



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

**December 10, 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  |
| November 12, 2024, Regular Board Meeting  |    |
| 5. Action: Treasurer's Report and Payment of Bills  | 10 |
| Payment of bills for December 10, 2024 including the list of bills to be paid<br>between December 10, 2024 and January 14, 2025, and all bills over \$10,000. |    |
| 6. Correspondence   |    |
| 7. Reports:   |    |
| A. Foundation   |    |
| B. Chief Executive Officer  |    |
| C. Action: Security Report  | 40 |
| 8. Action: Financial Audit Proposal from Lauterbach & Amen, LLP   | 41 |
| 9. Action: Demco Furniture and Equipment for Early Learning Center  |    |
| \$93,000 was approved at the November meeting. The balance to approve is \$214,048.14   |    |
| 10. Action: Unified Service Desk for KidSpace   | 47 |
| 11. Action: Bubble Wall for Early Learning Center   |    |
| Replaces high maintenance and costly aquarium.  |    |
| 12. Action: Furniture and Equipment for South Elgin Branch  |    |
| A. Two Study Pods   | 49 |
| B. Laptop Dispenser (replacement)   | 51 |
| C. Smartshelf Kiosk - (replacement)   | 52 |
| 13. Action: Audio-Visual Equipment Replacement for Grove and Elgin Rooms  | 53 |
| 14. Action: Veeam Backup Solution   | 55 |
| Replaces the Uniitrends system currently in use.  |    |
| 15. Other   |    |
| 16. Adjournment   | 58 |

**GAIL BORDEN PUBLIC LIBRARY DISTRICT**

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

November 12, 2024

7:00 p.m.

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

President Bednar called the meeting to order at 7:09 p.m. Meeting was delayed due to technical difficulties.

The first order of business was approval of Trustee Bedolla electronic attendance at the meeting. Henderson motioned to allow Trustee Bedolla to attend electronically due to employment purposes via cell phone; seconded by Prochot. A voice vote resulted in no nays.

Trustee Bedolla joined the meeting at 7:10 p.m.

**Public Comment**

Randy Hopp commented on the special board meeting purpose.

President Bednar, asked for a moment of silence in memory of staff members Liz Clemmons, Elda Sirridge, and Fabian Esparza,

**Comments for the Good of the Organization**

Comments included “I’ve been coming to this library since the age of 5 and I’m 81 years old now. I would not have survived without this library”. Many customers said how nice it was to be able to vote at the library. The library received four new five-star Google reviews this month. A comment for Rakow Branch expressing what a beautiful, small, cozy, very friendly staff. Excellent for going to work or reading. Digital Media Lab staff received comments regarding being truly superb as engineers. They create a very friendly and professional atmosphere with high quality expertise and sound. They also helped improve a very old recording for a patron.

**Presentation of the Annual Financial Report**

Joseph Laudont from Lauterbach & Amen explained the Annual Financial Report for the year ending June 30, 2024.

Henderson motioned to accept the Annual Financial report for the year ending June 30, 2024; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendsen, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to approve the minutes of the October 8, 2024, Truth in Taxation Public Hearing and the October 8, 2024, Regular board meeting; seconded by Symonds. There was no

discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$815,297.23 and the revised list of bills to be paid prior to the next board meeting; seconded by Henderson. Prochot explained the conferences expenses on the bills to be paid list and the procedures staff follow. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

#### Correspondence

A note was read highlighting the well-organized and impressive Authors Fair, we hosted.

#### CEO Report

The El Trote de las Calacas/Day of the Dead race was a great success! Thanks to Trustee Elisa Lara and Jean Bednar for their hard work on this event. The Library Foundation and U-46 Foundation played a significant role. The race attracted nearly 900 runners and walkers, with expectations for growth in future years. The Olmec exhibit will be on display until mid-January, and the grand opening will feature two special guests, Carlos Tortoledo, the Founder of the National Museum of Mexican Art and Fernando Ramirez. The Veterans Voices class visit program is underway, allowing students to learn about a veterans' service to our country. This year a panel of veterans recorded a presentation for classrooms where in-person visits are not feasible. The gate count has increased by 12% due in part to early voting. Congratulations to Amanda Garcia and Elisa Lara along with Foundation members, Jerry Turnquist and Linda Siete for making the sensational 75 list, which recognizes top graduates from ECC on their 75<sup>th</sup> anniversary. The library hosted the Elgin Image Awards where Glenna Godinsky, Manager of Life Enrichment Services, accepted one of the Gamechanger awards on behalf of the Dementia Friendly Elgin Area which the library is a founding member. Paul Bednar received a Rock Star for his contributions to the city. Congratulations to Jeanie Ziegler, Director of Volunteer Services on receiving the prestigious Certified Volunteer Administrator credentials. Jeanie presented *Designing Self-Directed Volunteer Groups* at the Texas Volunteer Management conference. Andrew Moore, Digital Media Lab Associate co-presented *In the Studio Audio Production for Customers* at the ILA conference in Peoria. Margaret Peebles, Division Chief of Public Services, requested to become the Director of KidSpace and is enthusiastic about this new opportunity. Melissa Bernasek, Director of Information Services and Digital Services, has accepted the position of Division Chief of Public Services replacing Margaret.

Henderson motioned to approve Resolution No. 2024-11-A: Authorizing the Finance Director to act as a representative of the library; seconded by Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Symonds motioned to approve a Resolution honoring Mike Lee; seconded by Bedolla. President Bednar read the resolution. There was no discussion. A voice vote resulted in no nays.

Prochot motioned to approve the use of Special Reserve funds for the remodeling of the Early Learning Center; seconded by Lara. Following a clarification that the board was not voting an

amount just that Special Reserve funds can be used for the Early Learning Center project. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Henderson motioned to approve the Demco furniture and equipment quote in the amount of \$307,048.14; seconded by Bedolla. Following a discussion regarding the funding of the quote. Henderson amended her motion to approve the Demco furniture and equipment deposit up to \$93,000. Bedolla seconded the amended motion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Symonds motioned to approve the Everbrite activity wall for the Early Learning Center in the amount of \$17,692.00; seconded by Henderson. CEO Medal explained that while the board would be approving the total amount, the Seigle Foundation will finance half of the amount. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to accept the LFI Furniture and equipment quote in the amount \$227,658.00; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to approve the e.Norman bid for \$58,106.50 for security cameras at the South Elgin Branch; seconded Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Prochot motioned to approve the quote from e.Norman Security Systems for \$18,805.53 for installing the Lenel OnGuard system at the South Elgin Branch; seconded by Bedolla. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Hendeson, Lara, Prochot, Symonds), 0 nays and 1 absent (Garcia).

Henderson motioned to approve a Special Board meeting date of December 19, 2024 at 3 p.m.; seconded by Lara. CEO Medal explained the reason for a special board meeting was to review and approve the bids for the ELC remodel due to the fact the bids will not be processed in time for the December 10<sup>th</sup> board meeting. A voice vote resulted in no nays.

#### Other

Trustee Symonds inquired on the library's plan to keep the public informed on the status of both the Early Learning Center project and the South Elgin Branch Expansion. CEO Medal explained that information on the Early Learning Center project will be in the upcoming newsletter and that even though the area will be closed there will be a play exhibit for children in the lobby. Dave Considine, COO of Facilities Management gave a brief overview on the progress of the South Elgin expansion. Trustee Symonds ask if the library is requesting feedback from the 5K race participants and sponsors.

Decennial Committee on Local Government Efficiency Act Review of Report

The committee members present included President Bednar, Trustees Prochot, Bedolla, Henderson, Lara, Symonds, Chief Executive Officer Carole Medal, Chief Operating Officer - Library Services Sara Sabo, Chief Operating Officer – Facilities Management, Dave Considine, Miriam Lytle and Jennifer Ford. Trustee Garcia was absent.

Symonds motioned to approve the Decennial Committee on Local Government Efficiency Act Report; Seconded by Prochot. The committee reviewed the revised draft report and approved it with all necessary corrections and recommendation changes. A voice vote resulted in no nays.

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

Meeting adjourned at 8:35 p.m.

Approved December 10, 2024

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

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Board of Trustees Meeting Minutes

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### **Comments for the Good of the Organization**

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

Meeting adjourned at 8:35 p.m.

Approved December 10, 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 1/14/2025

| DESCRIPTION                         | ACCOUNT NUMBER | AMOUNT       |
|-------------------------------------|----------------|--------------|
| 4IMPRINT                            |                |              |
| PUBLIC RELATIONS: OTHER             | 10-42-222-2    | \$ 750.74    |
| 1150 DAVIS ROAD                     |                |              |
| LEASE: DAVIS RD                     | 10-42-204-9    | \$ 9,866.67  |
| ALL WINDOW CLEANING                 |                |              |
| REPAIR/MAINT OF BUILDING            | 60-42-200-0    | \$ 1,850.00  |
| ALA                                 |                |              |
| DUES & MEMBERSHIPS                  | 10-42-280-0    | \$ 192.00    |
| CABLE PLUS                          |                |              |
| COMPUTER EQUIPMENT                  | 10-45-500-0    | \$ 4,050.00  |
| CDW                                 |                |              |
| COMPUTER EQUIPMENT                  | 10-45-500-0    | \$ 45.75     |
| CINTAS                              |                |              |
| JANITORIAL SUPPLIES                 | 10-43-370-0    | \$ 1,355.31  |
| COMPLETE CLEANING                   |                |              |
| GENERAL CLEANING                    | 10-42-235-0    | \$ 2,650.00  |
| DAVEY TREE                          |                |              |
| REPAIR/MAINT OF GROUNDS: RAKOW      | 60-42-210-5    | \$ 800.00    |
| DEMCO                               |                |              |
| SMALL LIBRARY EQUIPMENT             | 10-45-540-0    | \$ 93.40     |
| DUPAGE CHILDREN'S MUSEUM            |                |              |
| EXHIBITS & DISPLAYS                 | 10-43-335-0    | \$ 5,000.00  |
| ECHARTZ PRESS                       |                |              |
| BOOKS/ADULT                         | 10-44-400-1    | \$ 25.95     |
| HD SUPPLY                           |                |              |
| JANITORIAL SUPPLIES                 | 10-43-370-0    | \$ 164.56    |
| KELLENBERGER ELECTRIC               |                |              |
| REPAIR/MAINT. OF BUILDING: DAVIS RD | 60-42-220-9    | \$ 2,669.00  |
| LASER PRO                           |                |              |
| OFFICE SUPPLIES: COMPUTER           | 10-43-300-2    | \$ 1,693.50  |
| LAUTERBACH & AMEN                   |                |              |
| AUDIT EXPENDITURES                  | 40-42-200-0    | \$ 2,000.00  |
| OCLC                                |                |              |
| EBOOKS                              | 10-44-435-2    | \$ 13,104.42 |
| ELECT. RESOURCES: PLATFORM FEES     | 10-44-435-4    | \$ 8,500.00  |
| ORACLE                              |                |              |
| COMPUTER MAINT. ACCESS SERVICES     | 10-42-255-4    | \$ 2,675.00  |
| OVERDRIVE                           |                |              |
| EBOOKS                              | 10-44-435-2    | \$ 4,147.21  |
| SAFEGARD EXTERMINATING              |                |              |
| REPAIR/MAINT. OF BUILDING           | 60-42-200*     | \$ 340.00    |
| SAM'S CLUB                          |                |              |
| FOOD & BEV: COMM SERVICES           | 10-43-360-2    | \$ 123.78    |
| SKIRMONT MECHANICAL                 |                |              |
| REPAIR/MAINT. OF BUILDING           | 60-42-200*     | \$ 1,575.00  |
| TODAY'S UNIFORMS                    |                |              |
| WORK APPAREL                        | 10-43-301-0    | \$ 742.20    |
| UNIQUE MANAGEMENT                   |                |              |
| COLLECTION AGENCY                   | 10-42-215-0    | \$ 1,398.70  |
| VAUGHAN                             |                |              |
| REPAIR/MAINT OF GROUNDS             | 60-42-210-0    | \$ 243.76    |
| WORLD BOOK                          |                |              |
| BOOKS                               | 10-44-400*     | \$ 2,518.00  |
| ZIEGLER'S ACE HARDWARE              |                |              |
| BUILDING & GROUND SUPPLIES          | 60-43-320-0    | \$ 97.40     |

## ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 1/14/2025

| 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/NEXTERA/MID AMERICAN ENERGY   |                         |               |
| 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   |
| LRS                                 |                         |               |
| REPAIR./MAINT. OF BUILDING          | 60-42-200-9             | \$ 1,500.00   |
| MACQUARIE EQUIPMENT CAPITAL         |                         |               |
| TELEPHONE MAINT. & SERVICE          | 10-42-230-3             | \$ 10,000.00  |
| METLIFE                             |                         |               |
| LIFE INSURANCE                      | 10-41-111-0             | \$ 2,000.00   |
| HEALTH & DENTAL INSURANCE           | 10-41-110-0             | \$ 9,000.00   |
| MIDWEST TAPE/HOOPLA                 |                         |               |
| ELECTRONIC RESOURCES                | 10-44-435*              | \$ 30,000.00  |
| NICOR/CONSTELLATION ENERGY/VANGUARD |                         |               |
| NATURAL GAS                         | 10-42-200-*             | \$ 50,000.00  |
| PADDOCK PUBLICATIONS                |                         |               |
| LEGAL PUBLICATIONS                  | 10-42-222-2             | \$ 100.00     |
| 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             | \$ 2,500.00   |
| 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   |
| VSP VISION                          |                         |               |
| HEALTH & DENTAL INSURANCE           | 10-41-110-0             | \$ 3,500.00   |
| WASTE MANAGEMENT                    |                         |               |
| REPAIR./MAINT. OF BUILDING          | 60-42-200-*             | \$ 6,000.00   |

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| ALL WINDOW CLEANING                 |                |              |
| REPAIR/MAINT OF BUILDING            | 60-42-200-0    | \$ 1,850.00  |
| ALA                                 |                |              |
| DUES & MEMBERSHIPS                  | 10-42-280-0    | \$ 192.00    |
| CABLE PLUS                          |                |              |
| COMPUTER EQUIPMENT                  | 10-45-500-0    | \$ 4,050.00  |
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| DEMCO                               |                |              |
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| BOOKS/ADULT                         | 10-44-400-1    | \$ 25.95     |
| HD SUPPLY                           |                |              |
| JANITORIAL SUPPLIES                 | 10-43-370-0    | \$ 164.56    |
| KELLENBERGER ELECTRIC               |                |              |
| REPAIR/MAINT. OF BUILDING: DAVIS RD | 60-42-220-9    | \$ 2,669.00  |
| LASER PRO                           |                |              |
| OFFICE SUPPLIES: COMPUTER           | 10-43-300-2    | \$ 1,693.50  |
| LAUTERBACH & AMEN                   |                |              |
| AUDIT EXPENDITURES                  | 40-42-200-0    | \$ 2,000.00  |
| OCLC                                |                |              |
| EBOOKS                              | 10-44-435-2    | \$ 13,104.42 |
| ELECT. RESOURCES: PLATFORM FEES     | 10-44-435-4    | \$ 8,500.00  |
| ORACLE                              |                |              |
| COMPUTER MAINT. ACCESS SERVICES     | 10-42-255-4    | \$ 2,675.00  |
| OVERDRIVE                           |                |              |
| EBOOKS                              | 10-44-435-2    | \$ 4,147.21  |
| SAFEGARD EXTERMINATING              |                |              |
| REPAIR/MAINT. OF BUILDING           | 60-42-200*     | \$ 340.00    |
| SAM'S CLUB                          |                |              |
| FOOD & BEV: COMM SERVICES           | 10-43-360-2    | \$ 123.78    |
| SKIRMONT MECHANICAL                 |                |              |
| REPAIR/MAINT. OF BUILDING           | 60-42-200*     | \$ 1,575.00  |
| TODAY'S UNIFORMS                    |                |              |
| WORK APPAREL                        | 10-43-301-0    | \$ 742.20    |
| UNIQUE MANAGEMENT                   |                |              |
| COLLECTION AGENCY                   | 10-42-215-0    | \$ 1,398.70  |
| VAUGHAN                             |                |              |
| REPAIR/MAINT OF GROUNDS             | 60-42-210-0    | \$ 243.76    |
| WORLD BOOK                          |                |              |
| BOOKS                               | 10-44-400*     | \$ 2,518.00  |
| ZIEGLER'S ACE HARDWARE              |                |              |
| BUILDING & GROUND SUPPLIES          | 60-43-320-0    | \$ 97.40     |

## ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 1/14/2025

| 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/NEXTERA/MID AMERICAN ENERGY   |                         |               |
| 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   |
| LRS                                 |                         |               |
| REPAIR./MAINT. OF BUILDING          | 60-42-200-9             | \$ 1,500.00   |
| MACQUARIE EQUIPMENT CAPITAL         |                         |               |
| TELEPHONE MAINT. & SERVICE          | 10-42-230-3             | \$ 10,000.00  |
| METLIFE                             |                         |               |
| LIFE INSURANCE                      | 10-41-111-0             | \$ 2,000.00   |
| HEALTH & DENTAL INSURANCE           | 10-41-110-0             | \$ 9,000.00   |
| MIDWEST TAPE/HOOPLA                 |                         |               |
| ELECTRONIC RESOURCES                | 10-44-435*              | \$ 30,000.00  |
| NICOR/CONSTELLATION ENERGY/VANGUARD |                         |               |
| NATURAL GAS                         | 10-42-200-*             | \$ 50,000.00  |
| PADDOCK PUBLICATIONS                |                         |               |
| LEGAL PUBLICATIONS                  | 10-42-222-2             | \$ 100.00     |
| 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             | \$ 2,500.00   |
| 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   |
| VSP VISION                          |                         |               |
| HEALTH & DENTAL INSURANCE           | 10-41-110-0             | \$ 3,500.00   |
| WASTE MANAGEMENT                    |                         |               |
| REPAIR./MAINT. OF BUILDING          | 60-42-200-*             | \$ 6,000.00   |





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| DESCRIPTION  | ACCOUNT NUMBER      | AMOUNT     |
|--|---------------------|------------|
| 4IMPRINT, INC. (5420)                              | 12/10/24 CK# 149851 | \$501.58   |
| 13199470 PUBLIC RELATIONS: GENERAL                 | 10-42-222-2         | 501.58     |
| AL'S CAFE (6880)                                   | 12/10/24 CK# 149894 | \$207.42   |
| 33 CC PYMT (6418) FOR FOOD & BEVERAGE: PRAD        | 10-43-360-3         | 207.42     |
| AMAZON CAPITAL SERVICES (6460)                     | 12/10/24 CK# 149852 | \$1,233.11 |
| 11LN-MDG9-76RT REPAIR/MAINT. OF BLDG: RAKOW        | 60-42-200-5         | 110.48     |
| 11LN-MDG9-76RT BUILDING & GROUNDS SUPPLIES         | 60-43-320-0         | 40.88      |
| 11LN-MDG9-76RT MAINTENANCE EQUIPMENT: UNDER \$1000 | 60-45-500-2         | 126.33     |
| 1GGJ-C3F1-7LCV EXHIBITS AND DISPLAYS               | 10-43-335-0         | 151.13     |
| 1K94-4XLG-7KC4 OFFICE SUPPLIES/GENERAL             | 10-43-300-1         | 6.89       |
| 1PMF-913W-6X37 PUBLIC PROGRAMMING:COMMUNITY SVCS   | 10-42-230-3         | 112.18     |
| 1PMF-913W-6X37 VEHICLE MAINTENANCE: MOBILE SVCS    | 10-42-270-0         | 62.99      |
| 1PMF-913W-6X37 TOYS & KITS: COMMUNITY SVCS FY25    | 10-44-440-2         | 104.60     |
| 1X73-VL9D-6VMJ BOOKS: ADULT                        | 10-44-400-1         | 116.68     |
| 1X73-VL9D-6VMJ BOOKS: YOUTH                        | 10-44-400-2         | 35.22      |
| 1X73-VL9D-6VMJ AUDIO-VISUAL: ADULT                 | 10-44-420-1         | 15.97      |
| 1X73-VL9D-6VMJ AUDIO-VISUAL: YOUTH                 | 10-44-420-2         | 79.98      |
| 1YFN-HGNC-6PRL PUBLIC PROGRAMMING:YOUTH            | 10-42-230-2         | 32.98      |
| 1YFN-HGNC-6PRL ARTS & CRAFTS SUPPLIES: YOUTH       | 10-43-330-1         | 5.99       |
| 1YFN-HGNC-6PRL TOYS & KITS: KIDSPACE               | 10-44-440-0         | 214.03     |
| 1YGP-XX9Q-7VTX PUBLIC PROGRAMMING:COMMUNITY SVCS   | 10-42-230-3         | 16.78      |
| AMAZON CAPITAL SERVICES (6460)                     | 12/10/24 CK# 149853 | \$631.45   |
| 1413-QLDQ-MWKJ AUDIO-VISUAL: YOUTH                 | 10-44-420-2         | -69.99     |
| 16LJ-PMCF-PW4V AUDIO-VISUAL: YOUTH                 | 10-44-420-2         | -69.00     |
| 16YL-QNY4-7PPW EXHIBITS AND DISPLAYS               | 10-43-335-0         | -21.59     |
| 19RR-K6WM-161V BOOKS: ADULT                        | 10-44-400-1         | 191.10     |
| 19RR-K6WM-161V BOOKS: BRANCH YOUTH                 | 10-44-400-6         | 18.99      |
| 19RR-K6WM-161V AUDIO-VISUAL: ADULT                 | 10-44-420-1         | 14.98      |
| 19RR-K6WM-161V AUDIO-VISUAL: YOUTH                 | 10-44-420-2         | 222.83     |
| 1H39-Q9QX-CNCN PUBLIC PROGRAMMING:COMMUNITY SVCS   | 10-42-230-3         | 9.39       |
| 1H39-Q9QX-CNCN TOYS & KITS: COMMUNITY SVCS FY25    | 10-44-440-2         | 143.39     |
| 1KHG-19VN-C4HF PUBLIC PROGRAMMING:HISPANIC SVCS    | 10-42-230-1         | 103.95     |
| 1KHG-19VN-C4HF AUDIO-VISUAL: ADULT                 | 10-44-420-1         | 159.98     |
| 1M9M-7XMR-36TG AUDIO-VISUAL: ADULT                 | 10-44-420-1         | -14.98     |
| 1RXH-JFTF-96GJ EXHIBITS AND DISPLAYS               | 10-43-335-0         | -107.95    |
| 1XVR-GH64-9TX3 ARTS & CRAFTS SUPPLIES: YOUTH       | 10-43-330-1         | 23.46      |
| 1XVR-GH64-9TX3 TOYS & KITS: KIDSPACE               | 10-44-440-0         | 26.89      |
| AMAZON CAPITAL SERVICES (6460)                     | 12/10/24 CK# 149854 | \$1,177.72 |
| 1F6W-XCWP-MRTG GRAPHICS SUPPLIES                   | 10-43-330-0         | 152.89     |
| 1F6W-XCWP-MRTG EXHIBITS AND DISPLAYS               | 10-43-335-0         | 44.97      |
| 1KWM-LHDH-MWXN PUBLIC PROGRAMMING:YOUTH            | 10-42-230-2         | 77.77      |
| 1LQW-DM3F-TPK9 BOOKS: ADULT                        | 10-44-400-1         | 127.99     |
| 1LQW-DM3F-TPK9 BOOKS: YOUTH                        | 10-44-400-2         | 43.09      |
| 1LQW-DM3F-TPK9 AUDIO-VISUAL: ADULT                 | 10-44-420-1         | 123.94     |
| 1LVJ-13XY-T3JV PUBLIC RELATIONS: GENERAL           | 10-42-222-2         | 104.04     |
| 1LVJ-13XY-T3JV PUBLIC PROGRAMMING:HISPANIC SVCS    | 10-42-230-1         | 51.36      |
| 1LVJ-13XY-T3JV BUILDING & GROUNDS SUPPLIES         | 60-43-320-0         | 38.99      |
| 1LVJ-13XY-T3JV MAINTENANCE EQUIPMENT: UNDER \$1000 | 60-45-500-2         | 244.55     |
| 1XCM-K7W3-RZWJ PUBLIC PROGRAMMING:COMMUNITY SVCS   | 10-42-230-3         | 123.14     |
| 1XTT-FN3L-T4NR OFFICE SUPPLIES/GENERAL             | 10-43-300-1         | 44.99      |

