot?* by Eric Hill.

We continue to work on the 150th Anniversary Summer Exhibit, Child Abuse Prevention Month in April, Awakenings Photo exhibit in April-May, Open Elgin Museum Crawl, 4th of July parade float and more.



We also continued to work on our 150th National Library Week (April 7 – 13) that will include opportunities for people to share their library stories, get a photo with a police dog and tell us what book turned people into becoming passionate reader.

Thank you, Trustee, Elisa Lara, for providing a passionate story already.



[Elisa Lara's Becoming a Passionate Reader Story.](#)

We have been working the Library Foundation on many upcoming exhibits and a November 2, 5 K race that will coordinate with the Day of the Dead programming.

Respectfully submitted, Denise Raleigh, Division Chief

Public Services –March 2024

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

Digital & Information Services: While wireless printing is one of the top requests we see in the Computer Center, 67.6% of all pages scanned, faxed, copied, or printed on the SimpleScan machines also took place in the Computer Center. We are a printing hub for our community.

The Information Desk had several involved transactions this month which included: writing a business plan, family history research, antique identification and help setting up a YouTube channel, information on the Family Self-Sufficiency program, Federal Census info, among many more questions.

A few of the Public Services team helped portray Librarians of the past at the 150th anniversary celebration on March 19th.

Top cases in Social Services included: helping seniors, referrals for legal services, immigration, and Spanish speaking services. Housing requests with little to no income fell by about 50% this month, but there were still some cases for people who could afford housing but needed assistance with how to search.

Hispanic Services: In March we celebrate *Día Internacional de la Mujer*. An Information Services staff member shared her research about Elgin's Mexican immigrant experience, among other speakers and a guitar player.

Hispanic Services helped celebrate the 150th anniversary, including portraying past library Director Katherine Abbot.

We hosted many of our usual and on-going programs ranging from Citizenship assistance, conversational practice, parent café, financial planning and a lotería game.

We saw about 17 more new card sign-up at our ECC ESL presentation this month. We have been getting more and more requests to visit classrooms at ECC and will be adding additional dates in April.

KidSpace: Spring Break week brought much activity to our spaces with lots of opportunities for literacy learning and a little fun!

On the Wednesday of Spring Break, we counted 105 people on the Early Learning Center side at 11am! We went through more than double the number of crafts we offer in the room during a typical week!



Besides a full slate of programs this month, we also had a *Bunnies in Disguise* scavenger hunt throughout the Youth Room, a *Make Your Own Bunnies in Disguise* activity, sticker mural, lots of crafts and in-house toys. Our Early Learning Center also included a green-themed scavenger hunt, sensory board, *Guess the Number* game, a sandwich shop dramatic play area and more! Both of our rooms were filled with lots of fun and learning activities!



It was the 50th anniversary for *Battle of the Books* this year, which is a program that we bring throughout the U46 school district, along with other partner libraries and schools. One school designed special shirts for the 50th season!

We were excited to receive a donation from a resident of 1000 Beanie Babies. We will certainly be able to use these in future programs and events!

This month we also visited Ellis Middle School, hosted class visits, worked with EPEL on planning *Week of the Young Child*, assisted one of our local preschools with materials for their Literacy Night, participated at the 150th Birthday Celebration, presented at the webinar: “Best Folk & Fairy Tale Picture Books for Preschoolers”, and attended the Illinois Reading Council conference.



Studio 270/DML: The Studio hosted a workshop for the Upstate 8 high school art conference. Students visited the library to view their art pieces and participate in activities. Over Spring Break we hosted hands on craft programs and opened early for teens to enjoy the space.

We gave a tour of the library to Youth Build Elgin, a group working with young adults to get them interested in the trades. Several signed up for library cards. In our growing outreach initiatives, we visited South Elgin High School and Larkin High School groups.



Our Studio volunteers are growing and helped at the book sale, sorted donations, helped prepare materials for KidSpace programs and even painted our window for the 150th celebration.

The Digital Media Lab saw much video editing and music recording. We hosted the returning visit of a Latin band that is using the Studio to record an album. We also assisted a local organization to record and edit a pilot episode for their podcast.



