



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

October 8, 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
September 10, 2024, Budget and Appropriation Minutes	
September 10, 2024, Regular Board Meeting	
5. Action: Treasurer's Report and Payment of Bills	10
Payment of bills for October 8, 2024, including the list of bills to be paid between October 8, 2024 and November 12, 2024, and all bills over \$10,000.	
6. Correspondence	
7. Reports:	
A. Foundation	
B. Chief Executive Officer	39
8. Action: Ordinance No. 2024-10-1: .02 Percent Building and Equipment	40
Required for building maintenance and repairs, which is incorporated into the total levy.	
9. Action: Ordinance No. 2024-10-2: Levy and Assessment of Taxes	46
Required levy and assessment of taxes to meet library operations.	
10. Action: Engberg Anderson Amendment to Professional Services	66
Added plumbing and electrical scope for the Early Learning Center	
11. Action: Close the Library's Main Building at 4:00pm, on December 6, 2024, for a Gail Borden Public Library District Foundation Event.	
12. Action: Adoption of Gail Borden Public Library District Succession Plan	68
13. Other	
14. Decennial Committee on Local Government Efficiency Act Review of Report.	74
15. Adjournment	87

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Budget and Appropriation Hearing Minutes

270 N. Grove Ave., Elgin, IL

September 10, 2024

6:50 p.m.

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

President Bednar called the meeting to order at 6:53p.m.

There were no comments from the public.

Trustee Bedolla motioned to adjourn; seconded by Henderson. A voice vote resulted in 4 ayes, 0 nays and 3 absent (Garcia, Lara, Prochot).

Meeting adjourned at 6:54 p.m.

Approved October 8, 2024

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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Approved October 8, 2024

/s/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

September 10, 2024

7:00 p.m.

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

President Bednar called the meeting to order at 7:01 p.m.

Public Comment

Randy Hopp commented on the sorter equipment.

Trustee Lara entered the meeting at 7:04 p.m.

Comments for the Good of the Organization

A woman inquired about the line outside at the Main Library. Staff explained that it was for the Mexican Consulate. She responded with “God bless the library. The library is a blessing to the community.” The library received five new five-star Google reviews this month. Comments included “best library in the suburbs” and “there is nothing negative to say about the library other than its not open 24 hours a day.” There was also a comment regarding the Rakow Branch: “marvelous branch of Gail Borden Public Library.”

Symonds motioned to approve the August 13, 2024 Board Meeting minutes as presented; seconded by Bedolla. There was no discussion. Roll call resulted in 5 ayes (Bednar, Bedolla, Henderson, Lara, Symonds), 0 nays and 2 absent (Garcia, Prochot).

Vice President Garcia entered the meeting at 7:07 p.m.

Vice President Garcia moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$252,542.01 and the revised list of bills to be paid prior to the next board meeting; seconded by Symonds. There was a question regarding the purchase from Habitat for Humanity for \$7.59. John Johnson, Director of Security stated the purchase was for a small used desk for the maintenance department. Trustee Symonds recommended considering local vendors first for future projects. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Symonds), 0 nays and 1 absent (Prochot).

There was no correspondence.

CEO Report

The Foam and Bubble party at Rakow along with the Beatles tribute concert at Main brought hundreds of customers to our summer outdoor shows. The library participated in the National Night Out and Elgin’s End of Summer Bash where staff engaged with community. Mobile Services finished their Lords Park Zoo story times for the summer with wonderful attendance. The Davis Road location is almost ready for the Mobile Library Services Department to move in.

It will feature a new, updated space with a brand-new kitchen for staff. Shelves from South Elgin have been relocated to the Market Place in Main, giving it a fresh look, while the shelves from Main have been relocated to Davis Rd. The South Elgin location is busy with renovations, along with weekly construction meetings being held. The Mexican Consulate assisted hundreds of people over the four days they were at Main. The 19th season of Sunday Afternoon Concerts begins this Sunday with the Third Coast Brass Ensemble. October celebrates Hispanic Heritage month with the Ofrenda opening, and the Olmec Heads exhibit. We removed expiration dates from patron accounts once we confirmed their residency in the district by verifying their addresses using our Unique vendor. The Decennial Committee meeting will take place next month, and a draft report will be presented for review and approval at the November meeting. A draft of the Chief Executive Officer's job description and succession plan were given to the board to review and will be discussed at the next meeting.

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

Garcia motioned to approve the 2024-2025 Operating Budget as presented; seconded by Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Symonds), 0 nays and 1 absent (Prochot).

Symonds motioned to approve Ordinance 2024-9-1: Budget & Appropriation as presented; seconded by Garcia. Sara Johnson, Director of Finance explained the process of the Budget and Appropriation ordinance. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Symonds), 0 nays and 1 absent (Prochot).

Henderson motioned to approve Resolution 2024-9-A as presented; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Symonds), 0 nays and 1 absent (Prochot).

Garcia motioned to approve a five-year lease with Lyngsoe Systems for \$546,294.00; seconded by Lara. Brian Hoeg, Division Chief of Facilities & Building Operations, explained the reasons for upgrading the system which includes all new equipment and the difficulties of obtaining parts for the current 14-year-old sorter. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Symonds), 0 nays and 1 absent (Prochot).

Miriam Lytle, Director of Grants gave an update on the HUD grant. Our grant officer is on extended leave, and the new grant officer that has not responded to any correspondence. The grant has not changed from construction to programs as of yet.

CEO Carole Medal reviewed the Employee Health Insurance plans for 2024-2025.

Secretary Henderson left the meeting at 8:03 p.m.

CEO Carole Medal gave a brief update on the library's successful 2024 Summer Reading Program. The program had 4,700 finishers.

Other

Trustee Lara is excited about the upcoming Fiesta Elgin celebration.

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

Meeting adjourned at 8:07 p.m.

Approved October 8, 2024

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

Draft

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

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Approved October 8, 2024

/s/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS TO BE PAID PRIOR TO 11/12/2014

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1000 BULBS		
ELECTRICA SUPPLIES/BULBS	10-43-380-0	\$ 169.52
ACE RELOCATION SYSTEMS		
CAPITAL PROJECTS	10-49-900-0	\$ 1,235.00
ALL WINDOW CLEANING		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 5,100.00
ASSOCIATED ELECTRICAL CONTRACTORS		
REPAIR/MAINT. OF BUILDING- DAVIS RD	60-42-200-9	\$ 1,095.84
BATTERIES PLUS		
MISC	60-43-399-0	\$ 152.64
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 1,740.11
COMPLETE CLEANING		
REPAIR/MAINT. OF BUILDING	60-42-200-*	\$ 9,135.00
ELGIN HISTORY MUSEUM		
PUBLIC PROGRAMMING: COMM SERVICES	10-42-230-3	\$ 50.00
ELGIN KEY & LOCK		
BUILDING & GROUNDS SUPPLIES	60-43-320-0	\$ 56.70
FOX VALLEY FIRE & SAFETY		
RISK MANAGEMENT: FACILITIES	50-42-210-0	\$ 180.00
LASER PRO		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 1,091.00
OCLC		
EBOOKS	10-44-435-2	\$ 13,056.15
OTIS		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 1,925.00
OVERDRIVE		
EBOOKS	10-44-435-2	\$ 4,686.45
RAILS		
ELEC. RESOURCES: IN HOUSE	10-44-435-1	\$ 4,500.00
SAM'S CLUB		
PUBLIC PROG. INFO/STUDIO	10-42-230-6	\$ 112.02
FOOD & BEVERAGE	10-43-360-*	\$ 44.81
SENSOURCE		
COMPUTER MAINT.	10-42-255-2	\$ 2,688.00
SKILLPATH		
CONTINUING ED: REG FEES	10-42-290-1	\$ 249.00
TELUS HEALTH		
HEALTH & DENTAL INS.	10-41-110-2	\$ 3,875.04
ZIEGLER'S ACE HARDWARE		
VARIOUS	MULTIPLE	\$ 147.72
ZOO BEAN		
ELEC. RESOURCES: IN HOUSE	10-44-435-1	\$ 2,765.00

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 11/12/2024

DESCRIPTION		MAXIMUM AMT.
AMAZON		
MULTIPLE	MULTIPLE	\$ 10,000.00
ANCEL GLINK		
CONSULT & PROF FEES: LEGAL	10-42-225-1	\$ 10,000.00
AT&T		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 10,000.00
BLUE CROSS BLUE SHIELD		
HEALTH INSURANCE	10-41-110-0	\$ 120,000.00
CITY OF ELGIN		
WATER & SEWER	10-42-202-*	\$ 9,000.00
COMCAST		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 1,000.00
COMCAST BUSINESS		
ONLINE COMPUTER SERVICES	10-42-255-1	\$ 9,000.00
COMED/NETERA		
ELECTRICITY	10-42-201-*	\$ 52,000.00
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-*	\$ 3,500.00
KONICA MINOLTA BUSINESS SOLUTIONS		
COPIERS/LEASE/MAINT	10-42-245-*	\$ 7,500.00
LIMRICC		
UNEMPLOYMENT COMPENSATION INSURANCE	50-41-110-0	\$ 7,500.00
MACQUARIE EQUIPMENT CAPITAL		
TELEPHONE MAINT. & SERVICE	10-42-230-3	\$ 10,000.00
MEN'S SHED ORGANIZATION		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 500.00
METLIFE		
LIFE INSURANCE	10-41-111-0	\$ 2,000.00
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MIDWEST TAPE/HOOPLA		
EBOOKS	10-44-435-2/3	\$ 30,000.00
NICOR/CONSTELLATION ENERGY/VANGUARD		
NATURAL GAS	10-42-200-*	\$ 50,000.00
PADDOCK PUBLICATION		
LEGAL PUBLICATION	10-42-220-2	\$ 1,500.00
PEERLESS NETWORK		
TELEPHONE / LINE CHARGES	10-42-203-1	\$ 2,500.00
SPECTRUM VOIP		
TELEPHONE MAINT. & SERVICE	10-42-203-3	\$ 2,000.00
T-MOBILE		
COMPUTER MAINTENANCE	10-42-255-2	\$ 3,000.00
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-215-0	\$ 2,000.00
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-*	\$ 6,000.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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HEALTH INSURANCE	10-41-110-0	\$ 120,000.00
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WATER & SEWER	10-42-202-*	\$ 9,000.00
COMCAST		
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COMCAST BUSINESS		
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WATER & SEWER: SE	10-42-202-7	\$ 1,000.00
WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	60-42-200-*	\$ 6,000.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 10/03/24

PAGE: 1

RUN TIME: 12:45PM

BILLS PAID REPORT FOR OCTOBER, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1000 BULBS (5547)	10/08/24 CK# 149501	\$865.80
W04143789 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	143.75
W04145735 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	722.05
1150 DAVIS RD, LLC (6735)	10/08/24 CK# 149502	\$9,866.67
110124C/D LEASE: DAVIS ROAD	10-42-204-9	9,866.67
ABOS (5873)	10/08/24 CK# 149560	\$319.00
7529 CC PYMT (6424) FOR DUES & MEMBERSHIPS	10-42-280-0	49.00
7552 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	135.00
7570 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	135.00
ALGONQUIN AREA PUBLIC LIBRARY (4416)	10/08/24 CK# 149503	\$21.50
10212024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	21.50
ALL WINDOW CLEANING SERVICE, INC. (172)	10/08/24 CK# 149504	\$3,500.00
46728 REPAIR/MAINT. OF BUILDING	60-42-200-0	3,500.00
AMAZON CAPITAL SERVICES (6460)	10/08/24 CK# 149505	\$1,679.20
11LK-VWLM-K14W PUBLIC PROGRAMMING:YOUTH	10-42-230-2	220.82
11LK-VWLM-K14W ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	127.07
149X-F1VJ-K36H OFFICE SUPPLIES/GENERAL	10-43-300-1	7.59
149X-F1VJ-K36H OFFICE SUPPLIES/COMPUTER	10-43-300-2	879.92
149X-F1VJ-K36H BUILDING & GROUNDS SUPPLIES	60-43-320-0	116.98
149X-F1VJ-K36H MISCELLANEOUS	60-43-399-0	24.67
1LMT-6CJV-GLX3 BOOKS: ADULT	10-44-400-1	151.48
1LMT-6CJV-GLX3 BOOKS: YOUTH	10-44-400-2	14.99
1LMT-6CJV-GLX3 AUDIO-VISUAL: ADULT	10-44-420-1	77.73
1LMT-6CJV-GLX3 AUDIO-VISUAL: YOUTH	10-44-420-2	207.98
1LMT-6CJV-GLX3 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	135.97
1VCT-W916-GNQX BUILDING & GROUNDS SUPPLIES	60-43-320-0	-286.00
AMAZON CAPITAL SERVICES (6460)	10/08/24 CK# 149506	\$2,238.55
11M9-V3KR-7D74 BOOKS: ADULT	10-44-400-1	163.50
11M9-V3KR-7D74 IN-HOUSE REFERENCE	10-44-400-4	96.78
11M9-V3KR-7D74 BOOKS: BRANCH ADULT	10-44-400-5	19.77
11M9-V3KR-7D74 AUDIO-VISUAL: ADULT	10-44-420-1	64.93
11QF-9CJM-93ND PUBLIC PROGRAMMING:YOUTH	10-42-230-2	34.77
149T-Q3YJ-91WM PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	31.98
149T-Q3YJ-91WM TOYS & KITS: COMMUNITY SVCS FY25	10-44-440-2	25.00
1CT6-YR37-9FFN PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	19.85
1CT6-YR37-9FFN VEHICLE MAINTENANCE: FACILITIES	10-42-270-1	113.39
1CT6-YR37-9FFN OFFICE SUPPLIES/GENERAL	10-43-300-1	17.78
1CT6-YR37-9FFN OFFICE SUPPLIES/GENERAL	10-43-300-1	39.92
1CT6-YR37-9FFN JANITORIAL SUPPLIES	10-43-370-0	16.44
1CT6-YR37-9FFN COMPUTER EQUIPMENT	10-45-500-0	43.97
1CT6-YR37-9FFN COMPUTER EQUIPMENT	10-45-500-0	151.62
1CT6-YR37-9FFN BUILDING & GROUNDS SUPPLIES	60-43-320-0	35.97
1CT6-YR37-9FFN MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	194.70
1HMJ-37H7-777V OFFICE SUPPLIES/GENERAL	10-43-300-1	1,151.19
1LNG-N9TY-7PWX AUDIO-VISUAL EQUIPMENT	10-45-530-0	16.99
AMAZON CAPITAL SERVICES (6460)	10/08/24 CK# 149507	\$2,044.51
16YL-DMYH-6Q9J PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	88.05
16YL-DMYH-6Q9J ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	37.99
1797-LPPT-DNJ7 SMALL LIBRARY EQUIPMENT	10-45-540-0	67.30
17CL-DTCR-GHC6 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	221.59
17CL-DTCR-GHC6 OFFICE SUPPLIES/GENERAL	10-43-300-1	89.37

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
17CL-DTCR-GHC6 ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	21.90
17CL-DTCR-GHC6 TOYS & KITS: KIDSPACE	10-44-440-0	53.92
19MM-VM6K-FVFT MATERIALS PROCESSING SUPPLIES	10-43-310-0	45.96
19MM-VM6K-FVFT BOOKS: ADULT	10-44-400-1	224.96
19MM-VM6K-FVFT BOOKS: YOUTH	10-44-400-2	35.95
19MM-VM6K-FVFT AUDIO-VISUAL: ADULT	10-44-420-1	145.40
19MM-VM6K-FVFT AUDIO-VISUAL: YOUTH	10-44-420-2	186.78
19MM-VM6K-FVFT SMALL LIBRARY EQUIPMENT	10-45-540-0	13.99
1CPR-69TJ-6LGL OFFICE SUPPLIES/GENERAL	10-43-300-1	154.34
1CPR-69TJ-6LGL ELECTRICAL SUPPLIES/BULBS	10-43-380-0	64.00
1CPR-69TJ-6LGL OFFICE EQUIPMENT	10-45-520-0	369.08
1CPR-69TJ-6LGL CONTINGENCY	10-45-599-0	119.00
1CPR-69TJ-6LGL BUILDING & GROUNDS SUPPLIES	60-43-320-0	25.99
1QHJ-CD4Y-6G3G PUBLIC RELATIONS: GENERAL	10-42-222-2	31.99
1QL6-LTKQ-73CK OFFICE SUPPLIES/GENERAL	10-43-300-1	-16.99
1WKG-T3LQ-GD34 OFFICE SUPPLIES/GENERAL	10-43-300-1	63.94
AMERICAN AIRLINES (6473)	10/08/24 CK# 149552	\$477.44
MVYOTL CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	395.95
MVYOTLB CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	81.49
AMERICAN LIBRARY ASSOCIATION (242)	10/08/24 CK# 149562	\$170.10
26584 CC PYMT (6427) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	170.10
APPLE INC. (5203)	10/08/24 CK# 149553	\$1,754.99
2479367 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	1,705.00
MQFDYJNLKH CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	49.99
ART AND PARTY KINGDOM (6272)	10/08/24 CK# 149508	\$520.00
10182024 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	520.00
AUDIO ENGINEERING (6698)	10/08/24 CK# 149552	\$605.00
54570 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	605.00
BAKER & TAYLOR L0332252 (5119)	10/08/24 CK# 149509	\$605.74
2038546989 BOOKS: ADULT	10-44-400-1	171.36
2038546990 MATERIAL PROCESSING SERVICES	10-42-265-0	26.50
NS24090123 MATERIAL PROCESSING SERVICES	10-42-265-0	407.88
BAKER & TAYLOR L4230502 (5107)	10/08/24 CK# 149510	\$17,808.74
2037950501 B BOOKS: ADULT	10-44-400-1	30.35
2037950502 B MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038496730 BOOKS: YOUTH	10-44-400-2	6.84
2038496731 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038496732 BOOKS: YOUTH	10-44-400-2	5.46
2038496732 BOOKS: BRANCH YOUTH	10-44-400-6	8.55
2038496733 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038496734 BOOKS: YOUTH	10-44-400-2	17.76
2038496734 BOOKS: BRANCH YOUTH	10-44-400-6	8.56
2038496735 MATERIAL PROCESSING SERVICES	10-42-265-0	20.20
2038500156 BOOKS: ADULT	10-44-400-1	45.55
2038500156 BOOKS: BRANCH ADULT	10-44-400-5	62.29
2038500157 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2038500158 BOOKS: ADULT	10-44-400-1	62.28
2038500159 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038503636 BOOKS: ADULT	10-44-400-1	250.70
2038503636 BOOKS: YOUTH	10-44-400-2	225.79
2038503637 MATERIAL PROCESSING SERVICES	10-42-265-0	110.20

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038503638 BOOKS: BRANCH ADULT	10-44-400-5	27.66
2038503639 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038503642 BOOKS: YOUTH	10-44-400-2	18.00
2038503643 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038505748 BOOKS: ADULT	10-44-400-1	184.97
2038505748 BOOKS: YOUTH	10-44-400-2	15.26
2038505748 BOOKS: BRANCH ADULT	10-44-400-5	71.04
2038505749 MATERIAL PROCESSING SERVICES	10-42-265-0	78.10
2038505750 BOOKS: ADULT	10-44-400-1	98.35
2038505750 BOOKS: YOUTH	10-44-400-2	15.25
2038505750 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038505751 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038505752 BOOKS: YOUTH	10-44-400-2	15.26
2038505753 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038508990 BOOKS: ADULT	10-44-400-1	400.43
2038508990 BOOKS: BRANCH ADULT	10-44-400-5	90.78
2038508991 MATERIAL PROCESSING SERVICES	10-42-265-0	132.40
2038508992 BOOKS: ADULT	10-44-400-1	109.50
2038508993 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
2038508994 BOOKS: ADULT	10-44-400-1	18.73
2038508995 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038513791 BOOKS: ADULT	10-44-400-1	114.33
2038513791 BOOKS: YOUTH	10-44-400-2	650.50
2038513791 BOOKS: BRANCH YOUTH	10-44-400-6	136.09
2038513792 MATERIAL PROCESSING SERVICES	10-42-265-0	381.50
2038513793 BOOKS: ADULT	10-44-400-1	15.17
2038513793 BOOKS: YOUTH	10-44-400-2	117.02
2038513793 BOOKS: BRANCH YOUTH	10-44-400-6	111.82
2038513794 MATERIAL PROCESSING SERVICES	10-42-265-0	106.20
2038513795 BOOKS: YOUTH	10-44-400-2	25.16
2038513796 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038516694 BOOKS: ADULT	10-44-400-1	156.92
2038516694 BOOKS: YOUTH	10-44-400-2	947.27
2038516694 BOOKS: BRANCH YOUTH	10-44-400-6	22.16
2038516695 MATERIAL PROCESSING SERVICES	10-42-265-0	363.20
2038516696 BOOKS: YOUTH	10-44-400-2	22.16
2038516696 BOOKS: BRANCH ADULT	10-44-400-5	117.54
2038516696 BOOKS: BRANCH YOUTH	10-44-400-6	265.23
2038516697 MATERIAL PROCESSING SERVICES	10-42-265-0	125.70
2038516698 BOOKS: BRANCH YOUTH	10-44-400-6	37.19
2038516699 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038517592 BOOKS: YOUTH	10-44-400-2	573.00
2038517592 BOOKS: BRANCH YOUTH	10-44-400-6	281.35
2038517593 MATERIAL PROCESSING SERVICES	10-42-265-0	323.90
2038517594 BOOKS: YOUTH	10-44-400-2	153.53
2038517594 BOOKS: BRANCH YOUTH	10-44-400-6	90.94
2038517595 MATERIAL PROCESSING SERVICES	10-42-265-0	88.00
2038517596 BOOKS: YOUTH	10-44-400-2	127.82
2038517596 BOOKS: BRANCH YOUTH	10-44-400-6	13.25
2038517597 MATERIAL PROCESSING SERVICES	10-42-265-0	53.60
2038519012 BOOKS: ADULT	10-44-400-1	168.86
2038519012 BOOKS: YOUTH	10-44-400-2	460.36