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|---|---------------------|-------------|
| AMAZON CAPITAL SERVICES (6460)                                    | 12/10/24 CK# 149855 | \$969.35    |
| 11HK-4JVC-CTKR PUBLIC RELATIONS: GENERAL                          | 10-42-222-2         | 230.00      |
| 11HK-4JVC-CTKR EXHIBITS AND DISPLAYS                              | 10-43-335-0         | 115.38      |
| 149G-41VD-DPC9 VEHICLE MAINTENANCE: MOBILE SVCS                   | 10-42-270-0         | 94.80       |
| 14N3-GJVR-D6RP OFFICE SUPPLIES/GENERAL                            | 10-43-300-1         | 7.16        |
| 14N3-GJVR-D6RP JANITORIAL SUPPLIES                                | 10-43-370-0         | 59.90       |
| 14N3-GJVR-D6RP ELECTRICAL SUPPLIES/BULBS                          | 10-43-380-0         | 121.59      |
| 14N3-GJVR-D6RP BUILDING & GROUNDS SUPPLIES                        | 60-43-320-0         | 101.94      |
| 17YK-76YG-D4X3 OFFICE SUPPLIES/GENERAL                            | 10-43-300-1         | 12.46       |
| 1LYG-H17H-DKCY MATERIALS PROCESSING SUPPLIES                      | 10-43-310-0         | 43.18       |
| 1LYG-H17H-DKCY BOOKS: ADULT                                       | 10-44-400-1         | 103.23      |
| 1LYG-H17H-DKCY AUDIO-VISUAL: ADULT                                | 10-44-420-1         | 13.88       |
| 1LYG-H17H-DKCY AUDIO-VISUAL: YOUTH                                | 10-44-420-2         | 18.99       |
| 1R6P-9GL9-647L PUBLIC PROGRAMMING:YOUTH                           | 10-42-230-2         | 8.60        |
| 1R6P-9GL9-647L ARTS & CRAFTS SUPPLIES: YOUTH                      | 10-43-330-1         | 38.24       |
| APPLE INC. (5203)   | 12/10/24 CK# 149897 | \$27.11     |
| 117879465809 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS | 10-44-435-5         | 27.11       |
| AURORA TRAINING (6863)  | 12/10/24 CK# 149891 | \$219.00    |
| 108661 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES        | 10-42-290-1         | 219.00      |
| AWAY NEW YORK (6868)  | 12/10/24 CK# 149891 | \$207.19    |
| R580341159 CC PYMT (6415) FOR MISCELLANEOUS                       | 10-43-399-0         | 207.19      |
| BAKER & TAYLOR F9456595 (5118)                                    | 12/10/24 CK# 149856 | \$10.91     |
| 2038657310 BOOKS: LEASING   | 10-44-400-0         | 10.91       |
| BAKER & TAYLOR L0332252 (5119)                                    | 12/10/24 CK# 149857 | \$63.40     |
| 2038671207 BOOKS: YOUTH   | 10-44-400-2         | 57.24       |
| 2038671208 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 6.16        |
| BAKER & TAYLOR L4230502 (5107)                                    | 12/10/24 CK# 149858 | \$19,842.27 |
| 2038642383 BOOKS: ADULT   | 10-44-400-1         | 13.34       |
| 2038642384 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 5.30        |
| 2038649434 BOOKS: ADULT   | 10-44-400-1         | 871.60      |
| 2038649434 BOOKS: YOUTH   | 10-44-400-2         | 184.35      |
| 2038649434 BOOKS: BRANCH ADULT                                    | 10-44-400-5         | 291.23      |
| 2038649434 BOOKS: BRANCH YOUTH                                    | 10-44-400-6         | 27.64       |
| 2038649435 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 353.10      |
| 2038649436 BOOKS: ADULT   | 10-44-400-1         | 265.09      |
| 2038649436 BOOKS: YOUTH   | 10-44-400-2         | 44.09       |
| 2038649436 BOOKS: BRANCH ADULT                                    | 10-44-400-5         | 26.11       |
| 2038649437 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 79.40       |
| 2038649438 BOOKS: ADULT   | 10-44-400-1         | 26.11       |
| 2038649438 BOOKS: YOUTH   | 10-44-400-2         | 13.05       |
| 2038649438 BOOKS: BRANCH YOUTH                                    | 10-44-400-6         | 7.27        |
| 2038649439 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 13.90       |
| 2038649440 BOOKS: YOUTH   | 10-44-400-2         | 61.06       |
| 2038649441 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 21.50       |
| 2038651536 BOOKS: ADULT   | 10-44-400-1         | 683.47      |
| 2038651536 BOOKS: YOUTH   | 10-44-400-2         | 174.76      |
| 2038651536 BOOKS: BRANCH ADULT                                    | 10-44-400-5         | 251.71      |
| 2038651536 BOOKS: BRANCH YOUTH                                    | 10-44-400-6         | 130.46      |
| 2038651537 MATERIAL PROCESSING SERVICES                           | 10-42-265-0         | 324.90      |
| 2038651538 BOOKS: ADULT   | 10-44-400-1         | 234.42      |
| 2038651538 BOOKS: YOUTH   | 10-44-400-2         | 65.65       |

| DESCRIPTION                             | ACCOUNT NUMBER | AMOUNT |
|---|----------------|--------|
| 2038651538 BOOKS: BRANCH ADULT          | 10-44-400-5    | 51.87  |
| 2038651538 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 7.27   |
| 2038651539 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 93.30  |
| 2038651540 BOOKS: ADULT                 | 10-44-400-1    | 17.29  |
| 2038651540 BOOKS: YOUTH                 | 10-44-400-2    | 24.03  |
| 2038651540 BOOKS: BRANCH ADULT          | 10-44-400-5    | 96.40  |
| 2038651541 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 30.10  |
| 2038651542 BOOKS: YOUTH                 | 10-44-400-2    | 40.79  |
| 2038651543 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 18.20  |
| 2038654114 BOOKS: ADULT                 | 10-44-400-1    | 742.55 |
| 2038654114 BOOKS: YOUTH                 | 10-44-400-2    | 123.46 |
| 2038654114 BOOKS: BRANCH ADULT          | 10-44-400-5    | 446.22 |
| 2038654114 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 28.92  |
| 2038654115 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 357.80 |
| 2038654116 BOOKS: ADULT                 | 10-44-400-1    | 419.34 |
| 2038654116 BOOKS: YOUTH                 | 10-44-400-2    | 28.92  |
| 2038654116 BOOKS: BRANCH ADULT          | 10-44-400-5    | 80.53  |
| 2038654116 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 9.10   |
| 2038654117 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 130.40 |
| 2038654118 BOOKS: ADULT                 | 10-44-400-1    | 43.88  |
| 2038654118 BOOKS: BRANCH ADULT          | 10-44-400-5    | 37.86  |
| 2038654118 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 9.10   |
| 2038654119 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 29.80  |
| 2038654870 BOOKS: ADULT                 | 10-44-400-1    | 242.96 |
| 2038654870 BOOKS: BRANCH ADULT          | 10-44-400-5    | 34.23  |
| 2038654871 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 35.40  |
| 2038654872 BOOKS: ADULT                 | 10-44-400-1    | 34.23  |
| 2038654873 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 4.30   |
| 2038657361 BOOKS: ADULT                 | 10-44-400-1    | 135.10 |
| 2038657361 BOOKS: YOUTH                 | 10-44-400-2    | 102.69 |
| 2038657361 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 13.76  |
| 2038657362 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 89.00  |
| 2038657363 BOOKS: YOUTH                 | 10-44-400-2    | 13.76  |
| 2038657363 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 17.12  |
| 2038657364 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 12.90  |
| 2038657365 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 8.56   |
| 2038657366 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 4.30   |
| 2038657367 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 17.12  |
| 2038657368 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 8.60   |
| 2038663635 BOOKS: ADULT                 | 10-44-400-1    | 419.39 |
| 2038663635 BOOKS: YOUTH                 | 10-44-400-2    | 189.65 |
| 2038663635 BOOKS: BRANCH ADULT          | 10-44-400-5    | 286.13 |
| 2038663635 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 23.04  |
| 2038663636 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 268.10 |
| 2038663637 BOOKS: ADULT                 | 10-44-400-1    | 286.13 |
| 2038663637 BOOKS: YOUTH                 | 10-44-400-2    | 35.27  |
| 2038663637 BOOKS: BRANCH ADULT          | 10-44-400-5    | 73.72  |
| 2038663637 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 31.19  |
| 2038663638 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 109.20 |
| 2038663639 BOOKS: BRANCH ADULT          | 10-44-400-5    | 39.18  |
| 2038663639 BOOKS: BRANCH YOUTH          | 10-44-400-6    | 9.10   |
| 2038663640 MATERIAL PROCESSING SERVICES | 10-42-265-0    | 13.90  |
| 2038663641 BOOKS: YOUTH                 | 10-44-400-2    | 26.75  |

| DESCRIPTION                                  | ACCOUNT NUMBER | AMOUNT   |
|--|----------------|----------|
| BAKER & TAYLOR L4230502 (5107) CONTINUED ... |                |          |
| 2038663642 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 8.60     |
| 2038666867 BOOKS: ADULT                      | 10-44-400-1    | 289.91   |
| 2038666867 BOOKS: YOUTH                      | 10-44-400-2    | 187.92   |
| 2038666867 BOOKS: BRANCH ADULT               | 10-44-400-5    | 96.65    |
| 2038666868 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 179.70   |
| 2038666869 BOOKS: ADULT                      | 10-44-400-1    | 66.93    |
| 2038666869 BOOKS: BRANCH ADULT               | 10-44-400-5    | 63.23    |
| 2038666870 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 36.40    |
| 2038666871 BOOKS: ADULT                      | 10-44-400-1    | 43.04    |
| 2038666872 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 9.60     |
| 2038673496 BOOKS: ADULT                      | 10-44-400-1    | 454.30   |
| 2038673496 BOOKS: YOUTH                      | 10-44-400-2    | 167.57   |
| 2038673496 BOOKS: BRANCH ADULT               | 10-44-400-5    | 167.57   |
| 2038673496 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 55.11    |
| 2038673497 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 251.90   |
| 2038673498 BOOKS: ADULT                      | 10-44-400-1    | 167.58   |
| 2038673498 BOOKS: YOUTH                      | 10-44-400-2    | 55.12    |
| 2038673499 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 59.90    |
| 2038673500 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 12.13    |
| 2038673501 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 5.30     |
| 2038673502 BOOKS: YOUTH                      | 10-44-400-2    | 10.36    |
| 2038673503 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 4.30     |
| 2038676242 BOOKS: ADULT                      | 10-44-400-1    | 212.85   |
| 2038676242 BOOKS: YOUTH                      | 10-44-400-2    | 114.61   |
| 2038676242 BOOKS: BRANCH ADULT               | 10-44-400-5    | 10.31    |
| 2038676242 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 9.10     |
| 2038676243 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 123.80   |
| 2038676244 BOOKS: YOUTH                      | 10-44-400-2    | 9.10     |
| 2038676244 BOOKS: BRANCH ADULT               | 10-44-400-5    | 59.56    |
| 2038676244 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 9.68     |
| 2038676245 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 23.50    |
| 2038676246 BOOKS: ADULT                      | 10-44-400-1    | 10.31    |
| 2038676247 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 5.30     |
| 2038681191 BOOKS: ADULT                      | 10-44-400-1    | 604.92   |
| 2038681191 BOOKS: YOUTH                      | 10-44-400-2    | 114.64   |
| 2038681192 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 201.60   |
| 2038681193 BOOKS: BRANCH ADULT               | 10-44-400-5    | 102.54   |
| 2038681193 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 12.59    |
| 2038681194 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 33.10    |
| 2038681195 BOOKS: BRANCH ADULT               | 10-44-400-5    | 46.24    |
| 2038681196 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 14.90    |
| 2038681197 BOOKS: ADULT                      | 10-44-400-1    | 17.43    |
| 2038681198 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 5.30     |
| 2038683279 BOOKS: ADULT                      | 10-44-400-1    | 1,096.85 |
| 2038683279 BOOKS: YOUTH                      | 10-44-400-2    | 106.97   |
| 2038683279 BOOKS: BRANCH ADULT               | 10-44-400-5    | 17.29    |
| 2038683280 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 287.50   |
| 2038683281 BOOKS: BRANCH ADULT               | 10-44-400-5    | 276.55   |
| 2038683281 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 22.40    |
| 2038683282 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 69.80    |
| 2038683283 BOOKS: ADULT                      | 10-44-400-1    | 17.29    |
| 2038683283 BOOKS: BRANCH ADULT               | 10-44-400-5    | 100.27   |

| DESCRIPTION                                  | ACCOUNT NUMBER | AMOUNT |
|--|----------------|--------|
| BAKER & TAYLOR L4230502 (5107) CONTINUED ... |                |        |
| 2038683284 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 25.80  |
| 2038686562 BOOKS: ADULT                      | 10-44-400-1    | 149.40 |
| 2038686562 BOOKS: YOUTH                      | 10-44-400-2    | 105.33 |
| 2038686562 BOOKS: BRANCH ADULT               | 10-44-400-5    | 34.56  |
| 2038686562 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 10.94  |
| 2038686563 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 102.60 |
| 2038686564 BOOKS: ADULT                      | 10-44-400-1    | 34.56  |
| 2038686564 BOOKS: YOUTH                      | 10-44-400-2    | 20.62  |
| 2038686564 BOOKS: BRANCH ADULT               | 10-44-400-5    | 44.39  |
| 2038686565 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 26.80  |
| 2038686568 BOOKS: ADULT                      | 10-44-400-1    | 9.68   |
| 2038686568 BOOKS: YOUTH                      | 10-44-400-2    | 9.68   |
| 2038686569 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 14.90  |
| 2038690393 BOOKS: ADULT                      | 10-44-400-1    | 131.01 |
| 2038690393 BOOKS: YOUTH                      | 10-44-400-2    | 54.60  |
| 2038690393 BOOKS: BRANCH ADULT               | 10-44-400-5    | 42.87  |
| 2038690394 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 56.90  |
| 2038690395 BOOKS: ADULT                      | 10-44-400-1    | 26.15  |
| 2038690395 BOOKS: BRANCH ADULT               | 10-44-400-5    | 56.48  |
| 2038690395 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 15.29  |
| 2038690396 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 21.50  |
| 2038690397 BOOKS: ADULT                      | 10-44-400-1    | 16.72  |
| 2038690397 BOOKS: BRANCH ADULT               | 10-44-400-5    | 19.01  |
| 2038690398 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 8.60   |
| 2038693764 BOOKS: ADULT                      | 10-44-400-1    | 220.28 |
| 2038693764 BOOKS: YOUTH                      | 10-44-400-2    | 83.54  |
| 2038693764 BOOKS: BRANCH ADULT               | 10-44-400-5    | 41.81  |
| 2038693764 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 12.99  |
| 2038693765 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 116.20 |
| 2038693766 BOOKS: YOUTH                      | 10-44-400-2    | 12.99  |
| 2038693766 BOOKS: BRANCH ADULT               | 10-44-400-5    | 78.10  |
| 2038693766 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 7.28   |
| 2038693767 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 22.50  |
| 2038693768 BOOKS: ADULT                      | 10-44-400-1    | 41.81  |
| 2038693768 BOOKS: BRANCH ADULT               | 10-44-400-5    | 17.28  |
| 2038693769 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 8.60   |
| 2038693770 BOOKS: ADULT                      | 10-44-400-1    | 14.54  |
| 2038693771 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 5.30   |
| 2038696594 BOOKS: ADULT                      | 10-44-400-1    | 252.61 |
| 2038696594 BOOKS: YOUTH                      | 10-44-400-2    | 142.30 |
| 2038696594 BOOKS: BRANCH ADULT               | 10-44-400-5    | 17.29  |
| 2038696595 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 118.80 |
| 2038696596 BOOKS: BRANCH ADULT               | 10-44-400-5    | 108.57 |
| 2038696596 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 60.89  |
| 2038696597 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 40.70  |
| 2038696598 BOOKS: ADULT                      | 10-44-400-1    | 17.29  |
| 2038696599 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 4.30   |
| 2038696600 BOOKS: BRANCH YOUTH               | 10-44-400-6    | 10.36  |
| 2038696601 MATERIAL PROCESSING SERVICES      | 10-42-265-0    | 4.30   |
| 2038699520 BOOKS: ADULT                      | 10-44-400-1    | 131.69 |
| 2038699520 BOOKS: YOUTH                      | 10-44-400-2    | 284.97 |
| 2038699520 BOOKS: BRANCH ADULT               | 10-44-400-5    | 41.49  |

| DESCRIPTION                                  | ACCOUNT NUMBER      | AMOUNT     |
|--|---------------------|------------|
| BAKER & TAYLOR L4230502 (5107) CONTINUED ... |                     |            |
| 2038699520 BOOKS: BRANCH YOUTH               | 10-44-400-6         | 47.41      |
| 2038699521 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 206.90     |
| 2038699522 BOOKS: ADULT                      | 10-44-400-1         | 41.49      |
| 2038699522 BOOKS: YOUTH                      | 10-44-400-2         | 25.17      |
| 2038699522 BOOKS: BRANCH ADULT               | 10-44-400-5         | 17.30      |
| 2038699522 BOOKS: BRANCH YOUTH               | 10-44-400-6         | 6.06       |
| 2038699523 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 26.80      |
| 2038699524 BOOKS: YOUTH                      | 10-44-400-2         | 22.24      |
| 2038699524 BOOKS: BRANCH ADULT               | 10-44-400-5         | 17.29      |
| 2038699525 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 8.60       |
| 2038703274 BOOKS: ADULT                      | 10-44-400-1         | 91.89      |
| 2038703275 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 23.50      |
| 2038705974 BOOKS: ADULT                      | 10-44-400-1         | 57.94      |
| 2038705975 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 12.90      |
| 2038705976 BOOKS: BRANCH ADULT               | 10-44-400-5         | 41.81      |
| 2038705977 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 4.30       |
| 2038709103 BOOKS: ADULT                      | 10-44-400-1         | 168.43     |
| 2038709103 BOOKS: YOUTH                      | 10-44-400-2         | 129.49     |
| 2038709103 BOOKS: BRANCH YOUTH               | 10-44-400-6         | 43.57      |
| 2038709104 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 84.70      |
| 2038709105 BOOKS: YOUTH                      | 10-44-400-2         | 29.05      |
| 2038709106 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 8.60       |
| 2038709107 BOOKS: YOUTH                      | 10-44-400-2         | 14.52      |
| 2038709108 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 4.30       |
| <hr/>  |                     |            |
| BAKER & TAYLOR L0620012 (5108)               | 12/10/24 CK# 149859 | \$91.08    |
| 2038695925 AUDIO-VISUAL: YOUTH               | 10-44-420-2         | 91.08      |
| <hr/>  |                     |            |
| BAKER AND TAYLOR L4229202 (394)              | 12/10/24 CK# 149860 | \$3,338.43 |
| 2038643158 BOOKS: ADULT                      | 10-44-400-1         | 159.52     |
| 2038643159 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 37.40      |
| 2038643160 BOOKS: ADULT                      | 10-44-400-1         | 15.17      |
| 2038643160 BOOKS: BRANCH ADULT               | 10-44-400-5         | 97.40      |
| 2038643161 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 22.50      |
| 2038643162 BOOKS: ADULT                      | 10-44-400-1         | 30.34      |
| 2038643162 BOOKS: BRANCH ADULT               | 10-44-400-5         | 54.75      |
| 2038643163 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 23.50      |
| 2038644590 BOOKS: ADULT                      | 10-44-400-1         | 662.99     |
| 2038644590 BOOKS: YOUTH                      | 10-44-400-2         | 18.40      |
| 2038644591 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 12.90      |
| 2038649241 BOOKS: YOUTH                      | 10-44-400-2         | 151.16     |
| 2038649242 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 59.90      |
| 2038649243 BOOKS: BRANCH YOUTH               | 10-44-400-6         | 17.33      |
| 2038649244 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 4.30       |
| 2038657306 BOOKS: ADULT                      | 10-44-400-1         | 72.15      |
| 2038657306 BOOKS: YOUTH                      | 10-44-400-2         | 11.43      |
| 2038657307 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 19.20      |
| 2038657308 BOOKS: BRANCH ADULT               | 10-44-400-5         | 41.81      |
| 2038657309 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 4.30       |
| 2038657310 BOOKS: LEASING                    | 10-44-400-0         | 129.37     |
| 2038657311 MATERIAL PROCESSING SERVICES      | 10-42-265-0         | 32.10      |
| 2038664426 BOOKS: ADULT                      | 10-44-400-1         | 13.93      |
| 2038664426 BOOKS: YOUTH                      | 10-44-400-2         | 167.29     |

| DESCRIPTION  | ACCOUNT NUMBER      | AMOUNT     |
|--|---------------------|------------|
| BAKER AND TAYLOR L4229202 (394) CONTINUED ...                    |                     |            |
| 2038664427 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 57.90      |
| 2038664428 BOOKS: ADULT  | 10-44-400-1         | 13.93      |
| 2038664429 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 5.30       |
| 2038666867 BOOKS: YOUTH  | 10-44-400-2         | 10.94      |
| 2038666867 BOOKS: BRANCH YOUTH                                   | 10-44-400-6         | 14.52      |
| 2038666869 BOOKS: YOUTH  | 10-44-400-2         | 14.51      |
| 2038667980 BOOKS: ADULT  | 10-44-400-1         | 128.66     |
| 2038667980 BOOKS: YOUTH  | 10-44-400-2         | 25.09      |
| 2038667981 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 38.40      |
| 2038667982 BOOKS: ADULT  | 10-44-400-1         | 30.64      |
| 2038667983 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 10.60      |
| 2038667984 BOOKS: LEASING  | 10-44-400-0         | 23.05      |
| 2038667984 BOOKS: ADULT  | 10-44-400-1         | 15.15      |
| 2038667985 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 9.60       |
| 2038681132 BOOKS: ADULT  | 10-44-400-1         | 39.38      |
| 2038681132 BOOKS: YOUTH  | 10-44-400-2         | 130.54     |
| 2038681133 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 55.60      |
| 2038688706 BOOKS: ADULT  | 10-44-400-1         | 42.47      |
| 2038688706 BOOKS: YOUTH  | 10-44-400-2         | 229.65     |
| 2038688707 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 63.20      |
| 2038688708 BOOKS: ADULT  | 10-44-400-1         | 30.33      |
| 2038688709 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 10.60      |
| 2038688710 BOOKS: ADULT  | 10-44-400-1         | 15.17      |
| 2038688711 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 5.30       |
| 2038702964 BOOKS: YOUTH  | 10-44-400-2         | 84.27      |
| 2038702964 BOOKS: BRANCH YOUTH                                   | 10-44-400-6         | 6.06       |
| 2038702965 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 37.40      |
| 2038702966 BOOKS: YOUTH  | 10-44-400-2         | 6.06       |
| 2038702966 BOOKS: BRANCH YOUTH                                   | 10-44-400-6         | 8.40       |
| 2038702967 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 9.60       |
| 2038705974 BOOKS: YOUTH  | 10-44-400-2         | 19.37      |
| 2038705987 BOOKS: ADULT  | 10-44-400-1         | 75.84      |
| 2038705987 BOOKS: YOUTH  | 10-44-400-2         | 95.78      |
| 2038705988 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 56.60      |
| 2038705989 BOOKS: ADULT  | 10-44-400-1         | 15.17      |
| 2038705989 BOOKS: BRANCH YOUTH                                   | 10-44-400-6         | 30.31      |
| 2038705990 MATERIAL PROCESSING SERVICES                          | 10-42-265-0         | 13.90      |
| BATTERIES PLUS BULBS (416)                                       | 12/10/24 CK# 149861 | \$511.20   |
| P78274083 BUILDING & GROUNDS SUPPLIES                            | 60-43-320-0         | 511.20     |
| BLICK ART MATERIALS (1043)                                       | 12/10/24 CK# 149891 | \$135.35   |
| 32475231 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL   | 10-43-320-0         | 135.35     |
| BLUEPOINT ALERT SOLUTIONS LLC (5562)                             | 12/10/24 CK# 149862 | \$3,396.00 |
| 00877 RISK MANAGEMENT: FACILITIES                                | 50-42-210-0         | 3,396.00   |
| BP GLOBAL (6317)   | 12/10/24 CK# 149898 | \$47.01    |
| 8947 CC PYMT (6424) FOR FUEL/GASOLINE: MOBILE SERVICES           | 10-43-350-1         | 47.01      |
| BYWATER SOLUTIONS, LLC (6795)                                    | 12/10/24 CK# 149863 | \$2,000.00 |
| 8652 ONLINE COMPUTER SVCS: ACCESS SVCS                           | 10-42-255-3         | 2,000.00   |
| CANVA (6234)   | 12/10/24 CK# 149891 | \$149.90   |
| 04346-53927569 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE | 10-44-435-1         | 149.90     |