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

Volunteer Services – March 2024



Our first semi-annual Booksale of the year happened in March, and it involved hands-on assistance from 56 volunteers for a whopping 500+ volunteer hours for the month. This does not even include the initial preparation for the sale itself. Volunteers from Summit School assisted with the setup of the DVDs and CDs, proving that “many hands make light work.” We had 107 customers attend Preview Night which set the stage for another successful sale.

We had a new piano player join our team of Volunteers. To an outsider, it may appear to be an easy role to add; however, we are a “unique” venue. First and foremost, we are a working library and not a concert venue. The musician must be able to control the volume so our service desks can still answer phones, and finally, the music that is played must be “light and upbeat”, recognizable by most. Our musician volunteers have a true passion for sharing the love of music with others.

The Hispanic Services Department has been busy adding Volunteer Facilitators to their standing classes. We are also working with Studio 270 volunteers who are in the AP Spanish classes to offer them a spot to assist with our Saturday afternoon Spanish Computer classes. They will be working as a “team” with a seasoned volunteer to assist the students in this class. Students are interviewed for this position, providing valuable experience for their future.



Three handmade baby blankets were delivered to KidSpace during the month of March. This is a remote opportunity that we have for “crafty” people looking to put their talents to use. These blankets are delivered to KidSpace to be used for *BabyFest*, our annual event promoting support for the first-time parent.

March eBay Sales

SELLER: GAILBORDENFOUNDATION270

MARCH 2024

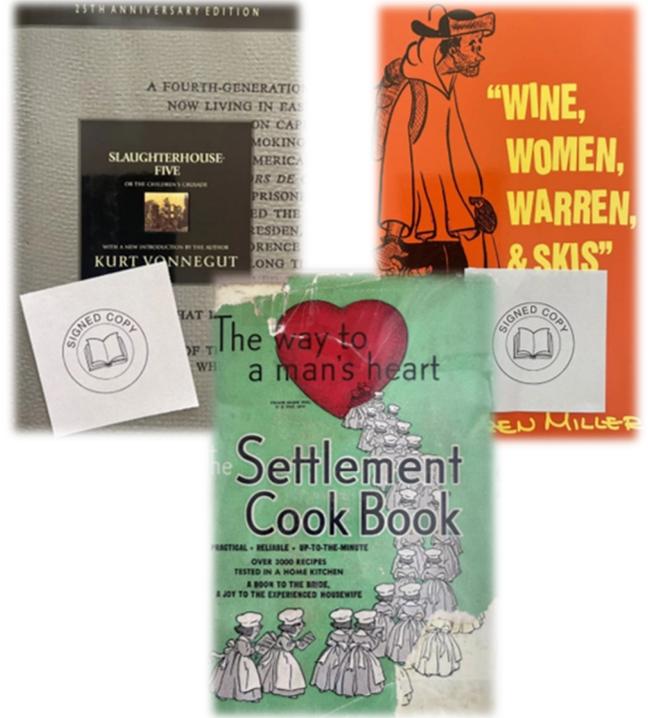
136

PACKAGES SHIPPED

\$2,290

SALES

- Aaron Douglas : African American Modernist by David C. Driskell (2007, former library copy) \$90
- Slaughterhouse-Five :25th Anniversary Ed. by Kurt Vonnegut (1994), SIGNED COPY, \$190
- Vintage Book How to Know the Wildflowers by Mrs. William Starr Dana - Scribner's 1924 \$35
- Wine, Women, Warren, and Skis by Warren A. Miller (1993, Trade PB) SIGNED COPY \$50
- The Essential Mae Brussell PB Alex Constantine Feral House \$50
- Nickelodeon Magazine August 2001 Issue w/ Rugrats Poster nick vintage grown up \$40.
- The Settlement Cookbook- The Way to A Man's Heart 27th Edition 1945 Kander RARE \$25



Volunteer Services by the Numbers:

- Volunteer Hours: 998
- Number of Volunteers: 135
- Volunteer FTE 6.14
- Value of Volunteer: 31,744.35
- Independent Sector Value Figure: \$31.80 as of 4/2023

CYTD:

- CYTD Volunteer Hours: 2,557
- CYTD Number of Volunteers: 199
- CYTD Volunteer FTE 1.31
- Value of Volunteer: \$81,312.60