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038519012 BOOKS: BRANCH ADULT	10-44-400-5	28.80
2038519012 BOOKS: BRANCH YOUTH	10-44-400-6	247.02
2038519013 MATERIAL PROCESSING SERVICES	10-42-265-0	317.30
2038519014 BOOKS: ADULT	10-44-400-1	43.97
2038519014 BOOKS: YOUTH	10-44-400-2	230.05
2038519014 BOOKS: BRANCH YOUTH	10-44-400-6	22.46
2038519015 MATERIAL PROCESSING SERVICES	10-42-265-0	101.90
2038519016 BOOKS: YOUTH	10-44-400-2	48.08
2038519016 BOOKS: BRANCH ADULT	10-44-400-5	11.51
2038519017 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038519018 BOOKS: ADULT	10-44-400-1	11.51
2038519018 BOOKS: YOUTH	10-44-400-2	16.48
2038519018 BOOKS: BRANCH YOUTH	10-44-400-6	69.89
2038519019 MATERIAL PROCESSING SERVICES	10-42-265-0	41.70
2038519029 BOOKS: ADULT	10-44-400-1	43.23
2038519029 BOOKS: YOUTH	10-44-400-2	514.95
2038519029 BOOKS: BRANCH ADULT	10-44-400-5	19.37
2038519029 BOOKS: BRANCH YOUTH	10-44-400-6	148.85
2038519030 MATERIAL PROCESSING SERVICES	10-42-265-0	429.10
2038519031 BOOKS: ADULT	10-44-400-1	19.37
2038519031 BOOKS: YOUTH	10-44-400-2	148.88
2038519032 MATERIAL PROCESSING SERVICES	10-42-265-0	88.00
2038519033 BOOKS: BRANCH YOUTH	10-44-400-6	11.52
2038519034 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038522144 BOOKS: ADULT	10-44-400-1	121.84
2038522144 BOOKS: YOUTH	10-44-400-2	250.30
2038522144 BOOKS: BRANCH ADULT	10-44-400-5	33.44
2038522144 BOOKS: BRANCH YOUTH	10-44-400-6	71.05
2038522145 MATERIAL PROCESSING SERVICES	10-42-265-0	127.20
2038522146 BOOKS: ADULT	10-44-400-1	33.44
2038522146 BOOKS: YOUTH	10-44-400-2	71.05
2038522146 BOOKS: BRANCH YOUTH	10-44-400-6	13.76
2038522147 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038522148 BOOKS: BRANCH YOUTH	10-44-400-6	14.27
2038522149 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038525959 BOOKS: ADULT	10-44-400-1	236.08
2038525959 BOOKS: YOUTH	10-44-400-2	39.43
2038525959 BOOKS: BRANCH ADULT	10-44-400-5	29.06
2038525960 MATERIAL PROCESSING SERVICES	10-42-265-0	85.40
2038525961 BOOKS: ADULT	10-44-400-1	41.19
2038525962 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038525965 BOOKS: ADULT	10-44-400-1	24.17
2038525966 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038531861 BOOKS: ADULT	10-44-400-1	310.65
2038531861 BOOKS: YOUTH	10-44-400-2	134.80
2038531861 BOOKS: BRANCH ADULT	10-44-400-5	51.87
2038531862 MATERIAL PROCESSING SERVICES	10-42-265-0	164.50
2038531863 BOOKS: ADULT	10-44-400-1	94.01
2038531863 BOOKS: YOUTH	10-44-400-2	29.78
2038531863 BOOKS: BRANCH ADULT	10-44-400-5	20.18
2038531864 MATERIAL PROCESSING SERVICES	10-42-265-0	41.70
2038531865 BOOKS: ADULT	10-44-400-1	42.15

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038531866 MATERIAL PROCESSING SERVICES	10-42-265-0	15.90
2038531867 BOOKS: YOUTH	10-44-400-2	36.97
2038531868 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038534198 BOOKS: ADULT	10-44-400-1	298.44
2038534198 BOOKS: YOUTH	10-44-400-2	249.48
2038534198 BOOKS: BRANCH ADULT	10-44-400-5	132.23
2038534199 MATERIAL PROCESSING SERVICES	10-42-265-0	206.50
2038534200 BOOKS: ADULT	10-44-400-1	132.23
2038534200 BOOKS: YOUTH	10-44-400-2	37.73
2038534201 MATERIAL PROCESSING SERVICES	10-42-265-0	46.00
2038534202 BOOKS: YOUTH	10-44-400-2	16.46
2038534203 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038534205 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038538120 BOOKS: ADULT	10-44-400-1	123.92
2038538120 BOOKS: YOUTH	10-44-400-2	173.86
2038538120 BOOKS: BRANCH ADULT	10-44-400-5	49.30
2038538120 BOOKS: BRANCH YOUTH	10-44-400-6	13.25
2038538121 MATERIAL PROCESSING SERVICES	10-42-265-0	125.10
2038538122 BOOKS: ADULT	10-44-400-1	68.67
2038538122 BOOKS: BRANCH YOUTH	10-44-400-6	13.25
2038538123 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038538124 BOOKS: ADULT	10-44-400-1	19.37
2038538125 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038538126 BOOKS: YOUTH	10-44-400-2	13.25
2038538127 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038540417 BOOKS: ADULT	10-44-400-1	150.02
2038540417 BOOKS: YOUTH	10-44-400-2	271.00
2038540417 BOOKS: BRANCH ADULT	10-44-400-5	34.58
2038540417 BOOKS: BRANCH YOUTH	10-44-400-6	12.67
2038540418 MATERIAL PROCESSING SERVICES	10-42-265-0	165.10
2038540419 BOOKS: ADULT	10-44-400-1	34.58
2038540419 BOOKS: YOUTH	10-44-400-2	12.67
2038540419 BOOKS: BRANCH ADULT	10-44-400-5	120.39
2038540420 MATERIAL PROCESSING SERVICES	10-42-265-0	50.30
2038540421 BOOKS: ADULT	10-44-400-1	12.11
2038540422 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038540423 BOOKS: ADULT	10-44-400-1	11.50
2038540423 BOOKS: YOUTH	10-44-400-2	48.03
2038540423 BOOKS: BRANCH ADULT	10-44-400-5	12.11
2038540424 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2038545770 BOOKS: ADULT	10-44-400-1	240.46
2038545770 BOOKS: YOUTH	10-44-400-2	212.53
2038545770 BOOKS: BRANCH ADULT	10-44-400-5	57.95
2038545771 MATERIAL PROCESSING SERVICES	10-42-265-0	150.90
2038545772 BOOKS: ADULT	10-44-400-1	57.95
2038545772 BOOKS: YOUTH	10-44-400-2	25.62
2038545772 BOOKS: BRANCH ADULT	10-44-400-5	16.14
2038545773 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2038545774 BOOKS: YOUTH	10-44-400-2	12.20
2038545775 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038553726 BOOKS: ADULT	10-44-400-1	370.68
2038553726 BOOKS: YOUTH	10-44-400-2	117.46

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038553726 BOOKS: BRANCH ADULT	10-44-400-5	53.59
2038553726 BOOKS: BRANCH YOUTH	10-44-400-6	77.04
2038553727 MATERIAL PROCESSING SERVICES	10-42-265-0	155.50
2038553728 BOOKS: ADULT	10-44-400-1	83.93
2038553728 BOOKS: YOUTH	10-44-400-2	39.95
2038553728 BOOKS: BRANCH ADULT	10-44-400-5	18.44
2038553729 MATERIAL PROCESSING SERVICES	10-42-265-0	40.70
2038553730 BOOKS: ADULT	10-44-400-1	30.34
2038553730 BOOKS: YOUTH	10-44-400-2	11.41
2038553731 MATERIAL PROCESSING SERVICES	10-42-265-0	14.90
2038553732 BOOKS: YOUTH	10-44-400-2	25.68
2038553733 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
BAKER & TAYLOR L0620012 (5108) 10/08/24 CK# 149511 \$492.54		
2038524178 BOOKS: YOUTH	10-44-400-2	10.70
2038524178 AUDIO-VISUAL: YOUTH	10-44-420-2	44.84
2038547766 BOOKS: YOUTH	10-44-400-2	73.81
2038578879 BOOKS: YOUTH	10-44-400-2	13.76
NS24020145 COMPUTER CATALOG SERVICE	10-42-260-0	349.43
BAKER AND TAYLOR L4229202 (394) 10/08/24 CK# 149512 \$2,564.15		
2038503518 BOOKS: ADULT	10-44-400-1	180.43
2038503518 BOOKS: BRANCH ADULT	10-44-400-5	67.44
2038503519 MATERIAL PROCESSING SERVICES	10-42-265-0	59.90
2038503520 BOOKS: ADULT	10-44-400-1	67.43
2038503520 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038503521 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2038503522 BOOKS: BRANCH ADULT	10-44-400-5	151.54
2038503523 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038514458 BOOKS: ADULT	10-44-400-1	268.43
2038514458 BOOKS: BRANCH ADULT	10-44-400-5	32.84
2038514459 MATERIAL PROCESSING SERVICES	10-42-265-0	66.50
2038514460 BOOKS: ADULT	10-44-400-1	32.84
2038514460 BOOKS: BRANCH ADULT	10-44-400-5	56.18
2038514461 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038514462 BOOKS: BRANCH ADULT	10-44-400-5	89.92
2038514463 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038519029 BOOKS: YOUTH	10-44-400-2	439.67
2038519029 BOOKS: BRANCH YOUTH	10-44-400-6	93.24
2038519031 BOOKS: YOUTH	10-44-400-2	93.24
2038530156 BOOKS: ADULT	10-44-400-1	203.94
2038530156 BOOKS: BRANCH ADULT	10-44-400-5	34.56
2038530157 MATERIAL PROCESSING SERVICES	10-42-265-0	67.20
2038530158 BOOKS: ADULT	10-44-400-1	34.48
2038530158 BOOKS: BRANCH ADULT	10-44-400-5	37.81
2038530159 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038530160 BOOKS: BRANCH ADULT	10-44-400-5	51.86
2038530161 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038530162 BOOKS: ADULT	10-44-400-1	13.32
2038530163 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038547234 BOOKS: ADULT	10-44-400-1	192.66
2038547234 BOOKS: BRANCH ADULT	10-44-400-5	34.01
2038547235 MATERIAL PROCESSING SERVICES	10-42-265-0	54.60

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR OCTOBER, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAYCOM (6848) EQUIPINV_051423 COMPUTER EQUIPMENT	10/08/24 CK# 149513 10-45-500-0	\$880.00 880.00
BLICK ART MATERIALS (1043) 32162694 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10/08/24 CK# 149552 10-43-330-0	\$128.26 128.26
BRADFORD SYSTEMS CORPORATION (546) 63584 SAMLL EQUIP MAINT.: OFFICE	10/08/24 CK# 149514 10-42-270-2	\$500.00 500.00
BRITAIN'S EXPRESS OIL & LUBE (4669) 479897 VEHICLE MAINTENANCE: FACILITIES	10/08/24 CK# 149515 10-42-270-1	\$45.89 45.89
BRODART CO. (571) B6854169 BOOKS: YOUTH B6862255 BOOKS: YOUTH	10/08/24 CK# 149516 10-44-400-2 10-44-400-2	\$70.24 51.36 18.88
BUSINESS MANAGEMENT DAILY (5427) #REN2R02 PERIODICALS	10/08/24 CK# 149517 10-44-410-0	\$349.00 349.00
CANVA (6234) 46809398 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149554 10-42-230-2	\$400.14 400.14
CAPSTONE (651) 38568 ELECTRONIC RESOURCES: DATABASES	10/08/24 CK# 149518 10-44-435-0	\$1,999.00 1,999.00
CASSINELLI, ROBERT (4269) 10182024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149519 10-42-230-2	\$500.00 500.00
CASTANEDA, JUSTIN (5207) 10182024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149520 10-42-230-2	\$100.00 100.00
CDW GOVERNMENT, INC. (842) AA5UT3C OFFICE SUPPLIES/COMPUTER AA6VV6Y COMPUTER EQUIPMENT AA7CA2N COMPUTER EQUIPMENT	10/08/24 CK# 149521 10-43-300-2 10-45-500-0 10-45-500-0	\$1,537.52 752.45 128.24 656.83
CHAMBERS, JIM (5197) 09142024 COMPUTER EQUIPMENT	10/08/24 CK# 149522 10-45-500-0	\$225.16 225.16
CHICAGO SUN-TIMES (5075) 229249 2024 PERIODICALS	10/08/24 CK# 149523 10-44-410-0	\$459.60 459.60
CINCO BOOKS CORP (6838) 50908 BOOKS: ADULT 50908 BOOKS: YOUTH	10/08/24 CK# 149524 10-44-400-1 10-44-400-2	\$65.89 22.95 42.94
CINTAS CORPORATION LOC. #355 (4662) 4204469881 JANITORIAL SUPPLIES 4204588395 JANITORIAL SUPPLIES 4204791670 JANITORIAL SUPPLIES 4205327918 JANITORIAL SUPPLIES 4205330003 JANITORIAL SUPPLIES 4206056650 JANITORIAL SUPPLIES 4206058256 JANITORIAL SUPPLIES 4206791027 JANITORIAL SUPPLIES 4206791938 JANITORIAL SUPPLIES	10/08/24 CK# 149525 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0	\$5,849.09 224.40 57.54 806.00 57.54 1,375.56 108.13 1,598.64 57.54 1,563.74
CITY OF ELGIN (776) 250722 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10/08/24 CK# 149555 10-42-222-2	\$11.00 11.00
CLAYTON, RON (4748) 09282024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149526 10-42-230-2	\$175.00 175.00

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CNA SURETY (5447) 14764765 112024 GENERAL INSURANCE	10/08/24 CK# 149527 50-42-200-0	\$50.00 50.00
COLUNGA, CRISTINA (5491) 10302024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149528 10-42-230-2	\$150.00 150.00
COMFORT FIRST (6206) 19299 BUILDING & GROUNDS SUPPLIES	10/08/24 CK# 149529 60-43-320-0	\$880.00 880.00
COMPLETE CLEANING COMPANY, INC. (835) AW15592 GENERAL CLEANING SERVICE AW15665 REPAIR/MAINT. OF BLDG: RAKOW AW15855 GENERAL CLEANING SERVICE AW16834 GENERAL CLEANING SERVICE C28351 GENERAL CLEANING SERVICE: RAKOW C28352 GENERAL CLEANING SERVICE	10/08/24 CK# 149530 10-42-235-0 60-42-200-5 10-42-235-0 10-42-235-0 10-42-235-5 10-42-235-0	\$16,527.00 720.00 935.00 2,150.00 720.00 2,902.00 9,100.00
CRITICAL MENTION (6639) 2024-23890 ELECT RESOURCES: PUBLIC RELATIONS	10/08/24 CK# 149531 10-44-435-5	\$4,000.00 4,000.00
CROWDPURR.COM (6122) 18201898-0008 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149554 10-42-230-2	\$299.94 299.94
DANNY'S PIZZA (6381) 924024 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10/08/24 CK# 149552 10-43-360-1	\$110.46 110.46
DASHLANE USA INC. (5956) 19236373 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	10/08/24 CK# 149553 10-42-255-1	\$1,800.00 1,800.00
DEMCO (1000) 7540810 SMALL LIBRARY EQUIPMENT 7543031 PUBLIC RELATIONS: GENERAL	10/08/24 CK# 149532 10-45-540-0 10-42-222-2	\$387.01 317.31 69.70
DIAZ JOSE (6627) 09132024 PUBLIC PROGRAMMING:HISPANIC SVCS	10/08/24 CK# 149533 10-42-230-1	\$150.00 150.00
DIGITAL OCEAN (6303) 491387177 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10/08/24 CK# 149557 10-42-255-3	\$25.21 25.21
DUO SECURITY, LLC (6066) 11314243 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	10/08/24 CK# 149553 10-42-255-1	\$360.00 360.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 16883 RISK MANAGEMENT: FACILITIES	10/08/24 CK# 149534 50-42-210-0	\$125.70 125.70
EBAY (6126) 15-12104-89088 CC PYMT (6415) FOR ELECTRICAL SUPPLIES/BULBS	10/08/24 CK# 149552 10-43-380-0	\$108.07 108.07
ELGIN AREA CHAMBER (3748) 0906 AD CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEEES	10/08/24 CK# 149552 10-42-290-1	\$30.00 30.00
ELGIN KEY & LOCK COMPANY (1155) 241366 RISK MANAGEMENT: FACILITIES 241469 BUILDING & GROUNDS SUPPLIES	10/08/24 CK# 149535 50-42-210-0 60-43-320-0	\$278.64 119.50 159.14
ENGBERG ANDERSON, INC. (4014) 23364400-6 CONSULT. & PROF. FEES:OTHER	10/08/24 CK# 149536 10-42-225-2	\$6,153.79 6,153.79
ETHIC ROOFING CO (6025) 1477 REPAIR/MAINT. OF BUILDING 1477 REPAIR/MAINT. OF BLDG: RAKOW	10/08/24 CK# 149537 60-42-200-0 60-42-200-5	\$1,520.00 760.00 760.00
FACEBOOK (6067) D97PVAG7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL UKKPMAL7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10/08/24 CK# 149558 10-42-222-2 10-42-222-2	\$234.57 29.90 15.49

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
FACEBOOK (6067) CONTINUED ...		
V7WXV9G7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	170.56
VMMHRBC7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	10.46
YLQZY9G7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	8.16
FRANK & SONS ENTERPRISES, INC (4545)	10/08/24 CK# 149538	\$3,670.00
2932 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	560.00
2933 REPAIR/MAINT. OF GROUNDS	60-42-210-0	850.00
2946 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	700.00
2947 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,560.00
FRANK'S FRESH MARKET (6842)	10/08/24 CK# 149560	\$10.87
49379 CC PYMT (6424) FOR SMALL LIBRARY EQUIPMENT	10-45-540-0	10.87
FREE PIK (6614)	10/08/24 CK# 149558	\$144.00
7288280 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	144.00
GAYLORD BROS. (1390)	10/08/24 CK# 149539	\$65.93
2881027 MATERIALS PROCESSING SUPPLIES	10-43-310-0	65.93
GILPATRICK, KAREN (5886)	10/08/24 CK# 149540	\$525.00
061 CONSULT. & PROF. FEES:OTHER	10-42-225-2	525.00
GLOBAL ALLIANCE (6474)	10/08/24 CK# 149552	\$36.62
1024497 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	36.62
GRAINGER (1449)	10/08/24 CK# 149541	\$685.02
9239891766 MISCELLANEOUS	60-43-399-0	69.90
9241745752 RISK MANAGEMENT: FACILITIES	50-42-210-0	64.32
9245348710 OFFICE SUPPLIES/GENERAL	10-43-300-1	541.39
9245348728 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	-122.04
9248561723 FURNITURE AND FIXTURES	10-45-510-0	131.45
GRASSHOPPER (6074)	10/08/24 CK# 149553	\$20.28
09 2024 CC PYMT (6416) FOR OFFICE SUPPLIES/COMPUTER	10-43-300-2	20.28
HAZELGROVE, WILLIAM (1543)	10/08/24 CK# 149542	\$250.00
11112024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	250.00
HD SUPPLY FORMALY HOME DEPOT PRO (6777)	10/08/24 CK# 149543	\$477.33
825735749 JANITORIAL SUPPLIES	10-43-370-0	141.48
825988876 JANITORIAL SUPPLIES	10-43-370-0	78.03
828313908 JANITORIAL SUPPLIES	10-43-370-0	257.82
HELM SERVICE (5979)	10/08/24 CK# 149544	\$14,687.10
CH1147454C REPAIR/MAINT. OF HVAC	60-42-220-0	2,330.42
CH1147472C REPAIR/MAINT. HVAC: SOUTH ELGIN	60-42-220-7	215.17
CH1147473C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	260.92
CH1147474C REPAIR/MAINT. OF HVAC	60-42-220-0	2,017.75
CH1147475C REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	348.83
CH1198898 REPAIR/MAINT. OF HVAC	60-42-220-0	2,287.01
CH1198982 REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	7,227.00
HOBBY LOBBY (6133)	10/08/24 CK# 149555	\$67.88
688950 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	67.88
HODGE KIRK (6386)	10/08/24 CK# 149545	\$1,950.00
0901 STORAGE/MOVING	10-42-209-0	650.00
1001 STORAGE/MOVING	10-42-209-0	650.00
1101 STORAGE/MOVING	10-42-209-0	650.00