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BILLS PAID REPORT FOR DECEMBER, 2024

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| DESCRIPTION  | ACCOUNT NUMBER      | AMOUNT      |
|--|---------------------|-------------|
| CANVA (6234)   | 12/10/24 CK# 149898 | \$119.99    |
| 58407664 CC PYMT (6424) FOR ELECTRONIC RESOURCES: IN-HOUSE     | 10-44-435-1         | 119.99      |
| CDW GOVERNMENT, INC. (842)                                     | 12/10/24 CK# 149864 | \$492.08    |
| AB4QR2N OFFICE SUPPLIES/COMPUTER                               | 10-43-300-2         | 256.32      |
| AB5WR6U OFFICE SUPPLIES/COMPUTER                               | 10-43-300-2         | 235.76      |
| CINTAS CORPORATION LOC. #355 (4662)                            | 12/10/24 CK# 149865 | \$5,257.09  |
| 4211109673 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 57.54       |
| 4211259034 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 69.12       |
| 4211881267 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 108.13      |
| 4211881923 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 1,528.62    |
| 4212523458 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 57.54       |
| 4212525853 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 1,537.24    |
| 4212693108 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 103.51      |
| 4213092329 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 224.40      |
| 4213225940 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 1,526.66    |
| 4213401730 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 44.33       |
| COMPLETE CLEANING COMPANY, INC. (835)                          | 12/10/24 CK# 149866 | \$22,367.00 |
| AW15668 REPAIR/MAINT. OF BLDG: RAKOW                           | 60-42-200-5         | 935.00      |
| AW15857 GENERAL CLEANING SERVICE                               | 10-42-235-0         | 2,150.00    |
| AW16836 GENERAL CLEANING SERVICE                               | 10-42-235-0         | 900.00      |
| AW17112 REPAIR/MAINT. OF BUILDING                              | 60-42-200-0         | 2,980.00    |
| AW17115 GENERAL CLEANING SERVICE                               | 10-42-235-0         | 740.00      |
| AW17139 GENERAL CLEANING SERVICE                               | 10-42-235-0         | 2,660.00    |
| C28841 GENERAL CLEANING SERVICE: RAKOW                         | 10-42-235-5         | 2,902.00    |
| C28842 GENERAL CLEANING SERVICE                                | 10-42-235-0         | 9,100.00    |
| CONFERENCE FOOD & BEVERAGE (6685)                              | 12/10/24 CK# 149892 | \$50.43     |
| 10302024 CC PYMT (6416) FOR CONFERENCES: ALL EXPENSES          | 10-42-290-3         | 38.50       |
| 838045 CC PYMT (6416) FOR CONFERENCES: ALL EXPENSES            | 10-42-290-3         | 11.93       |
| CONSTANT CONTACT (5729)  | 12/10/24 CK# 149894 | \$120.00    |
| 11252024 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS  | 10-44-435-5         | 120.00      |
| CRYSTAL CLEAR AQUARIUM MAINTENANCE (931)                       | 12/10/24 CK# 149867 | \$355.00    |
| 22776 ANIMAL CARE & FEEDING                                    | 10-43-340-0         | 355.00      |
| DANNY'S PIZZA (6381)   | 12/10/24 CK# 149891 | \$74.33     |
| 271021 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS         | 10-43-360-1         | 43.25       |
| 91992 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS          | 10-43-360-1         | 31.08       |
| DEMCO (1000)   | 12/10/24 CK# 149868 | \$122.56    |
| 7572593 MATERIALS PROCESSING SUPPLIES                          | 10-43-310-0         | 122.56      |
| DEPUTY, ALLISON (5966)   | 12/10/24 CK# 149869 | \$185.00    |
| 12122024 PUBLIC PROGRAMMING:COMMUNITY SVCS                     | 10-42-230-3         | 185.00      |
| DIGITAL OCEAN (6303)   | 12/10/24 CK# 149896 | \$25.21     |
| 496862050 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS | 10-42-255-3         | 25.21       |
| DUO SECURITY, LLC (6066)                                       | 12/10/24 CK# 149892 | \$360.00    |
| 11368659 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES           | 10-42-255-1         | 360.00      |
| E. NORMAN SECURITY SYSTEMS, INC. 3 (4093)                      | 12/10/24 CK# 149870 | \$12,134.36 |
| 16980 CAPITAL IMPROVEMENTS                                     | 10-49-900-0         | 11,999.36   |
| 16981 RISK MANAGEMENT: FACILITIES                              | 50-42-210-0         | 135.00      |
| ECHO LIMO (6873)   | 12/10/24 CK# 149892 | \$126.35    |
| 259959 CC PYMT (6416) FOR CONFERENCES: ALL EXPENSES            | 10-42-290-3         | 126.35      |

| DESCRIPTION   | ACCOUNT NUMBER      | AMOUNT      |
|---|---------------------|-------------|
| ELGIN AREA CHAMBER OF COMMERCE (1144)                         | 12/10/24 CK# 149871 | \$225.00    |
| 2342 CONTINUING ED: REGISTRATION/FEES                         | 10-42-290-1         | 225.00      |
| ELGIN KEY & LOCK COMPANY (1155)                               | 12/10/24 CK# 149872 | \$101.85    |
| 241713 RISK MANAGEMENT: FACILITIES                            | 50-42-210-0         | 66.90       |
| 241717 BUILDING & GROUNDS SUPPLIES                            | 60-43-320-0         | 15.80       |
| 241718 BUILDING & GROUNDS SUPPLIES                            | 60-43-320-0         | 7.90        |
| 241779 BUILDING & GROUNDS SUPPLIES                            | 60-43-320-0         | 3.30        |
| 241783 BUILDING & GROUNDS SUPPLIES                            | 60-43-320-0         | 7.95        |
| ENGBERG ANDERSON, INC. (4014)                                 | 12/10/24 CK# 149873 | \$12,175.00 |
| 23364403-8 CAPITAL IMPROVEMENTS                               | 10-49-900-0         | 11,125.00   |
| 23364404-2 CONSULT. & PROF. FEES:OTHER                        | 10-42-225-2         | 1,050.00    |
| ETHIC ROOFING CO (6025)                                       | 12/10/24 CK# 149874 | \$1,520.00  |
| 1494 REPAIR/MAINT. OF BUILDING                                | 60-42-200-0         | 760.00      |
| 1494 REPAIR/MAINT. OF BLDG: RAKOW                             | 60-42-200-5         | 760.00      |
| ETRAILER (6878)   | 12/10/24 CK# 149895 | \$1,340.59  |
| 121723412 CC PYMT (6419) FOR VEHICLE MAINTENANCE: MOBILE SVCS | 10-42-270-0         | 319.91      |
| 121766492 CC PYMT (6419) FOR VEHICLE MAINTENANCE: MOBILE SVCS | 10-42-270-0         | 1,020.68    |
| F.J. BERO & CO, INC (6368)                                    | 12/10/24 CK# 149875 | \$1,170.00  |
| 59797 REPAIR/MAINT. OF BLDG: RAKOW                            | 60-42-200-5         | 1,170.00    |
| FACEBOOK (6067)   | 12/10/24 CK# 149897 | \$431.65    |
| 654941 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL           | 10-42-222-2         | 31.65       |
| LNY6PEY6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL       | 10-42-222-2         | 200.00      |
| MJ7V9FL6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL       | 10-42-222-2         | 200.00      |
| FORD MOTOR COMPANY (6877)                                     | 12/10/24 CK# 149895 | \$1,024.41  |
| 620333664 CC PYMT (6419) FOR VEHICLE MAINTENANCE: MOBILE SVCS | 10-42-270-0         | 1,024.41    |
| FRANK & SONS ENTERPRISES, INC (4545)                          | 12/10/24 CK# 149876 | \$950.00    |
| 2999 REPAIR/MAINT. OF GRDS: RAKOW                             | 60-42-210-5         | 425.00      |
| 3001 REPAIR/MAINT. OF GROUNDS                                 | 60-42-210-0         | 525.00      |
| GH INTERNATIONAL (6886)                                       | 12/10/24 CK# 149877 | \$800.00    |
| 01122024 PUBLIC PROGRAMMING:COMMUNITY SVCS                    | 10-42-230-3         | 800.00      |
| GILPATRICK, KAREN (5886)                                      | 12/10/24 CK# 149878 | \$270.00    |
| 063 CONSULT. & PROF. FEES:OTHER                               | 10-42-225-2         | 270.00      |
| GONZALEZ LIZ (6883)   | 12/10/24 CK# 149879 | \$243.00    |
| 11142025 PUBLIC RELATIONS: GENERAL                            | 10-42-222-2         | 243.00      |
| GOULD JAMES (6885)  | 12/10/24 CK# 149880 | \$200.00    |
| 12152024 PUBLIC PROGRAMMING:COMMUNITY SVCS                    | 10-42-230-3         | 200.00      |
| GRAINGER (1449)   | 12/10/24 CK# 149881 | \$774.88    |
| 9315409178 REPAIR/MAINT. OF BUILDING                          | 60-42-200-0         | 157.00      |
| 9315554916 JANITORIAL SUPPLIES                                | 10-43-370-0         | 586.98      |
| 9329940630 BUILDING & GROUNDS SUPPLIES                        | 60-43-320-0         | 30.90       |
| HD SUPPLY FORMALY HOME DEPOT PRO (6777)                       | 12/10/24 CK# 149882 | \$354.14    |
| 836835751 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 199.48      |
| 838016335 JANITORIAL SUPPLIES                                 | 10-43-370-0         | 154.66      |
| HELM SERVICE (5979)   | 12/10/24 CK# 149883 | \$20,652.07 |
| CHI147603C REPAIR/MAINT. OF HVAC                              | 60-42-220-0         | 2,330.42    |
| CHI147622C REPAIR/MAINT. HVAC: RAKOW                          | 60-42-220-5         | 260.92      |
| CHI147623C REPAIR/MAINT. OF HVAC                              | 60-42-220-0         | 2,017.75    |
| CHI147624C REPAIR/MAINT. HVAC: RAKOW                          | 60-42-220-5         | 348.83      |

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| HELM SERVICE (5979) CONTINUED ...                            |                     |            |
| CHI199911 REPAIR/MAINT. OF HVAC                              | 60-42-220-0         | 3,208.64   |
| CHI200022 REPAIR/MAINT. OF HVAC                              | 60-42-220-0         | 7,957.00   |
| CHI200059 REPAIR/MAINT. OF HVAC                              | 60-42-220-0         | 4,528.51   |
| HODGE KIRK (6386)  | 12/10/24 CK# 149884 | \$650.00   |
| JANUARY 2025 STORAGE/MOVING                                  | 10-42-209-0         | 650.00     |
| HOLIDAY INN (6742)   | 12/10/24 CK# 149894 | \$130.48   |
| 476480 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL          | 10-42-222-2         | 130.48     |
| HOME DEPOT (6340)  | 12/10/24 CK# 149894 | \$345.39   |
| 4010507 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS             | 10-43-335-0         | 345.39     |
| HOME DEPOT CREDIT SERVICES (1617)                            | 12/10/24 CK# 149885 | \$55.38    |
| 4011475 REPAIR/MAINT. OF BUILDING                            | 60-42-200-0         | 55.38      |
| ILLINOIS LIBRARY ASSOCIATION (3822)                          | 12/10/24 CK# 149886 | \$305.00   |
| 12042024 CONTINUING ED: REGISTRATION/FEES                    | 10-42-290-1         | 55.00      |
| 299551 MP DUES & MEMBERSHIPS                                 | 10-42-280-0         | 250.00     |
| ILLINOIS TOLLWAY (6169)                                      | 12/10/24 CK# 149891 | \$50.00    |
| 39032 CC PYMT (6415) FOR CONTINUING EDUCATION:TRAVEL & MEALS | 10-42-290-2         | 50.00      |
| INFO USA MARKETING, INC. (1718)                              | 12/10/24 CK# 149887 | \$415.00   |
| 10004264558 BOOKS: ADULT                                     | 10-44-400-1         | 415.00     |
| INGRAM (1734)  | 12/10/24 CK# 149888 | \$2,393.15 |
| 67759720 BOOKS: YOUTH  | 10-44-400-2         | 273.80     |
| 67763021 BOOKS: ADULT  | 10-44-400-1         | 766.45     |
| 67763021 BOOKS: YOUTH  | 10-44-400-2         | 40.75      |
| 67763021 BOOKS: BRANCH ADULT                                 | 10-44-400-5         | 228.98     |
| 67763021 BOOKS: BRANCH YOUTH                                 | 10-44-400-6         | 14.72      |
| 67764177 BOOKS: ADULT  | 10-44-400-1         | 110.74     |
| 67764177 BOOKS: BRANCH ADULT                                 | 10-44-400-5         | 34.61      |
| 67764178 BOOKS: YOUTH  | 10-44-400-2         | 233.30     |
| 67764178 BOOKS: BRANCH YOUTH                                 | 10-44-400-6         | 72.16      |
| 67764733 BOOKS: ADULT  | 10-44-400-1         | 260.94     |
| 67764733 BOOKS: BRANCH ADULT                                 | 10-44-400-5         | 202.32     |
| 67767163 BOOKS: ADULT  | 10-44-400-1         | 34.78      |
| 67767163 BOOKS: BRANCH ADULT                                 | 10-44-400-5         | 17.39      |
| 67767164 BOOKS: YOUTH  | 10-44-400-2         | 21.46      |
| 67767164 BOOKS: BRANCH YOUTH                                 | 10-44-400-6         | 10.73      |
| 67767165 BOOKS: ADULT  | 10-44-400-1         | 35.01      |
| 67767165 BOOKS: BRANCH ADULT                                 | 10-44-400-5         | 35.01      |
| INNOVATIVE USERS GROUP (4786)                                | 12/10/24 CK# 149889 | \$125.00   |
| 2376 DUES & MEMBERSHIPS                                      | 10-42-280-0         | 125.00     |
| INNOVATIVE USERS GROUP (4786)                                | 12/10/24 CK# 149896 | \$450.00   |
| E1271 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES           | 10-42-290-3         | 450.00     |
| INNOVATIVE USERS GROUP (4786)                                | 12/10/24 CK# 149900 | \$450.00   |
| 146360 CC PYMT (6427) FOR CONFERENCES: ALL EXPENSES          | 10-42-290-3         | 450.00     |
| JEWEL-OSCO (1632)  | 12/10/24 CK# 149893 | \$26.19    |
| 97299 CC PYMT (6417) FOR FOOD & BEVERAGE: PUBLIC SVCS        | 10-43-360-1         | 26.19      |
| KANOPY LLC (5682)  | 12/10/24 CK# 149890 | \$866.00   |
| 428254 ELECTRONIC RESOURCES: STREAMING                       | 10-44-435-3         | 866.00     |

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| KNICKERBOCKER ROOFING (4533)<br>20119331 REPAIR/MAINT. HVAC: RAKOW  | 12/10/24 CK# 149901<br>60-42-220-5   | \$1,975.66<br>1,975.66  |
| KOHL'S (6882)<br>70272 CC PYMT (6421) FOR EXHIBITS AND DISPLAYS   | 12/10/24 CK# 149897<br>10-43-335-0   | \$184.93<br>184.93  |
| LASER PRO CO., INC. (1983)<br>138767 OFFICE SUPPLIES/COMPUTER<br>138817 OFFICE SUPPLIES/COMPUTER  | 12/10/24 CK# 149902<br>10-43-300-2<br>10-43-300-2  | \$654.00<br>249.00<br>405.00  |
| LIBRARY FURNITURE INTERNATIONAL, INC (4706)<br>9799 FURNITURE AND FIXTURES  | 12/10/24 CK# 149903<br>10-45-510-0   | \$5,581.00<br>5,581.00  |
| LRS, LLC (6876)<br>DC919293 REPAIR/MAINT. OF BLDG: DAVIS ROAD   | 12/10/24 CK# 149904<br>60-42-200-9   | \$479.04<br>479.04  |
| M13 GRAPHICS (6283)<br>1027279 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL   | 12/10/24 CK# 149894<br>10-42-222-2   | \$127.12<br>127.12  |
| M13 GRAPHICS (6283)<br>1028378 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL   | 12/10/24 CK# 149897<br>10-42-222-2   | \$158.18<br>158.18  |
| MAILGUN TECHNOLOGIES, INC (6058)<br>72335823 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS   | 12/10/24 CK# 149896<br>10-42-255-3   | \$80.00<br>80.00  |
| MAJESTIC DISTRIBUTING COMPANY, INC. (5025)<br>130130-1 REPAIR/MAINT. OF BLDG: RAKOW<br>130133-1 REPAIR/MAINT. OF BUILDING<br>130134-1 REPAIR/MAINT. OF BUILDING<br>130135-1 REPAIR/MAINT. OF BUILDING<br>130136-1 REPAIR/MAINT. OF BUILDING   | 12/10/24 CK# 149905<br>60-42-200-5<br>60-42-200-0<br>60-42-200-0<br>60-42-200-0<br>60-42-200-0   | \$760.00<br>200.00<br>200.00<br>120.00<br>120.00<br>120.00  |
| MARATHON SPORTSWEAR (6872)<br>94945 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL<br>95458 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL<br>96004 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL  | 12/10/24 CK# 149894<br>10-42-222-2<br>10-42-222-2<br>10-42-222-2   | \$2,432.05<br>444.40<br>1,252.40<br>735.25  |
| MIDWEST FIRST AID & SAFETY LLC (6609)<br>1469 MISCELLANEOUS<br>1484 MISCELLANEOUS   | 12/10/24 CK# 149906<br>10-43-399-0<br>10-43-399-0  | \$286.64<br>227.37<br>59.27   |
| MIDWEST TAPE (2256)<br>505629898 AUDIO-VISUAL: BRANCH ADULT<br>506268954 AUDIO-VISUAL: ADULT<br>506268956 AUDIO-VISUAL: ADULT<br>506268957 AUDIO-VISUAL: ADULT<br>506268958 AUDIO-VISUAL: YOUTH<br>506287000 AUDIO-VISUAL: ADULT<br>506287000 AUDIO-VISUAL: BRANCH ADULT<br>506298919 AUDIO-VISUAL: ADULT<br>506303160 AUDIO-VISUAL: ADULT<br>506303162 AUDIO-VISUAL: ADULT<br>506303163 AUDIO-VISUAL: ADULT<br>506303164 AUDIO-VISUAL: ADULT<br>506322179 AUDIO-VISUAL: ADULT<br>506322179 AUDIO-VISUAL: BRANCH ADULT<br>506332342 AUDIO-VISUAL: ADULT<br>506332342 AUDIO-VISUAL: BRANCH ADULT<br>506332343 AUDIO-VISUAL: ADULT<br>506332345 AUDIO-VISUAL: ADULT | 12/10/24 CK# 149907<br>10-44-420-5<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-5<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-1<br>10-44-420-5<br>10-44-420-5<br>10-44-420-1<br>10-44-420-1 | \$9,871.04<br>-23.24<br>78.25<br>39.99<br>122.19<br>7.49<br>587.06<br>227.90<br>162.68<br>68.05<br>44.99<br>127.98<br>29.99<br>236.96<br>37.48<br>176.96<br>34.99<br>22.48<br>86.21 |