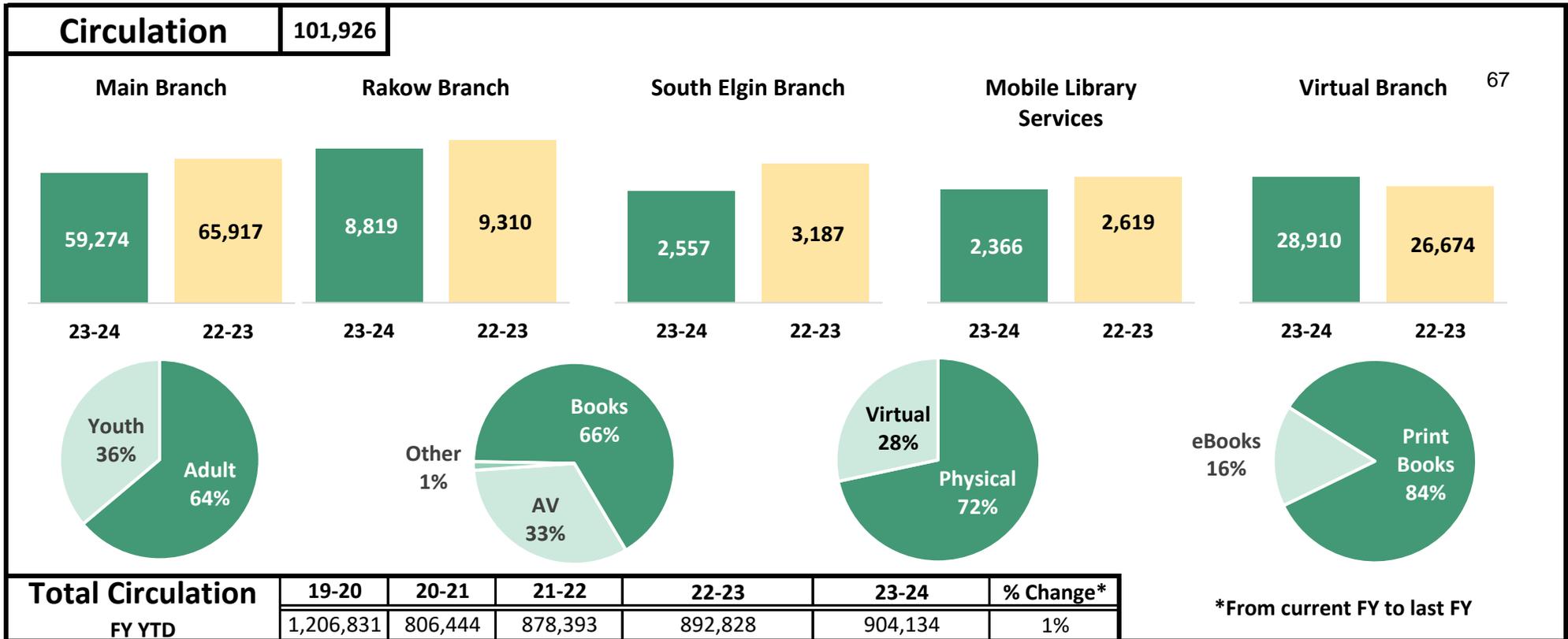
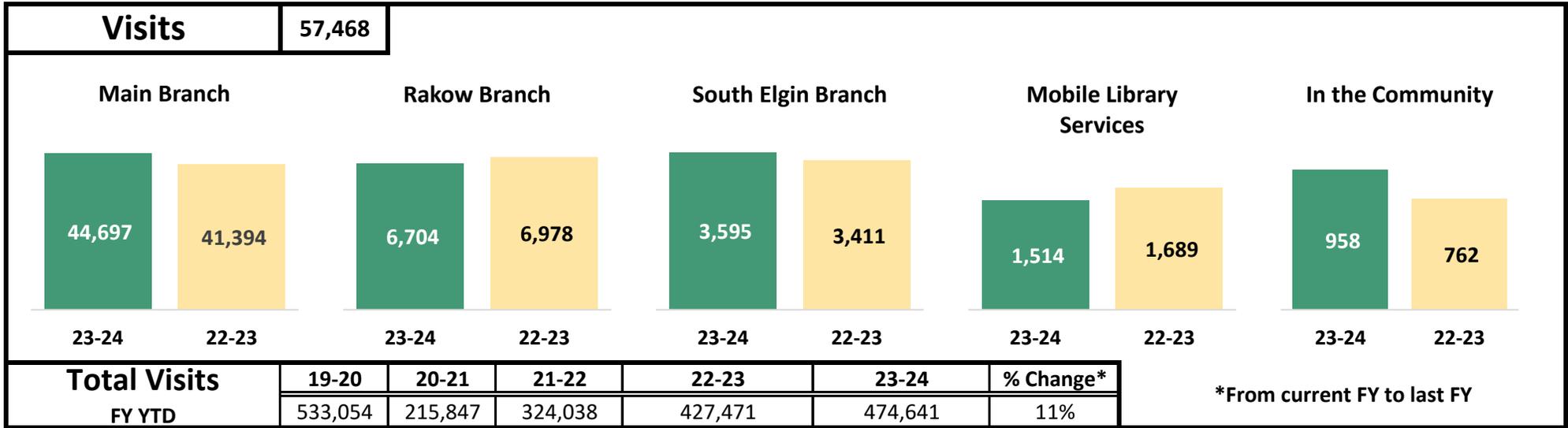
FYTD:

- FYTD Volunteer Hours: 8,301.24
- FYTD Number of Volunteers: 362
- FYTD Volunteer FTE: 4.26
- Value of Volunteer FYTD: \$263,984.52

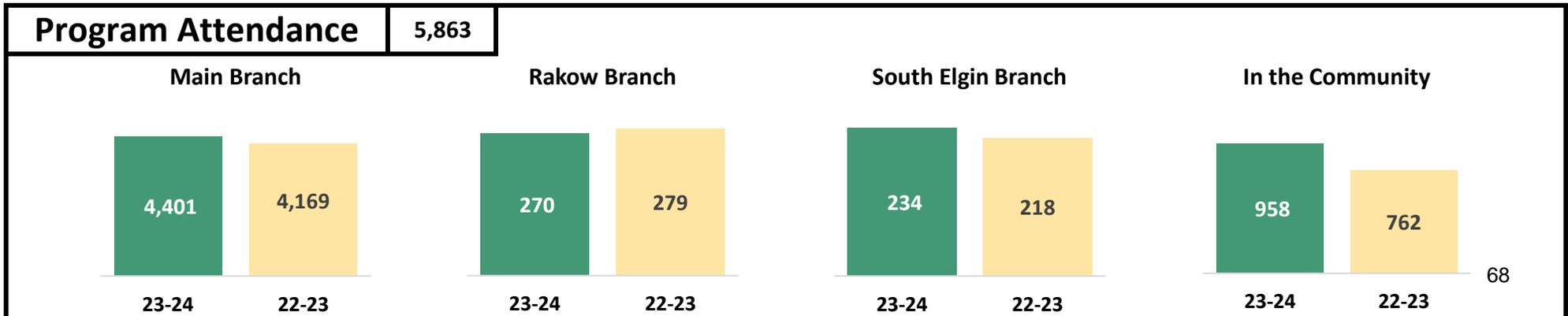
Respectfully Submitted,

Jeanie Ziegler

Manager of Volunteer Services



Library Cards	634				New to District	District Total	District + RBs Total
		23-24	634	75,723	81,908		
		22-23	661	68,943	74,355		
		% Change	-4%	10%	10%		
Total New Cards	21-22	22-23	23-24	% Change*			
FY YTD	4,489	5,204	5,569	7%	*From current FY to last FY		



Total Attendance	19-20	20-21	21-22	22-23	23-24	% Change*	
FY YTD	82,777	6,209	19,846	51,632	56,586	10%	*From current FY to last FY

Program Sessions	In-Person	Virtual	Hybrid
	271	9	8

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	998	14,716	221	112

What affected the numbers this month	March 4th - 18th (Main) Early Voting	March 15th - 31st (Virtual) Chair Tai Chi	March 23rd (Main) Health & Wellness Fair
	March 13th (Main) Battle of the Books Final Event	March 19th (Main) Primary Election Voting	March 28th (Main) Pokemon Science Show!
	March 13th - 17th (Main) Semi-Annual Booksale	March 19th (Main) 150th Birthday Party	March 31st (all facilities) Closed for Easter