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HOME DEPOT (6340) 7010240 CC PYMT (6419) FOR MAINTENANCE EQUIPMENT: UNDER \$1000	10/08/24 CK# 149556 60-45-500-2	\$338.94 338.94
HOME DEPOT CREDIT SERVICES (1617) 15039 BUILDING & GROUNDS SUPPLIES 4014701 JANITORIAL SUPPLIES 7014425 ELECTRICAL SUPPLIES/BULBS 8012454 BUILDING & GROUNDS SUPPLIES	10/08/24 CK# 149546 60-43-320-0 10-43-370-0 10-43-380-0 60-43-320-0	\$483.28 84.09 203.19 43.44 152.56
HOMELESS TRAINING INSTITUTE, LLC (5775) 16182 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10/08/24 CK# 149552 10-42-290-1	\$49.00 49.00
HOTJAR (6841) 539391 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10/08/24 CK# 149557 10-42-255-3	\$374.40 374.40
HR SOURCE (5857) 57322 CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEES	10/08/24 CK# 149559 10-42-290-1	\$329.00 329.00
HUFFMAN, DEBORAH (1650) 92024 CONSULT. & PROF. FEES:OTHER	10/08/24 CK# 149547 10-42-225-2	\$210.00 210.00
IDEAHAPPY (6845) 1087 CC PYMT (6415) FOR PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149552 10-42-230-2	\$54.99 54.99
IKEA (6840) 462958055 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE	10/08/24 CK# 149554 10-44-440-0	\$75.94 75.94
ILLINOIS LIBRARY ASSOCIATION (3822) 294591 CONFERENCES: ALL EXPENSES	10/08/24 CK# 149548 10-42-290-3	\$325.00 325.00
ITRE S.R.L. (4924) 11/24 COMPUTER MAINTENANCE	10/08/24 CK# 149549 10-42-255-2	\$12,994.00 12,994.00
J.M. IRRIGATION, INC. (1817) 74101 REPAIR/MAINT. OF GROUNDS	10/08/24 CK# 149550 60-42-210-0	\$277.56 277.56
JEWEL-OSCO (1632) 112853 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	10/08/24 CK# 149552 10-42-230-1	\$20.69 20.69
KANOPY LLC (5682) 419269-PPU ELECTRONIC RESOURCES: STREAMING	10/08/24 CK# 149551 10-44-435-3	\$679.00 679.00
KD REPAIR (6042) 34276 VEHICLE MAINTENANCE: MOBILE SVCS	10/08/24 CK# 149563 10-42-270-0	\$335.00 335.00
KIDZ JUMP INC- BOUNCE HOUSE PARTY RENT (6833) 09302024 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149561 10-42-230-3	\$-25.00 -25.00
KIWANIS CLUB OF ELGIN (3793) 8331 DUES & MEMBERSHIPS	10/08/24 CK# 149564 10-42-280-0	\$100.00 100.00
KRUEGER INTERNATIONAL, INC. (3996) 554950 FURNITURE AND FIXTURES	10/08/24 CK# 149565 10-45-510-0	\$500.00 500.00
LASER PRO CO., INC. (1983) 138088 OFFICE SUPPLIES/COMPUTER 138089 OFFICE SUPPLIES/COMPUTER 138248 OFFICE SUPPLIES/COMPUTER	10/08/24 CK# 149566 10-43-300-2 10-43-300-2 10-43-300-2	\$936.50 628.50 83.00 225.00
LINDSAY COMBS (6849) 10052024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149567 10-42-230-3	\$525.00 525.00
MAILGUN TECHNOLOGIES, INC (6058) 68972932 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10/08/24 CK# 149557 10-42-255-3	\$80.00 80.00

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MARTIN AUTO SERVICE (6803) 24676 CC PYMT (6419) FOR VEHICLE MAINTENANCE: FACILITIES	10/08/24 CK# 149556 10-42-270-1	\$1,062.19 1,062.19
MEDAL, CAROLE (2206) 09302024 CONTINUING EDUCATION:TRAVEL & MEALS	10/08/24 CK# 149568 10-42-290-2	\$219.12 219.12
MENARDS (2224) 930369 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149561 10-42-230-3	\$32.54 32.54
MGS RENTALS, LLC (6834) 9272024 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149561 10-42-230-3	\$479.50 479.50
MICHAELS (6060) 930897 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149561 10-42-230-3	\$22.55 22.55
MIDWEST FIRST AID & SAFETY LLC (6609) 1305 MISCELLANEOUS	10/08/24 CK# 149569 10-43-399-0	\$169.83 169.83
MIDWEST TAPE (2256)	10/08/24 CK# 149570	\$5,359.49
506005460 AUDIO-VISUAL: ADULT	10-44-420-1	227.90
506005460 AUDIO-VISUAL: YOUTH	10-44-420-2	34.48
506005461 AUDIO-VISUAL: ADULT	10-44-420-1	295.94
506005461 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	39.99
506005462 AUDIO-VISUAL: ADULT	10-44-420-1	37.17
506018055 AUDIO-VISUAL: ADULT	10-44-420-1	196.38
506018055 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	196.38
506032814 AUDIO-VISUAL: ADULT	10-44-420-1	89.20
506032815 AUDIO-VISUAL: ADULT	10-44-420-1	97.98
506032816 AUDIO-VISUAL: ADULT	10-44-420-1	29.23
506049871 AUDIO-VISUAL: ADULT	10-44-420-1	762.42
506049871 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	469.29
506061024 AUDIO-VISUAL: ADULT	10-44-420-1	104.21
506061025 AUDIO-VISUAL: ADULT	10-44-420-1	98.93
506061027 AUDIO-VISUAL: ADULT	10-44-420-1	76.98
506061028 AUDIO-VISUAL: YOUTH	10-44-420-2	43.47
506071785 AUDIO-VISUAL: ADULT	10-44-420-1	224.13
506071785 AUDIO-VISUAL: YOUTH	10-44-420-2	357.63
506071785 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	149.92
506071785 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	182.19
506103555 AUDIO-VISUAL: ADULT	10-44-420-1	39.99
506103556 AUDIO-VISUAL: ADULT	10-44-420-1	100.27
506103558 AUDIO-VISUAL: ADULT	10-44-420-1	155.19
506103559 AUDIO-VISUAL: ADULT	10-44-420-1	29.99
506103890 AUDIO-VISUAL: YOUTH	10-44-420-2	38.22
506103891 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	17.99
506103892 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	20.24
506109650 AUDIO-VISUAL: ADULT	10-44-420-1	534.54
506109650 AUDIO-VISUAL: YOUTH	10-44-420-2	263.91
506109650 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	299.88
506109650 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	145.45
MONOPRICE, INC. (5237) 24306005 OFFICE SUPPLIES/COMPUTER	10/08/24 CK# 149571 10-43-300-2	\$415.88 415.88
NATIONAL LIFT TRUCK, INC. (3896) IV240810991 MAINTENANCE EQUIPMENT: MAJOR	10/08/24 CK# 149572 60-45-500-1	\$7,500.00 7,500.00
NOVAK ORGANIZING LLC (6850) 10102024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149573 10-42-230-3	\$225.00 225.00

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OTIS ELEVATOR COMPANY (4788) 100401682521 REPAIR/MAINT. OF BUILDING	10/08/24 CK# 149574 60-42-200-0	\$1,225.23 1,225.23
OWL LABS (6358) 88265 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10/08/24 CK# 149553 10-45-500-0	\$31.88 31.88
PARAGON GROUP, INC. (2603) S5178311 COMPUTER MAINTENANCE S5178900 COMPUTER EQUIPMENT	10/08/24 CK# 149575 10-42-255-2 10-45-500-0	\$4,209.79 209.99 3,999.80
PARAGON MICRO INC. (4877) S5169752 COMPUTER EQUIPMENT S5176981 COMPUTER EQUIPMENT	10/08/24 CK# 149576 10-45-500-0 10-45-500-0	\$6,319.98 3,289.99 3,029.99
PARTIES WITH CHARACTER (6027) 10182024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149577 10-42-230-2	\$187.00 187.00
PARTY CITY (6062) 787422 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS 907598300 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10/08/24 CK# 149555 10-43-335-0 10-42-222-2	\$43.92 6.44 37.48
PARTY CITY (6062) 801064 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149561 10-42-230-3	\$26.47 26.47
PAYPAL, INC (6059) 2940 CC PYMT (6415) FOR PUBLIC RELATIONS: GENERAL	10/08/24 CK# 149552 10-42-222-2	\$42.25 42.25
PAYPAL, INC (6059) 149603954 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10/08/24 CK# 149557 10-42-255-3	\$19.95 19.95
PETTY CASH - SARA JOHNSON (4777) 09302024 PUBLIC PROGRAMMING:HISPANIC SVCS 09302024 CONTINUING EDUCATION:TRAVEL & MEALS 09302024 SUPPLIES: WORK APPAREL 09302024 FOOD & BEVERAGE: ADMIN 09302024 FOOD & BEVERAGE: COMMUNITY SVCS 09302024 RISK MANAGEMENT: HR	10/08/24 CK# 149578 10-42-230-1 10-42-290-2 10-43-301-0 10-43-360-0 10-43-360-2 50-42-210-1	\$474.30 28.58 301.09 39.99 29.79 53.85 21.00
PITNEY BOWES GLOBAL FINANCIAL SEEVICES (2685) 3106825594 SAMLL EQUIP MAINT.: OFFICE	10/08/24 CK# 149579 10-42-270-2	\$362.76 362.76
PITNEY BOWES RESERVE ACCOUNT (4146) 09242024 POSTAGE & SHIPPING	10/08/24 CK# 149580 10-42-210-0	\$3,000.00 3,000.00
PLAYAWAY PRODUCTS LLC (4273) 474169 AUDIO-VISUAL: YOUTH 474169 AUDIO-VISUAL: BRANCH YOUTH 476386 AUDIO-VISUAL: YOUTH	10/08/24 CK# 149581 10-44-420-2 10-44-420-6 10-44-420-2	\$1,093.36 631.71 308.73 152.92
PRINT LOOP (5053) 1014872 CC PYMT (6415) FOR SUPPLIES: WORK APPAREL	10/08/24 CK# 149552 10-43-301-0	\$1,156.70 1,156.70
PRINT LOOP (5053) 2024-477 SUPPLIES: WORK APPAREL	10/08/24 CK# 149582 10-43-301-0	\$138.00 138.00
PRINT RUNNER (6316) 13085228 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	10/08/24 CK# 149552 10-43-300-1	\$252.84 252.84
RESTORE PLUMBING AND DRAIN (5890) 19354-1 REPAIR/MAINT. OF BUILDING	10/08/24 CK# 149583 60-42-200-0	\$6,629.57 6,629.57
REYES IGNACIO (6851) 10142024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149584 10-42-230-2	\$500.00 500.00

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
RMC IMAGING INC. (4033)	10/08/24 CK# 149585	\$1,530.00
2997 COPIER/VIEWSCAN MAINTENANCE	10-42-245-2	1,530.00
ROSE PAVING CO. (5212)	10/08/24 CK# 149586	\$26,921.98
INV146231 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	7,642.30
INV146232 REPAIR/MAINT. OF GROUNDS	60-42-210-0	19,279.68
SAM'S CLUB DIRECT (5057)	10/08/24 CK# 149587	\$73.51
002750 GVAAXX FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	20.98
007077 GVBGWY FOOD & BEVERAGE: OTHER	10-43-360-6	52.53
SEBERT LANDSCAPING (6199)	10/08/24 CK# 149588	\$4,850.00
S590874 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	1,080.00
S590875 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,080.00
S592811 REPAIR/MAINT. OF GROUNDS	60-42-210-0	2,690.00
SHALES MC NUTT CONSTRUCTION (4170)	10/08/24 CK# 149589	\$193,515.41
0901 0930 2024 SE EXPANSION	10-49-930-0	193,515.41
SIGNUP.COM (6844)	10/08/24 CK# 149552	\$9.99
92024 CC PYMT (6415) FOR COMPUTER MAINTENANCE	10-42-255-2	9.99
SKILLSHARE (6120)	10/08/24 CK# 149559	\$99.00
9202024 CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	99.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)	10/08/24 CK# 149590	\$3,014.46
11 2024 COMMON AREA MAINT: SO ELGIN	10-42-204-0	3,014.46
SPOTIFY (6086)	10/08/24 CK# 149554	\$19.99
92024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	19.99
STAPLES (3180)	10/08/24 CK# 149552	\$739.80
9924651076 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	184.95
9924651127 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	184.95
9924651165 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	184.95
9924651213 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	184.95
STAPLES (3180)	10/08/24 CK# 149591	\$192.14
6012523946 DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	108.30
6012523948 OFFICE SUPPLIES/GENERAL	10-43-300-1	4.75
6012523949 OFFICE SUPPLIES/GENERAL	10-43-300-1	42.73
6012523950 OFFICE SUPPLIES/GENERAL	10-43-300-1	36.36
STUDIO GC (5252)	10/08/24 CK# 149592	\$5,876.47
2043.15 SE EXPANSION	10-49-930-0	5,876.47
TANDY LEATHER (6843)	10/08/24 CK# 149561	\$64.64
14186 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	64.64
TARGET (6108)	10/08/24 CK# 149559	\$32.96
2192551 CC PYMT (6423) FOR MATERIALS PROCESSING SUPPLIES	10-43-310-0	32.96
TARGET (6108)	10/08/24 CK# 149560	\$31.87
779110 CC PYMT (6424) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	31.87
TEACHERS PAY TEACHERS (6257)	10/08/24 CK# 149554	\$6.00
275524924 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	6.00
TOAST OF THE FOX CLUB #8325 (6839)	10/08/24 CK# 149593	\$90.00
11 2024 DUES & MEMBERSHIPS	10-42-280-0	90.00
U S POSTMASTER (4528)	10/08/24 CK# 149594	\$6,300.00
10 2024 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	6,300.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR OCTOBER, 2024

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
UDEMY (6170) 413D3D CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEES	10/08/24 CK# 149559 10-42-290-1	\$12.99 12.99
ULINE (4778) 183596328 BUILDING & GROUNDS SUPPLIES	10/08/24 CK# 149595 60-43-320-0	\$175.89 175.89
VACUUMSRUS (6846) 18371 CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	10/08/24 CK# 149552 60-43-320-0	\$33.23 33.23
VELVIKIS RACHEL (6852) 10202024 PUBLIC PROGRAMMING:COMMUNITY SVCS	10/08/24 CK# 149596 10-42-230-3	\$900.00 900.00
VOLGISTICS (6071) 504540 CC PYMT (6415) FOR COMPUTER MAINTENANCE	10/08/24 CK# 149552 10-42-255-2	\$70.00 70.00
VSP OF ILLINOIS (2257) 821264336 HEALTH, DENTAL & VISION INSURANCE	10/08/24 CK# 149597 10-41-110-0	\$2,170.46 2,170.46
WALMART (6075) 13061129 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL 88674 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	10/08/24 CK# 149552 10-43-300-1 10-43-300-1	\$88.61 76.71 11.90
WAYFAIR (6847) 2668547403 CC PYMT (6415) FOR FURNITURE AND FIXTURES	10/08/24 CK# 149552 10-45-510-0	\$797.02 797.02
WEX BANK (5012) 100146340 FUEL/GASOLINE: FACILITES 100146340 FUEL/GASOLINE: MOBILE SERVICES	10/08/24 CK# 149598 10-43-350-0 10-43-350-1	\$679.60 390.55 289.05
WILD GOOSE CHASE (3616) 241528 REPAIR/MAINT. OF GRDS: RAKOW 241529 REPAIR/MAINT. OF GROUNDS	10/08/24 CK# 149599 60-42-210-5 60-42-210-0	\$1,846.00 581.00 1,265.00
WINDY CITY GHOSTBUSTERS LTD (6389) 10192024 PUBLIC PROGRAMMING:YOUTH	10/08/24 CK# 149600 10-42-230-2	\$100.00 100.00
ZIEGLER'S ACE HARDWARE (111) 173998/A OFFICE SUPPLIES/GENERAL 174018/A MAINTENANCE EQUIPMENT: UNDER \$1000 174019/A MATERIALS PROCESSING SUPPLIES 174109/A BUILDING & GROUNDS SUPPLIES 174121/A MAINTENANCE EQUIPMENT: UNDER \$1000 174146/A JANITORIAL SUPPLIES 174187/A MISCELLANEOUS 174188/A BUILDING & GROUNDS SUPPLIES 174193/A BUILDING & GROUNDS SUPPLIES 174198/A BUILDING & GROUNDS SUPPLIES 174207/A BUILDING & GROUNDS SUPPLIES 174223/A BUILDING & GROUNDS SUPPLIES 174225/A ELECTRICAL SUPPLIES/BULBS 174235/A RISK MANAGEMENT: FACILITIES 174260/A ELECTRICAL SUPPLIES/BULBS 174269/A BUILDING & GROUNDS SUPPLIES 174277/A EXHIBITS AND DISPLAYS 174304/A MAINTENANCE EQUIPMENT: UNDER \$1000 174319/A BUILDING & GROUNDS SUPPLIES 174322/A BUILDING & GROUNDS SUPPLIES 174333/A MAINTENANCE EQUIPMENT: UNDER \$1000	10/08/24 CK# 149601 10-43-300-1 60-45-500-2 10-43-310-0 60-43-320-0 60-45-500-2 10-43-370-0 60-43-399-0 60-43-320-0 60-43-320-0 60-43-320-0 60-43-320-0 10-43-380-0 50-42-210-0 10-43-380-0 60-43-320-0 10-43-335-0 60-45-500-2 60-43-320-0 60-43-320-0 60-45-500-2	\$628.25 7.59 41.71 7.04 14.24 18.99 46.48 37.01 1.32 60.77 32.28 16.70 45.73 83.57 53.16 1.88 6.39 33.76 47.49 20.87 34.22 17.05
ZOOM VIDEO COMMUNICATIONS, INC (6050) INV274150635 ONLINE COMPUTER SERVICES	10/08/24 CK# 149602 10-42-255-1	\$9,258.13 9,258.13

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

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BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	358,204.99	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	433.68	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	75,963.27	*
TOTAL ALL FUNDS			434,601.94	**

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	1,488,383.16	2,756,751.54	16.07	17,156,500	14,399,748.46
10-31	REPLACEMENT TAXES	9,827.94	9,827.94	4.28	229,400	219,572.06
10-32	INTEREST EARNED	61,675.31	123,593.54	24.72	500,000	376,406.46
10-33	FINES AND FEES	20,082.10	38,410.68	17.82	215,500	177,089.32
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,700	1,700.00
10-35	DEVELOPER FEES	0.00	0.00	0.00	120,000	120,000.00
10-36	GRANTS	0.00	0.00	0.00	222,600	222,600.00
10-39	MISCELLANEOUS	1,407.50	6,684.61	5.94	112,600	105,915.39
**TOTAL	GENERAL FUND	1,581,376.01	2,935,268.31	15.82	18,558,300	15,623,031.69
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	70,108.41	129,853.36	16.06	808,500	678,646.64
20-31	REPLACEMENT TAXES	349.07	349.07	4.31	8,100	7,750.93
**TOTAL	I.M.R.F. FUND	70,457.48	130,202.43	15.94	816,600	686,397.57
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	68,354.58	126,604.89	15.68	807,500	680,895.11
**TOTAL	SOCIAL SECURITY FUND	68,354.58	126,604.89	15.68	807,500	680,895.11
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	1,402.65	2,597.79	16.04	16,200	13,602.21
**TOTAL	AUDIT FUND	1,402.65	2,597.79	16.04	16,200	13,602.21
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	28,045.32	51,944.60	16.07	323,300	271,355.40
**TOTAL	LIABILITY INS. FUND	28,045.32	51,944.60	16.07	323,300	271,355.40
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	70,108.41	129,853.36	16.48	788,000	658,146.64
**TOTAL	BUILDING & EQUIPMENT FUND	70,108.41	129,853.36	16.48	788,000	658,146.64
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	2,984.24	8,095.79	53.97	15,000	6,904.21
**TOTAL	BUILDING RESERVE FUND	2,984.24	8,095.79	53.97	15,000	6,904.21
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	0.00	0.00	0.00	500,000	500,000.00
**TOTAL	GIFT FUND	0.00	0.00	0.00	500,000	500,000.00
GRAND TOTAL		1,822,728.69	3,384,567.17	15.51	21,824,900	18,440,332.83