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| MIDWEST TAPE (2256) CONTINUED ...                              |                     |            |
| 506342402 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 1,900.51   |
| 506342402 AUDIO-VISUAL: BRANCH ADULT                           | 10-44-420-5         | 1,059.33   |
| 506365968 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 371.92     |
| 506365969 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 14.99      |
| 506366421 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 200.13     |
| 506366422 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 29.99      |
| 506366423 AUDIO-VISUAL: BRANCH ADULT                           | 10-44-420-5         | 39.99      |
| 506366424 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 13.49      |
| 506366425 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 5.24       |
| 506371599 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 743.69     |
| 506371599 AUDIO-VISUAL: YOUTH                                  | 10-44-420-2         | 260.16     |
| 506371599 AUDIO-VISUAL: BRANCH ADULT                           | 10-44-420-5         | 396.57     |
| 506371599 AUDIO-VISUAL: BRANCH YOUTH                           | 10-44-420-6         | 110.96     |
| 506396485 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 961.90     |
| 506396485 AUDIO-VISUAL: BRANCH ADULT                           | 10-44-420-5         | 546.55     |
| 506401363 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 134.19     |
| 506401364 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 192.95     |
| 506401365 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 643.90     |
| 506401366 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 66.70      |
| 506401368 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 29.99      |
| 506401369 AUDIO-VISUAL: YOUTH                                  | 10-44-420-2         | 47.99      |
| 506401430 AUDIO-VISUAL: ADULT                                  | 10-44-420-1         | 31.49      |
| MOBILE BEACON (5646)   | 12/10/24 CK# 149900 | \$3,120.00 |
| 1105-1228 CC PYMT (6427) FOR AUDIO-VISUAL: ADULT               | 10-44-420-1         | 3,120.00   |
| MONOPRICE, INC. (5237)   | 12/10/24 CK# 149908 | \$105.61   |
| 24369199 OFFICE SUPPLIES/COMPUTER                              | 10-43-300-2         | 105.61     |
| NATIONAL LIFT TRUCK, INC. (3896)                               | 12/10/24 CK# 149909 | \$1,000.00 |
| RA241010397-1 REPAIR/MAINT. OF BLDG: DAVIS ROAD                | 60-42-200-9         | 775.00     |
| RA241010397-2 REPAIR/MAINT. OF BLDG: DAVIS ROAD                | 60-42-200-9         | 225.00     |
| NOSTALGIA ENTERTAINMENT (5501)                                 | 12/10/24 CK# 149910 | \$395.00   |
| 12212024 PUBLIC PROGRAMMING:COMMUNITY SVCS                     | 10-42-230-3         | 395.00     |
| OTIS ELEVATOR COMPANY (4788)                                   | 12/10/24 CK# 149911 | \$1,225.23 |
| 100401745325 REPAIR/MAINT. OF BUILDING                         | 60-42-200-0         | 1,225.23   |
| PADDOCK PUBLICATIONS, INC. (5264)                              | 12/10/24 CK# 149912 | \$36.80    |
| 314904 LEGAL PUBLICATIONS                                      | 10-42-220-2         | 36.80      |
| PARIS LAS VEGAS (6814)   | 12/10/24 CK# 149892 | \$517.00   |
| 4435431 CC PYMT (6416) FOR CONFERENCES: ALL EXPENSES           | 10-42-290-3         | 517.00     |
| PARTY CITY (6062)  | 12/10/24 CK# 149891 | \$64.00    |
| 911586869 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS  | 10-42-230-1         | 64.00      |
| PARTY CITY (6062)  | 12/10/24 CK# 149894 | \$60.69    |
| 911795253-B CC PYMT (6418) FOR EXHIBITS AND DISPLAYS           | 10-43-335-0         | 60.69      |
| PAYPAL, INC (6059)   | 12/10/24 CK# 149896 | \$19.95    |
| 151716962 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS | 10-42-255-3         | 19.95      |
| PETTY CASH - SARA JOHNSON (4777)                               | 12/10/24 CK# 149913 | \$109.31   |
| 12/10/2024 CONTINUING EDUCATION:TRAVEL & MEALS                 | 10-42-290-2         | 98.56      |
| 12/10/2024 ARTS & CRAFTS SUPPLIES: PUBLIC SVCS                 | 10-43-330-2         | 10.75      |
| PITNEY BOWES RESERVE ACCOUNT (4146)                            | 12/10/24 CK# 149914 | \$3,000.00 |
| 12022024 POSTAGE & SHIPPING                                    | 10-42-210-0         | 3,000.00   |

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| PLAYAWAY PRODUCTS LLC (4273)<br>480884 AUDIO-VISUAL: BRANCH YOUTH  | 12/10/24 CK# 149915<br>10-44-420-6   | \$74.99<br>74.99   |
| REACTCRM (6875)<br>1015 CC PYMT (6421) FOR CONTINGENCY   | 12/10/24 CK# 149897<br>10-42-299-0   | \$-8.00<br>-8.00   |
| REMOTE PC (6438)<br>11132024 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS  | 12/10/24 CK# 149897<br>10-44-435-5   | \$99.50<br>99.50   |
| ROYAL PUBLISHING INC (5765)<br>8142082 PUBLIC RELATIONS: GENERAL   | 12/10/24 CK# 149916<br>10-42-222-2   | \$175.00<br>175.00   |
| SAFEGARD EXTERMINATING CO. (2958)<br>111366 REPAIR/MAINT. OF BLDG: DAVIS ROAD  | 12/10/24 CK# 149917<br>60-42-200-9   | \$296.00<br>296.00   |
| SAM'S CLUB DIRECT (5057)<br>002884 GVQAS FOOD & BEVERAGE: COMMUNITY SVCS   | 12/10/24 CK# 149918<br>10-43-360-2   | \$20.98<br>20.98   |
| SENTRUM MARKETING, LLC (6560)<br>9031024B0563R-1 BOOKS: ADULT  | 12/10/24 CK# 149919<br>10-44-400-1   | \$518.20<br>518.20   |
| SHALES MC NUTT CONSTRUCTION (4170)<br>11 2024 SE EXPANSION<br>24-021-01 LEGAL PUBLICATIONS   | 12/10/24 CK# 149920<br>10-49-930-0<br>10-42-220-2  | \$498,662.38<br>498,317.38<br>345.00                       |
| SHOCKEY JEWELERS (3069)<br>50316 MISCELLANEOUS   | 12/10/24 CK# 149921<br>10-43-399-0   | \$40.00<br>40.00   |
| SHRM (6127)<br>CS2451339 CC PYMT (6415) FOR DUES & MEMBERSHIPS   | 12/10/24 CK# 149891<br>10-42-280-0   | \$264.00<br>264.00   |
| SIGNUP.COM (6844)<br>6266B&F3-0004 CC PYMT (6415) FOR COMPUTER MAINTENANCE<br>6266B7F3-0005 CC PYMT (6415) FOR COMPUTER MAINTENANCE<br>6266B7F3-0006 CC PYMT (6415) FOR COMPUTER MAINTENANCE   | 12/10/24 CK# 149891<br>10-42-255-2<br>10-42-255-2<br>10-42-255-2                               | \$61.96<br>-38.32<br>9.99<br>90.29                         |
| SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)<br>DECEMBER 2024 COMMON AREA MAINT: SO ELGIN   | 12/10/24 CK# 149922<br>10-42-204-0   | \$3,014.46<br>3,014.46                                     |
| SOUTHWEST AIRLINES (6250)<br>3IPDIQ CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL   | 12/10/24 CK# 149897<br>10-42-222-2   | \$531.97<br>531.97   |
| SPOTIFY (6086)<br>112024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH   | 12/10/24 CK# 149893<br>10-42-230-2   | \$19.99<br>19.99   |
| STAPLES (3180)<br>9926095867 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL<br>9926095916 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL<br>9926095998 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL<br>9926096070 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL<br>9926096190 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL | 12/10/24 CK# 149891<br>10-43-320-0<br>10-43-320-0<br>10-43-320-0<br>10-43-320-0<br>10-43-320-0 | \$927.74<br>184.95<br>184.95<br>199.95<br>199.95<br>157.94 |
| STAPLES (3180)<br>7645522357 DUPLICATING: PAPER/COPY SHOP SUPPL<br>7645845300 OFFICE SUPPLIES/GENERAL  | 12/10/24 CK# 149923<br>10-43-320-0<br>10-43-300-1  | \$711.75<br>390.00<br>321.75                               |
| STUDIO 66 INC. (5397)<br>21043.16 B SE EXPANSION   | 12/10/24 CK# 149924<br>10-49-930-0   | \$5,876.47<br>5,876.47                                     |
| TARGET (6108)<br>131179 CC PYMT (6427) FOR AUDIO-VISUAL: BRANCH YOUTH<br>26139 CC PYMT (6427) FOR AUDIO-VISUAL: YOUTH<br>428414 CC PYMT (6427) FOR AUDIO-VISUAL: YOUTH<br>428414 CC PYMT (6427) FOR AUDIO-VISUAL: BRANCH YOUTH   | 12/10/24 CK# 149900<br>10-44-420-6<br>10-44-420-2<br>10-44-420-2<br>10-44-420-6                | \$299.95<br>59.99<br>59.99<br>59.99<br>59.99               |

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BILLS PAID REPORT FOR DECEMBER, 2024

CHECKS & DIR. DEBITS

| DESCRIPTION  | ACCOUNT NUMBER  | AMOUNT  |
|--|---|---|
| TARGET (6108) CONTINUED ...<br>82111 CC PYMT (6427) FOR AUDIO-VISUAL: YOUTH  | 10-44-420-2   | 59.99   |
| TIMOTHY COMMUNICATIONS, INC (6196)<br>01072025 PUBLIC PROGRAMMING:COMMUNITY SVCS   | 12/10/24 CK# 149925<br>10-42-230-3  | \$100.00<br>100.00  |
| U S POSTMASTER (4528)<br>12012024 PUBLIC RELATIONS: NEWSLETTER   | 12/10/24 CK# 149926<br>10-42-222-1  | \$6,300.00<br>6,300.00  |
| UNITED AIRLINES (6070)<br>40772 CC PYMT (6416) FOR CONFERENCES: ALL EXPENSES   | 12/10/24 CK# 149892<br>10-42-290-3  | \$40.00<br>40.00  |
| UNITED AIRLINES (6070)<br>FP46D0 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES  | 12/10/24 CK# 149896<br>10-42-290-3  | \$754.20<br>754.20  |
| VERDE ENERGY EFFICIENCY EXPERTS (5795)<br>INV23777 REPAIR/MAINT. OF BUILDING   | 12/10/24 CK# 149927<br>60-42-200-0  | \$560.00<br>560.00  |
| VILLAGE FRESH (6881)<br>228224 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS   | 12/10/24 CK# 149891<br>10-42-230-1  | \$131.38<br>131.38  |
| VOLGISTICS (6071)<br>511251 CC PYMT (6415) FOR COMPUTER MAINTENANCE  | 12/10/24 CK# 149891<br>10-42-255-2  | \$70.00<br>70.00  |
| VSP OF ILLINOIS (2257)<br>821462004 HEALTH, DENTAL & VISION INSURANCE<br>821657598 HEALTH, DENTAL & VISION INSURANCE   | 12/10/24 CK# 149928<br>10-41-110-0<br>10-41-110-0   | \$4,626.82<br>2,328.78<br>2,298.04  |
| WALGREENS (6286)<br>870638 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL  | 12/10/24 CK# 149897<br>10-42-222-2  | \$9.22<br>9.22  |
| WALL STREET JOURNAL (3556)<br>67194 CC PYMT (6415) FOR PERIODICALS: BRANCH   | 12/10/24 CK# 149891<br>10-44-410-5  | \$659.88<br>659.88  |
| WALMART (6075)<br>16212 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS  | 12/10/24 CK# 149891<br>10-43-360-1  | \$234.57<br>234.57  |
| WALMART (6075)<br>89554 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS   | 12/10/24 CK# 149899<br>10-42-230-3  | \$32.92<br>32.92  |
| WEST SIDE ELECTRIC (6178)<br>300135911 SIGNAGE   | 12/10/24 CK# 149929<br>60-43-370-0  | \$2,301.00<br>2,301.00  |
| WEX BANK (5012)<br>101227988 FUEL/GASOLINE: FACILITES<br>101227988 FUEL/GASOLINE: MOBILE SERVICES  | 12/10/24 CK# 149930<br>10-43-350-0<br>10-43-350-1   | \$574.89<br>241.14<br>333.75  |
| WHITE CHRIS (6736)<br>12112024 PUBLIC PROGRAMMING:COMMUNITY SVCS   | 12/10/24 CK# 149931<br>10-42-230-3  | \$600.00<br>600.00  |
| WILD GOOSE CHASE (3616)<br>241835 REPAIR/MAINT. OF GROUNDS   | 12/10/24 CK# 149932<br>60-42-210-0  | \$1,265.00<br>1,265.00  |
| ZIEGLER'S ACE HARDWARE (111)<br>174882/A BUILDING & GROUNDS SUPPLIES<br>174946/A EXHIBITS AND DISPLAYS<br>174956/A REPAIR/MAINT. OF BUILDING<br>174967/A MAINTENANCE EQUIPMENT: UNDER \$1000<br>175014/A MAINTENANCE EQUIPMENT: UNDER \$1000<br>175024/A REPAIR/MAINT. OF BLDG: DAVIS ROAD<br>175092/A BUILDING & GROUNDS SUPPLIES<br>175097/A BUILDING & GROUNDS SUPPLIES<br>175098/A MISCELLANEOUS<br>175113/A EXHIBITS AND DISPLAYS | 12/10/24 CK# 149933<br>60-43-320-0<br>10-43-335-0<br>60-42-200-0<br>60-45-500-2<br>60-45-500-2<br>60-42-200-9<br>60-43-320-0<br>60-43-320-0<br>10-43-399-0<br>10-43-335-0 | \$400.50<br>35.80<br>35.61<br>13.28<br>12.34<br>94.99<br>3.69<br>44.23<br>17.44<br>17.63<br>49.35 |

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BILLS PAID REPORT FOR DECEMBER, 2024

CHECKS & DIR. DEBITS

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| DESCRIPTION                                | ACCOUNT NUMBER | AMOUNT |
|--|----------------|--------|
| ZIEGLER'S ACE HARDWARE (111) CONTINUED ... |                |        |
| 175121/A BUILDING & GROUNDS SUPPLIES       | 60-43-320-0    | 26.56  |
| 175127/A BUILDING & GROUNDS SUPPLIES       | 60-43-320-0    | 36.82  |
| 175140/A VEHICLE MAINTENANCE: MOBILE SVCS  | 10-42-270-0    | 12.76  |

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

RUN DATE: 12/05/24  
 RUN TIME: 02:38PM

| BANK ACCOUNT    | BANK | DESCRIPTION                                  | AMOUNT     |    |
|-----------------|------|--|------------|----|
| 10-10-0         | 01   | GENERAL FUND-CASH - GENERAL FUND             | 644,129.38 | *  |
| 50-10-0         | 01   | LIABILITY INS. FUND-CASH - LIAB. & RISK FUND | 3,597.90   | *  |
| 60-10-0         | 01   | BUILDING & EQUIPMENT FUND-CASH - B & E FUND  | 39,806.75  | *  |
| TOTAL ALL FUNDS |      |  | 687,534.03 | ** |

| NUMBER                               | DESCRIPTION               | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | BUDGET<br>AMOUNT | REMAINING     |
|--------------------------------------|---------------------------|-------------------|------------------|---------------|------------------|---------------|
| <u>GENERAL FUND</u>                  |                           |                   |                  |               |                  |               |
| 10-30                                | PROPERTY TAXES            | 653,511.45        | 8,036,767.90     | 46.84         | 17,156,500       | 9,119,732.10  |
| 10-31                                | REPLACEMENT TAXES         | 92,873.83         | 102,701.77       | 44.77         | 229,400          | 126,698.23    |
| 10-32                                | INTEREST EARNED           | 73,924.36         | 269,987.58       | 54.00         | 500,000          | 230,012.42    |
| 10-33                                | FINES AND FEES            | 20,003.64         | 74,438.21        | 34.54         | 215,500          | 141,061.79    |
| 10-34                                | MISCELLANEOUS INCOME      | 0.00              | 0.00             | 0.00          | 1,700            | 1,700.00      |
| 10-35                                | DEVELOPER FEES            | 12,326.11         | 15,555.72        | 12.96         | 120,000          | 104,444.28    |
| 10-36                                | GRANTS                    | 0.00              | 0.00             | 0.00          | 222,600          | 222,600.00    |
| 10-39                                | MISCELLANEOUS             | 4,763.92          | 61,750.19        | 54.84         | 112,600          | 50,849.81     |
| **TOTAL                              | GENERAL FUND              | 857,403.31        | 8,561,201.37     | 46.13         | 18,558,300       | 9,997,098.63  |
| <u>I.M.R.F. FUND</u>                 |                           |                   |                  |               |                  |               |
| 20-30                                | PROPERTY TAXES            | 30,782.99         | 378,563.26       | 46.82         | 808,500          | 429,936.74    |
| 20-31                                | REPLACEMENT TAXES         | 3,298.72          | 3,647.79         | 45.03         | 8,100            | 4,452.21      |
| **TOTAL                              | I.M.R.F. FUND             | 34,081.71         | 382,211.05       | 46.81         | 816,600          | 434,388.95    |
| <u>SOCIAL SECURITY FUND</u>          |                           |                   |                  |               |                  |               |
| 30-30                                | PROPERTY TAXES            | 30,012.75         | 369,091.55       | 45.71         | 807,500          | 438,408.45    |
| **TOTAL                              | SOCIAL SECURITY FUND      | 30,012.75         | 369,091.55       | 45.71         | 807,500          | 438,408.45    |
| <u>AUDIT FUND</u>                    |                           |                   |                  |               |                  |               |
| 40-30                                | PROPERTY TAXES            | 615.37            | 7,569.12         | 46.72         | 16,200           | 8,630.88      |
| **TOTAL                              | AUDIT FUND                | 615.37            | 7,569.12         | 46.72         | 16,200           | 8,630.88      |
| <u>LIABILITY INS. FUND</u>           |                           |                   |                  |               |                  |               |
| 50-30                                | PROPERTY TAXES            | 12,312.87         | 151,425.01       | 46.84         | 323,300          | 171,874.99    |
| **TOTAL                              | LIABILITY INS. FUND       | 12,312.87         | 151,425.01       | 46.84         | 323,300          | 171,874.99    |
| <u>BUILDING &amp; EQUIPMENT FUND</u> |                           |                   |                  |               |                  |               |
| 60-30                                | PROPERTY TAXES            | 30,782.99         | 378,563.26       | 48.04         | 788,000          | 409,436.74    |
| **TOTAL                              | BUILDING & EQUIPMENT FUND | 30,782.99         | 378,563.26       | 48.04         | 788,000          | 409,436.74    |
| <u>BUILDING RESERVE FUND</u>         |                           |                   |                  |               |                  |               |
| 90-32                                | INTEREST EARNED           | 2,650.33          | 15,048.88        | 100.33        | 15,000           | -48.88        |
| **TOTAL                              | BUILDING RESERVE FUND     | 2,650.33          | 15,048.88        | 100.33        | 15,000           | -48.88        |
| <u>GIFT FUND</u>                     |                           |                   |                  |               |                  |               |
| 98-39                                | MISCELLANEOUS             | 25.00             | 25.00            | 0.01          | 500,000          | 499,975.00    |
| **TOTAL                              | GIFT FUND                 | 25.00             | 25.00            | 0.01          | 500,000          | 499,975.00    |
| GRAND TOTAL                          |                           | 967,884.33        | 9,865,135.24     | 45.20         | 21,824,900       | 11,959,764.76 |

| NUMBER              | DESCRIPTION              | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | BUDGET<br>AMOUNT | REMAINING     |
|---------------------|--------------------------|-------------------|------------------|---------------|------------------|---------------|
| <u>FUND SUMMARY</u> |                          |                   |                  |               |                  |               |
| 10                  | GENERAL                  | 857,403.31        | 8,561,201.37     | 46.13         | 18,558,300       | 9,997,098.63  |
| 20                  | I.M.R.F                  | 34,081.71         | 382,211.05       | 46.81         | 816,600          | 434,388.95    |
| 30                  | SOCIAL SECURITY          | 30,012.75         | 369,091.55       | 45.71         | 807,500          | 438,408.45    |
| 40                  | AUDIT                    | 615.37            | 7,569.12         | 46.72         | 16,200           | 8,630.88      |
| 50                  | LIABILITY INS.           | 12,312.87         | 151,425.01       | 46.84         | 323,300          | 171,874.99    |
| 60                  | BUILDING & EQUIPMENT     | 30,782.99         | 378,563.26       | 48.04         | 788,000          | 409,436.74    |
| 90                  | SPECIAL/BUILDING RESERVE | 2,650.33          | 15,048.88        | 100.33        | 15,000           | -48.88        |
| 98                  | GIFT                     | 25.00             | 25.00            | 0.01          | 500,000          | 499,975.00    |
|                     | TOTALS ALL FUNDS         | 967,884.33        | 9,865,135.24     | 45.20         | 21,824,900       | 11,959,764.76 |