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	1,581,376.01	2,935,268.31	15.82	18,558,300	15,623,031.69
20	I.M.R.F	70,457.48	130,202.43	15.94	816,600	686,397.57
30	SOCIAL SECURITY	68,354.58	126,604.89	15.68	807,500	680,895.11
40	AUDIT	1,402.65	2,597.79	16.04	16,200	13,602.21
50	LIABILITY INS.	28,045.32	51,944.60	16.07	323,300	271,355.40
60	BUILDING & EQUIPMENT	70,108.41	129,853.36	16.48	788,000	658,146.64
90	SPECIAL/BUILDING RESERVE	2,984.24	8,095.79	53.97	15,000	6,904.21
98	GIFT	0.00	0.00	0.00	500,000	500,000.00
	TOTALS ALL FUNDS	1,822,728.69	3,384,567.17	15.51	21,824,900	18,440,332.83

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	145,110.94	289,105.85	16.33	1,770,000	1,480,894.15	14.60	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	318,915.18	654,119.28	16.48	3,970,000	3,315,880.72	14.72	4,445,000
10-41-102-0	SALARIES & WAGES/SUPPORT	347,230.65	673,708.06	17.27	3,900,000	3,226,291.94	15.45	4,360,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	34,887.58	64,112.16	13.94	460,000	395,887.84	12.45	515,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	81,775.90	163,064.09	13.20	1,235,000	1,071,935.91	11.65	1,400,000
10-41-111-0	LIFE INSURANCE	813.04	2,463.72	25.14	9,800	7,336.28	20.53	12,000
*TOTAL	SALARIES & BENEFITS	928,733.29	1,846,573.16	16.28	11,344,800	9,498,226.84	14.53	12,712,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	6,643.14	6,643.14	7.82	85,000	78,356.86	6.51	102,000
10-42-200-5	NATURAL GAS: RAKOW	48.11	48.11	1.07	4,500	4,451.89	0.89	5,400
10-42-200-7	NATURAL GAS: SOUTH ELGIN	91.60	183.20	4.36	4,200	4,016.80	3.59	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	49.95	99.83	1.00	10,000	9,900.17	0.83	12,000
10-42-201-0	ELECTRICITY	76,431.08	76,431.08	28.84	265,000	188,568.92	24.03	318,000
10-42-201-5	ELECTRICITY: RAKOW	0.00	0.00	0.00	35,000	35,000.00	0.00	42,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	620.19	751.11	14.44	5,200	4,448.89	11.92	6,300
10-42-201-9	ELECTRICITY: DAVIS ROAD	352.47	739.39	7.39	10,000	9,260.61	6.16	12,000
10-42-202-0	WATER & SEWER	2,263.99	2,263.99	11.92	19,000	16,736.01	9.93	22,800
10-42-202-5	WATER & SEWER: RAKOW	537.31	537.31	9.77	5,500	4,962.69	8.14	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	419.13	419.13	10.75	3,900	3,480.87	9.11	4,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	0.00	12.85	0.54	2,400	2,387.15	0.46	2,800
10-42-203-1	TELEPHONE/LINE CHARGES	1,675.82	3,321.75	19.09	17,400	14,078.25	15.97	20,800
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	3,174.35	6,348.63	13.45	47,200	40,851.37	11.22	56,600
10-42-203-4	TELEPHONE: MOBILE	877.67	985.35	9.66	10,200	9,214.65	8.08	12,200
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	6,028.92	15.07	40,000	33,971.08	12.56	48,000
10-42-204-5	REAL ESTATE TAXES	0.00	0.00	0.00	5,500	5,500.00	0.00	6,600
10-42-204-9	LEASE: DAVIS ROAD	1,866.67	3,733.34	3.73	100,000	96,266.66	3.11	120,000
10-42-205-0	BANKING FEES	1,155.74	2,550.06	17.71	14,400	11,849.94	14.74	17,300
10-42-206-0	DEBT CERT PRINCIPAL	0.00	0.00	0.00	125,000	125,000.00	0.00	135,000
10-42-206-5	DEBT CERT INTEREST	0.00	0.00	0.00	9,200	9,200.00	0.00	10,000
10-42-209-0	STORAGE/MOVING	0.00	650.00	18.57	3,500	2,850.00	15.48	4,200
10-42-210-0	POSTAGE & SHIPPING	-25.50	2,974.50	16.52	18,000	15,025.50	13.77	21,600
10-42-215-0	COLLECTION AGENCY	1,507.05	1,507.05	10.05	15,000	13,492.95	8.37	18,000
10-42-220-2	LEGAL PUBLICATIONS	63.25	63.25	2.88	2,200	2,136.75	2.43	2,600
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	3,000.00	3,000.00	1.85	161,800	158,800.00	1.55	194,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	1,496.94	1,496.94	5.16	29,000	27,503.06	4.30	34,800
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	0.00	0.00	0.00	15,000	15,000.00	0.00	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	837.50	837.50	0.84	100,000	99,162.50	0.70	120,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	217.57	376.75	2.38	15,800	15,423.25	1.99	18,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	2,591.59	2,909.16	12.93	22,500	19,590.84	10.77	27,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	7,383.41	11,987.11	25.89	46,300	34,312.89	21.60	55,500
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	0.00	0.00	0.00	2,500	2,500.00	0.00	3,000
10-42-230-5	DIGITAL LITERACY CLASSES	800.00	800.00	10.00	8,000	7,200.00	8.33	9,600
10-42-230-6	PUBLIC PROGRAMMING: STUDIO/INFO SVC	0.00	0.00	0.00	1,100	1,100.00	0.00	1,300
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	0.00	0.00	0.00	5,500	5,500.00	0.00	6,600
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	0.00	0.00	0.00	4,800	4,800.00	0.00	5,700
10-42-235-0	GENERAL CLEANING SERVICE	12,100.00	21,200.00	11.03	192,200	171,000.00	9.19	230,700
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	2,902.00	5,804.00	12.19	47,600	41,796.00	10.15	57,200
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	2,174.00	4,348.00	9.13	47,600	43,252.00	7.60	57,200
10-42-235-9	GENERAL CLEANING SVC: DAVIS ROAD	0.00	0.00	0.00	12,000	12,000.00	0.00	14,400
10-42-240-0	PRINTING: OUTSIDE	1,664.88	1,664.88	10.28	16,200	14,535.12	8.54	19,500
10-42-245-0	COPIER LEASES	1,015.65	2,031.30	16.51	12,300	10,268.70	13.82	14,700
10-42-245-1	COPIER LEASES: PRAD	1,642.00	3,284.00	16.59	19,800	16,516.00	13.86	23,700
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	224.78	346.42	3.12	11,100	10,753.58	2.60	13,300

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-245-3	COPIER MAINTENANCE: PRAD	0.00	1,697.56	7.16	23,700	22,002.44	5.98	28,400
10-42-246-0	SORTER LEASE	0.00	0.00	0.00	101,000	101,000.00	0.00	121,200
10-42-250-0	BINDING	0.00	0.00	0.00	1,500	1,500.00	0.00	1,800
10-42-255-1	ONLINE COMPUTER SERVICES	3,058.38	7,190.78	7.51	95,800	88,609.22	6.25	115,000
10-42-255-2	COMPUTER MAINTENANCE	21,557.54	46,882.48	17.33	270,500	223,617.52	14.45	324,500
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	741.98	17,241.98	33.61	51,300	34,058.02	28.04	61,500
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	26,266.85	28,861.85	17.73	162,800	133,938.15	14.77	195,400
10-42-260-0	COMPUTER CATALOG SERVICE	76.50	30,580.11	95.86	31,900	1,319.89	79.84	38,300
10-42-265-0	MATERIAL PROCESSING SERVICES	30,121.26	30,218.56	21.58	140,000	109,781.44	17.99	168,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	270.00	270.00	1.35	20,000	19,730.00	1.13	24,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	13.29	13.29	0.13	10,000	9,986.71	0.11	12,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	0.00	0.00	0.00	3,600	3,600.00	0.00	4,400
10-42-270-3	SMALL EQUIP MAINT: A-V	0.00	0.00	0.00	2,800	2,800.00	0.00	3,400
10-42-275-0	PAYROLL PROCESSING	3,521.78	7,163.86	15.57	46,000	38,836.14	12.98	55,200
10-42-280-0	DUES & MEMBERSHIPS	4,016.00	6,933.00	34.67	20,000	13,067.00	28.89	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	878.93	878.93	2.93	30,000	29,121.07	2.44	36,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	807.96	860.13	21.50	4,000	3,139.87	17.92	4,800
10-42-290-3	CONFERENCES: ALL EXPENSES	2,408.83	2,408.83	4.01	60,000	57,591.17	3.35	72,000
10-42-290-4	CONTINUING ED: TAP	0.00	0.00	0.00	15,000	15,000.00	0.00	18,000
10-42-290-5	TELECOMMUTING EXPENSES	0.00	0.00	0.00	1,200	1,200.00	0.00	1,500
10-42-299-0	CONTINGENCY	0.00	109.57	2.19	5,000	4,890.43	1.83	6,000
*TOTAL	CONTRACTUAL SERVICES	232,556.10	357,688.98	13.13	2,724,500	2,366,811.02	11.00	3,253,000
	<u>SUPPLIES</u>							
10-43-300-1	OFFICE SUPPLIES/GENERAL	1,619.06	2,705.62	27.06	10,000	7,294.38	22.55	12,000
10-43-300-2	OFFICE SUPPLIES/COMPUTER	3,828.53	3,828.53	10.66	35,900	32,071.47	8.90	43,000
10-43-300-5	DIGITAL SERVICES MERCHANDISE	0.00	357.99	35.80	1,000	642.01	29.83	1,200
10-43-301-0	SUPPLIES: WORK APPAREL	650.65	650.65	10.01	6,500	5,849.35	8.34	7,800
10-43-305-0	VOLUNTEERS	157.20	157.20	2.31	6,800	6,642.80	1.92	8,200
10-43-310-0	MATERIALS PROCESSING SUPPLIES	978.75	1,314.52	7.07	18,600	17,285.48	5.89	22,300
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,136.97	1,136.97	6.50	17,500	16,363.03	5.41	21,000
10-43-330-0	GRAPHICS SUPPLIES	546.90	546.90	5.26	10,400	9,853.10	4.41	12,400
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	877.57	977.55	24.44	4,000	3,022.45	20.37	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	0.00	0.00	0.00	3,000	3,000.00	0.00	3,600
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	119.60	119.60	3.52	3,400	3,280.40	2.92	4,100
10-43-335-0	EXHIBITS AND DISPLAYS	31.46	867.67	2.45	35,400	34,532.33	2.04	42,500
10-43-340-0	ANIMAL CARE & FEEDING	355.00	710.00	16.51	4,300	3,590.00	13.92	5,100
10-43-350-0	FUEL/GASOLINE: FACILITES	440.68	498.33	7.67	6,500	6,001.67	6.39	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	535.36	535.36	4.87	11,000	10,464.64	4.06	13,200
10-43-360-0	FOOD & BEVERAGE: ADMIN	100.04	100.04	1.37	7,300	7,199.96	1.14	8,800
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	49.43	49.43	0.99	5,000	4,950.57	0.82	6,000
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	21.38	21.38	1.26	1,700	1,678.62	1.07	2,000
10-43-360-3	FOOD & BEVERAGE: PRAD	0.00	0.00	0.00	700	700.00	0.00	800
10-43-360-5	FOOD & BEVERAGE: ACCESS	0.00	0.00	0.00	300	300.00	0.00	400
10-43-360-6	FOOD & BEVERAGE: OTHER	70.50	70.50	2.82	2,500	2,429.50	2.35	3,000
10-43-370-0	JANITORIAL SUPPLIES	13,371.03	15,789.80	16.62	95,000	79,210.20	13.85	114,000
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	935.17	935.17	9.35	10,000	9,064.83	7.79	12,000
10-43-399-0	MISCELLANEOUS	377.50	377.50	7.55	5,000	4,622.50	6.29	6,000
*TOTAL	SUPPLIES	26,202.78	31,750.71	10.52	301,800	270,049.29	8.77	362,000
	<u>MATERIALS</u>							
10-44-400-0	BOOKS: LEASING	0.00	0.00	0.00	80,100	80,100.00	0.00	96,000
10-44-400-1	BOOKS: ADULT	8,757.60	9,068.67	5.32	170,500	161,431.33	4.43	204,600
10-44-400-2	BOOKS: YOUTH	5,677.78	5,756.73	6.17	93,300	87,543.27	5.14	112,000
10-44-400-4	IN-HOUSE REFERENCE	56.09	56.09	4.67	1,200	1,143.91	4.01	1,400
10-44-400-5	BOOKS: BRANCH ADULT	2,170.78	2,254.07	4.65	48,500	46,245.93	3.87	58,200

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-44-400-6	BOOKS: BRANCH YOUTH	996.60	1,017.33	5.91	17,200	16,182.67	4.91	20,700
10-44-410-0	PERIODICALS	199.00	199.00	1.57	12,700	12,501.00	1.31	15,200
10-44-410-5	PERIODICALS: BRANCH	0.00	0.00	0.00	4,000	4,000.00	0.00	4,800
10-44-420-1	AUDIO-VISUAL: ADULT	4,462.57	5,925.97	6.99	84,800	78,874.03	5.82	101,800
10-44-420-2	AUDIO-VISUAL: YOUTH	743.59	743.59	4.96	15,000	14,256.41	4.13	18,000
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	2,244.25	2,244.25	8.98	25,000	22,755.75	7.48	30,000
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	168.69	168.69	1.98	8,500	8,331.31	1.65	10,200
10-44-430-0	DIGITIZATION AND PRESERVATION	0.00	0.00	0.00	17,000	17,000.00	0.00	20,400
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	49,838.41	65,538.41	40.96	160,000	94,461.59	34.13	192,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	4,199.00	4,199.00	14.00	30,000	25,801.00	11.66	36,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	21,742.01	21,742.01	8.58	253,500	231,757.99	7.15	304,200
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	44,869.78	44,869.78	15.45	290,400	245,530.22	12.88	348,400
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	9,901.00	23,906.32	52.31	45,700	21,793.68	43.55	54,900
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	50.62	50.62	0.17	29,300	29,249.38	0.14	35,200
10-44-440-0	TOYS & KITS: KIDSPACE	1,885.53	1,885.53	16.69	11,300	9,414.47	13.97	13,500
10-44-440-1	GAMES: STUDIO	0.00	0.00	0.00	500	500.00	0.00	600
10-44-440-2	TOYS & KITS: COMMUNITY SVCS FY25	46.46	46.46	0.46	10,200	10,153.54	0.38	12,300
*TOTAL	MATERIALS	158,009.76	189,672.52	13.46	1,408,700	1,219,027.48	11.22	1,690,400
	<u>EQUIPMENT</u>							
10-45-500-0	COMPUTER EQUIPMENT	38,329.12	38,329.12	15.33	250,000	211,670.88	12.78	300,000
10-45-510-0	FURNITURE AND FIXTURES	0.00	0.00	0.00	67,000	67,000.00	0.00	80,500
10-45-520-0	OFFICE EQUIPMENT	0.00	0.00	0.00	20,100	20,100.00	0.00	24,200
10-45-530-0	AUDIO-VISUAL EQUIPMENT	283.00	375.81	2.41	15,600	15,224.19	2.01	18,700
10-45-540-0	SMALL LIBRARY EQUIPMENT	469.98	729.95	6.95	10,500	9,770.05	5.79	12,600
10-45-599-0	CONTINGENCY	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
*TOTAL	EQUIPMENT	39,082.10	39,434.88	10.71	368,200	328,765.12	8.92	442,000
	<u>CAPITAL IMPROVEMENTS</u>							
10-49-900-0	CAPITAL IMPROVEMENTS	21,700.59	21,700.59	4.23	512,500	490,799.41	3.34	650,000
10-49-930-0	SE EXPANSION	0.00	0.00	0.00	3,972,000	3,972,000.00	0.00	4,800,000
10-49-930-5	SE EXPANSION TECHNOLOGY	0.00	0.00	0.00	249,000	249,000.00	0.00	350,000
*TOTAL	CAPITAL IMPROVEMENTS	21,700.59	21,700.59	0.46	4,733,500	4,711,799.41	0.37	5,800,000
**TOTAL	GENERAL FUND	1406,284.62	2,486,820.84	11.91	20,881,500	18,394,679.16	10.25	24,259,400
	<u>I.M.R.F. FUND</u>							
	<u>SALARIES & BENEFITS</u>							
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	70,726.08	140,449.19	15.96	880,000	739,550.81	14.04	1,000,000
*TOTAL	SALARIES & BENEFITS	70,726.08	140,449.19	15.96	880,000	739,550.81	14.04	1,000,000
**TOTAL	I.M.R.F. FUND	70,726.08	140,449.19	15.96	880,000	739,550.81	14.04	1,000,000
	<u>SOCIAL SECURITY FUND</u>							
	<u>SALARIES & BENEFITS</u>							
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	63,645.67	126,367.86	16.52	764,800	638,432.14	14.53	870,000
*TOTAL	SALARIES & BENEFITS	63,645.67	126,367.86	16.52	764,800	638,432.14	14.53	870,000
**TOTAL	SOCIAL SECURITY FUND	63,645.67	126,367.86	16.52	764,800	638,432.14	14.53	870,000
	<u>AUDIT FUND</u>							
	<u>CONTRACTUAL SERVICES</u>							
40-42-200-0	AUDIT EXPENSES	0.00	0.00	0.00	16,000	16,000.00	0.00	18,000
*TOTAL	CONTRACTUAL SERVICES	0.00	0.00	0.00	16,000	16,000.00	0.00	18,000
**TOTAL	AUDIT FUND	0.00	0.00	0.00	16,000	16,000.00	0.00	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	24,000	24,000.00	0.00	28,800
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	0.00	1,664.86	10.41	16,000	14,335.14	8.67	19,200
*TOTAL	SALARIES & BENEFITS	0.00	1,664.86	4.16	40,000	38,335.14	3.47	48,000
<u>CONTRACTUAL SERVICES</u>								
50-42-200-0	GENERAL INSURANCE	0.00	0.00	0.00	160,000	160,000.00	0.00	195,000
50-42-210-0	RISK MANAGEMENT: FACILITIES	3,355.79	7,621.49	11.38	67,000	59,378.51	9.29	82,000
50-42-210-1	RISK MANAGEMENT: HR	7,458.57	12,089.57	85.74	14,100	2,010.43	71.12	17,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	0.00	0.00	0.00	90,500	90,500.00	0.00	109,000
*TOTAL	CONTRACTUAL SERVICES	10,814.36	19,711.06	5.94	331,600	311,888.94	4.89	403,000
**TOTAL	LIABILITY INS. FUND	10,814.36	21,375.92	5.75	371,600	350,224.08	4.74	451,000
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	14,765.95	24,475.17	11.07	221,000	196,524.83	9.23	265,200
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	2,155.36	3,356.08	8.19	41,000	37,643.92	6.82	49,200
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	67.00	134.00	1.34	10,000	9,866.00	1.12	12,000
60-42-200-9	REPAIR/MAINT. OF BLDG: DAVIS ROAD	0.00	0.00	0.00	11,000	11,000.00	0.00	13,200
60-42-210-0	REPAIR/MAINT. OF GROUNDS	12,717.52	14,277.52	7.72	185,000	170,722.48	6.43	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	2,594.00	3,294.00	4.64	71,000	67,706.00	3.87	85,200
60-42-210-7	REPAIR/MAINT. OF GRDS: SOUTH ELGIN	0.00	0.00	0.00	2,500	2,500.00	0.00	3,000
60-42-210-9	REPAIR/MAINT. OF GRDS: DAVIS ROAD	0.00	0.00	0.00	2,500	2,500.00	0.00	3,000
60-42-220-0	REPAIR/MAINT. OF HVAC	10,547.42	10,547.42	7.59	139,000	128,452.58	6.32	166,800
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	592.08	592.08	1.94	30,500	29,907.92	1.62	36,600
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	208.92	208.92	4.18	5,000	4,791.08	3.48	6,000
60-42-220-9	REPAIR/MAINT. HVAC: DAVIS ROAD	0.00	0.00	0.00	2,500	2,500.00	0.00	3,000
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	0.00	0.00	50,000	50,000.00	0.00	60,000
*TOTAL	CONTRACTUAL SERVICES	43,648.25	56,885.19	7.32	777,300	720,414.81	6.10	932,700
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	592.99	599.73	2.60	23,100	22,500.27	2.16	27,800
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	1,024.40	1,024.40	19.33	5,300	4,275.60	16.01	6,400
60-43-399-0	MISCELLANEOUS	311.50	1,246.00	24.92	5,000	3,754.00	20.77	6,000
*TOTAL	SUPPLIES	1,928.89	2,870.13	8.22	34,900	32,029.87	6.83	42,000
<u>EQUIPMENT</u>								
60-45-500-1	MAINTENANCE EQUIPMENT: MAJOR	0.00	0.00	0.00	23,200	23,200.00	0.00	27,800
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
60-45-599-0	MISCELLANEOUS	0.00	0.00	0.00	1,000	1,000.00	0.00	1,200
*TOTAL	EQUIPMENT	0.00	0.00	0.00	29,200	29,200.00	0.00	35,000
**TOTAL	BUILDING & EQUIPMENT FUND	45,577.14	59,755.32	7.10	841,400	781,644.68	5.92	1,009,700
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	150.01	294.17	16.34	1,800	1,505.83	11.77	2,500
*TOTAL	CONTRACTUAL SERVICES	150.01	294.17	16.34	1,800	1,505.83	11.77	2,500