| VT NUMBER                      | DESCRIPTION                         | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.    |
|--------------------------------|-------------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|------------|
| <u>GENERAL FUND</u>            |                                     |                   |                  |               |                   |                     |                  |            |
| <u>SALARIES &amp; BENEFITS</u> |                                     |                   |                  |               |                   |                     |                  |            |
| 10-41-100-0                    | SALARIES & WAGES/ADMINISTRATION     | 145,110.93        | 579,327.68       | 32.73         | 1,770,000         | 1,190,672.32        | 29.26            | 1,980,000  |
| 10-41-101-0                    | SALARIES & WAGES/LIBR. & SUPERV.    | 302,734.91        | 1,271,358.78     | 32.02         | 3,970,000         | 2,698,641.22        | 28.60            | 4,445,000  |
| 10-41-102-0                    | SALARIES & WAGES/SUPPORT            | 315,082.53        | 1,293,173.47     | 33.16         | 3,900,000         | 2,606,826.53        | 29.66            | 4,360,000  |
| 10-41-103-0                    | SALARIES & WAGES/MAINTENANCE        | 39,710.69         | 139,762.65       | 30.38         | 460,000           | 320,237.35          | 27.14            | 515,000    |
| 10-41-110-0                    | HEALTH, DENTAL & VISION INSURANCE   | 162,304.22        | 411,284.91       | 33.30         | 1,235,000         | 823,715.09          | 29.38            | 1,400,000  |
| 10-41-111-0                    | LIFE INSURANCE                      | 802.76            | 4,061.54         | 41.44         | 9,800             | 5,738.46            | 33.85            | 12,000     |
| *TOTAL                         | SALARIES & BENEFITS                 | 965,746.04        | 3,698,969.03     | 32.60         | 11,344,800        | 7,645,830.97        | 29.10            | 12,712,000 |
| <u>CONTRACTUAL SERVICES</u>    |                                     |                   |                  |               |                   |                     |                  |            |
| 10-42-200-0                    | NATURAL GAS                         | 6,729.12          | 19,909.03        | 23.42         | 85,000            | 65,090.97           | 19.52            | 102,000    |
| 10-42-200-5                    | NATURAL GAS: RAKOW                  | 59.34             | 156.96           | 3.49          | 4,500             | 4,343.04            | 2.91             | 5,400      |
| 10-42-200-7                    | NATURAL GAS: SOUTH ELGIN            | 114.98            | 389.64           | 9.28          | 4,200             | 3,810.36            | 7.64             | 5,100      |
| 10-42-200-9                    | NATURAL GAS: DAVIS ROAD             | 53.08             | 202.77           | 2.03          | 10,000            | 9,797.23            | 1.69             | 12,000     |
| 10-42-201-0                    | ELECTRICITY                         | 34,044.64         | 149,891.35       | 56.56         | 265,000           | 115,108.65          | 47.14            | 318,000    |
| 10-42-201-5                    | ELECTRICITY: RAKOW                  | 6,368.99          | 9,506.72         | 27.16         | 35,000            | 25,493.28           | 22.64            | 42,000     |
| 10-42-201-7                    | ELECTRICITY: SOUTH ELGIN            | 179.33            | 1,271.93         | 24.46         | 5,200             | 3,928.07            | 20.19            | 6,300      |
| 10-42-201-9                    | ELECTRICITY: DAVIS ROAD             | 404.43            | 1,530.89         | 15.31         | 10,000            | 8,469.11            | 12.76            | 12,000     |
| 10-42-202-0                    | WATER & SEWER                       | 2,324.33          | 6,721.54         | 35.38         | 19,000            | 12,278.46           | 29.48            | 22,800     |
| 10-42-202-5                    | WATER & SEWER: RAKOW                | 494.50            | 1,564.94         | 28.45         | 5,500             | 3,935.06            | 23.71            | 6,600      |
| 10-42-202-7                    | WATER & SEWER: SOUTH ELGIN          | 249.04            | 1,125.11         | 28.85         | 3,900             | 2,774.89            | 24.46            | 4,600      |
| 10-42-202-9                    | WATER & SEWER: DAVIS ROAD           | 14.14             | 49.93            | 2.08          | 2,400             | 2,350.07            | 1.78             | 2,800      |
| 10-42-203-1                    | TELEPHONE/LINE CHARGES              | 773.73            | 4,997.54         | 28.72         | 17,400            | 12,402.46           | 24.03            | 20,800     |
| 10-42-203-3                    | TELEPHONE/MAINTENANCE & SERVICE     | 3,137.35          | 13,434.06        | 28.46         | 47,200            | 33,765.94           | 23.74            | 56,600     |
| 10-42-203-4                    | TELEPHONE: MOBILE                   | 107.78            | 2,575.89         | 25.25         | 10,200            | 7,624.11            | 21.11            | 12,200     |
| 10-42-204-0                    | COMMON AREA MAINT: SO ELGIN         | 3,014.46          | 12,057.84        | 30.14         | 40,000            | 27,942.16           | 25.12            | 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                   | 9,866.67          | 13,600.01        | 13.60         | 100,000           | 86,399.99           | 11.33            | 120,000    |
| 10-42-205-0                    | BANKING FEES                        | 497.02            | 5,246.44         | 36.43         | 14,400            | 9,153.56            | 30.33            | 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                      | 1,950.00          | 2,600.00         | 74.29         | 3,500             | 900.00              | 61.90            | 4,200      |
| 10-42-210-0                    | POSTAGE & SHIPPING                  | 2,920.95          | 5,842.75         | 32.46         | 18,000            | 12,157.25           | 27.05            | 21,600     |
| 10-42-215-0                    | COLLECTION AGENCY                   | 1,674.50          | 4,894.58         | 32.63         | 15,000            | 10,105.42           | 27.19            | 18,000     |
| 10-42-220-2                    | LEGAL PUBLICATIONS                  | 239.20            | 302.45           | 13.75         | 2,200             | 1,897.55            | 11.63            | 2,600      |
| 10-42-222-1                    | PUBLIC RELATIONS: NEWSLETTER        | 3,000.00          | 27,517.00        | 17.01         | 161,800           | 134,283.00          | 14.18            | 194,000    |
| 10-42-222-2                    | PUBLIC RELATIONS: GENERAL           | 426.99            | 2,651.16         | 9.14          | 29,000            | 26,348.84           | 7.62             | 34,800     |
| 10-42-225-1                    | CONSULT. & PROF. FEES:LEGAL         | 0.00              | 72.00            | 0.48          | 15,000            | 14,928.00           | 0.40             | 18,000     |
| 10-42-225-2                    | CONSULT. & PROF. FEES:OTHER         | 735.00            | 2,703.00         | 2.70          | 100,000           | 97,297.00           | 2.25             | 120,000    |
| 10-42-230-1                    | PUBLIC PROGRAMMING:HISPANIC SVCS    | 229.11            | 824.38           | 5.22          | 15,800            | 14,975.62           | 4.36             | 18,900     |
| 10-42-230-2                    | PUBLIC PROGRAMMING:YOUTH            | 3,490.24          | 6,677.36         | 29.68         | 22,500            | 15,822.64           | 24.73            | 27,000     |
| 10-42-230-3                    | PUBLIC PROGRAMMING:COMMUNITY SVCS   | 2,692.23          | 17,778.61        | 38.40         | 46,300            | 28,521.39           | 32.03            | 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            | 0.00              | 800.00           | 10.00         | 8,000             | 7,200.00            | 8.33             | 9,600      |
| 10-42-230-6                    | PUBLIC PROGRAMMING: STUDIO/INFO SVC | 112.02            | 112.02           | 10.18         | 1,100             | 987.98              | 8.62             | 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              | 150.00           | 3.13          | 4,800             | 4,650.00            | 2.63             | 5,700      |
| 10-42-235-0                    | GENERAL CLEANING SERVICE            | 12,690.00         | 48,200.00        | 25.08         | 192,200           | 144,000.00          | 20.89            | 230,700    |
| 10-42-235-5                    | GENERAL CLEANING SERVICE: RAKOW     | 2,902.00          | 11,608.00        | 24.39         | 47,600            | 35,992.00           | 20.29            | 57,200     |
| 10-42-235-7                    | GENERAL CLEANING SVC: SOUTH ELGIN   | 0.00              | 2,962.34         | 6.22          | 47,600            | 44,637.66           | 5.18             | 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                   | 0.00              | 1,664.88         | 10.28         | 16,200            | 14,535.12           | 8.54             | 19,500     |
| 10-42-245-0                    | COPIER LEASES                       | 1,081.64          | 3,872.62         | 31.48         | 12,300            | 8,427.38            | 26.34            | 14,700     |
| 10-42-245-1                    | COPIER LEASES: PRAD                 | 1,642.00          | 6,568.00         | 33.17         | 19,800            | 13,232.00           | 27.71            | 23,700     |
| 10-42-245-2                    | COPIER/VIEWSCAN MAINTENANCE         | 2,481.10          | 2,957.86         | 26.65         | 11,100            | 8,142.14            | 22.24            | 13,300     |

| VT NUMBER   | DESCRIPTION                         | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.   |
|-------------|-------------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|-----------|
| 10-42-245-3 | COPIER MAINTENANCE: PRAD            | 2,667.25          | 4,364.81         | 18.42         | 23,700            | 19,335.19           | 15.37            | 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            | 16,761.15         | 29,767.47        | 31.07         | 95,800            | 66,032.53           | 25.88            | 115,000   |
| 10-42-255-2 | COMPUTER MAINTENANCE                | 15,971.98         | 73,024.32        | 27.00         | 270,500           | 197,475.68          | 22.50            | 324,500   |
| 10-42-255-3 | ONLINE COMPUTER SVCS: ACCESS SVCS   | 499.56            | 17,249.88        | 33.63         | 51,300            | 34,050.12           | 28.05            | 61,500    |
| 10-42-255-4 | COMPUTER MAINT: ACCESS SVCS         | 0.00              | 31,536.85        | 19.37         | 162,800           | 131,263.15          | 16.14            | 195,400   |
| 10-42-260-0 | COMPUTER CATALOG SERVICE            | 349.43            | 30,963.29        | 97.06         | 31,900            | 936.71              | 80.84            | 38,300    |
| 10-42-265-0 | MATERIAL PROCESSING SERVICES        | 5,755.69          | 51,785.41        | 36.99         | 140,000           | 88,214.59           | 30.82            | 168,000   |
| 10-42-270-0 | VEHICLE MAINTENANCE: MOBILE SVCS    | 335.00            | 898.39           | 4.49          | 20,000            | 19,101.61           | 3.74             | 24,000    |
| 10-42-270-1 | VEHICLE MAINTENANCE: FACILITIES     | 1,221.47          | 1,630.30         | 16.30         | 10,000            | 8,369.70            | 13.59            | 12,000    |
| 10-42-270-2 | SAMLL EQUIP MAINT.: OFFICE          | 862.76            | 862.76           | 23.97         | 3,600             | 2,737.24            | 19.61            | 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                  | 3,461.63          | 14,030.39        | 30.50         | 46,000            | 31,969.61           | 25.42            | 55,200    |
| 10-42-280-0 | DUES & MEMBERSHIPS                  | 239.00            | 7,589.00         | 37.95         | 20,000            | 12,411.00           | 31.62            | 24,000    |
| 10-42-290-1 | CONTINUING ED: REGISTRATION/FEES    | 939.09            | 2,348.97         | 7.83          | 30,000            | 27,651.03           | 6.52             | 36,000    |
| 10-42-290-2 | CONTINUING EDUCATION:TRAVEL & MEALS | 1,020.71          | 2,140.66         | 53.52         | 4,000             | 1,859.34            | 44.60            | 4,800     |
| 10-42-290-3 | CONFERENCES: ALL EXPENSES           | 1,114.06          | 7,544.07         | 12.57         | 60,000            | 52,455.93           | 10.48            | 72,000    |
| 10-42-290-4 | CONTINUING ED: TAP                  | 0.00              | 1,900.00         | 12.67         | 15,000            | 13,100.00           | 10.56            | 18,000    |
| 10-42-290-5 | TELECOMMUTING EXPENSES              | 100.00            | 160.00           | 13.33         | 1,200             | 1,040.00            | 10.67            | 1,500     |
| 10-42-299-0 | CONTINGENCY                         | 5,525.00          | 5,634.57         | 112.69        | 5,000             | -634.57             | 93.91            | 6,000     |
| *TOTAL      | CONTRACTUAL SERVICES                | 163,523.69        | 678,422.74       | 24.90         | 2,724,500         | 2,046,077.26        | 20.86            | 3,253,000 |
|             | <u>SUPPLIES</u>                     |                   |                  |               |                   |                     |                  |           |
| 10-43-300-1 | OFFICE SUPPLIES/GENERAL             | 2,530.39          | 5,765.65         | 57.66         | 10,000            | 4,234.35            | 48.05            | 12,000    |
| 10-43-300-2 | OFFICE SUPPLIES/COMPUTER            | 4,096.03          | 10,685.37        | 29.76         | 35,900            | 25,214.63           | 24.85            | 43,000    |
| 10-43-300-5 | DIGITAL SERVICES MERCHANDISE        | 0.00              | 437.80           | 43.78         | 1,000             | 562.20              | 36.48            | 1,200     |
| 10-43-301-0 | SUPPLIES: WORK APPAREL              | 1,394.76          | 2,542.00         | 39.11         | 6,500             | 3,958.00            | 32.59            | 7,800     |
| 10-43-305-0 | VOLUNTEERS                          | 0.00              | 237.04           | 3.49          | 6,800             | 6,562.96            | 2.89             | 8,200     |
| 10-43-310-0 | MATERIALS PROCESSING SUPPLIES       | 151.89            | 1,788.58         | 9.62          | 18,600            | 16,811.42           | 8.02             | 22,300    |
| 10-43-320-0 | DUPLICATING: PAPER/COPY SHOP SUPPL  | 848.10            | 2,938.03         | 16.79         | 17,500            | 14,561.97           | 13.99            | 21,000    |
| 10-43-330-0 | GRAPHICS SUPPLIES                   | 281.14            | 1,069.80         | 10.29         | 10,400            | 9,330.20            | 8.63             | 12,400    |
| 10-43-330-1 | ARTS & CRAFTS SUPPLIES: YOUTH       | 148.97            | 1,390.43         | 34.76         | 4,000             | 2,609.57            | 28.97            | 4,800     |
| 10-43-330-2 | ARTS & CRAFTS SUPPLIES: PUBLIC SVCS | 0.00              | 4.99             | 0.17          | 3,000             | 2,995.01            | 0.14             | 3,600     |
| 10-43-330-3 | ARTS & CRAFTS SUPPLIES: COMM SVCS   | 69.86             | 355.76           | 10.46         | 3,400             | 3,044.24            | 8.68             | 4,100     |
| 10-43-335-0 | EXHIBITS AND DISPLAYS               | 253.92            | 5,219.65         | 14.74         | 35,400            | 30,180.35           | 12.28            | 42,500    |
| 10-43-340-0 | ANIMAL CARE & FEEDING               | 0.00              | 1,065.00         | 24.77         | 4,300             | 3,235.00            | 20.88            | 5,100     |
| 10-43-350-0 | FUEL/GASOLINE: FACILITES            | 390.55            | 1,234.61         | 18.99         | 6,500             | 5,265.39            | 15.83            | 7,800     |
| 10-43-350-1 | FUEL/GASOLINE: MOBILE SERVICES      | 289.05            | 1,401.45         | 12.74         | 11,000            | 9,598.55            | 10.62            | 13,200    |
| 10-43-360-0 | FOOD & BEVERAGE: ADMIN              | 29.79             | 325.28           | 4.46          | 7,300             | 6,974.72            | 3.70             | 8,800     |
| 10-43-360-1 | FOOD & BEVERAGE: PUBLIC SVCS        | 110.46            | 310.17           | 6.20          | 5,000             | 4,689.83            | 5.17             | 6,000     |
| 10-43-360-2 | FOOD & BEVERAGE: COMMUNITY SVCS     | 74.83             | 244.49           | 14.38         | 1,700             | 1,455.51            | 12.22            | 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              | 52.53             | 210.87           | 8.43          | 2,500             | 2,289.13            | 7.03             | 3,000     |
| 10-43-370-0 | JANITORIAL SUPPLIES                 | 8,332.64          | 32,099.48        | 33.79         | 95,000            | 62,900.52           | 28.16            | 114,000   |
| 10-43-380-0 | ELECTRICAL SUPPLIES/BULBS           | 1,214.24          | 2,471.75         | 24.72         | 10,000            | 7,528.25            | 20.60            | 12,000    |
| 10-43-399-0 | MISCELLANEOUS                       | 588.36            | 1,121.85         | 22.44         | 5,000             | 3,878.15            | 18.70            | 6,000     |
| *TOTAL      | SUPPLIES                            | 20,857.51         | 72,920.05        | 24.16         | 301,800           | 228,879.95          | 20.14            | 362,000   |
|             | <u>MATERIALS</u>                    |                   |                  |               |                   |                     |                  |           |
| 10-44-400-0 | BOOKS: LEASING                      | 0.00              | 80,992.80        | 101.11        | 80,100            | -892.80             | 84.37            | 96,000    |
| 10-44-400-1 | BOOKS: ADULT                        | 6,267.16          | 24,857.36        | 14.58         | 170,500           | 145,642.64          | 12.15            | 204,600   |
| 10-44-400-2 | BOOKS: YOUTH                        | 7,018.22          | 16,569.59        | 17.76         | 93,300            | 76,730.41           | 14.79            | 112,000   |
| 10-44-400-4 | IN-HOUSE REFERENCE                  | 96.78             | 229.35           | 19.11         | 1,200             | 970.65              | 16.38            | 1,400     |
| 10-44-400-5 | BOOKS: BRANCH ADULT                 | 1,667.62          | 6,317.75         | 13.03         | 48,500            | 42,182.25           | 10.86            | 58,200    |

| VT NUMBER   | DESCRIPTION                        | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.    |
|-------------|------------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|------------|
| 10-44-400-6 | BOOKS: BRANCH YOUTH                | 1,783.41          | 3,442.55         | 20.01         | 17,200            | 13,757.45           | 16.63            | 20,700     |
| 10-44-410-0 | PERIODICALS                        | 808.60            | 1,007.60         | 7.93          | 12,700            | 11,692.40           | 6.63             | 15,200     |
| 10-44-410-5 | PERIODICALS: BRANCH                | 0.00              | 130.00           | 3.25          | 4,000             | 3,870.00            | 2.71             | 4,800      |
| 10-44-420-1 | AUDIO-VISUAL: ADULT                | 4,634.49          | 14,131.57        | 16.66         | 84,800            | 70,668.43           | 13.88            | 101,800    |
| 10-44-420-2 | AUDIO-VISUAL: YOUTH                | 2,095.94          | 4,066.74         | 27.11         | 15,000            | 10,933.26           | 22.59            | 18,000     |
| 10-44-420-5 | AUDIO-VISUAL: BRANCH ADULT         | 1,193.69          | 4,682.43         | 18.73         | 25,000            | 20,317.57           | 15.61            | 30,000     |
| 10-44-420-6 | AUDIO-VISUAL: BRANCH YOUTH         | 772.34            | 1,628.04         | 19.15         | 8,500             | 6,871.96            | 15.96            | 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    | 1,999.00          | 69,345.41        | 43.34         | 160,000           | 90,654.59           | 36.12            | 192,000    |
| 10-44-435-1 | ELECTRONIC RESOURCES: IN-HOUSE     | 7,265.00          | 13,973.75        | 46.58         | 30,000            | 16,026.25           | 38.82            | 36,000     |
| 10-44-435-2 | ELECTRONIC RESOURCES: EBOOKS/AUDIO | 17,742.60         | 58,165.92        | 22.95         | 253,500           | 195,334.08          | 19.12            | 304,200    |
| 10-44-435-3 | ELECTRONIC RESOURCES: STREAMING    | 20,348.77         | 86,065.79        | 29.64         | 290,400           | 204,334.21          | 24.70            | 348,400    |
| 10-44-435-4 | ELECT RESOURCES: PLATFORM FEES     | 0.00              | 27,136.32        | 59.38         | 45,700            | 18,563.68           | 49.43            | 54,900     |
| 10-44-435-5 | ELECT RESOURCES: PUBLIC RELATIONS  | 4,144.00          | 4,670.01         | 15.94         | 29,300            | 24,629.99           | 13.27            | 35,200     |
| 10-44-440-0 | TOYS & KITS: KIDSPACE              | 129.86            | 2,288.49         | 20.25         | 11,300            | 9,011.51            | 16.95            | 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   | 25.00             | 257.44           | 2.52          | 10,200            | 9,942.56            | 2.09             | 12,300     |
| *TOTAL      | MATERIALS                          | 77,992.48         | 419,958.91       | 29.81         | 1,408,700         | 988,741.09          | 24.84            | 1,690,400  |
|             | <u>EQUIPMENT</u>                   |                   |                  |               |                   |                     |                  |            |
| 10-45-500-0 | COMPUTER EQUIPMENT                 | 13,995.46         | 85,166.71        | 34.07         | 250,000           | 164,833.29          | 28.39            | 300,000    |
| 10-45-510-0 | FURNITURE AND FIXTURES             | 1,428.47          | 1,436.06         | 2.14          | 67,000            | 65,563.94           | 1.78             | 80,500     |
| 10-45-520-0 | OFFICE EQUIPMENT                   | 369.08            | 492.82           | 2.45          | 20,100            | 19,607.18           | 2.04             | 24,200     |
| 10-45-530-0 | AUDIO-VISUAL EQUIPMENT             | 16.99             | 675.65           | 4.33          | 15,600            | 14,924.35           | 3.61             | 18,700     |
| 10-45-540-0 | SMALL LIBRARY EQUIPMENT            | 409.47            | 1,964.79         | 18.71         | 10,500            | 8,535.21            | 15.59            | 12,600     |
| 10-45-599-0 | CONTINGENCY                        | 119.00            | 119.00           | 2.38          | 5,000             | 4,881.00            | 1.98             | 6,000      |
| *TOTAL      | EQUIPMENT                          | 16,338.47         | 89,855.03        | 24.40         | 368,200           | 278,344.97          | 20.33            | 442,000    |
|             | <u>CAPITAL IMPROVEMENTS</u>        |                   |                  |               |                   |                     |                  |            |
| 10-49-900-0 | CAPITAL IMPROVEMENTS               | 7,388.79          | 102,692.13       | 20.04         | 512,500           | 409,807.87          | 15.80            | 650,000    |
| 10-49-930-0 | SE EXPANSION                       | 199,391.88        | 199,391.88       | 5.02          | 3,972,000         | 3,772,608.12        | 4.15             | 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               | 206,780.67        | 302,084.01       | 6.38          | 4,733,500         | 4,431,415.99        | 5.21             | 5,800,000  |
| **TOTAL     | GENERAL FUND                       | 1451,238.86       | 5,262,209.77     | 25.20         | 20,881,500        | 15,619,290.23       | 21.69            | 24,259,400 |
|             | <u>I.M.R.F. FUND</u>               |                   |                  |               |                   |                     |                  |            |
|             | <u>SALARIES &amp; BENEFITS</u>     |                   |                  |               |                   |                     |                  |            |
| 20-41-100-0 | LIBRARY'S CONTRIBUTION TO IMRF     | 68,013.26         | 276,690.14       | 31.44         | 880,000           | 603,309.86          | 27.67            | 1,000,000  |
| *TOTAL      | SALARIES & BENEFITS                | 68,013.26         | 276,690.14       | 31.44         | 880,000           | 603,309.86          | 27.67            | 1,000,000  |
| **TOTAL     | I.M.R.F. FUND                      | 68,013.26         | 276,690.14       | 31.44         | 880,000           | 603,309.86          | 27.67            | 1,000,000  |
|             | <u>SOCIAL SECURITY FUND</u>        |                   |                  |               |                   |                     |                  |            |
|             | <u>SALARIES &amp; BENEFITS</u>     |                   |                  |               |                   |                     |                  |            |
| 30-41-100-0 | LIBRARY'S CONTRIBUTION TO FICA     | 64,333.59         | 250,469.44       | 32.75         | 764,800           | 514,330.56          | 28.79            | 870,000    |
| *TOTAL      | SALARIES & BENEFITS                | 64,333.59         | 250,469.44       | 32.75         | 764,800           | 514,330.56          | 28.79            | 870,000    |
| **TOTAL     | SOCIAL SECURITY FUND               | 64,333.59         | 250,469.44       | 32.75         | 764,800           | 514,330.56          | 28.79            | 870,000    |
|             | <u>AUDIT FUND</u>                  |                   |                  |               |                   |                     |                  |            |
|             | <u>CONTRACTUAL SERVICES</u>        |                   |                  |               |                   |                     |                  |            |
| 40-42-200-0 | AUDIT EXPENSES                     | 0.00              | 13,820.00        | 86.38         | 16,000            | 2,180.00            | 76.78            | 18,000     |
| *TOTAL      | CONTRACTUAL SERVICES               | 0.00              | 13,820.00        | 86.38         | 16,000            | 2,180.00            | 76.78            | 18,000     |
| **TOTAL     | AUDIT FUND                         | 0.00              | 13,820.00        | 86.38         | 16,000            | 2,180.00            | 76.78            | 18,000     |