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	700,000	700,000.00	0.00	749,900
*TOTAL	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	700,000	700,000.00	0.00	749,900
**TOTAL	BUILDING RESERVE FUND	150.01	294.17	0.04	701,800	701,505.83	0.04	752,400
<u>GIFT FUND</u>								
<u>SUPPLIES</u>								
98-43-399-0	GIFT FUND EXPENSES	0.00	0.00	0.00	92,200	92,200.00	0.00	592,200
*TOTAL	SUPPLIES	0.00	0.00	0.00	92,200	92,200.00	0.00	592,200
**TOTAL	GIFT FUND	0.00	0.00	0.00	92,200	92,200.00	0.00	592,200
<u>FUND SUMMARY</u>								
10	GENERAL	1406,284.62	2,486,820.84	11.91	20,881,500	18,394,679.16	10.25	24,259,400
20	I.M.R.F	70,726.08	140,449.19	15.96	880,000	739,550.81	14.04	1,000,000
30	SOCIAL SECURITY	63,645.67	126,367.86	16.52	764,800	638,432.14	14.53	870,000
40	AUDIT	0.00	0.00	0.00	16,000	16,000.00	0.00	18,000
50	LIABILITY INS.	10,814.36	21,375.92	5.75	371,600	350,224.08	4.74	451,000
60	BUILDING & EQUIPMENT	45,577.14	59,755.32	7.10	841,400	781,644.68	5.92	1,009,700
90	SPECIAL/BUILDING RESERVE	150.01	294.17	0.04	701,800	701,505.83	0.04	752,400
98	GIFT	0.00	0.00	0.00	92,200	92,200.00	0.00	592,200
	TOTALS ALL FUNDS	1597,197.88	2,835,063.30	11.55	24,549,300	21,714,236.70	9.79	28,952,700

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 20,137,500		\$ 9,185,712	45.6%
Fines and Fees	\$ 215,500		\$ 38,411	17.8%
Misc Income	\$ 614,300		\$ 130,307	21.2%
Developer Fees	\$ 120,000		\$ -	0.0%
Grants	\$ 222,600		\$ -	0.0%
Total Revenues	<u>\$ 21,309,900</u>		<u>\$ 9,354,429 *</u>	<u>43.9%</u>
EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 13,029,600		\$ 2,635,876 ^	20.2%
Contractual Services	\$ 3,849,400		\$ 792,128	20.6%
Supplies	\$ 336,700		\$ 75,606	22.5%
Materials	\$ 1,408,700		\$ 373,636	26.5%
Equipment	\$ 397,400		\$ 98,485	24.8%
Capital Improvements	\$ 4,733,500		\$ 294,695	6.2%
Total Expenditures	<u>\$ 23,755,300</u>		<u>\$ 4,270,425 **</u>	<u>18.0%</u>

*tax receipts only through 10/03/2024

^payroll posted through 09/15/2024

**invoices posted through 10/03/2024

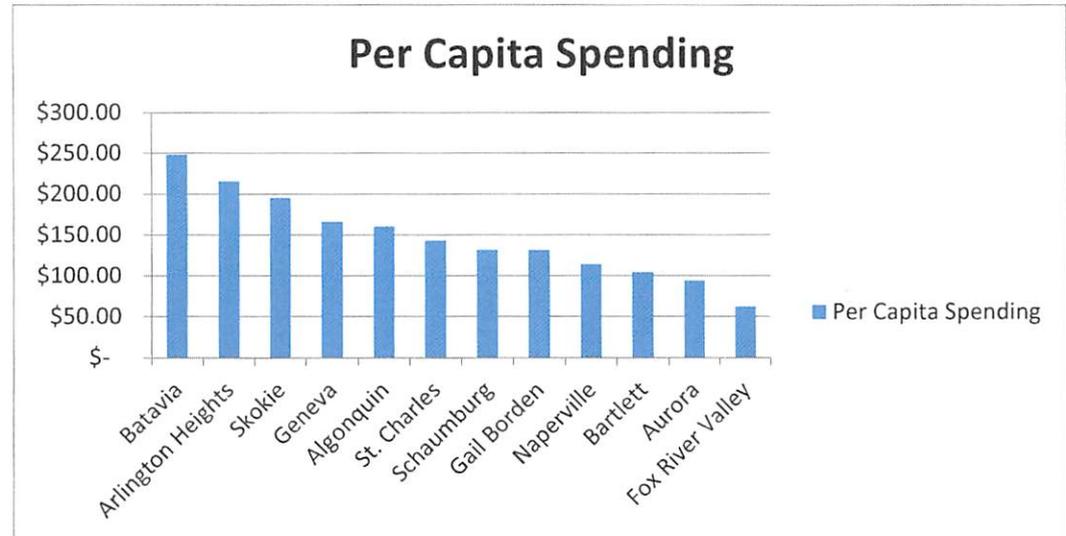
Personnel				
FY 2024 25				
	Full Time	Part Time	Total	FTE
SEPTEMBER	97	123	220	149.40
New Hires	1	1	2	1.32
Separations	2	1	3	2.32
Current	96	123	219	148.40
SEPTEMBER	Hours	# of Vol		
	1,066	127		
YTD (Jan-Dec 2024)	7,393	354	3.79	
YTD Value of Volunteer Hours				\$ 241,946

OPERATING BUDGET PER CAPITA

<u>Library</u>	<u>Operating Budget 2023-2024</u>
Gail Borden	\$ 19,700,000
Schaumburg	\$ 17,173,279
Naperville	\$ 17,129,497
Aurora	\$ 17,086,541
Arlington Heights	\$ 16,732,731
Skokie	\$ 13,191,686
St. Charles	\$ 7,990,001
Algonquin	\$ 6,509,666
Batavia	\$ 6,483,500
Geneva	\$ 5,439,863
Fox River Valley	\$ 4,417,853
Bartlett	\$ 3,774,854

<u>Library</u>	<u>Per Capita Spending</u>	<u>Operating Budget</u>	<u>Population</u>
Batavia	\$ 248.20	\$ 6,483,500	26,122
Arlington Heights	\$ 215.42	\$ 16,732,731	77,676
Skokie	\$ 194.91	\$ 13,191,686	67,682
Geneva	\$ 165.90	\$ 5,439,863	32,791
Algonquin	\$ 160.03	\$ 6,509,666	40,679
St. Charles	\$ 142.96	\$ 7,990,001	55,889
Schaumburg	\$ 131.75	\$ 17,173,279	130,351
Gail Borden	\$ 131.41	\$ 19,700,000	149,907
Naperville	\$ 114.55	\$ 17,129,497	149,540
Bartlett	\$ 104.76	\$ 3,774,854	36,034
Aurora	\$ 94.64	\$ 17,086,541	180,540
Fox River Valley	\$ 61.75	\$ 4,417,853	71,541

<u>Library</u>	<u>Population 2020 Census</u>
Aurora	180,540
Gail Borden	149,907
Naperville	149,540
Schaumburg	130,351
Arlington Heights	77,676
Fox River Valley	71,541
Skokie	67,682
St. Charles	55,889
Algonquin	40,679
Bartlett	36,034
Geneva	32,791
Batavia	26,122



ORDINANCE NO. 2024-10-1
ORDINANCE OF THE BOARD OF TRUSTEES OF THE
GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS DETERMINING
TO LEVY AN ADDITIONAL LIBRARY TAX
FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025

WHEREAS, the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois (the "District") proposes to levy an additional 0.02% tax for the purchase of sites and buildings, for the construction and equipment of library buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois that:

Section 1: The District hereby determines to levy such additional 0.02% tax for the fiscal year commencing July 1, 2024 and ending June 30, 2025, subject to the provisions of the Public Library District Act of 1991 and as otherwise provided by law; and

Section 2: This Ordinance shall be published within fifteen (15) days after its adoption as provided by law and shall be effective within thirty (30) days after such publication, unless if a petition signed by electors of the District equal in number to 10 percent or more of the registered voters of the District (which number of registered voters is equal to 8,074 of the total 80,744 registered voters in the District) is filed with the Board of Library Trustees within thirty (30) days after the publication of this Ordinance, then the question of whether this Ordinance shall become effective shall be submitted to the electors of the Gail Borden Public Library District in an election in accordance with the general election law. The Secretary of the Board of Trustees of the Gail Borden Public Library District will provide a petition form to any individual requesting one.

Section 3: This Ordinance shall become effective upon its approval, posting and publication, as provided by law.

Passed by the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, this 8th day of October 2024 by a vote of:

AYES:

NAYS:

ABSENT:

Approved this 8th day of October 2024.

President, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

ATTEST:

Secretary, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

(SEAL)

ORDINANCE NO. 2024-10-1
ORDINANCE OF THE BOARD OF TRUSTEES OF THE
GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS DETERMINING
TO LEVY AN ADDITIONAL LIBRARY TAX
FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025

WHEREAS, the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois (the "District") proposes to levy an additional 0.02% tax for the purchase of sites and buildings, for the construction and equipment of library buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois that:

Section 1: The District hereby determines to levy such additional 0.02% tax for the fiscal year commencing July 1, 2024 and ending June 30, 2025, subject to the provisions of the Public Library District Act of 1991 and as otherwise provided by law; and

Section 2: This Ordinance shall be published within fifteen (15) days after its adoption as provided by law and shall be effective within thirty (30) days after such publication, unless if a petition signed by electors of the District equal in number to 10 percent or more of the registered voters of the District (which number of registered voters is equal to 8,074 of the total 80,744 registered voters in the District) is filed with the Board of Library Trustees within thirty (30) days after the publication of this Ordinance, then the question of whether this Ordinance shall become effective shall be submitted to the electors of the Gail Borden Public Library District in an election in accordance with the general election law. The Secretary of the Board of Trustees of the Gail Borden Public Library District will provide a petition form to any individual requesting one.

Section 3: This Ordinance shall become effective upon its approval, posting and publication, as provided by law.

Passed by the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, this 8th day of October 2024 by a vote of:

AYES: 5

NAYS: 0

ABSENT: 2

Approved this 8th day of October 2024.

/s/ Jean Bednar
President, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

ATTEST:

/s/ Tiffany Henderson
Secretary, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

(SEAL)

2024 Levy Calculation

Sara Johnson, Director of Finance

The 2024 Levy Calculation chart is a synopsis of the change in levy request from 2023 to 2024.

“Operating Budget 2024-2025” shows the approved working budget for 2024-2025 by fund.

“Appropriation 2024-2025” shows the approved appropriation, or legal spending limit, for 2024-2025. The Levy amount cannot exceed the Appropriation amount.

“Levy 2024” and “Levy 2023” show the amounts levied, or requested, by the library in those respective years.

The “% change” is the percent increase in the total levy requested from last year (2023) to this year (2024).

The “Levy History” section shows the operating levy amounts that we requested each year 2019-2023, as well as the actual taxes extended (amount billed to the taxpayers) in those years.

The 2024 Levy request is estimated using the designated 3.4% CPI rate and estimated new growth.

2024 Levy Calculation

CPI 3.4%

Fund	Budget 2024 2025	Appropriation 2024 2025	Levy 2024	Levy 2023
General	\$ 20,881,500	\$ 24,359,400	\$ 18,275,000	\$ 16,984,000
IMRF	\$ 880,000	\$ 1,000,000	\$ 800,000	\$ 800,000
Soc Sec	\$ 764,800	\$ 870,000	\$ 730,000	\$ 780,000
Audit	\$ 16,000	\$ 18,000	\$ 15,000	\$ 16,000
Ins/Risk	\$ 371,600	\$ 451,000	\$ 330,000	\$ 320,000
Bldg Maint	\$ 841,400	\$ 1,009,700	\$ 850,000	\$ 800,000
Operating Bdgt	\$ 23,755,300	\$ 27,708,100	\$ 21,000,000	\$ 19,700,000
				Levy % Change 6.60%

Levy History	CPI	Operating Levy (Requested Amount)	Operating Tax Extension (Extended Amount)
		2023	2023
Operating Bdgt	5.0%	\$ 19,700,000	\$ 19,414,147
		2022	2022
Operating Bdgt	5.0%	\$ 18,300,000	\$ 18,289,218
		2021	2021
Operating Bdgt	1.4%	\$ 17,800,000	\$ 17,207,059
		2020	2020
Operating Bdgt	**	\$ 17,200,000	\$ 16,826,365
		**Based on Limited Operating Rate .486 approved by taxpayers 03/2020	
		2019	2019
Operating Bdgt	1.9%	\$ 12,950,000	\$ 12,715,987

ORDINANCE No. 2024-10-2
ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
OF THE GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025

BE IT ORDAINED by the Board of Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, as follows:

Section 1: That pursuant to authority vested in it by law, including the Illinois Public Library District Act of 1991, the Board of Trustees of the GAIL BORDEN PUBLIC LIBRARY DISTRICT, Kane and Cook Counties, Illinois, does hereby find, declare and ordain that the total amount of appropriations required to be assessed, levied and collected from the tax levy for the current fiscal year, in order to meet and defray all the necessary expenses and liabilities of said Public Library District, including the General Corporate Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Audit Fund, the Liability Insurance and Risk Management Fund, and the Building, Equipment and Maintenance Fund is TWENTY ONE MILLION DOLLARS (\$21,000,000).

Section 2: That the sum of TWENTY-ONE MILLION DOLLARS (\$21,000,000) (1) be and the same is assessed and levied from and against all taxable property within the limits of said GAIL BORDEN PUBLIC LIBRARY DISTRICT as the same is assessed and equalized for state and county purposes for the current year 2024, and are to be applied in liquidation of TWENTY SEVEN MILLION SEVEN HUNDRED EIGHT THOUSAND ONE HUNDRED (\$27,708,100) of appropriations heretofore made by Ordinance adopted by the Board of Trustees of the GAIL BORDEN PUBLIC LIBRARY DISTRICT at a meeting thereof convened and held on September 10, 2024, and duly published as provided by law, and known as Ordinance 2024-9-1 which ordinance is hereby incorporated by reference;

and (2) be and the same is hereby assessed and levied upon all the taxable property in said public library district for the current fiscal year; and that TWENTY-ONE MILLION DOLLARS (\$21,000,000) is to be collected from said tax levy for the current fiscal year, the total of which has been ascertained as afore stated, and being as follows, to wit:

GENERAL CORPORATE FUND

1. Personnel Services	12,712,000
2. Contractual Services	3,108,000
3. Supplies	362,000
4. Materials	1,690,400
5. Capital Improvements/Acquisitions/Equipment	6,242,000
6. Loan Expenditure	145,000
7. HUD Grant Expenditure	<u>100,000</u>
General Corporate Fund Total	\$ 24,359,400

Total General Corporate Fund Appropriations	\$ 24,359,400
Less Amount from Other Sources	- 6,084,400
Amount to be Raised from Real Estate Taxes	\$ 18,275,000

The aforesaid amount of \$18,275,000 hereby is levied as the General Corporate Fund. The foregoing appropriations are appropriated for the General Corporate Fund for corporate purposes from the proceeds of the general public library property tax and may also be from proceeds of a special tax for the Working Cash Fund which may be transferred to the General Corporate Fund and which is in addition to all other library taxes as provided by law. Said general public library property tax appropriations, less estimated amounts receivable from other sources, are hereby levied from the proceeds of the tax for general corporate purposes as provided by law in the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (formerly Ill. Rev. Stat., Chap. 81, Sec. 1001-1 et seq.), or as otherwise provided by law.

ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund Appropriations	\$ 1,000,000
Less Amount from Other Sources	- 200,000
Amount to be Raised from Real Estate Taxes	\$ 800,000

The aforesaid amount of \$800,000 hereby is levied as the Illinois Municipal Retirement Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Illinois Municipal Retirement Fund and are for the purpose of paying the Library District's contribution to the Illinois Municipal Retirement Fund and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Illinois Municipal Retirement Fund contribution purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 40 ILCS 5/7-171 et seq. (formerly Ill. Rev. Stat., Chap. 108-1/2, Sec. 7-171), or as otherwise provided by law.

SOCIAL SECURITY FUND

Total Social Security Fund Appropriations	\$ 870,000
Less Amount from Other Sources	-140,000
Amount to be Raised from Real Estate Taxes	\$ 730,000

The aforesaid amount of \$730,000 hereby is levied as the Social Security Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Social Security Fund and are for the purpose of paying the Library District's contribution to the Social Security Fund and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Social Security Fund contribution purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 40 ILCS 5/7-170 et seq. (formerly Ill. Rev. Stat., Chap. 108-1/2, Sec. 7-170), or as otherwise provided by law.

AUDIT FUND

Total Audit Fund Appropriations	\$ 18,000
Less Amount from Other Sources	- 3,000
Amount to be Raised from Real Estate Taxes	\$ 15,000

The aforesaid amount of \$15,000 hereby is levied as the Audit Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Audit Fund and are for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 50 ILCS 310/9 (formerly Ill. Rev. Stat., Chap. 85, Sec. 709), or as otherwise provided by law.

LIABILITY INSURANCE AND RISK MANAGEMENT FUND

Total Liability Insurance/Risk Management Fund Appropriations	\$ 451,000
Less Amount from Other Sources	- 121,000
Amount to be Raised from Real Estate Taxes	\$ 330,000

The aforesaid amount of \$330,000 hereby is levied as the Liability Insurance and Risk Management Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Liability Insurance and Risk Management Fund and are for the purpose of liability, property damage, compensation and risk management expense and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for liability, property damage, compensation and risk management expense purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 745 ILCS 10/9-107 (formerly Ill. Rev. Stat., Chap. 85, Sec. 9-107), or as otherwise provided by law.

BUILDING, EQUIPMENT AND MAINTENANCE FUND

Total Building, Equipment & Maintenance Fund Appropriations	\$1,009,700
Less Amount from Other Sources	- 159,700
Amount to be Raised from Real Estate Taxes	\$ 850,000

The aforesaid amount of \$850,000 hereby is levied as the Building, Equipment and Maintenance Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Building, Equipment and Maintenance Fund for the purposes of the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for the purposes of the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or as otherwise provided by law.

SUMMARY BY FUND

GENERAL CORPORATE FUND LEVY	\$ 18,275,000
ILLINOIS MUNICIPAL RETIREMENT FUND LEVY	800,000
SOCIAL SECURITY FUND LEVY	730,000
AUDIT FUND LEVY	15,000
LIABILITY INSURANCE AND RISK MANAGEMENT FUND LEVY	330,000
BUILDING, EQUIPMENT AND MAINTENANCE FUND LEVY	<u>850,000</u>
TOTAL	\$ 21,000,000

Section 3: That the total amount of TWENTY ONE MILLION DOLLARS (\$21,000,000), ascertained as aforesaid, be and the same hereby is assessed, levied, extended, and collected on all property within the Public Library District in order to meet and defray all the necessary expenses and liabilities of the said Public Library District as required by statute or voted by the people in accordance with the law.

Section 4: All unexpended balances of any item or items of the General Corporate Fund levy made by this Ordinance may be expended in making up any insufficiency or deficit in any item or items in the same General Corporate Fund levy made by this Ordinance. To the extent permitted by law, all unexpended balances of any fund levy made by this Ordinance may be expended in making up any insufficiency or deficit in any other fund levy made by this Ordinance.

Section 5: All unexpended balances of any item or items of the proceeds received annually from annual public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund for the purposes for which that fund was created, or as otherwise provided by law.

Section 6: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerks of Kane and Cook Counties within the time specified by law and said County Clerks are hereby directed to cause the foregoing levy amounts to be assessed, extended and collected upon and against the taxable property within the territorial limits of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, and in accordance with the laws and statutes of the State of Illinois.

Section 7: That this Ordinance shall take effect and be in full force and effect from and after its passage and approval as required by law.

ADOPTED AND APPROVED this 8th day of October 2024, pursuant to a roll call vote as

follows:

AYES:

NAYS:

ABSENT:

Approved this 8th day of October 2024.

President, Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

ATTEST:

Secretary, Board of Library Trustees
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

CERTIFICATION

The undersigned, Tiffany Henderson, hereby certifies that she is the Secretary of the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, that she was duly elected, has qualified, and is now acting as such Secretary, that she is the keeper of the records and seal of said District, and that the document attached hereto is a true, complete, and correct copy of Ordinance No. 2024-10-2 entitled:

ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
OF THE GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025

Which Ordinance was duly passed by the Board of Library Trustees of said District on the 8th day of October 2024 and approved by the President of said District on the 8th day of October 2024, which Ordinance has been duly filed with the undersigned as Secretary of said District and is now in full force and effect.

IN WITNESS THEREOF, the undersigned has hereto set his hand and affixed the corporate seal of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, this 8th day of October 2024.

Secretary, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

(SEAL)

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-100 ILLINOIS COMPILED STATUTES

I, Jean Bednar, hereby certify to the Kane County Clerk and the Cook County Clerk that GAIL BORDEN PUBLIC LIBRARY DISTRICT has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the 2024 Tax Levy.

_____ The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year; therefore, the publication and hearing provisions of Truth in Taxation are inapplicable.

XXX The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year; therefore, the publication and hearing provisions of Truth in Taxation are applicable and have been met.

Said public hearing was held on the 8th of October 2024

President, Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

Date

(SEAL)

ORDINANCE No. 2024-10-2
ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
OF THE GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025

BE IT ORDAINED by the Board of Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, as follows:

Section 1: That pursuant to authority vested in it by law, including the Illinois Public Library District Act of 1991, the Board of Trustees of the GAIL BORDEN PUBLIC LIBRARY DISTRICT, Kane and Cook Counties, Illinois, does hereby find, declare and ordain that the total amount of appropriations required to be assessed, levied and collected from the tax levy for the current fiscal year, in order to meet and defray all the necessary expenses and liabilities of said Public Library District, including the General Corporate Fund, the Illinois Municipal Retirement Fund, the Social Security Fund, the Audit Fund, the Liability Insurance and Risk Management Fund, and the Building, Equipment and Maintenance Fund is TWENTY ONE MILLION DOLLARS (\$21,000,000).

Section 2: That the sum of TWENTY-ONE MILLION DOLLARS (\$21,000,000) (1) be and the same is assessed and levied from and against all taxable property within the limits of said GAIL BORDEN PUBLIC LIBRARY DISTRICT as the same is assessed and equalized for state and county purposes for the current year 2024, and are to be applied in liquidation of TWENTY SEVEN MILLION SEVEN HUNDRED EIGHT THOUSAND ONE HUNDRED (\$27,708,100) of appropriations heretofore made by Ordinance adopted by the Board of Trustees of the GAIL BORDEN PUBLIC LIBRARY DISTRICT at a meeting thereof convened and held on September 10, 2024, and duly published as provided by law, and known as Ordinance 2024-9-1 which ordinance is hereby incorporated by reference;

and (2) be and the same is hereby assessed and levied upon all the taxable property in said public library district for the current fiscal year; and that TWENTY-ONE MILLION DOLLARS (\$21,000,000) is to be collected from said tax levy for the current fiscal year, the total of which has been ascertained as afore stated, and being as follows, to wit:

GENERAL CORPORATE FUND

1. Personnel Services	12,712,000
2. Contractual Services	3,108,000
3. Supplies	362,000
4. Materials	1,690,400
5. Capital Improvements/Acquisitions/Equipment	6,242,000
6. Loan Expenditure	145,000
7. HUD Grant Expenditure	<u>100,000</u>
General Corporate Fund Total	\$ 24,359,400

Total General Corporate Fund Appropriations	\$ 24,359,400
Less Amount from Other Sources	- 6,084,400
Amount to be Raised from Real Estate Taxes	\$ 18,275,000

The aforesaid amount of \$18,275,000 hereby is levied as the General Corporate Fund. The foregoing appropriations are appropriated for the General Corporate Fund for corporate purposes from the proceeds of the general public library property tax and may also be from proceeds of a special tax for the Working Cash Fund which may be transferred to the General Corporate Fund and which is in addition to all other library taxes as provided by law. Said general public library property tax appropriations, less estimated amounts receivable from other sources, are hereby levied from the proceeds of the tax for general corporate purposes as provided by law in the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (formerly Ill. Rev. Stat., Chap. 81, Sec. 1001-1 et seq.), or as otherwise provided by law.

ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund Appropriations	\$ 1,000,000
Less Amount from Other Sources	- 200,000
Amount to be Raised from Real Estate Taxes	\$ 800,000

The aforesaid amount of \$800,000 hereby is levied as the Illinois Municipal Retirement Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Illinois Municipal Retirement Fund and are for the purpose of paying the Library District's contribution to the Illinois Municipal Retirement Fund and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Illinois Municipal Retirement Fund contribution purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 40 ILCS 5/7-171 et seq. (formerly Ill. Rev. Stat., Chap. 108-1/2, Sec. 7-171), or as otherwise provided by law.

SOCIAL SECURITY FUND

Total Social Security Fund Appropriations	\$ 870,000
Less Amount from Other Sources	-140,000
Amount to be Raised from Real Estate Taxes	\$ 730,000

The aforesaid amount of \$730,000 hereby is levied as the Social Security Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Social Security Fund and are for the purpose of paying the Library District's contribution to the Social Security Fund and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Social Security Fund contribution purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 40 ILCS 5/7-170 et seq. (formerly Ill. Rev. Stat., Chap. 108-1/2, Sec. 7-170), or as otherwise provided by law.

AUDIT FUND

Total Audit Fund Appropriations	\$ 18,000
Less Amount from Other Sources	- 3,000
Amount to be Raised from Real Estate Taxes	\$ 15,000

The aforesaid amount of \$15,000 hereby is levied as the Audit Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Audit Fund and are for audit expense purposes and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for audit expense purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 50 ILCS 310/9 (formerly Ill. Rev. Stat., Chap. 85, Sec. 709), or as otherwise provided by law.

LIABILITY INSURANCE AND RISK MANAGEMENT FUND

Total Liability Insurance/Risk Management Fund Appropriations	\$ 451,000
Less Amount from Other Sources	- 121,000
Amount to be Raised from Real Estate Taxes	\$ 330,000

The aforesaid amount of \$330,000 hereby is levied as the Liability Insurance and Risk Management Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Liability Insurance and Risk Management Fund and are for the purpose of liability, property damage, compensation and risk management expense and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for liability, property damage, compensation and risk management expense purposes and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or in 745 ILCS 10/9-107 (formerly Ill. Rev. Stat., Chap. 85, Sec. 9-107), or as otherwise provided by law.

BUILDING, EQUIPMENT AND MAINTENANCE FUND

Total Building, Equipment & Maintenance Fund Appropriations	\$1,009,700
Less Amount from Other Sources	- 159,700
Amount to be Raised from Real Estate Taxes	\$ 850,000

The aforesaid amount of \$850,000 hereby is levied as the Building, Equipment and Maintenance Fund. The foregoing appropriations are hereby appropriated from the proceeds of a special tax for the Building, Equipment and Maintenance Fund for the purposes of the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for the purposes of the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law in said Public Library District Act of 1991, or as otherwise provided by law.

SUMMARY BY FUND

GENERAL CORPORATE FUND LEVY	\$ 18,275,000
ILLINOIS MUNICIPAL RETIREMENT FUND LEVY	800,000
SOCIAL SECURITY FUND LEVY	730,000
AUDIT FUND LEVY	15,000
LIABILITY INSURANCE AND RISK MANAGEMENT FUND LEVY	330,000
BUILDING, EQUIPMENT AND MAINTENANCE FUND LEVY	<u>850,000</u>
TOTAL	\$ 21,000,000

Section 3: That the total amount of TWENTY ONE MILLION DOLLARS (\$21,000,000), ascertained as aforesaid, be and the same hereby is assessed, levied, extended, and collected on all property within the Public Library District in order to meet and defray all the necessary expenses and liabilities of the said Public Library District as required by statute or voted by the people in accordance with the law.

Section 4: All unexpended balances of any item or items of the General Corporate Fund levy made by this Ordinance may be expended in making up and insufficiency or deficit in any item or items in the same General Corporate Fund levy made by this Ordinance. To the extent permitted by law, all unexpended balances of any fund levy made by this Ordinance may be expended in making up any insufficiency or deficit in any other fund levy made by this Ordinance.

Section 5: All unexpended balances of any item or items of the proceeds received annually from annual public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund for the purposes for which that fund was created, or as otherwise provided by law.

Section 6: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerks of Kane and Cook Counties within the time specified by law and said County Clerks are hereby directed to cause the foregoing levy amounts to be assessed, extended and collected upon and against the taxable property within the territorial limits of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, and in accordance with the laws and statutes of the State of Illinois.

Section 7: That this Ordinance shall take effect and be in full force and effect from and after its passage and approval as required by law.

ADOPTED AND APPROVED this 8th day of October 2024, pursuant to a roll call vote as

follows:

AYES: 5

NAYS: 0

ABSENT: 2

Approved this 8th day of October 2024.

/s/ Jean Bednar
President, Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

ATTEST:

/s/ Tiffany Henderson
Secretary, Board of Library Trustees
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

CERTIFICATION

The undersigned, Tiffany Henderson, hereby certifies that she is the Secretary of the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, that she was duly elected, has qualified, and is now acting as such Secretary, that she is the keeper of the records and seal of said District, and that the document attached hereto is a true, complete, and correct copy of Ordinance No. 2024-10-2 entitled:

ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
OF THE GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025

Which Ordinance was duly passed by the Board of Library Trustees of said District on the 8th day of October 2024 and approved by the President of said District on the 8th day of October 2024, which Ordinance has been duly filed with the undersigned as Secretary of said District and is now in full force and effect.

IN WITNESS THEREOF, the undersigned has hereto set his hand and affixed the corporate seal of the Gail Borden Public Library District, Kane and Cook Counties, Illinois, this 8th day of October 2024.

/s/ Tiffany Henderson
Secretary, The Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

(SEAL)

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION
IN ACCORDANCE WITH CHAPTER 35 SECTIONS 200/18-55
THROUGH 200/18-100 ILLINOIS COMPILED STATUTES

I, Jean Bednar, hereby certify to the Kane County Clerk and the Cook County Clerk that GAIL BORDEN PUBLIC LIBRARY DISTRICT has complied with all provisions of Truth in Taxation, as amended, with respect to the adoption of the 2024 Tax Levy.

_____ The District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year; therefore, the publication and hearing provisions of Truth in Taxation are inapplicable.

XXX The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year; therefore, the publication and hearing provisions of Truth in Taxation are applicable and have been met.

Said public hearing was held on the 8th of October 2024

/s/ Jean Bednar
President, Board of Library Trustees of the
Gail Borden Public Library District,
Kane and Cook Counties, Illinois

10/08/2024
Date

(SEAL)

October 2, 2024

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

between

Gail Borden Public Library District, Elgin, IL
270 N. Grove
Elgin, IL 60120
c/o: Carole Medal

and

Engberg Anderson, Inc.
8618 W. Catalpa Ave. Suite 1116
Chicago, IL 60656

For

GAIL BORDEN PUBLIC LIBRARY | ADDED PLUMBING AND ELECTRICAL SCOPE

Authorization is requested to modify the agreement as follows:

AMENDMENT NO. 2: Lighting at Main Entry, Nursing Room & Kids Craft Ara

The following amendment add additional design services for the additional lighting, converting a restroom to a nursing room and replacement of a craft counter and sink.

Add the following items under section "Project Understanding"

3. Entry Lighting
 - a. Remove existing metal ceiling
 - b. Provide new ACT ceiling and can lighting
 - c. Note adjustments to fire protection system and HVAC
4. Nursing Room
 - a. Convert the existing Kids Restroom T-05 to a Nursing Room
 - b. Remove toilet and sink. Provide new sink.
 - c. Note toilet accessories
 - d. Walls to be patched
 - e. Existing lighting to remain
5. Craft Counter
 - a. Remove existing counter and sink.
 - b. Replace with new counter, millwork and sink.

Amendment 1 is created as follows:

§ **AMD1** Additional design services described in items 3-5 for as a stipulated sum fee of \$8,000.00.

The aggregate contract obligations are summarized in the following table:

Contract Category	Initial Contract	Additional Services
Basic Services	\$42,000	
Additional Services		
1 Lighting, Nursing Room, & Craft Counter		\$8,000
SUBTOTAL	\$42,000	\$8,000
GRAND TOTAL		\$50,000

ACCEPTANCE

If you have questions concerning any aspect of this amendment, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
GAIL BORDEN PUBLIC LIBRARY, ILLINOIS

Signature:  _____
 Name: Joseph M. Huberty _____
 Title: Principal _____
 Date October 2, 2024 _____

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Copied Shaun Kelly, Team Leader | Engberg Anderson
 EA File Name: U:\PROJECTS\2023 3550\233644 Gail Borden AEOC\1-Project Administration\1-Contracts & Fees\1-Client\GB Amendment 001 - Additional Services.Docx

Draft

Gail Borden Public Library District Succession Plan

PURPOSE

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Chief Executive Officer (CEO) and to facilitate the transition to both interim and long-term leadership.

TEMPORARY ABSENCE – SHORT-TERM, UNPLANNED

A short-term, unplanned, temporary leave of absence is defined as being three months or less in length in which it is expected that the CEO will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation in which the CEO has already made arrangements.

In the event of an unplanned absence of the CEO, the CEO or a chief operating officer (COO) will inform the Board President of the absence. The COO of Library Services and the COO of Facilities Management will assume the duties of “Acting CEO” during this period.

AUTHORITY AND COMPENSATION OF THE ACTING CEO

The COOs as Acting CEO shall have full authority for decision-making and independent action as the regular CEO.

The Board may but is not required to offer a salary bonus to the Acting CEO for the duration of the unplanned leave of absence.

BOARD OVERSIGHT

The Board President will be responsible for monitoring the work of the Acting CEO during the leave of absence period.

COMMUNICATIONS PLAN

Once the unplanned absence has been confirmed the Board President will notify staff and Board members of the delegation of authority.

Once the Acting CEO has begun covering the unplanned absence they shall communicate the temporary leadership structure to the following persons. This may include but not limited to:

- Accountant
- Attorney
- GBPLD Foundation
- Illinois Library Association
- Illinois State Library
- RAILS

Draft

COMPLETION OF SHORT-TERM EMERGENCY SUCCESSION PERIOD

The decision about when the absent CEO returns to lead the library should be determined by the CEO and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

TEMPORARY ABSENCE – LONG TERM

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition – the Board will give immediate consideration, in consultation with the Acting CEO, if they wish to continue as Acting CEO or if an Interim Executive Director/CEO should be hired. This is in recognition of the fact that, for a term of more than three months, it may be unreasonable to expect the Acting CEO to carry the duties of both their positions. Depending on the timing of the absence it may be necessary to have an outside experienced Executive Director/CEO in the position.

DETERMINATION OF NEED FOR AN INTERIM EXECUTIVE DIRECTOR/CEO

The criteria that the Board and Acting CEO should consider when determining whether or not to hire an Interim Executive Director/CEO (or a consultant) are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – status of Operating Budget, B&A, Levy
- Special projects currently in progress or upcoming

Skills and experience an Interim Executive Director/CEO needs:

- Significant experience as the Executive Director/CEO of an Illinois library district
- Ideally, prior experience as an Interim Executive Director/CEO
- Flexible schedule to allow for on-site presence of an Interim Executive Director/CEO and to attend Board meetings

If the Board and Acting CEO determine that an Interim Executive Director/CEO (or a consultant) is needed, the RAILS library system should be contacted for resources related to hiring an Interim Executive Director/CEO.

COMPLETION OF LONG-TERM EMERGENCY SUCCESSION PERIOD

The decision of when the absent CEO returns to lead the library should be determined by the CEO and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment. Questions related to leaves of absence may be directed internally to the Director of Human Resources or the library's attorney.

Draft

PERMANENT CHANGE OF CEO

A permanent change is one in which it is firmly determined that the CEO will not be returning to the position or has announced their retirement. The procedures and conditions should be the same as for a long-term temporary absence with one addition: the Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent CEO. The Search Committee will also determine the need for an Interim CEO if one is not already in place. The Board should strongly consider the option of hiring outside consultants to plan and manage the search.

ACCEPTANCE OF EMERGENCY SUCCESSION PLAN

This succession plan must be approved by the Board of Library Trustees. It should be reviewed on a regular basis and revised if needed.

9/10/2024

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9/10/2024

**COMPLIANCE WITH DECENNIAL COMMITTEES
ON LOCAL GOVERNMENT EFFICIENCY ACT**

Name of Library: Gail Borden Public Library District

Address of Main Library Office: 270 N. Grove Ave. Elgin, IL 60120

- Located in Kane County.
- Our county has eighteen (18) public libraries and three (3) special or academic libraries.
- The population of the territory in which our Library is located is 149,907 (as of 2020 census).
- We have 213 employees in the library (not including board members).
- Our annual budget for FY 2023-2024 is \$17,450,800.
- Our Library's equalized assessed valuation (EAV) for 2023 is \$.451781

Decennial Committee

Chief Executive Officer-Carole Medal

Chief Operating Officer, Library Services-Sara Sabo

Chief Operating Officer, Facilities Management, David Considine

Library Resident-Jennifer Ford, 7(1)(b) Elgin, IL 60123

Library Resident-Miriam Lytle, 7(1)(b) Elgin, IL 60123

Board of Trustees

Jean Bednar-Board President

Amanda Garcia-Board Vice-President

Tiffany Henderson-Trustee, Secretary

Amy Prochot-Trustee, Treasurer

Laura Bedolla-Trustee

Elisa Lara-Trustee

Joy Symonds-Trustee

Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur before June 10, 2023): May 9, 2023,

Second Meeting: October 8, 2024,

Third Meeting: November 12, 2024

Core Programs and Services Offered by our Library

The Gail Borden Public Library District offers a range of core programs and services to meet the needs of our communities. Here are some of the key offerings:

1. **Book Lending and Collection Access:** Access to various books, e-books, audiobooks, magazines, and newspapers.
2. **Reference and Information Services:** Assistance with research, information inquiries, and access to databases and online resources.
3. **Children's Programs:** Storytimes, summer reading programs, and educational workshops designed to promote literacy and learning among young children.
4. **Teen Programs:** Activities and events aimed at engaging teenagers, including book clubs, creative workshops, and technology programs.
5. **Adult Programs:** Workshops, lectures, and book clubs focused on various interests, including career development, personal finance, and health.
6. **Digital Services:** Access to e-books, streaming services, and online learning platforms like Libby and OverDrive.
7. **Computer and Technology Access:** Public computers, free Wi-Fi, and technology training sessions for patrons of all ages.
8. **Community Events:** Hosting cultural events, author talks, art exhibits, and community discussions to foster engagement and connection.
9. **Outreach Services:** Programs designed to reach underserved populations, such as homebound patrons or those in nursing homes.
10. **Meeting and Study Spaces:** Providing spaces for community meetings, study groups, and quiet reading.

These services support education, foster community engagement, and promote lifelong learning.

Awards and Recognitions

The Gail Borden Public Library District has received the following awards, distinctions, and recognitions:

2024

Martin Luther King Humanitarian Award
Multicultural Education Group-Community Impact Award

2023

Elgin Image Award-Violins of Hope
Association of Bookmobile & Outreach Services-Community Impact Award

2022

Library Journal 5 Star Library
Elgin Heritage Commission Mayor's Award – The Settlement: Elgin's African American History
Daily Herald – Reader's Choice Award
Daily Herald-Diversity in Business Award
Salvation Army-Silver Partner Award

2021

Jerry Kline Community Impact Prize – Honorable Mention
Centro de Información – Partnership Award for 2020 Census & Pandemic Navigation Program
Daily Herald – Readers' Choice Award

2020

City of Elgin Police Awards Committee – Distinguished Community Service Award

2019

City of Elgin Police Awards Committee – Distinguished Community Service Award
Daily Herald – Best of the Best Libraries

2018

Reflejos – AAHP National Award Winner
Elgin Image Award – New Citizens Recognition (2018) (partner w/Centro de Información)

2017

Elgin Area Chamber of Commerce and School District U-46 – Business Partner of the Year Award
Elgin Image Award – Hal Getzelman
Public Library Association National Library Legislative Day Video Contest
City of Elgin Police Awards Committee – Distinguished Community Service Award
Centro de Información Partnership Award
Library of Congress Literacy Awards Program- Best Practice Honoree – Tales & Travel Memories

2016

Public Library Association Demco Upstart Innovation Award – Gold Star Partners

2015

Elgin Image Award – Food for Fines

Elgin Heritage Commission Mayor's Award – Gail Borden Public Library 140th Anniversary

2014

Rosalinde Gilbert Innovations in Alzheimer's Disease Caregiving Legacy Award

Elgin Image Award – The Wall That Heals

Medical Library Association Midwest Chapter – Jean Williams Sayre Innovation Award – Tales & Travel Memories

Center for Economic Progress George Bickford Award – Community Partner in Low-Income Tax Preparation

2013

Elgin Image Award – Summer Reading Program

Elgin Area Chamber Elgin Development Group Workforce Award – Manufacture Your Future

American Library Association John Cotton Dana Public Relations Award – Soon to be Famous (Partner with RAILS)

Illinois Governor's Hometown Award and Governor's Cup Finalist – Summer Reading Program

2012

Reforma Midwest Chapter – Outstanding Service to the Latino Community

2011

Elgin Image Award – Census 2010

Elgin Hispanic Network – Organization of the Year

Elgin Area Chamber – Best Large Business Award

Illinois Library Association Excellence in Marketing & Public Relations – Most Creative Video Award

Club Guadalupano Les Lemke Memorial Award for Community Service

Elgin Image Award- Candidate Forum (Partner w/Coalition of Latino Organization)

2010

IFLA International Marketing Award (2nd place) – Story Tubes

Elgin Hispanic Network – Organization of the Year

Elgin Image Award – National Medal

2009

Institute of Museum and Library Services – National Medal

Public Library Association Polaris Innovation in Technology John Iliff Award – Story Tubes

North Suburban Library System Marketing Award – Dr. Torres Library Card Challenge

Elgin Heritage Commission Mayor's Award – A Tapestry of Freedom

Elgin Image Award – Veterans History Project

2008

American Library Association John Cotton Dana Library Public Relations Award – SPACE: Dare to Dream

Elgin Heritage Commission Mayor's Award – A Tapestry of Freedom, *Elgin: A Women's City* by E.C. Alft

Library Journal – Library of the Year Special Mention
North Suburban Library System Innovation Award – SPACE: Dare to Dream
YWCA Leadership Corporate Award

2007

Downtown Neighborhood Association “Community’s Favorite Place” Award – Innovative programming and exhibits for residents of all ages.
Martin Luther King, Jr. Humanitarian Award – Black History Family Festival
Slow Global Warming Visionary Award – Programs and Initiatives related to climate change.