| VT NUMBER                            | DESCRIPTION                         | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.   |
|--------------------------------------|-------------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|-----------|
| <u>LIABILITY INS. FUND</u>           |                                     |                   |                  |               |                   |                     |                  |           |
| <u>SALARIES &amp; BENEFITS</u>       |                                     |                   |                  |               |                   |                     |                  |           |
| 50-41-100-0                          | WORKERS COMPENSATION INSURANCE      | 0.00              | 0.00             | 0.00          | 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                   | 50.00             | 5.00             | 0.00          | 160,000           | 159,995.00          | 0.00             | 195,000   |
| 50-42-210-0                          | RISK MANAGEMENT: FACILITIES         | 542.68            | 11,517.87        | 17.19         | 67,000            | 55,482.13           | 14.05            | 82,000    |
| 50-42-210-1                          | RISK MANAGEMENT: HR                 | 21.00             | 12,610.57        | 89.44         | 14,100            | 1,489.43            | 74.18            | 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                | 613.68            | 24,133.44        | 7.28          | 331,600           | 307,466.56          | 5.99             | 403,000   |
| **TOTAL                              | LIABILITY INS. FUND                 | 613.68            | 25,798.30        | 6.94          | 371,600           | 345,801.70          | 5.72             | 451,000   |
| <u>BUILDING &amp; EQUIPMENT FUND</u> |                                     |                   |                  |               |                   |                     |                  |           |
| <u>CONTRACTUAL SERVICES</u>          |                                     |                   |                  |               |                   |                     |                  |           |
| 60-42-200-0                          | REPAIR/MAINT. OF BUILDING           | 28,852.24         | 64,227.74        | 29.06         | 221,000           | 156,772.26          | 24.22            | 265,200   |
| 60-42-200-5                          | REPAIR/MAINT. OF BLDG: RAKOW        | 6,061.82          | 10,639.81        | 25.95         | 41,000            | 30,360.19           | 21.63            | 49,200    |
| 60-42-200-7                          | REPAIR/MAINT. OF BLDG: SOUTH ELGIN  | 0.00              | 964.00           | 9.64          | 10,000            | 9,036.00            | 8.03             | 12,000    |
| 60-42-200-9                          | REPAIR/MAINT. OF BLDG: DAVIS ROAD   | 1,095.84          | 1,095.84         | 9.96          | 11,000            | 9,904.16            | 8.30             | 13,200    |
| 60-42-210-0                          | REPAIR/MAINT. OF GROUNDS            | 27,002.24         | 48,748.52        | 26.35         | 185,000           | 136,251.48          | 21.96            | 222,000   |
| 60-42-210-5                          | REPAIR/MAINT. OF GRDS: RAKOW        | 10,563.30         | 25,181.30        | 35.47         | 71,000            | 45,818.70           | 29.56            | 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               | 6,635.18          | 21,530.77        | 15.49         | 139,000           | 117,469.23          | 12.91            | 166,800   |
| 60-42-220-5                          | REPAIR/MAINT. HVAC: RAKOW           | 7,836.75          | 10,038.58        | 32.91         | 30,500            | 20,461.42           | 27.43            | 36,600    |
| 60-42-220-7                          | REPAIR/MAINT. HVAC: SOUTH ELGIN     | 215.17            | 639.22           | 12.78         | 5,000             | 4,360.78            | 10.65            | 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              | 440.00           | 0.88          | 50,000            | 49,560.00           | 0.73             | 60,000    |
| *TOTAL                               | CONTRACTUAL SERVICES                | 88,262.54         | 183,505.78       | 23.61         | 777,300           | 593,794.22          | 19.67            | 932,700   |
| <u>SUPPLIES</u>                      |                                     |                   |                  |               |                   |                     |                  |           |
| 60-43-320-0                          | BUILDING & GROUNDS SUPPLIES         | 1,793.91          | 4,131.58         | 17.89         | 23,100            | 18,968.42           | 14.86            | 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                             | 0.00              | 1,144.30         | 21.59         | 5,300             | 4,155.70            | 17.88            | 6,400     |
| 60-43-399-0                          | MISCELLANEOUS                       | 284.22            | 1,572.94         | 31.46         | 5,000             | 3,427.06            | 26.22            | 6,000     |
| *TOTAL                               | SUPPLIES                            | 2,078.13          | 6,848.82         | 19.62         | 34,900            | 28,051.18           | 16.31            | 42,000    |
| <u>EQUIPMENT</u>                     |                                     |                   |                  |               |                   |                     |                  |           |
| 60-45-500-1                          | MAINTENANCE EQUIPMENT: MAJOR        | 7,500.00          | 7,500.00         | 32.33         | 23,200            | 15,700.00           | 26.98            | 27,800    |
| 60-45-500-2                          | MAINTENANCE EQUIPMENT: UNDER \$1000 | 679.76            | 953.51           | 19.07         | 5,000             | 4,046.49            | 15.89            | 6,000     |
| 60-45-599-0                          | MISCELLANEOUS                       | 0.00              | 0.00             | 0.00          | 1,000             | 1,000.00            | 0.00             | 1,200     |
| *TOTAL                               | EQUIPMENT                           | 8,179.76          | 8,453.51         | 28.95         | 29,200            | 20,746.49           | 24.15            | 35,000    |
| **TOTAL                              | BUILDING & EQUIPMENT FUND           | 98,520.43         | 198,808.11       | 23.63         | 841,400           | 642,591.89          | 19.69            | 1,009,700 |
| <u>BUILDING RESERVE FUND</u>         |                                     |                   |                  |               |                   |                     |                  |           |
| <u>CONTRACTUAL SERVICES</u>          |                                     |                   |                  |               |                   |                     |                  |           |
| 90-42-205-0                          | INVESTMENT FEES                     | 146.44            | 591.37           | 32.85         | 1,800             | 1,208.63            | 23.65            | 2,500     |
| *TOTAL                               | CONTRACTUAL SERVICES                | 146.44            | 591.37           | 32.85         | 1,800             | 1,208.63            | 23.65            | 2,500     |

| VT NUMBER                   | DESCRIPTION              | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>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    | 146.44            | 591.37           | 0.08          | 701,800           | 701,208.63          | 0.08             | 752,400    |
| <u>GIFT FUND</u>            |                          |                   |                  |               |                   |                     |                  |            |
| <u>SUPPLIES</u>             |                          |                   |                  |               |                   |                     |                  |            |
| 98-43-399-0                 | GIFT FUND EXPENSES       | 188.80            | 188.80           | 0.20          | 92,200            | 92,011.20           | 0.03             | 592,200    |
| *TOTAL                      | SUPPLIES                 | 188.80            | 188.80           | 0.20          | 92,200            | 92,011.20           | 0.03             | 592,200    |
| **TOTAL                     | GIFT FUND                | 188.80            | 188.80           | 0.20          | 92,200            | 92,011.20           | 0.03             | 592,200    |
| <u>FUND SUMMARY</u>         |                          |                   |                  |               |                   |                     |                  |            |
| 10                          | GENERAL                  | 1451,238.86       | 5,262,209.77     | 25.20         | 20,881,500        | 15,619,290.23       | 21.69            | 24,259,400 |
| 20                          | I.M.R.F                  | 68,013.26         | 276,690.14       | 31.44         | 880,000           | 603,309.86          | 27.67            | 1,000,000  |
| 30                          | SOCIAL SECURITY          | 64,333.59         | 250,469.44       | 32.75         | 764,800           | 514,330.56          | 28.79            | 870,000    |
| 40                          | AUDIT                    | 0.00              | 13,820.00        | 86.38         | 16,000            | 2,180.00            | 76.78            | 18,000     |
| 50                          | LIABILITY INS.           | 613.68            | 25,798.30        | 6.94          | 371,600           | 345,801.70          | 5.72             | 451,000    |
| 60                          | BUILDING & EQUIPMENT     | 98,520.43         | 198,808.11       | 23.63         | 841,400           | 642,591.89          | 19.69            | 1,009,700  |
| 90                          | SPECIAL/BUILDING RESERVE | 146.44            | 591.37           | 0.08          | 701,800           | 701,208.63          | 0.08             | 752,400    |
| 98                          | GIFT                     | 188.80            | 188.80           | 0.20          | 92,200            | 92,011.20           | 0.03             | 592,200    |
|                             | TOTALS ALL FUNDS         | 1683,055.06       | 6,028,575.93     | 24.56         | 24,549,300        | 18,520,724.07       | 20.82            | 28,952,700 |

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

| <b>REVENUES</b>       |                       |           |                    |              |
|-----------------------|-----------------------|-----------|--------------------|--------------|
|                       | <u>Working Budget</u> |           | <u>Actual</u>      |              |
| <b>Taxes</b>          | \$ 20,137,500         | \$        | 9,573,541          | 47.5%        |
| <b>Fines and Fees</b> | \$ 215,500            | \$        | 74,438             | 34.5%        |
| <b>Misc Income</b>    | \$ 614,300            | \$        | 331,738            | 54.0%        |
| <b>Developer Fees</b> | \$ 120,000            | \$        | 15,556             | 13.0%        |
| <b>Grants</b>         | \$ 222,600            | \$        | -                  | 0.0%         |
| <b>Total Revenues</b> | <u>\$ 21,309,900</u>  | <u>\$</u> | <u>9,995,272 *</u> | <u>46.9%</u> |

| <b>EXPENDITURES</b>         |                       |           |                     |              |
|-----------------------------|-----------------------|-----------|---------------------|--------------|
|                             | <u>Working Budget</u> |           | <u>Actual</u>       |              |
| <b>Personnel</b>            | \$ 13,029,600         | \$        | 4,746,331 ^         | 36.4%        |
| <b>Contractual Services</b> | \$ 3,849,400          | \$        | 1,361,080           | 35.4%        |
| <b>Supplies</b>             | \$ 336,700            | \$        | 121,460             | 36.1%        |
| <b>Materials</b>            | \$ 1,408,700          | \$        | 573,273             | 40.7%        |
| <b>Equipment</b>            | \$ 397,400            | \$        | 120,358             | 30.3%        |
| <b>Capital Improvements</b> | \$ 4,733,500          | \$        | 1,442,575           | 30.5%        |
| <b>Total Expenditures</b>   | <u>\$ 23,755,300</u>  | <u>\$</u> | <u>8,365,076 **</u> | <u>35.2%</u> |

\*tax receipts only through 12/05/2024

^payroll posted through 11/15/2024

\*\*invoices posted through 12/05/24

| <b>Personnel</b>  |                  |                  |              |               |
|-------------------|------------------|------------------|--------------|---------------|
| <b>FY 2024 25</b> |                  |                  |              |               |
|                   | <b>Full Time</b> | <b>Part Time</b> | <b>Total</b> | <b>FTE</b>    |
| <b>NOVEMBER</b>   | 96               | 118              | <b>214</b>   | 145.73        |
| New Hires         | 0                | 3                | <b>3</b>     | 1.44          |
| Separations       | 0                | 2                | <b>2</b>     | 1.28          |
| <b>Current</b>    | <b>96</b>        | <b>119</b>       | <b>215</b>   | <b>145.89</b> |

| <b>NOVEMBER</b>                     | <b>Hours</b> | <b># of Vol</b> |                   |
|-------------------------------------|--------------|-----------------|-------------------|
|                                     | 1,217        | 160             |                   |
| <b>YTD (Jan-Dec 2024)</b>           | 9,505        | 462             | <b>4.87</b>       |
| <b>YTD Value of Volunteer Hours</b> |              |                 | <b>\$ 312,673</b> |



# Gail Borden Public Library District

[www.gailborden.info](http://www.gailborden.info)

Main Library  
270 N. Grove Ave  
Elgin, IL 60120

Rakow Branch  
2751 W. Bowes Rd  
Elgin, IL 60124

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

| Security Report |               |   |          |                        |               |            |
|-----------------|---------------|---|----------|------------------------|---------------|------------|
| #               | Incident Date | Type of Incident  | Location | Recommended Susp. Term | Police Called | Susp. Thru |
| 240             | 11/08/2024    | Theft of Library Materials  | Main     | 1 Year                 | No            | 11/08/2025 |
| 241             | 11/27/2024    | Alarming and Disturbing Behavior Resulting in Police Intervention<br>Failure to Follow Staff Directives | Main     | 1 Year                 | Yes           | 11/27/2025 |



November 18, 2024

Members of the Board of Trustees  
Gail Borden Public Library District  
Elgin, Illinois

We are pleased to confirm our understanding of the services we are to provide the Gail Borden Public Library District, Illinois for the fiscal years ended June 30, 2025, June 30, 2026, and June 30, 2027.

*Audit Scope and Objectives*

We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the fiscal years ended June 30, 2025, June 30, 2026, and June 30, 2027. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited: management’s discussion and analysis, the budgetary comparison schedules, GASB-required pension reporting and GASB-required other post-employment benefit (OPEB) reporting.

We have also been engaged to report on supplementary information other than RSI that accompanies the District’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements: combining fund statements, individual fund statements, budgetary comparison schedules and other information as supplemental schedules.

## *Audit Scope and Objectives - Continued*

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

## *Auditor's Responsibilities for the Audit of the Financial Statements*

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### *Audit Procedures – Internal Control*

Our audit will include obtaining an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

### *Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### *Other Services*

We will also assist in preparing the financial statements and required audit adjustments, if any, for the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, and required audit adjustments, if any, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### *Responsibilities of Management for the Financial Statements*

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

*Responsibilities of Management for the Financial Statements - Continued*

Management is responsible for making drafts of financial statements, all financial records and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on, the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

*Engagement Administration, Fees, and Other*

Our fees for the fiscal years ended June 30, 2025, June 30, 2026, and June 30, 2027 audits will be:

| <b>Services Provided</b>              | <b>Fiscal Year<br/>Ended<br/>06/30/2025</b> | <b>Fiscal Year<br/>Ended<br/>06/30/2026</b> | <b>Fiscal Year<br/>Ended<br/>06/30/2027</b> |
|---------------------------------------|---|---|---|
| • AFR (Audit Report)                  | \$16,400<br>Annual                          | \$16,800<br>Annual                          | \$17,200<br>Annual                          |
| <b>Annual Total Costs of Services</b> | <b>\$16,400</b>                             | <b>\$16,800</b>                             | <b>\$17,200</b>                             |

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Lauterbach & Amen’s client portal is used solely as a method of exchanging information and is not intended to store the District’s information. At the end of the engagement, we will provide the District with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

The District agrees that during the term of this agreement and for a period of twelve months thereafter, the District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person’s annual compensation.

*Reporting*

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Gail Borden Public Library District, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Gail Borden Public Library District, Illinois.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Signature:**

**Email:**



Main Library  
270 N. Grove Ave  
Elgin, IL 60120

Rakow Branch  
2751 W. Bowes Rd  
Elgin, IL 60124

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

TO: Gail Borden Public Library, Board of Trustees  
FROM: Sara Sabo, Chief Operating Officer, Library Services  
RE: New Service point for KidSpace  
DATE: December 2, 2024

## Executive Summary: Unified Service Desk for KidSpace

The proposed service desk for the KidSpace department replaces the two currently installed desks. This unified desk will improve customer service, operational efficiency, and user experience. This desk will provide staff with an efficient, functional, and welcoming space to assist library patrons.

### Key Details:

- **Total Cost:** \$31,543.32
- **Vendor:** Demco
- **Pricing:** Government contract pricing offers a cost-effective library solution.
- **Customization:** The desk is a pre-designed, non-custom model, ensuring a quicker delivery and installation timeline.

The service desk is designed to enhance interaction between library staff and patrons, streamlining library operations. The desk is made from durable materials and features a modern design that fits seamlessly into the library's existing infrastructure.

With government pricing, the cost of this desk is highly competitive, making it a smart investment in the library's future. The implementation of this service desk will contribute to creating a more organized, efficient, and user-friendly environment for both staff and visitors.

This new desk will be a pivotal element in advancing the library's mission to provide accessible, high-quality services to the community.

Thank you for your consideration,

Sara Sabo,

Chief Operating Officer, Library Services



**EXECUTIVE SUMMMARY: Study Pod Booths for South Elgin Branch**

Two study booths were originally specified in the LFI quote (Board approved at the November meeting) for the South Elgin Branch in order to provide additional private workspace without taking up a lot of square footage. We were able to find another vendor who could supply these booths at a much reduced cost, so we removed the specified ones from the LFI quote.

**Recommendation: To purchase 2 Inbox Booths at a cost of \$29,334.00 (including shipping and installation). This realizes a cost savings of \$15,055.**

## Spec Sheet

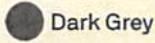
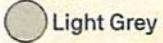
# TUESDAY PLUS

## Capacity



Seats 2 comfortably

## Colors



## Certifications



## Key Features

### Footprint

- 7.25' x 4' ft footprint

### Sound

- Reduces sound by 26+ decibels

### Ventilation

- 2 high powered adjustable fans (950rpm)
- Internal air is exchanged every 3 minutes

### Power

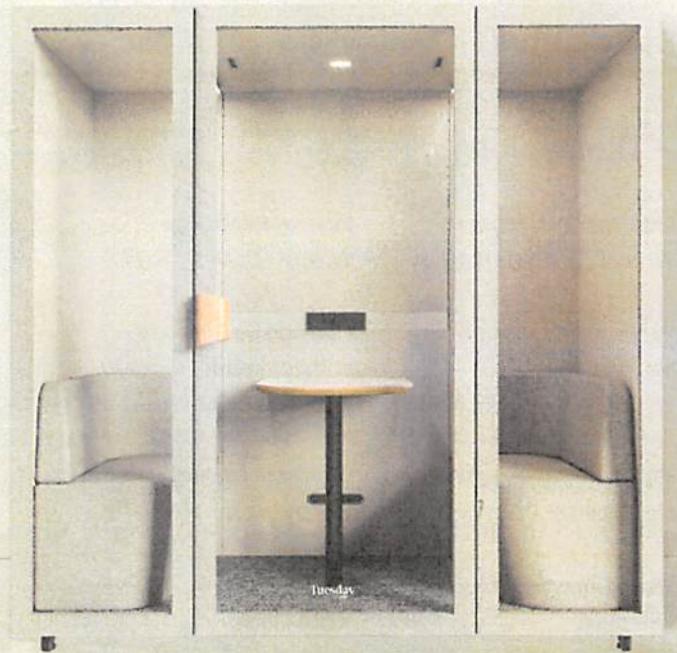
- Mounted wall outlet with 1 Type B outlets
- 1 USB-A port
- 1 USB-C port
- 1 Ethernet port

### Lighting

- Automatic motion-sensor light saves energy
- 4000K LED natural lightning system

### Design

- Eco-friendly materials and packaging
- Mount monitors on the wall or table
- 4 lockable wheels mounted on the bottom of the booth



## Furniture

### Table + Sofa

Perfect as a two person workpod and meeting room, or can be set up as a private office for focused work sessions.

### Sturdy, Versatile, and Custom Fit

- Comfy seat for all-day meetings or all-night cramming
- Sound absorbing panels and carpet flooring
- Flattering overhead light strips
- Fits a computer up to 30 inches wide and 15 inches long



## **EXECUTIVE SUMMARY: D-Tech SMART Charge Laptop Locker – South Elgin Branch 2024**

### **BACKGROUND:**

When we opened the South Elgin Branch in July of 2016, we opened it with a new technology that had not been used previously at Gail Borden Library. This was a D-Tech SMART Charge Laptop Locker - or laptop dispenser. The laptop dispenser was essential for allowing patrons to self-service the check-in and check-out of laptops. The laptop dispenser was integrated with our library systems, so using a library card would allow access for a specified length of time. This has worked perfectly for several years, and the plan was to expand the 12-laptop unit capacity to 24 units when the South Elgin construction was completed.

When the South Elgin Branch closed for construction, the laptop dispenser was relocated to the Main Library. Here it is located on the second floor and serves the public by allowing the lending of laptops without staff intervention. It has been a welcome addition for the staff in providing the best level of support to the users.

As we start looking forward to the South Elgin Branch reopening, of 2025, we have determined that the unit we previously had in South Elgin should remain at the Main location, and new units be purchased for South Elgin. A larger 24-unit is being requested that will accommodate our growing needs.

### **DESCRIPTION:**

The laptop locker is not only a charging unit, but it allows secure storage of critical hardware and reliable asset management. Each unit is customized to the specific needs of the library, and each user bay is configured for a specific type of hardware – laptop, tablet or notebook. The unit is connected to our Integrated Library System (ILS) system via SIP2, ensuring a seamless transition into our library environment.

### **RECOMMENDATION:**

Since Gail Borden is familiar with the D-Tech SMART Charge Laptop Locker, and since we purchased the previous units from Murphy Security Solutions, we would like to purchase the new 24-unit for our South Elgin branch. D-Tech does not sell directly to libraries, so we would need to go through an authorized reseller such as Murphy Security Solutions. Due to our existing relationship with Murphy Security Solutions, we request that the Library Board approve a purchase of \$43,390.00. This pricing includes the custom-built dispenser, shipping, installation and training. This amount was budgeted for the 2024-2025 Operating Budget under line 10-49-930-5. The lead time on delivery is 1-1/2 to 2 months.

Thank you for your consideration,

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

## **EXECUTIVE SUMMARY:** Bibliotheca smartShelf Kiosk – South Elgin Branch 2024

### **BACKGROUND:**

When we opened the South Elgin Branch in July 2016, we were unable to install an automated sorter due to the building's layout. To streamline the check-in process, an automated check-in shelf was purchased in 2017 from the vendor P.V. Supa, which was later acquired by Lyngsoe. This unit improved the flow of materials and significantly reduced staff time.

When the South Elgin Branch closed for construction, this unit was relocated to Davis Rd. It will now be used by Mobile Library Services to aid in checking in the Bookmobile collection.

As we are preparing for the reopening of the South Elgin Branch, we have determined that the previous unit lacks the capacity needed for the expanded collection and does not support user checkout functionality. To meet these growing needs, we are requesting a larger unit, specifically Bibliotheca's smartShelf, which meets our requirements.

### **DESCRIPTION:**

To refresh everyone's memory about smartShelf, here is the description from Bibliotheca's website:

“smartShelf borrow is an affordable, compact automated returns solution for libraries of any size. Library users enjoy quick and convenient self-service returns and a browsable selection of recently returned items. Meanwhile, the automated returns reduce the time staff spend checking in and reshelving items, freeing them for more meaningful interactions in the library. The small size and easy installation of the smartShelf loan makes it an ideal choice for libraries looking to benefit from automated returns without the expense or space requirements of a full Automated Materials Handling (AMH) solution.”

### **RECOMMENDATION:**

Since Bibliotheca's smartShelf is exclusively available from the manufacturer, competitive pricing is not an option. We are requesting Library Board approval for a purchase totaling \$21,748.00. This price includes the custom-built smartShelf kiosk, table, cabinet, shipping, and training. The expense has been allocated in the 2024-2025 Operating Budget under line 10-49-930-5.

Thank you for your consideration,

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

**EXECUTIVE SUMMARY:** Audio-Visual Equipment Replacement for Grove and Elgin Rooms (2024)

**BACKGROUND & HISTORY:**

In December of 2013, we requested bids for upgrading two new meeting rooms on the second floor of the Main Library. This was included in the construction project that was referred to as Phase III, IV and V. Part of this project was the construction of two new meeting rooms, and an audio-visual closet that contained the equipment needed to support the programs in those rooms. The installation and configuration of the equipment was completed in early 2014 by Sound Vision, who was our preferred vendor in supporting our other equipment at the library.

Since 2014, we have used this equipment to provide hundreds of programs and events for our patrons and staff. Little has changed with much of this equipment, which is a testament to the quality of the hardware and the design of the system. Unfortunately, now that we have had over 10 years of extensive use of this equipment, we are continually having issues that require lots of TLC from our Information Technology staff to keep things running. In addition, we have outgrown what we are able to support for programs in those rooms, the most recent being the need to stream our Library Board of Trustees Meetings. We simply can't continue to be a world-class library with less than world-class audio-visual systems.