2006

ALA Marshall Cavendish Award for Excellence in Library Programming – GIANTS
Illinois Main Street Lieutenant Governor’s Award for Excellence in Downtown Revitalization – Dinosaurs on Parade
Illinois Library Association Highsmith Innovation Award – GIANTS
North Suburban Library System - Library of the Year
Elgin Image Award – Dinosaurs
Frommer’s Best Library Display

Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments.

Entity: Electronic Content Consortium

Services Offered: Achieves economies of scale by jointing negotiating and purchasing electronic content as may be deemed appropriate and authorized by the member libraries.

Entity: LINKin (informal agreement)

Services Offered: Consortium of ten (10) public libraries that provide resource sharing of physical items.

Entity: CloudLink (informal agreement)

Services Offered: Consortia of public libraries that provide resource sharing of electronic content.

Intergovernmental agreements (IGAs) have provided numerous benefits to public libraries, particularly in Illinois. Here are some key advantages:

1. Resource Sharing: IGAs facilitate the sharing of resources among libraries, allowing them to pool collections, databases, and technology, which enhances access for all patrons.
2. Cost Savings: By collaborating on purchasing agreements, libraries can save money on materials, software, and services, making it easier to manage budgets and allocate funds more effectively.
3. Expanded Services: Libraries can offer a wider range of programs and services by partnering with local governments and organizations, such as joint educational programs

or community events.

4. **Increased Funding Opportunities:** Collaborative efforts can strengthen grant applications and attract funding from state and federal sources, as joint initiatives often demonstrate broader community impact.

5. **Streamlined Operations:** IGAs can lead to more efficient administrative processes, such as shared staffing or combined outreach efforts, reducing redundancy and improving service delivery.

6. **Enhanced Technology Access:** Libraries can benefit from shared technology resources, such as integrated library systems or digital archives, which can improve patron services and operational efficiency.

7. **Strengthened Community Connections:** By working with other governmental entities, libraries can better align their services with community needs and priorities, fostering a stronger sense of collaboration and engagement.

8. **Joint Marketing Efforts:** Collaborative marketing initiatives can increase the visibility and awareness of library services and programs, attracting more patrons.

Overall, intergovernmental agreements enable our library to enhance our service offerings, increase efficiency, and better meet the diverse needs of our communities.

Community Partnerships

ACE School District U-46 Alignment	Collaboration to improve schools/student
Advocate Sherman Hospital	Birth Registrar Baby's 1 st Library Card/Welcome Baby, public health programs
Agency on Aging (Northeast Illinois)	Grants, training, demographic support
Art for All	Exhibits
Bernie's Books	Books to summer readers
Centro de Informacion	Immigration, food pantry, referrals
City of Elgin	Multiple programs, exhibits, special events
City of Elgin Parks and Recreation	Community events, programs, bookmobile
Comcast	Grants for digital literacy classes
Elgin Area Men's Shed	Woodworking products for programs
Elgin Community College	Multiple events, programs, collaborations
Elgin Hispanic Network	The exhibit, program collaboration, volunteers
Elgin Historical Society & Museum	Exhibits, events, programs, publicity
Elgin Partnership for Early Learning	Multiple events, diaper giveaways, story times
Elgin Symphony Orchestra	Concerts, programs, education
Elgin Police Department	National Night Out, educational programs
Friends of the Fox River	Ecology exhibits, programs

Housing Authority of Elgin	Bookmobile stops collaboration on jobs, literacy, and Continuum of Care.
Housing & Urban Development Department	Federal funding for special projects
Gail Borden Public Library District Foundation	Book Sale volunteers, Funding/sponsorships, fiscal agent for some project grants
Illinois Board of Education	Continuing education credits for teachers at programs
Illinois School District U-46 – schools, teachers, students	Student Success Cards, Parents Nights, multiple services, story times, and events
Illinois State Library	Project grants, annual IPLAR funding
KCT Credit Union	Financial literacy classes, events, exhibit sponsorships, rental space in 2 buildings
League of Women Voters	Public candidate forums, education
Literacy Connection	Adult literacy classes
Lord’s Park Zoo	Storytimes for Families
Mexican Consulate (mobile unit)	Annual event for services to Mexican citizens
Organization of Mexicans in Elgin	Programs, events, exhibits, volunteers
Palmer Foundation	Grants for arts events and exhibits
Public Officials at Local, State, and Federal levels	Advocacy, grants, sponsorships, town halls
Seigle Foundation	Grants for programs, equipment
Village of South Elgin	Events, town halls, Branch grant support
Women on the Brink	Public summits on poverty, programs
YWCA Elgin	Multiple collaborations for families/women

Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the library to evaluate our compliance and to determine if any of the foregoing should be amended.

1. State laws applicable to Libraries.
2. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
3. Policy on public comment
4. Designation of OMA officer (5 ILCS 120/1.05(a))
5. All Board Members have completed OMA Training (5 ILCS 120/1.05(b))

6. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
7. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
8. Designation of FOIA Officer (5 ILCS 140/3.5(a))
9. FOIA Officer Training (5 ILCS 140/3.5(b))
10. Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
11. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
12. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
13. Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
14. IMRF Total Compensation Postings (5 ILCS 120/7.3)
15. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
16. All applicable officials have filed statements of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
17. Sexual harassment prevention training (775 ILCS 5/2-109(C))
18. Our Intergovernmental Agreements
19. Our budget and financial documents
20. State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
21. Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016).

What Have We Done Well?

Innovative Programs or Services

1. Digital Literacy Workshops: Offering classes on digital skills and technology use for all ages.
2. Mobile Library Services: Implementing bookmobiles or pop-up libraries in underserved areas.
3. STEAM Programs: Hosting science, technology, engineering, arts, and math workshops for children and teens.
4. Virtual Programming: Expanding online resources and programs, especially during the COVID-19 pandemic, including virtual story times and book clubs.

Ethics Ordinances

1. Adoption of Ethics Codes: Many libraries have adopted or updated ethics ordinances to ensure transparency and accountability in governance and operations.
2. Conflict of Interest Policies: Implementing policies to prevent conflicts of interest among board members and staff.

Timely FOIA Compliance

1. FOIA Training: Providing regular training for staff on Freedom of Information Act (FOIA) compliance to ensure timely and accurate responses to requests.
2. Online FOIA Resources: Creating dedicated sections on library websites for FOIA requests and information.

Responsiveness to Public

1. Surveys and Feedback Mechanisms: Conducted community surveys to gather feedback on services and programs.
2. Public Forums: Hosting community meetings to discuss library needs and gather input on future initiatives.

New Intergovernmental Agreements

1. Shared Services Agreements: Collaborating with local governments or other libraries for shared services like cataloging, IT support, or outreach programs.
2. Joint Programming: Partnering with schools or community organizations for educational programs and events.

Increase in the Number of Library Patrons Served

1. Growth in Membership: Documenting an increase in library card sign-ups and overall patron visits, often bolstered by outreach and promotional efforts.

2. Usage of Digital Resources: Noting significant increases in the use of e-books, audiobooks, and online databases.

Achievements and Strengths

Enhanced Community Engagement: Successful implementation of programs that foster community connection.

Responsive Service: Strong responsiveness to community needs through adaptive programming and services.

Commitment to Diversity: Initiatives aimed at promoting inclusivity and representation within library services.

What Inefficiencies Did We Identify/What are Our Next Steps?

Underutilized Resources:

- Some collections or services may not be fully utilized by the community.
- Next Steps: Conduct surveys and focus groups to identify patron interests and adjust collections or programs accordingly.

Ineffective Communication:

- Difficulties in reaching the community or gathering feedback on services.
- Next Steps: Enhance communication strategies through social media, newsletters, and community outreach events.

Inefficient Space Utilization:

- Library spaces may not be effectively organized to meet patron needs.
- Next Steps: Assess usage patterns and consider redesigning spaces to better accommodate activities and community needs.

Lack of Data-Driven Decision-Making:

- Decisions may be made without adequate data analysis, leading to ineffective programs.
- Next Steps: Implement data collection practices to assess program effectiveness and patron engagement, guiding future decisions.

Conclusion

By addressing these inefficiencies, our library can enhance its services, improve patron satisfaction, and foster greater community engagement. Regular assessments and community feedback will be essential for ongoing improvement.

What Can We Do Better or More Efficiently?

Improving efficiency and effectiveness in our library can lead to better services and enhanced patron satisfaction. Here are several strategies:

Leverage Technology

- Implement Integrated Library Systems: Upgrade to more advanced library management systems for streamlined cataloging, circulation, and patron management.
- Enhance Digital Offerings: Expand access to e-books, audiobooks, and online databases to meet the growing demand for digital content.

Enhance Community Engagement

- Conduct Regular Surveys: Gather feedback on services, programs, and collections to align offerings with community needs.
- Host Community Forums: Organize events to discuss library initiatives and gather input from patrons.

Optimize Resource Allocation

- Analyze Usage Data: Regularly review circulation and program attendance data to identify trends and adjust collections and services accordingly.
- Reevaluate Collections: Weed out outdated or underused materials and focus on acquiring resources that reflect community interests.

Enhance Accessibility

- Physical Accessibility Improvements: Ensure that library spaces are welcoming and accessible to all patrons, including those with disabilities.
- Outreach to Underserved Communities: Implement programs and services specifically designed to reach underserved populations.

Evaluate and Adapt Policies

- Regular Policy Reviews: Periodically review library policies to ensure they remain relevant and effective in addressing current needs.
- Ethics Training: Provide ongoing ethics training for staff and board members to foster transparency and accountability.

Focus on Professional Development

- Continuous Staff Training: Invest in ongoing professional development for staff to keep them updated on best practices and new technologies.
- Encourage Networking: Facilitate opportunities for staff to connect with peers in other libraries for idea-sharing and collaboration.

Studies on Governmental Efficiencies

In preparing this report, we reviewed studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.

Blanke, Andy; Walzer, Norman. "Modernizing Local Public Service Delivery Systems; LEAP into the Future" *Illinois Municipal Policy Journal*, vol. 4, pp. 141-160.

"Considerations and Practices of Local Government Consolidation." *Chicago Metropolitan Agency for Planning*, www.cmap.illinois.gov.

Costin, Brian. Illinois Policy Institute, 2013, *Too Much Government: Illinois' Thousands of Local Governments*.

United States, Congress, Dodaro, Gene L. *Government Efficiency and Effectiveness: Opportunities to Reduce Fragmentation, Overlap, and Duplication and Achieve Other Financial Benefits: Testimony before the Committee on Oversight and Government Report, House of Representatives*

Our Committee Recommendations Regarding Accountability and Efficiencies

Note: This Report will be filed with the county (or counties) no later than 18 months after the first committee meeting.

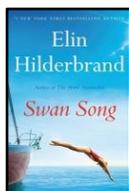
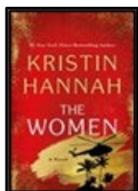
Submitted by: _____
Chairperson, Decennial Efficiency Committee

Date of Committee Approval of Report:

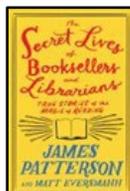
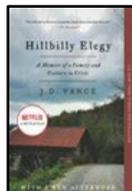
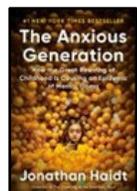
Access Services – September 2024

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

Top Adult Fiction



Top Adult Nonfiction



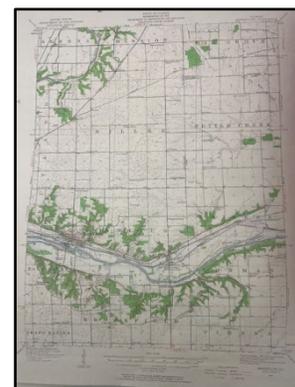
Top Family DVD



Collection Development and Technical Services Departments

Expanding Our Genealogy Resources: New Illinois Historical Maps Added

The Genealogy Map collection at the Main Library has been expanded with the addition of 90 historical maps, all centered on the state of Illinois. These maps offer detailed insights into Illinois' geographic and historical development, serving as valuable tools for researchers and genealogists. The collection is available for in-house use, allowing patrons to explore the state's past in greater depth. This enhancement strengthens our library's role as a vital resource for local history and genealogical research within the community.



Discover Something Different: September's Most Popular Reads

Looking to read something different? In September, the Main Library's most popular collections offer fresh and unique options for readers. Categories with the highest check-out rates include Marketplace Crafts & Hobbies, Seen on TV picture books, New Ready for Chapters books, Zone Getting Graphic, Teen Manga, and Adult Manga. The growing interest in graphic novels and manga continues to thrive, providing exciting alternatives for those seeking something beyond traditional reads. If you're in the mood for something different, these collections are a great place to start!

Customer Relations

Beth Gough assisted at the Renaissance Family Faire held at the Rakow Branch on Saturday, 9/28. Despite some windy weather, many customers enjoyed making leather bracelets and participating in other fun activities. Beth's creativity and enthusiasm helped make the event a success, creating a welcoming atmosphere for attendees of all ages.



Library Applications

2024-2025 Student Success Program Report

The Student Success Program provides library cards to students, allowing them the opportunity to check out books from the Bookmobile at participating schools. This initiative now serves 2,232 students. Access to books is critical, as research consistently shows that placing books in the hands of children significantly influences their chances for both personal and academic success.

Library Applications staff worked diligently to obtain, clean, and prepare student data for the 2024-2025 school year. They managed over 3,400 records and, once the data was processed, it was loaded into the system to create 737 new cards and convert 174 existing youth accounts to Student Success cards.

Additionally, Customer Relations staff organized the physical cards for distribution, including the creation of new Student Success cards for those with existing accounts. Library Applications staff also generated 1,823 barcode labels for students scheduled for Bookmobile stops, ensuring that staff could efficiently assist students who did not bring their cards onto the bus.

Volunteer Services

Donation of Microfilm

In response to the demolition of Chicago Tribune’s Freedom Center, Information Services received an offer to donate local microfilm from Chicago’s American newspaper, dating back to the 1960s. Volunteers played a key role in sorting this valuable collection, streamlining the cataloging process for future use.



College of DuPage Internship Completion

Our College of DuPage intern successfully completed his 75-hour internship at Gail Borden. During his time here, he gained practical experience in understanding the operations of a library of this size, which will benefit him in his future endeavors.

Vocational Volunteers Return

We are thrilled to welcome back our vocational volunteers from Summit School and Streamwood High School. These students join us on a weekly basis to assist with various tasks. Additionally, Summit School's sophomore and junior classes now visit three times a month as part of group volunteering, helping to check DVDs in the Marketplace.

Volunteer Contributions to Gail’s Sales

Our September book sale wouldn’t have been possible without the support of 53 dedicated volunteers who logged 550 hours—more than double the typical time spent. These efforts were instrumental in the success of the event.



Book Sale Stories

- Two college roommates, one from North Carolina and the other from Elgin, rediscovered their connection at our book sale in March. Now, they coordinate their visits to coincide with the sale, with one bringing an extra suitcase to take home books. Gail Borden has become a vacation destination for them!
- One volunteer spent seven hours at the sale and shared an inspiring story: Two women from a PTO in St. Charles were combing through boxes on the floor looking for 1,700 books. Their organization gives a book to each child on their birthday, funded by corporate sponsors. Another heartwarming moment came when a little boy asked for a Star Wars book, hoping his dad would read it to him.

-Respectfully, Robert Moffett, Division Chief of Access Services

Community Services – September 2024

Branch Library Services

Community Engagement

Mobile Library Services

Mobile Library Services

We officially moved into our new home at 1150 Davis Rd! This was a huge undertaking by multiple departments, and we are excited for how this move will set our department up for success for years to come. The new space consists of an 1,100 sq. ft. office space for staff and a 12,000 sq. ft. warehouse. The warehouse will serve as a garage for our vehicles, a home for our collection, storage space for us and other departments. A massive THANK YOU goes out to our Board, Cabinet, Maintenance, IT, and all those staff members who helped us pack. Despite this monumental project, our Mobile Library Services team continued to provide excellent library services to our community.

Bookmobile - We visited the Elgin Math and Science Academy, and we are making plans for additional visits. We participated in the Elgin Rotary Club's **Touch a Truck** event at Panton Mill Park and engaged with 120 customers. We also began our stops at the South Elgin Branch during construction. Student Success stops begin in October and much *behind the scenes* work was done in preparation.



TechKnow Mobile – Our team held the fifth STEM on Wheels program, which continues to be a big hit with our community's curious young learners. Our Manager of Digital Equity Services was also interviewed by Elisa Lara for their program *Al Dia Con Elisa*, promoting Mobile Library Services to our Spanish-speaking residents. We also brought our Sprinter to the Elgin History Museum's annual Bluff City Cemetery Walk to tie-in to their books and literacy theme and celebrate our 150th Anniversary.



September was also packed with many school events and visits by our **Elementary School Engagement** Coordinator. She visited classrooms at McKinley Elementary and at Elgin Math and Science Academy, the latter of which was in tandem with the Bookmobile. We are actively working with staff and administration at other schools to schedule for future visits this Fall.

Home Services - While coordinating deliveries to our care communities and individuals, we also continued our collaboration with Life Enrichment. Together they attended 5 programs, including the Memory Café at its new location in the South Elgin Public Works Building. Our Book Bike visits ended for the season. The Book Bike and Buddy Bike also got tuned up by Elgin Community Bikes.



The **ReaderShip** had its first stop of the school year at Children of America's back to school night. The Sprinter was on hand for library card registration after facilitating a 30-minute Storytime.

Branch Library Services

We hosted the first annual **Renaissance Family Faire**. Staff flexed their creativity muscles by creating games (Queen's Ring Toss, Sword Throwing, Axe Throwing, Sword in the Stone candy game), crown and shield making, photo ops, a Gnome Knight Hunt, and a Dragon Egg Hunt. The crowd enjoyed fortune tellers, a wizard performing magic, a roving minstrel, a costume contest, bouncy castle, leather stamping, calligraphy bookmarks, and henna. Staff across multiple departments helped us with this event by providing entertainment, set up and take down support, and publicity. About 225 Lords and Ladies attended the Faire, many in costumes! Our Facebook LIVE of the event has had about 7K views.



With the South Elgin Branch closed for expansion construction, all branch staff are working at the Rakow Branch. Because we have this rare opportunity to have all branch staff together under one roof, we are implementing weekly training refreshers. Our fabulous cross-trained branch staff have also been deployed to work the public desks at Main in Customer Relations, Administration Reception, KidSpace, Computer Center, and Information Services.

Our programmers have increased the number of programs held at the Rakow Branch. Our Branch Early Literacy Associate is now presenting six Storytimes a week at Rakow to accommodate the demand. We've also experienced an increase in Play Area Visits at the Rakow Branch. Many South Elgin families have visited the Rakow Branch for the first time.



Our Branch Grade School Associate started a new weekly Book Club for grades 3-5 called **Read & Explore: The Wild Robot Book Club**. The participants either read and listen to chapters together or have “homework” to read chapters to prepare for the next week’s program. They discuss the book and do various activities, such as making survival badges and robots and participating in creative writing.

We also debuted a new self-directed activity: **What’s Your Vote?** in which visitors can vote for their preference each month. This month’s question was “Pancakes or Waffles?” The winner was pancakes!

The new handout for **Nature Rangers** is about Autumn Leaves. Nature Rangers: Zentangle Leaf Project brought out 17 kids to enjoy relaxing watercolor painting and Zen tangling art.

The **Our Milky Way Galaxy program** was a popular presentation at Rakow with moon and planet viewing provided by the Fox Valley Astronomical Society. Senator Ugaste’s Office offered a Shred Event and Food Drive. Our Branch Information and Technology Services Manager taught two iPad classes and facilitated the Rakow Readers Book Club.

Community Engagement

Our Public Programming Team represented the library at Rotary’s event at Panton Mill Park. They talked to around 100 people, who in turn happily availed themselves of bookmarks, logo bags, and other library swag.



Libraries and Local Oaks - Inspiring and Enriching Our Lives - Scientist and bibliophile Ed Collins delivered an inspirational and enthusiastic tribute to libraries and local oaks, both of which support and strengthen communities.