We first identified in the Fiscal Year 2023-2024 that we would like to upgrade the equipment in the two second-floor meeting rooms, but this got pushed off another year due to other commitments and financial constraints. For this current year, we once again identified that this was a priority and approached our current AV vendor, AVI-SPL, for some ideas on a refresh. Working closely with Jim Chambers in Information Technology, AVI-SPL provided some recommendations and preliminary pricing. As the cost was over the threshold that required bidding, a bid document was released in August 2024. At that time, only one bidder provided pricing (Mesa Electronics), and we were not 100% comfortable that the pricing was competitive and provided the best value for our taxpayers.

As we continued to look for options, we wanted to make certain that all the options for this equipment were on the table. Information Technology then worked with our Public Relations and Development (PRAD) team to identify any additional equipment that should be included to maximize the usage and efficiency of those two rooms. We once again consulted an outside vendor, Mesa Electronics, and worked through some options that would ensure our vision of the equipment and usage would meet our needs. Unfortunately, the additional cost of these enhancements was over \$30,000.00, so adding these enhancements would not be possible at this time.

To ensure that we could accommodate additional equipment in the future, we discussed adding the cabling and basic infrastructure to add equipment in the future. This changed the initial pricing by only a small amount, so we decided to re-release the bid documents with the added enhancements.

**BID PROCESS:**

The bid documents were re-released on November 24, 2024. The bids were due at 10:30am on December 4<sup>th</sup>, and in total we received 4 bids:

|                                 |              |
|---------------------------------|--------------|
| E-Logic, Inc. (Washington D.C.) | \$130,172.85 |
| AVI-SPL, LLC (Schaumburg, IL)   | \$123,511.03 |

|                                      |              |
|--------------------------------------|--------------|
| Mesa Electronics, Inc. (Lombard, IL) | \$102,454.12 |
| 22tones / BIP66 LLC (Ingleside, IL)  | \$75,455.00  |

**REQUEST:**

AVI-SPL is the only vendor that we have previously done work with and has supported our systems for years. Mesa Electronics worked with Gail Borden on the addendum recommendations, but we are not familiar with any of their work. Due to the almost \$27,000.00 difference between the two lowest bids, I investigated some online reviews of 22tones, and did not find much information. Therefore, I contacted them and set up a meeting – along with Jim Chambers - to discuss their submission. After they explained the difference in their bid, and reviewed the design that was submitted, I was able to compare their hardware costs to the other bids. There was almost a \$10,000.00 difference in one piece of equipment, but 22tones showed me their actual dealer cost on that piece of hardware. We had a very good discussion, viewed some alternate configurations and I feel very confident that they will be a pleasure to work with, and feel comfortable with their proposal. Therefore, the Information Technology Department respectfully requests that the Library Board approves the bid for the Audio-Visual Equipment Replacement for Grove and Elgin Rooms from 22tones / BIP66 LLC. They are registered vendors for all the equipment specified and hold certifications for all the hardware and software. This project was included in the Capital Projects for this year, so please approve the spending of \$75,455.00. Thank you for your consideration.

Respectfully submitted:

Brian P. Hoeg

Division Chief – Facilities & Building Operations

## **EXECUTIVE SUMMARY: Veeam Backup Solution (2024)**

### **BACKGROUND & HISTORY:**

In September 2011, Gail Borden was first approached by Unitrends regarding their backup and recovery solutions. Gail Borden had been using a tape-based backup solution which we had outgrown, and which did not provide a sufficient recovery solution at the file level or hardware level. This meant that we were susceptible to possible failures if it was necessary to recover an entire server or provide a full data restore. In October 2011, we went to bid on the requested backup equipment for the Main Library and the Rakow Branch. These initial purchases provided a hardware backup appliance for each location, hardware and software support and training. It also provided a 3-year warranty for the hardware appliances. After 3 years, we could extend the support for the hardware appliances, or we could enter another 3-year contract for new appliances. The price to get new appliances was more attractive than extending the maintenance coverage on the old equipment (which would be only for 1 year, and would increase each year), so this was the direction we went in 2014. Another 3 years passed, and once again we needed to choose between extending the warranty on the appliances or purchasing new hardware. Again, the pricing to go with new equipment was less than extending yearly maintenance. We repeated this process in 2017.

When COVID hit in the spring of 2020, we looked hard at our backup strategy. Spending thousands of dollars on a backup solution year after year did not make sound financial sense. That year, we extended the maintenance on our existing hardware for 1 year to determine which direction we wanted to go in the future. Once things settled down some in 2021, we once again looked at what we would do for our backup strategy. Since the Unitrends platform was well known to us, and we were very familiar with the product, replacing it with an alternate platform did not yet make sense. Once again, we made the choice to upgrade our hardware appliances and entered another 3-year contract.

### **TIME FOR A CHANGE:**

By 2023, we were determined that the high cost of backups was something we needed to address. Unitrends is a fantastic product and has worked well for us for over 10 years. I could not, however, rightfully keep spending the high-cost dollars of maintenance and support. I tasked Matt Lutzow and Jim Chambers to start identifying alternate solutions in 2023. They worked with our long-time vendor, DigiCorp, LLC. to identify alternate solutions, as well as investigating what other libraries and businesses our size was using. Veeam was quickly identified as a frontrunner in this space, and the Gartner Group (a very trusted non-biased Information Technology research group) highly regarded Veeam as a cost-effective and reliable platform.

The main difference with Veeam is it is hardware independent and does not utilize expensive appliance technology. Veeam is a software-only solution, so the hardware only needs to be upgraded in accordance with your normal equipment lifecycle (3-5 years currently for GBPL) and would not be the high prices charged by appliance-based solutions. The support for Veeam is less – see pricing below:

### **UNITRENDS**

#### **OPTION 1:**

Appliances and Support (3 Years) - \$44,000.00

Extended Maintenance Support (Year 4) - \$17,000.00

Extended Maintenance Support (Year 5) - \$19,000.00  
 Forever Cloud (Offsite Cloud Storage) - \$3,500,00 (Each Year) or \$17,500.00  
**TOTAL 5 YEAR COST: \$97,500.00**

**OPTION 2:**

Appliances and Support (3 Years) - \$44,000.00  
 Appliance and Support (3 Years) - \$46,000.00  
 Forever Cloud (Offsite Cloud Storage) - \$3,500,00 (Each Year) or \$17,500.00  
**TOTAL 5 YEAR COST: \$92,167.00**

**VEEAM:**

Hardware and Support (5 Years) - \$52,970.00  
 Wasabi Backup Cloud (Offsite Cloud Storage) - \$4,000.00 (Each Year) or \$20,000.00  
**TOTAL 5 YEAR COST: \$72,970.00**

The 5-year cost is significant over 5 years (over \$20,000.00) but the even greater savings occurs as you get into the subsequent years and realize that the hardware cost to upgrade with Dell hardware would be \$25,000 - \$30,000, and not over \$44,000.00 - \$50,000.00 for Unitrends appliances.

**BID PROCESS:**

Gail Borden worked with DigiCorp to identify the initial configuration, and bid documents were re-released on November 25, 2024. The bids were due at 10:30am on December 5<sup>th</sup>, and in total we only received 1 bid:

|   |                    |
|---|--------------------|
| DigiCorp (Brookfield, WI)                   |                    |
| Estimated Project Cost                      | \$52,970.00        |
| Wasabi Cloud Replication (Yearly)           | \$4,000.00         |
| Pre-Paid Support Hours (for implementation) | \$5,000.00         |
| Unitrends Legacy Recovery Testing           | \$2,500.00         |
| <b>TOTAL COST (Year 1)</b>                  | <b>\$64,470.00</b> |

**REQUEST:**

DigiCorp has provided sales and support of our Unitrends system for many years, and we have developed a stronger relationship. Although they were the only vendor to bid on this project, I feel comfortable with their support and ability to execute and deliver a high level of support.

Although Unitrends has been a reliable system for many years, I feel it is time to move forward with a different solution. We have dedicated well over a year to research, demonstrations, trial versions and many discussions; I feel that Veeam will be a good fit for Gail Borden Library. We have included \$2,500.00 in the above total to have DigiCorp aid in the recovery of data from hard disks used on the legacy Unitrends system. This is necessary to test, as we will not be able to retain both systems moving forward. The backup data we have on Unitrends will eventually be replaced with Veeam, but it will take several months to replace the legacy system.

The Information Technology Department is respectfully requesting the approval of the bid of \$64,470.00 (Total Year 1) from DigiCorp for the Veeam Backup Solution. This project was included in the Capital Projects for this year, so please consider this approval - thank you for your consideration.

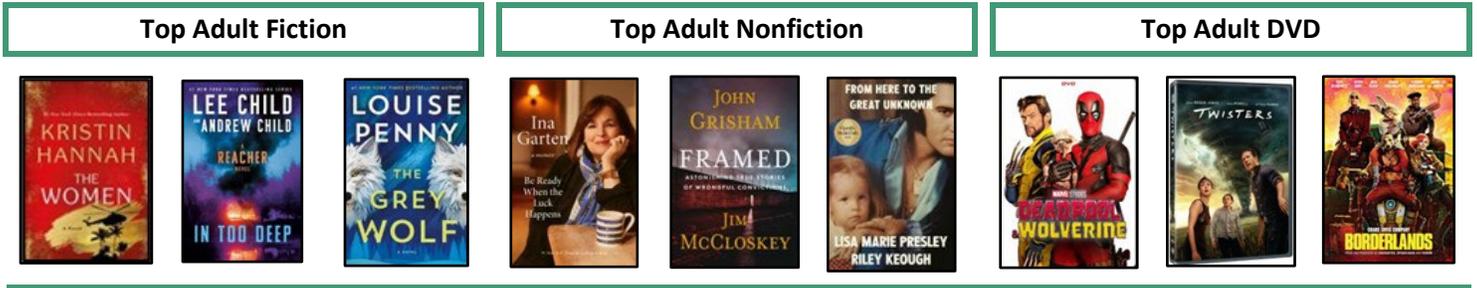
Respectfully submitted:

Brian P. Hoeg

Division Chief – Facilities & Building Operations

## Access Services – November 2024

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



### Collection Development and Technical Services Departments

**New to the Library of Things** A light-up drawing board has been added to the collection. This ultra-thin tracing pad is portable and perfect for on-the-go creativity. Its adjustable brightness feature makes tracing images effortless. Whether for art projects or learning activities, this tool is ideal for users of all ages.

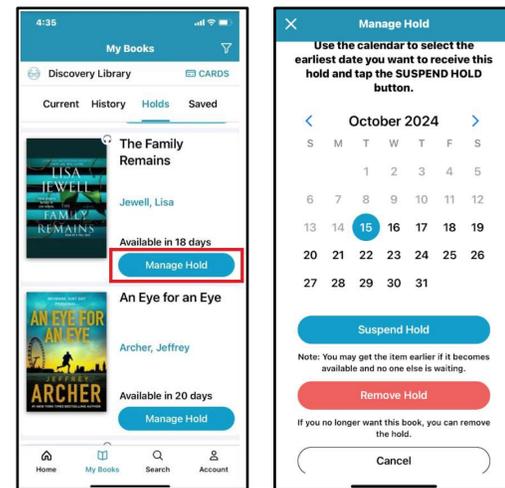


**Tiny Tech** The KidSpace collection at the Main Library includes Launchpads, Playaway Views, Read-alongs, and Tonieboxes. Tonieboxes provide a screen-free digital listening experience with stories and songs, designed for children aged 3 and up. The collection features various options, including the ever-popular Paw Patrol characters, an adventure selection featuring Disney favorites like Tinkerbell, Hercules, and characters from Wish, and classic stories such as *Make Way for Ducklings*, *We're Going on a Bear Hunt*, and *The Velveteen Rabbit*. These engaging choices are perfect for sparking imagination and fostering a love for storytelling.



**cloudLibrary Holds** Have you ever found yourself with multiple holds available on your CloudLibrary account at the same time, wondering how to get through all of them in just 21 days? CloudLibrary has a solution for you!

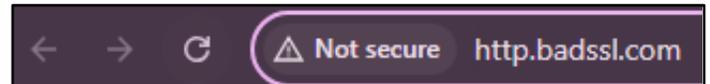
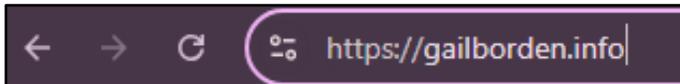
With the new hold management feature, you can delay the delivery of your holds for up to 6 months. Simply go to your holds tab and select "Manage Hold." A calendar will pop up, allowing you to choose a date and suspend the hold until you're ready. This feature ensures you never miss out on your favorite books. Enjoy reading at your own pace! You also have the option to remove the hold. This can be done with different dates for each title you have on hold.



**Videogame Collection News** The video game collection is expanding to include Mature-rated games, which are part of the adult collection. Look for titles like *Resident Evil 4*, *Stellar Blade*, *Assassin's Creed: Mirage*, *Dragon Age: The Veilguard*, and *A Quiet Place: The Road Ahead*. These additions cater to adult gamers seeking more intense and immersive experiences. Stay tuned for more exciting titles coming soon!

## Library Applications

**SSL** Staff worked with IT and several vendors that have content on our website to renew and reinstall our SSL certificate for gailborden.info. SSL keeps our website secure by preventing bad actors from reading or changing information exchanged between our website and our customers. Library Applications makes customer data security and privacy a top priority in all its areas of responsibility. TIP: How do you know if a website uses SSL? Secure sites will start with https including an “s” and unsecure sites will start with http without the “s.”



**Security to prevent malware bots** Library Applications staff also continuously adds new security and validation to our webforms to prevent malicious or erroneous submissions. Updated security measures prevent malware bots from knocking at the door to find a way into the system to steal information or wreak other havoc. Increased email validation prevents us from sending emails to defunct or blocked addresses which can lead to the email provider mistaking us for a bad actor and adding us to a system wide block list. Bad actors are continuously changing their tactics, but staff does our best to be proactive by staying informed and thoroughly investigating any suspicious activity.

## Volunteer Services

**Enhancing Patient Well-being Through Thoughtful Donations** Our volunteers at Gail's Sales gathered four boxes of materials to send to the Elgin Mental Health Center. These donations will be added to the DVD library for all units to enjoy. Patients, who have limited access to recreational materials, will benefit greatly from this initiative. Activity Therapists provide weekly movies for patients to enjoy over the weekend and sometimes use DVDs for group interventions, covering topics like Coping Skills, Social Skills, and Interpersonal Skills, or simply offering leisure enjoyment. Each unit also features a mini library, established by the Activity Therapists, to encourage patients to use relaxation techniques and coping skills during their free time.



**Ensuring Top-Notch Media Experiences with Volunteer Assistance** The American Heritage Girls recently held a volunteering session at Gail Borden, assisting our Marketplace by inspecting DVDs. They checked for any writing on the slips inserted into the DVDs, which could indicate potential issues for our Technical Services Department to review. If a case was missing a slip, they added one. This task has an immediate impact, helping Gail Borden identify and resolve any quality issues, ensuring customers enjoy an uninterrupted movie experience.



**Exhibit Tours** Olmec Tours are underway! In addition to our tours that are open to the public, we also hosted 30 students from South Elgin High School. Visits such as this allow us to share the library offerings as well as the exhibit.

**Veterans Voices** During the week of November 11-15th, veterans visited local schools to share their stories of “what service means to them.” Their heartfelt narratives provided students with a deeper understanding of the sacrifices and commitments made by our servicemen and women.

-Respectfully, Robert Moffett, Division Chief of Access Services

# Community Services – November 2024

Branch Library Services

Community Engagement

Mobile Library Services

## Mobile Library Services

We kicked off the month by having an Open House at our new home, the **Davis Rd. Annex**, offering tours and refreshments to staff and board members who were interested in seeing our newest library space.

The **Bookmobile** continued its regular stops alongside our Student Success visits, which actively engage young learners. In the warehouse, we installed a new "shoreline" system that powers the bus's interior lights while it's stored indoors, making it much easier for staff to restock and prepare the vehicle.

Additionally, we developed and scheduled a plan to revamp the bus's exterior with a fresh coat of paint and updated graphics, a project set to be completed next month. We participated in Literacy Night at Lords Park Elementary, where we connected with 45 visitors.



**hawthorne hill NATURE CENTER**



**GAIL BORDEN LIBRARY  
ReaderShip VISITS AGES: 3-6 YRS**

The ReaderShip is coming to HHNC for themed story time presentations that include picture books, finger plays, and music as well as, puppets, flannel board stories and/or creative elements. The ReaderShip is designed and funded to promote literacy for children ages three to six. BMM

LENGTH: 1 DAY  
LOCATION: Hawthorne Hill Nature Center

| DATE  | DAY | TIMES                   | FEE   |
|-------|-----|-------------------------|-------|
| 11/16 | SAT | 10a-10:30a & 10:30a-11a | FREE! |
| 12/14 | SAT | 10a-10:30a & 10:30a-11a | FREE! |

The **ReaderShip** made a significant impact this month with its outreach efforts at the U-46 Welcome Center Parent Group. Through a presentation, the ReaderShip Coordinator highlighted the importance of developmental exercises offered during Storytimes, showing staff and new parents how these activities can support early learning and strengthen parent-child bonds at home. Outside the Welcome Center, the Sprinter continued this mission by connecting with new families, providing them with library cards and access to valuable resources. This month the ReaderShip also started Storytime visits at Hawthorne Hill Nature Center and was featured on the City of Elgin Activity Guide.

Our **TechKnow Mobile** recently enhanced our passive programming options for visitors, including a reimagined interior layout, new decorations, and a scavenger hunt for children. We have had an increase in customer engagement and have received positive feedback from our regular customers.

Our **Elementary School Engagement Coordinator** visited Fox Meadow Elementary School, with plenty of fun interactions for the students. She also attended Fox Meadow's Literacy Night with the Sprinter after the weeklong visit. It was rewarding for her to be recognized by the students that she had met during her visit. Overall she provided library services to 565 students.



**Home Services** had several new account registrations this month, as well as some returning customers. We have continued our collaboration with Life Enrichment in the care communities. This month we attended several "Ecuador" programs.

## Branch Library Services

Families decorated gingerbread houses at Rakow Branch (94 people in total!). We received lots of compliments about the great programs we have at the branches.

Little ones learned to draw teddy bears during **Preschool Drawing**. We hosted 17 Storytimes, 3 Crafty Preschooler programs, and 3 Move & Play programs.



Children relaxed with the **Sip & Paint-a-saurus** program, in which they painted dinosaurs and sipped on glittery potions. Children also enjoyed **Nature Rangers: Animal Camouflage** and learned about the different ways animals blend into their surroundings. During No School Days, students came in for **Doodle & Drop**.

The Rakow Play Area was transformed into a Bakery. Children enjoyed making sweet treats and learning how to follow an apple pie recipe.

Adults learned about Medicare changes taking place in 2025, and they also enjoyed an author presentation about Edith Wilson from the novel, *Madam President*. The Rakow Readers Book Club enjoyed discussing the 2024 Library of Congress Prize for the American Fiction, *The Heaven and Earth Grocery Story* by James McBride. The story had 117 characters!

Adults also enjoyed puzzles, coloring sheets, and Thanksgiving bookmarks at Rakow.

We have shifted a few collections in the Teen and Adult spaces at Rakow, and we have removed a shelving unit which has created a larger space for programs or for patron interaction.



## **Community Engagement**

**Life Enrichment Services** - We took residents of care communities to Ecuador via a program featuring fun facts, stories, and a craft. One volunteer, a former Elgin resident now living in Tennessee, puts in 30 hours monthly creating craft kits for each program. Ecuador's craft was a coaster. The Hindu holiday of Diwali was celebrated with colorful elephants and confetti.



**Public Safety Programs** - Partnering with local police and fire departments, Dementia Friendly Elgin Area, and the City of Elgin, the library's Life Enrichment Manager, Home Services Assistant, and volunteers have been presenting programs on various public safety topics, such as resources available to seniors and what to do in crisis situations, at independent living places.

### **Cornucopia of programs in November:**

The Elgin Garden Club co-presented *The Tallgrass Prairie in Art, Music, and Literature* with Master Gardener and author Cindy Crosby, who inspired patrons to use native plants in their garden as a springboard for creativity. 145 patrons enjoyed music of Florence Price and Antonín Dvořák performed by the renowned **Avalon String Quartet** on a beautiful Sunday afternoon. Beth Nawara from the Elgin History Museum gave an excellent presentation on a variety of events that entertained Elginites in the 1800s and 1900s.



Tom Holbrook-- historian, researcher and collector of all things Bozo--recalled fond memories of **Bozo the Clown** and showed some of his elaborate collection, bringing back wonderful childhood memories for 75 fans. Commented one attendee: *"That was a great presentation and could have gone on for another hour with more questions and memories."*

The Illinois Tollway's I-PASS team was on hand to offer full services from opening accounts to handing out and activating new sticker tag transponders at a lobby table. Pop-up lobby events draw in many interested residents and fulfill an array of information and service needs.



**William Pack presented *Mind Games: The Science of Perception Deception*:** During this interactive program, attendees experienced how optical illusions work, why people fall for scams, and how we make thousands of choices every day that are influenced subconsciously.

**MADE IN CHICAGO: The Golden Age of Manufacturing** - For much of the 20th Century, Chicagoland was the manufacturing capital of the WORLD! Presenter Barbara Barrett explored and celebrated Chicagoland's proud industrial history and many of its famous companies like International Harvester, Pullman, Schwinn, Sunbeam, Motorola, and the Elgin National Watch Company.

**Outside Groups Use of Meeting Rooms:** 27 rooms used with a total attendance of 466.

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

## Facilities and Building Operations

### Board Report

November 2024

#### MAINTENANCE:

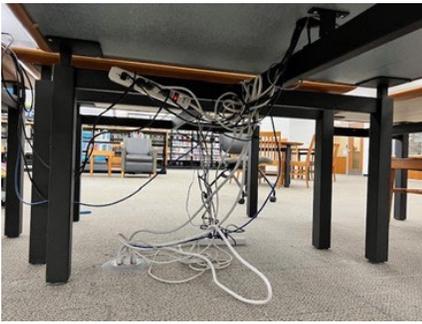
- Several vehicle maintenance repairs this month including Installing plow on F250 pickup, had lights repaired and BCM body control module replaced and wiring for lights for F250. Replaced hubcap for readership van, added coolant to Bookmobile.
- Completed several projects at 1150 Davis Road Annex, including rekeying back door lock from hallway entering warehouse to match existing locks. Reglazed front door side lights and installed shoreline power for Bookmobile and Sprinter.
- Contractors installed a new pump for first floor radiant heat panels which are a crucial tool for the heating season at the Main Branch. Making sure we have functioning pumps is essential for these panels to work properly with the heating season upon us.
- Contractors rebuilt one of the large pumps for the Main Branch's chiller. This pump is a key part of the chiller system which circulates the glycol through the chiller allowing it to cool the building. Rebuilding this pump ensures we will have a fully functional system ready to go for next spring.