Other programs in September included the season opener of the **Sunday Concerts series**, with 3rd Coast Brass playing pieces from the medieval period to the present. The **ESO Listener’s Club** had a record 35 attendees eager to learn more about the ESO’s upcoming concert.

Voterpalooza - The League of Women Voters—Elgin Area registered a few voters, Kane County’s Election Commission demonstrated voting machines, and local history buff Linda Rock dressed up as a suffragist to encourage and educate voters. Chicago-area folksinger Mark Dvorak sang old Woody Guthrie favorites.

Elgin’s Hidden Gem--The Elgin Public Museum - Director and Education Coordinator of the Elgin Public Museum Sharry Blazier brought us a wonderful, informative, and engaging program about the history of our local museum of natural history and anthropology, along with the legacy of George and Mary Carpenter Lord.



Safety Presentation for Residents of Independent Living Buildings - The Manager of Life Enrichment and Home Services Associate are reaching out to independent living buildings to promote library services. Working with first responders and DFEA, they piloted a senior safety and community resources program at Elgin Manor. Free door alarms, File of Life applications, and smoke detectors were discussed by the EFD and EPD. 37 people attended. More such programs are being planned for other locations.

Facilities and Building Operations

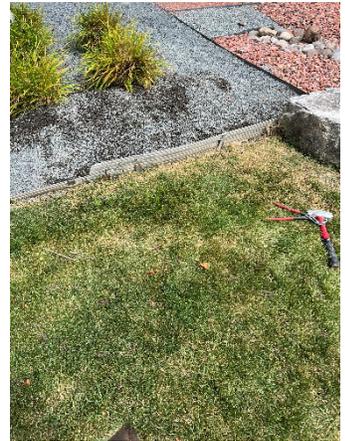
Board Report

September 2024

MAINTENANCE:

September was busy as usual and a great deal of time and focus was on completing the work at the Davis Road Annex. We finished the majority of work, and the Mobile Services team relocated the end of September. It was also a month of transition, as our two new employees spent time learning the buildings, becoming familiar with the vendors, ticket system and working with staff. I am happy to say that they are doing a great job in adapting, and have quickly become assets to the department and the library. Some of the items accomplished this month include:

- Our new Maintenance Manger joined the department in September. He previously worked as the Operations Manager at Elgin Academy. We are very pleased to have him join our team.
- Also maintained the operational capacity of all locations and completed over 400 tickets in the month of September.
- Worked with Associated Electric and LFI to complete the furniture installation at Davis Road.
- Restore Plumbing worked on all the water fountains at the Main Library. They addressed a variety of issues
- Finishing up at 1150 Davis Road hanging marker boards, pictures, first aid kits, fire extinguishers and AED.
- Adjusted doors, swapped out water fountain, set up garbage and recycling.
- Assisted with the relocation of the laptop dispenser to the second floor. Took down signs, removed coin dispenser then patched and painted. Added protective metal to the area where the laptop dispenser is located to protect the corners.
- After 3 months of work, Fox Valley Fire & Safety completed the upgrade to the Fire Panel system. Installation was slowed (and even stopped at times) due to parts availability and waiting to coordinate with other vendors, including OTIS Elevator. Our system is now 100% current.
- New shifter installed and Readership van oil change.
- We have spent time every day at the South Elgin Branch to track the progress of construction and answer questions. Every 2 weeks, we attend a formal construction meeting with the contractors, architects and address issues or concerns.
- Repaired landscape edges at Rakow Branch.



SECURITY:

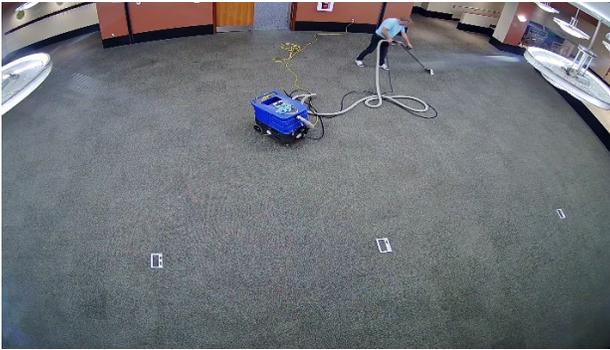
Security Director:

- 9/18 - Complete Cleaning detail cleaned interior/exterior windows at Rakow Branch.



Library is washed
9/18/24

- Complete Cleaning detail cleaned interior carpets, meeting rooms, conference rooms, traffic lanes and workroom 1E.



- Watched webinar “Prejudice, responding to Prejudicial Comments from Customers.
- Setting up cleaning supplies and janitorial service at 1150 Davis Road.

Security Training Coordinator:

- Two new employee trainings completed.
- Monthly Security training – The Difficult Patron: When Is It a Security Matter. Customer Service Supervisors and Manager attended – requested presentation at Department meeting in October.
- Attended webinar on Addressing Prejudice, presented by Ryan Dowd/Homeless Training Institute.

Security Safety Manager:

- Continuing education and watching webinars.
- Security podium at Rakow Branch set up with laptop to greet patrons.

(Submitted by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- The Davis Road location is now up and running. Throughout the past several weeks, IT has been getting the building ready for staff use. Last month, internet access was brought up and a server was installed to handle a few critical services at this new location. This month, IT worked to configure policies that allow data drives access, Windows updates, and access to the Konica Minolta printer and scanner. After the furniture was installed, we made the cabling for all workstations and assisted with the installation of docks, monitors and peripherals.
- IT worked to finish deploying CrowdStrike Falcon to shared laptops that are not used as often. This completed our switch to Falcon from Carbon Black.
- IT is working to deploy Cisco AnyConnect as a new VPN solution. Currently most VPN users are logging in with the built-in Windows client. Cisco AnyConnect is more secure, easier to use and is more reliable than the Windows client.
- Microsoft is changing MFA (Multi-factor Authentication) requirements for admin access which also reflects how MFA is used for regular DUO MFA users. IT reconfigured the Microsoft MFA policy to reflect DUO and Microsoft requirements.

- IT went through Intune to update apps that are initially deployed to new computer builds. While these are updated after initial installation, we wanted to make sure the initial installation wasn't too outdated from the update that is being pushed afterwards.
- PDQ Deploy and Inventory have been updated to version 19.3.611.0.
- August server and workstation updates have been approved and installed.
- The next shipment of PCs came in for the Windows 11 upgrade project.



New KidSpace Computers

These PCs were quickly deployed to the Computer Training Room and Kid Space. We have seventeen PCs left to replace. The next order will be placed in a few months.



New Computer Center Computers

- The Main Library added the laptop dispenser from the South Elgin Branch this month. In a coordinated effort between Information Technology, Maintenance, Finance, Digital Services, and our vendor TBS we managed to move the Konica downstairs to the Computer Center. This made room for the laptop dispenser upstairs. Then we added two printers and a coin tower for the patron to be able to print to on the second floor.



(Input by Matt Lutzow – Director of Information Technology)

Report compiled and prepared by:

Brian P. Hoeg
Division Chief – Facilities and Building Operations

We start this September 2024 Board Report with remembrance and reverence. Two of our long-term division members passed away this September. These friends and colleagues will remain a part of the fabric of our hearts. They helped create and tell the stories of this wonderful Library and they will be missed, but their contributions will live on.



In our efforts to support library and community activities, communicate the library’s value, and aid in fundraising, the Public Relations & Development team dedicated time in September to several important activities



Trote de las Calacas/Festival and Olmec Exhibit PRAD continues working on the upcoming Trote de las Calacas/Festival and Olmec Exhibit. We've created 18,000 flyers for U-46 elementary schools, encouraging students and families to sign up. Team discounts are available. We're also designing t-shirts, medals, and more. With only weeks left to register before October 18, we have 435 registrations.

Book Sale PRAD supported the successful Book Sale by boosting on social media, creating signage for the meadows room, preview night numbers, price/genre signage, and homeslider.

Book Sale PRAD supported the successful Book Sale by boosting on social media, creating signage for the meadows room, preview night numbers, price/genre signage, and homeslider.



Exhibits/Displays

In September, we worked on the Olmec exhibition layout, theme, and enhancements. We created small Olmec heads for sponsors/scavenger hunts and nine-foot-tall puppets for the Trote Race. We also created props for events like Mexican Independence Day and the Hispanic Heritage Celebration.

Awesome Black Creativity exhibit We met with people from the DuPage Children's Museum about their Awesome Black Creativity exhibit for January/February 2025 when the ELC is undergoing construction. We're planning for the Barbie exhibit in March 2025 and have met with the Windy City Barbie Collectors

Club. We are also planning for the April/May 2025 Hollywood costume exhibit and next summer's larger scale exhibit scheduled to bring families into the library and sign up for summer reading.

Graphics The Market Place received new shelving, requiring new header signage. PRAD staff created and organized new signage. This helps customers locate materials easily.



Artist Collaboration

We worked with Javier Azuna, a local artist, to showcase his large paintings on the gallery wall. We also created signage and a banner for the "Celebrating Our Roots" theme.



Photos with Mirabel

We hosted a character event to encourage library visits. We created promotional posters, a backdrop, and distributed promotional materials. Children received light-up yoyos for checking out a book.



Banned Books Display Case

For Banned Book Week, we designed a display showcasing censored books. We symbolically locked books in chains and had a staff member model as a curious person peeking at the books. This display encourages readers to recognize the importance of creative freedom.

Interactive Games The interactive games were a hit this summer. The coloring train game had 11,214 plays, the collecting books game had 11,616 plays, and the igloo game had 7,662 plays. We're working on a coloring game for the Olmec exhibit and game ideas for future exhibits.

Social Media Success Our social media posts reached 132,600 people and had 26,500 video views in September. Top-performing posts included the Renaissance Faire Livestream, photos of HHM local art, the Hispanic Heritage Month book display reel, and the Book Sale reel.

Other Projects

We took down Storyland and elements of the 150th exhibits/displays to prepare for HHM, Olmecs, Ofrenda, and more. We supported staff and customers with graphics for the Teen Writing and Art Showcase, Authors Fair, Renaissance Fair, Book Sale, and more.



Fundraising & Foundation – The fundraising for [El Trote & Olmecs is going well](#). The Foundation is planning an Olmec themed December 6 Reception to close the 150th anniversary, recognize difference makers and turn to the future. We are pleased that Julio César Valdez has become a member of the Foundation.

Respectfully submitted, Denise Raleigh, Division Chief

Public Services –September 2024

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

Digital & Information Services:

We had many reference transactions this month, including identifying a brass railroad button, setting up a profile on an employee portal, historical information on the Kipp Schoolhouse, and teaching a customer how to use Canva (who later sent us a thank you card designed in Canva!).

Our Career Services Librarian attended the groundbreaking for the new Elgin Community College “Manufacturing and Technology Center”, expected to open in the Fall of 2026. She learned a lot about the anticipated use of this facility and how it will benefit our customers.



We hosted a very successful Job Fair, with 20 participating organizations and 125 attendees! We received great feedback from the employers and comments about returning next year.

Additional projects included moving our public copy machine from the 2nd floor to the first floor Computer Center. A laptop dispenser was installed in its place and is still being configured. Small, low profile charging stations were installed near the magazines and are being utilized for phone charging.

In Social Services we continue to stay busy with 54 appointments. Immigration matters topped our list this month. In one case, we had visitors that just arrived from Cuba the day before. They had nothing, and in an example of our ability to provide full wrap-around services, we were able to connect them with food pantries, clothing sources, English classes, state benefits, and directed them to the Centro de Información Welcome Center.



Laptop Dispenser

Hispanic Services:

We held our first two poetry workshops that were sponsored by the Library of America grant and which have a focus on the book: *Latino Poetry: The Library of America Anthology*.

We have a large part in planning the Mexican Independence Day celebration at Festival Park. We try to focus on a family friendly atmosphere when planning our day and include the Cry of Independence, a mariachi group, ballet folklorico dancers, singers and a parade of traditional dresses from several states in Mexico.



In outreach, Hispanic Services visited the Elderwerks Latino Senior Expo, shared information with ECC students, we also saw 58 people at the *40 Years of Literacy Connection* celebration where we even registered two people for library cards!

KidSpace:

September brought our first Class Visits and we are gearing up for the school year.

We welcomed three *Kid Librarian* displays, and our young visitors seem to love displaying their favorite books for others to choose.

Our School Services Librarian worked with Illinois State University's School of Teaching to host a student-teacher reference visit.

A U46 teacher contacted us to provide supplementary resources for their unit on government. We are also reviewing our Teacher Basket processes where teachers can request several books on a topic to enrich their classrooms.

We attended training from the Elgin Partnership for Early Learning where Dr. Ronald Ferguson, Director of the Achievement Gap Initiative, Harvard University, shared information about a new community early learning program called "The Greater Elgin Basics". We are excited to learn about the principles of this new program and consider how we can incorporate them into the library.



Studio 270/Digital Media Lab:



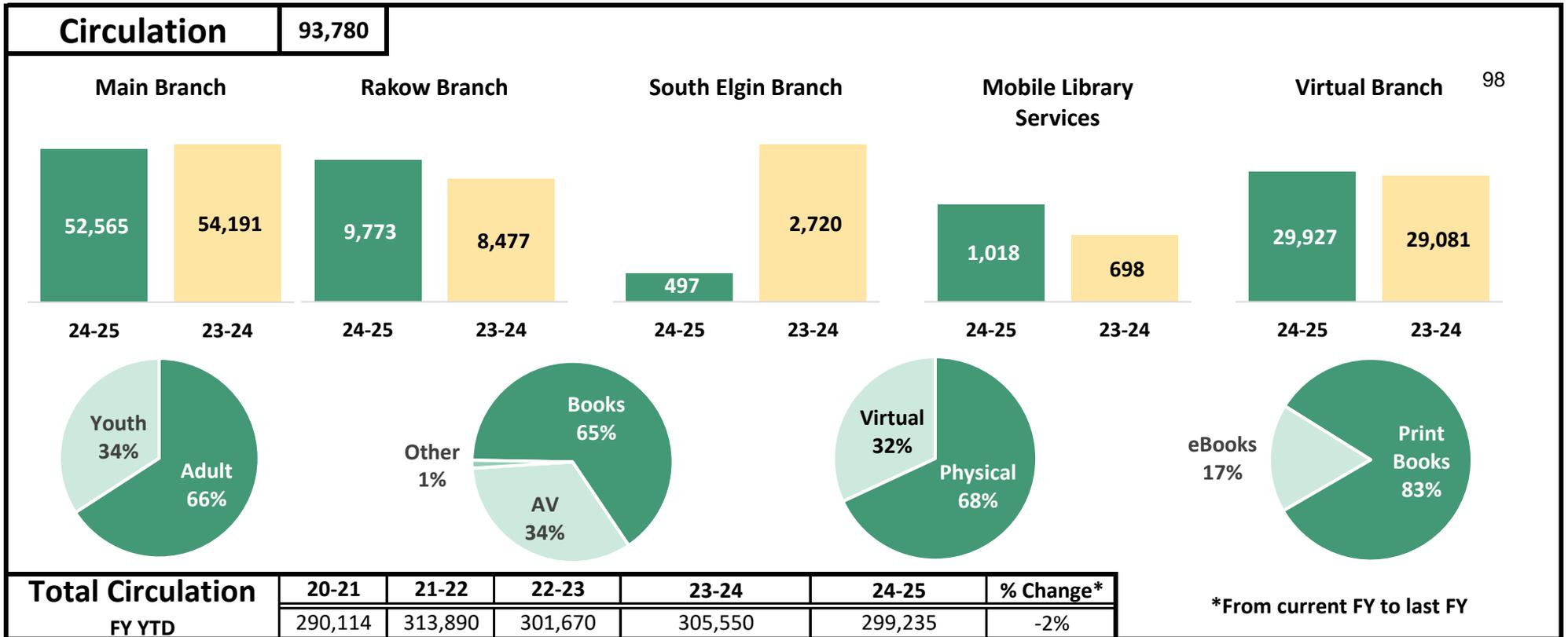
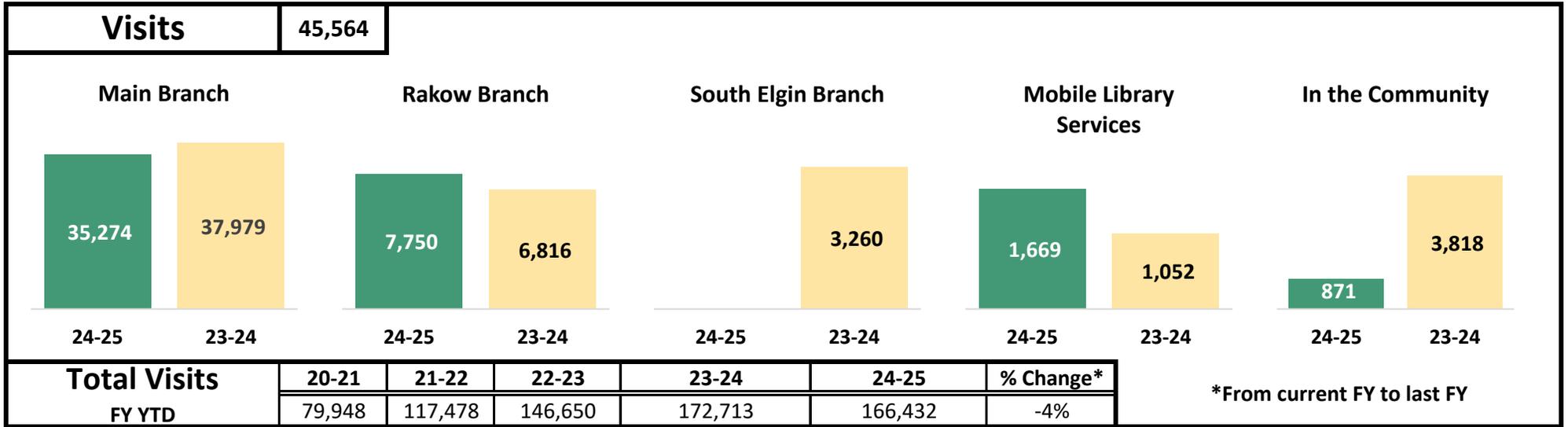
Our Digital Media Lab team participated in the *Explore 2024* event, talking to hundreds of 8th graders about careers in digital media.

We hosted nine visits from special education classes throughout the district. These students enjoy having the space all to themselves before we open for the after-school hours.

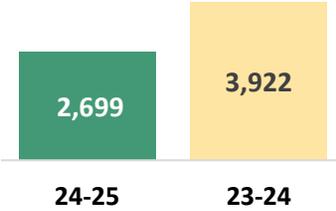
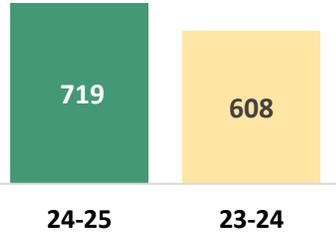
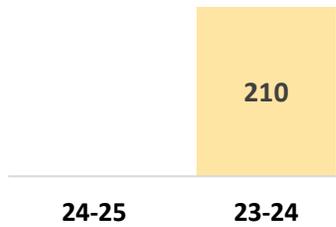
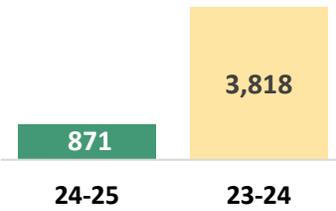
Our volunteer program has really been gearing up with eleven dedicated high school volunteers contributing 46.5 hours of service here. Not only did these teens help at several public programs and events, but they helped set up the stage area for the book sale, and our Spanish AP students even volunteered at our Spanish Computer Classes!

Our Digital Media Lab had a very productive month with 24 completed appointments across 18 unique users. One frequent patron has been releasing the music he records in our space regularly. His Spotify page currently has 4,134 monthly listeners and features multiple songs recorded in the Digital Media Lab!

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



Library Cards	1,000			New to District	District Total	District + RBs Total
			24-25	1,000	78,852	83,823
			23-24	967	72,444	78,268
			% Change	3%	9%	7%
Total New Cards	21-22	22-23	23-24	24-25	% Change*	*From current FY to last FY
FY YTD	1,261	2,046	2,166	2,080	-4%	

Program Attendance	4,289					
	Main Branch	Rakow Branch	South Elgin Branch	In the Community		
						
	24-25	23-24	24-25	23-24	24-25	23-24
Total Attendance	20-21	21-22	22-23	23-24	24-25	% Change*
FY YTD	1,510	8,591	18,419	23,556	20,842	-12%
						*From current FY to last FY

Program Sessions	In-Person	Virtual	Hybrid
	242	8	7

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	1,066	10,359	169	149

What affected the numbers this month	<p>September 1st-30th (SEB) South Elgin closed for construction</p> <p>September 1st-2nd (All facilities) Closed for Labor Day</p>	<p>September 13th (ITC) Mexican Independence Day</p> <p>September 18th-22nd (Main) Semi-Annual Book Sale</p>	<p>September 29th (Rakow) Renaissance Family Faire</p>
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