- We had one of the lead boiler pumps rebuilt and laser leveled at the Main Branch. This circulating pump is crucial for our heating system to operate properly for this winter season.
- Staff organized and redid the bulb recycling area in our back shop to ensure we are properly recycling the bulbs from all the branches. It is important to comply with state regulations and recycle light bulbs properly rather than throwing them away.
- We had a new tankless hot water heater installed at the Rakow branch which provides hot water for the lady's public restroom and the staff restroom. There is a total of five of these tankless hot water heaters at the Rakow Branch and they are what provides all the hot water to the sinks there.
- During the fall months, making sure the roof drains and gutters are free of debris is very important in combatting any roof/drainage issues prior/during the winter months. Checking, removing, and cleaning the debris around these roof drains/areas of the roof is a pivotal part of this winterizing process and will proceed into the beginning of winter.
- Our team of arborists planted a new tree off Kimball Street at the Main Branch to continue the beautification of the branches and staying on top of the landscaping.
- The second to last phase of the VAV balancing project was completed by outside contractors this month. This included the replacement and balancing of several VAV's on the second floor of the Main Branch. The final phase of the project is scheduled to be done in December.



- Continued working with the cord organization project at the Main Branch and will eventually continue this project at the other branches.



Another phase of this project is to remove any old power strips and replacing them with new surge protectors to ensure our equipment is safe in the event of a power surge.

- Our dishwashers at the Main Branch are an essential tool for our staff to use, but they have had issues

with leaking in the past. The filters and drains of these dishwashers were very dirty and in desperate need of a deep clean. I removed the filters from both units and did a thorough cleaning of each. I also cleaned any debris or calcium build-up under these filters to ensure proper drainage which was the cause of the leaks.

- It has been a busy month for set ups with the maintenance team doing around forty set ups including a couple of large events like: The Festival of The Dead 5K and the Presidential election voting (early voting and Election Day). This does not include the work that goes into breaking them back down and clean-up after these events.
- We have replaced several burned-out exit signs at the Main Branch with new functioning ones. We are



extra diligent with these around all the branches as they are a safety concern and important for egress.

- The fireplace at the Rakow branch had maintenance done on it to ensure it is functioning safely and properly. The quad fireplace at the Main Branch is slated to have preventative maintenance done to it early December.

- Finished winterizing the Main Branch by putting up a snow fence, removing all the furniture/umbrellas, and closing the fountain outside of the Café.

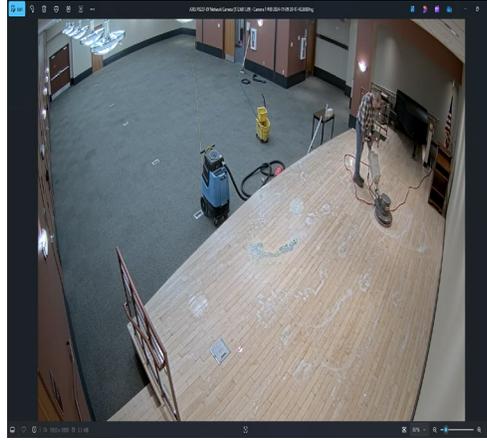


- On top of the day-to-day work from the maintenance team, one of our main goals is to maintain the cleanliness of the branches throughout the day. This includes the checking/cleaning of the bathrooms, spot vacuuming, cleaning the windows, emptying of garbage, doing perimeter checks/stick-picking trash around the exterior of the branches, and any other cleaning needs that may come up throughout the day.

**SECURITY:**

**Security Director:**

- Participated in professional development webinars
- Complete Cleaning shampooed carpet in the Meadows, Elgin and Grove Rooms including cleaning the stage.



- On 11/19/2024 the overnight cleaning service detail vacuumed and wiped down top of elevator, quiet rooms and ledges located on second floor along windows including fireplace room. Detail clean floor in mezzanine area above the main lobby entryway.
- Continue decluttering utility rooms, janitorial closets and equipment rooms.

**Security Safety Manager:**

- Continued monitoring of unhoused population in library. Janitorial duties continued throughout facilities.

(Submitted by John Johnson – Director of Security)

**INFORMATION TECHNOLOGY:**

- PDQ Deploy and Inventory have been updated to version 19.4.16.0.
- It's now the time of year for a new SSL certificate for website use. The only thing IT maintains that uses this is Parallels, our remote access system. Once Library Applications provided the new certificate, we updated Parallels on our end. It is now valid through August 13th, 2025.
- IT is currently reading about changes in Server 2025. We will be evaluating this new release for use once it is available to us.
- We are evaluating current group policy objects to see what may be better moved to Intune as configuration policies.
- October Server and workstation updates have been approved.
- Unitrends update 10.8.6 added a friendly user message when the user starts without a PCBP folder. Fixed an issue where the agent became inoperable until the machine was rebooted or WBPS processes were killed. This update also included various security updates.
- The bid notice for upgrading the Audio and Video equipment in the Elgin and Grove rooms with the additional addendum was posted for vendors in early December.
- The bid notice for replacing our Unitrends backup system with a new Veeam backup solution went out to bid at the end of November. Pricing was put together through our vendor at DigiCorp.
- Early in November the ADA software licensing was purchased, and the new ADA PC in the Computer Center with Windows 11 was deployed. Software includes Fusion 2025, Jaws 2025, and Zoom Text 2025 Professional. These licenses can be used throughout the organization.
- Annual reviews have been drafted and submitted for review.

(Input by Matt Lutzow – Director of Information Technology)

**Report compiled and prepared by:**

Brian P. Hoeg  
 Division Chief – Facilities and Building Operations

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 November to several important activities.



This November started out with a bang as we hosted the Inaugural **el Trote de las Calacas** 5K race. With 897 registered runners and many more in attendance (more than 3,000 entered the building that day!), the PRAD team worked diligently to handle the many moving parts of the event, including capturing photo and video, dancing Catrina puppets, decorating, audio equipment, going live during the event, installing effective signage and more. These contributions helped make the event run smoothly and created a memorable experience that will make people want to come back next year.

The **Olmec Origins exhibit** was another huge focus for November. The 33 beautifully painted Olmec heads celebrate Mexican history and culture and gives customers a great opportunity to visit the Library (perhaps for the first time), especially during the cold winter months. A unique two-sided backdrop was built to the size of ten by sixteen feet. Graphics were created for each side and printed to

size, attached to the backdrop and erected in place supported by exhibits staff.



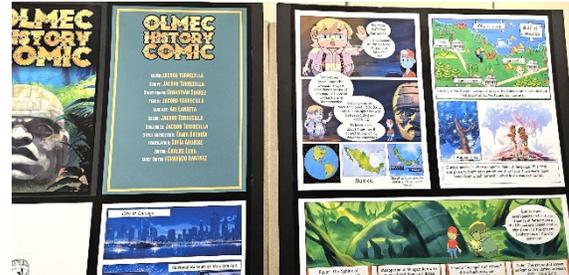
The exhibit kicked off on Nov. 13 and featured Carlos Tortolero, Founder and President Emeritus of the National Museum of Mexican Art, and Fernando Ramirez, President of the Mexican Cultural Center of DuPage. There were many moving parts to make sure this exhibit kicked off smoothly, including creating eye-catching materials like the large backdrop in the center rotunda, designing scavenger



hunts for customers to enjoy while visiting the exhibit, filming promo materials with Library Board Trustee Elisa Lara, designing and purchasing giveaways like the

Olmec frisbees and stress balls, and much more. These elements all help draw people in and get them engaged with our exhibits.

We worked to coordinate and set up various displays such as the new face of Aids photo display, veterans photo display, hanging informational graphics on gallery wall, super-sized pages of a Graphic Novel that informs on the Olmec discoveries and some interesting information of the Olmec life. Coordinating with Art for All group, set up holiday/winter decorations throughout the library and the branches.



We met with Library Advisory group at DuPage Children’s museum as we continue to work with the Awesome Black Creativity exhibit.

Our Facebook channel reached over 121,700 people in November (a 47.7% increase from October) and 332,200 views (a 24.8% increase from October). Our videos have 32,500 views this month (a 125% increase from October) and our content overall had 4,800 interactions. We have 19,571 followers on our Facebook channel.



Some of the most popular posts this month were: [A photo of Martha giving an Olmec Origins exhibit tour](#) – The post has reached 27,276 people, had 1,970 interactions.

- Elisa Lara Olmec Exhibit Mini Tour Videos [in English](#) and [Spanish](#). Total combined numbers on these is more than 39,000 views and 370 reactions, comments and shares.
- The [El Trote de las Calacas livestream](#) has 9,654 views and 153 reactions, comments, shares.
- The [El Trote de las Calacas recap reel](#) has 6,702 views and 147 reactions, comments and shares.

We continue to work on ongoing tasks including the print newsletter, weekly GailMail e-Newsletter, social media content, graphics tickets, copy tickets, and more. We closed 95 copy tickets this month, many of them related to holiday events, the exhibit, the book sale and more.

We have met with various groups to evaluate El Trote to help in its future growth. We also surveyed both participants (94% of participants who responded indicated that they would participate again) and volunteers. We were very pleased that an inaugural event that was supposed to break even made money. The exact revenue will be determined once all invoices are received. We attended the Siegle Grant Recipient function for helpful networking. We attended the Chamber's Thanksgiving Luncheon to celebrate this community and its many wonderful volunteers that make such a difference.

Respectfully submitted, Denise Raleigh, Division Chief

## Public Services – November 2024

Hispanic Services Information & Digital Services KidSpace Studio 270 & Digital Media Lab

### Hispanic Services

November started with **Festival del Día de los Muertos and Trote de Las Calacas**. The Day of the Dead Festival was a rich cultural experience that featured Mariachi Joya Dorada de U-46 and Yael Xolalpa on cello, a musician from Mexico whom the Elgin Symphony Orchestra sponsored. The singer Xitlali la Chaparrita de Oro, a local artist, also participated. There was a group of Catrinas from the library, made up of seven volunteers; they explained the meaning of the elements of the ofrenda and posed for a photo with the audience. In this celebration, there were also information tables and the sale of products that were part of the Day of the Dead ofrenda, sweet bread, Champurrado, and crafts.



Nineteen people participated in **Forging Your Way, a Bilingual Poetry Workshop for First Generation**. The workshop focused on helping participants develop their storytelling skills about their experiences as first-generation individuals. Javi Azuna, a local visual artist, was a special guest. He spoke to the audience about his experiences as a first-generation immigrant and explained the significance of the symbols in the artwork he created for this program.



Hispanic Services also coordinated with The Literacy Connection for **Family Literacy Night**.

### Information & Digital Services

Information Desk staff recounted several interesting transactions, including researching extended auto warranties, information on Elgin codes, the early history of South Elgin. A librarian worked with a police detective to access information in yearbooks and on microfilm. The Career & Education Librarian assisted with locating literacy and English Language Learning. When the patron returned, he was emotional and said he'd been trying for many years to find assistance, and someone recommended that he visit GBPL for help. This interaction reminds us of how GBPL acts as a bridge between customers and resources. **Some of the connections we initiate are genuinely life changing.**

Both departments provided personalized service for **technology assistance** including setting up new devices, accessing accounts and government portals, and using the 24/7 eLibrary and databases. 102 customers attended Digital Service's classes on various topics: Microsoft Excel, Microsoft Word, Android/Apple Basics, Programming with Arduino and Designing Wearable Technology with LEDs, and Search Like a Librarian.

This month there was a noticeable decrease in **Social Services** cases, likely due to the shorter daylight hours. The Social Services Manager assisted a woman and her adult son with documents for housing. It was challenging to communicate as the woman had impairments. By the end of the 2-hour session, her eyes said it all as she exited with papers in hand that she had struggled so much to obtain.

**Passport Services** appointments continue to be in high demand as travelers prepare for 2025 travel. The schedule is filled to 100% capacity most days. Staff are completing annual training required by the U.S. Department of State.

## KidSpace

November 2024 showcased significant strides in library programming, community building, and literacy promotion. The collaborative efforts across departments underscored a commitment to innovation, inclusivity, and excellence in service delivery. These initiatives laid a solid foundation for future activities and highlighted the library's role as a cornerstone for community enrichment. Parents and children shared enthusiastic feedback about displays and interactive programs. Highlights include heartfelt thanks from a family displaying their dinosaur collection and children enjoying creative book-related activities like bookmark coloring.

Programs included Family Storytime & Craft, Writing Club, and Volunteen sessions, which enhanced self-expression and engagement. Staff delivered educational content tied to exhibits, like Olmec culture, with interactive crafts. Collaborations included Diwali celebrations with local volunteers. Passive programs, such as the ELC voting booth, garnering 350 votes for favorite literary characters (Mouse and his cookie were elected!) and received broad appreciation online. Fall storytime sessions continued, integrating arts-based learning through Preschool ArtSpark. Staff revamped displays with seasonal and educational themes. Videos recommending books for Thanksgiving and school read-alouds extended digital engagement.



## Studio 270 & Digital Media Lab

Studio 270 hosted **120 students** in November. Special education students enjoyed board games, video games, internet use, and crafting. Larkin & South Elgin High School students participated in a tour of *Olmec Origins* and had the opportunity to explore Studio 270 and the Digital Media Lab, learning about the resources and services.

**Digital Media Lab** staff made an appointment with a student who wanted to record using our electric guitar. She enjoyed **“rocking out at the library.”** One teen came in with a rare pressing of a Paul McCartney record and was pleased to use our space and equipment to create a digital version. A group of high schoolers from Youth Leadership Academy recorded a podcast. The Digital Media Lab Manager recorded a video interview with a patron who was interested in the life stories of local small business owners. The Digital Media Lab received several five-star reviews, including one with the comment, “Excellent professional staff, high-quality service, safe environment, comfort atmosphere, and great value. I highly recommend it.”

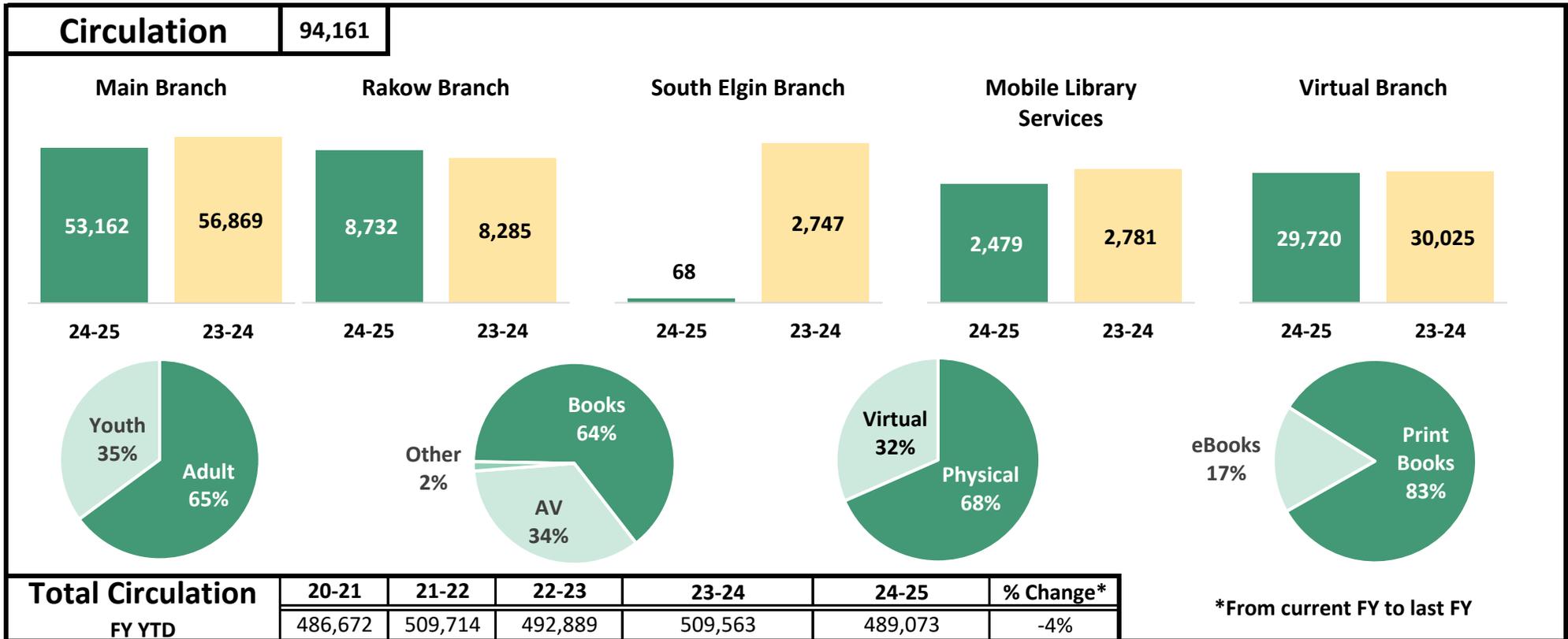
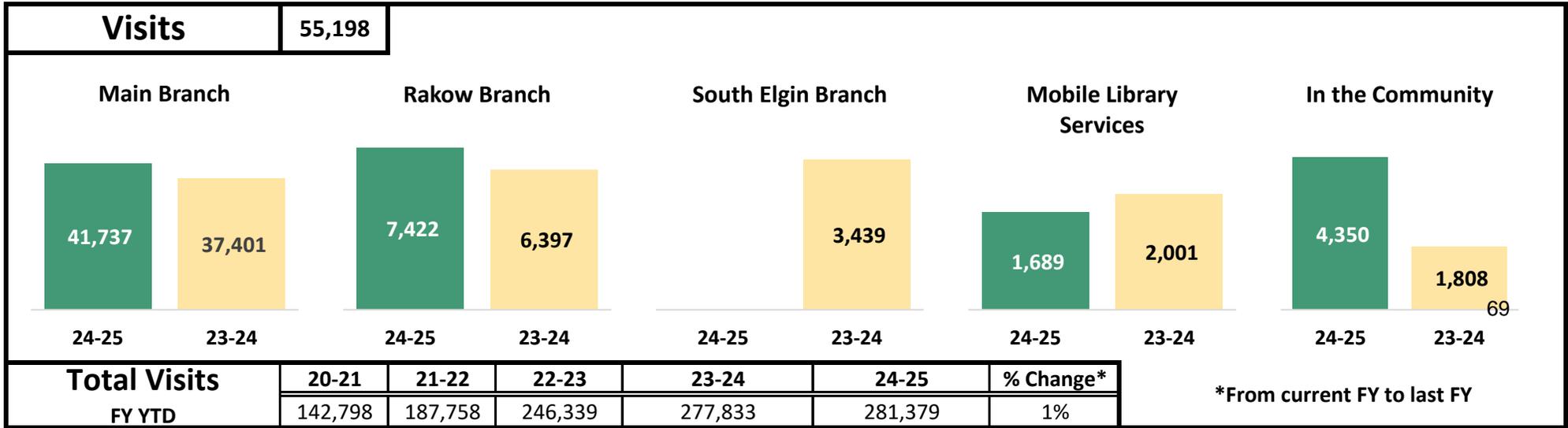


The Director of Studio 270 attended the first **Talent Search Resource Fair at ECC**. She spoke with 63 teens and parents about library resources and services teens should use. The Digital Media Lab and Hoopla were the big attractions. We have already seen a few teens stop in the Studio to hang out and study after the event.

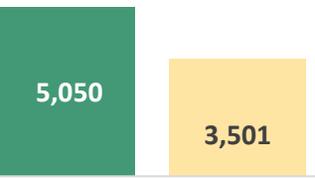
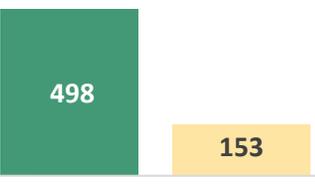
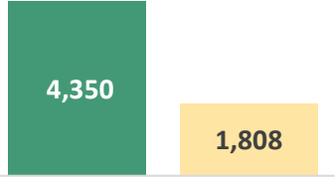


**Teen volunteers** are essential to regular and special events. One of their key contributions was during Trote de Las Calacas, when they took on an important role at the face-painting station. Volunteers collectively contributed **325 hours of service** to the library. Their hard work and enthusiasm were truly appreciated by the staff and the community.

*-Respectfully submitted by, Melissa Bernasek, Division Chief of Public Services*



|                        |       |       |          |       |                        |                       |                             |
|------------------------|-------|-------|----------|-------|------------------------|-----------------------|-----------------------------|
| <b>Library Cards</b>   | 424   |       |          |       | <b>New to District</b> | <b>District Total</b> | <b>District + RBs Total</b> |
|                        |       |       | 24-25    | 424   | 79,685                 | 84,797                |                             |
|                        |       |       | 23-24    | 493   | 72,583                 | 78,505                |                             |
|                        |       |       | % Change | -14%  | 10%                    | 8%                    |                             |
| <b>Total New Cards</b> | 21-22 | 22-23 | 23-24    | 24-25 | % Change*              |                       | *From current FY to last FY |
| FY YTD                 | 2,957 | 3,102 | 3,232    | 3,038 | -6%                    |                       |                             |

|   |       |   |        |   |        |   |  |
|---|-------|---|--------|---|--------|---|--|
| <b>Program Attendance</b>   | 9,898 |   |        |   |        |   |  |
| <b>Main Branch</b>  |       | <b>Rakow Branch</b>   |        | <b>South Elgin Branch</b>   |        | <b>In the Community</b> 70  |  |
|  |       |  |        |  |        |  |  |
| 24-25   |       | 23-24   |        | 24-25   |        | 23-24   |  |
| <b>Total Attendance</b>   | 20-21 | 21-22   | 22-23  | 23-24   | 24-25  | % Change*   |  |
| FY YTD  | 2,824 | 13,248  | 33,172 | 35,952  | 38,513 | 7%  |  |
| *From current FY to last FY   |       |   |        |   |        |   |  |

|                         |                  |                |               |
|-------------------------|------------------|----------------|---------------|
| <b>Program Sessions</b> | <b>In-Person</b> | <b>Virtual</b> | <b>Hybrid</b> |
|                         | 296              | 8              | 7             |

|                           |                        |                            |                  |                               |
|---------------------------|------------------------|----------------------------|------------------|-------------------------------|
| <b>General Statistics</b> | <b>Volunteer Hours</b> | <b>Reference Questions</b> | <b>Passports</b> | <b>License Plate Renewals</b> |
|                           | 1,217                  | 11,033                     | 194              | 108                           |

|   |  |   |   |
|---|--|---|---|
| <b>What affected the numbers this month</b>   | November 1 - 4 (Main)<br>Early Voting      | November 5 (Main)<br>General Election     | November 27 (All Facilities)<br>Early Holiday Closing |
| November 1 - 30 (SEB)<br>Closed for Expansion | November 2 (Main)<br>Skeleton Trot         | November 11 - 15 (ITC)<br>Veterans Voices | November 28 (All Facilities)<br>Closed for Holiday    |
|   | November 2 (Main)<br>Day of Dead Fest 2024 | November 13 - 30 (Main)<br>OMECE Exhibit  | November 29-30 (Main)<br>Pop Up Book Sale             |