



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

January 14, 2025

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
 - December 10, 2024, Regular Board Meeting
 - December 19, 2024, Special Board Meeting
5. Action: Treasurer's Report and Payment of Bills 7
 - Payment of bills for January 14, 2025, including the list of bills to be paid between January 14, 2025, and February 11, 2025, and all bills over \$10,000.
6. Correspondence
7. Reports:
 - A. Chief Executive Officer
 - B. Action: Security Report 34
8. Action: FY 2024-2025 Computer Replacement - Part 2 35
 - To replace 16 Desktop Computers.
9. Action: Unattended Children and Vulnerable Adults Policy 38
 - This policy replaces " Unattended Children Policy" that the board approved 11/2021. It also encompasses vulnerable adults.
10. Action: Personnel Policy Updates 40
 - a. 3.10.2 Background Checks
 - b. 6.05.4 Voting Time
 - c. 7.10 Professional Memberships and Activities
11. Action: Review of Closed Session Minutes 44
 - Closed minutes must be reviewed every 6 months by the Board of Trustees to determine if they can be released and the tape erased.
12. Action: Virtual Meetings Under Past Disaster Proclamations 44
 - Recordings can be erased after 18 months have lapsed.
13. Illinois Public Library Per Capita Grant for FY2025 45
14. Other
15. Adjournment 57

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

December 10, 2024

7:00 p.m.

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

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

There were no public comments.

Vice President Garcia entered the meeting at 7:02 p.m.

Comments for the Good of the Organization

KidSpace offers young patrons a chance to showcase their favorite collections, from Pokémon cards to rocks, allowing them to display their treasures with pride. One parent expressed gratitude for the opportunity to display their son's dinosaur collection, saying it was a dream come true. Additionally, through the Kid Librarian initiative, children can share their favorite books with peers. A parent recently shared how their child enjoyed the program, even making a list of books in case her shelf ran out. They praised the initiative as a great experience for the kids! An email was received expressing a customer's appreciation for the Storytime Workshop sessions and storytime programs presented by Katie Clausen have been a lifesaver. They also acknowledged her professionalism and experience. On the library's LinkedIn page a Volunteer shared their experience volunteering with the Gail Borden Public Library District and how it deepened their passion for community engagement and lifelong learning by assisting with workshops, facilitating activities, and helping patrons access resources.

Prochot motioned to approve the minutes of the November 12th, 2024, regular board meeting; seconded by Lara. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$687,534.03 and the revised list of bills to be paid prior to the next board meeting. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

There was no correspondence.

Foundation Report

The Foundation meet on December 3 and elected 2 new Board members, Joe Menolascino and Jaime Garcia. Mike Lee retired from both KCT and the Foundation. Book sales are expected to exceed \$100,000 this year, as their fiscal year aligns with the calendar year. The El Trote 5K race was a huge success, and while the final numbers are not in yet, the hope is that the event

will break even. Plans are already underway for next year's race. Additionally, the board approved the 2025 budget and allocated \$6,000 to hire Jim Davis's firm to create a book on 150th anniversary to be added to our archives.

Chief Executive Office Report

The library has been a busy month with numerous activities and planning for 2025. There have been staff changes as well as changes to services. Starting January 2, 2025, Studio 270 will be open to 7th and 8th graders, while the collection for this group will remain in KidSpace. The Bookmobile is being repainted and will be out of service until January. Additionally, a staff holiday lunch will be held next week to recognize the challenges of the past year and what our staff had to endure, especially following the loss of several staff members. Betty Frazier, who worked at the library for 25 years and retired in 2020 passed away recently.

Security Report

Symonds motioned to approve the security report; seconded by Bedolla. Director of Security John Johnson gave a brief explanation of the security report. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Prochot motioned to accept the Financial Audit Proposal from Lauterbach & Amen through Fiscal Year ending 6/30/2027; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Garcia motioned to approve the Demco furniture and equipment quote balance in the amount of \$214,048.14 to be paid from the Special Reserve Fund; seconded by Lara. CEO Medal explained that the furniture was for the Early Learning Center project. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Garcia motioned to approve the purchase of a unified desk for KidSpace from Demco in the amount of \$31,543.32; seconded by Prochot. Chief Operating Officer of Library Services Sara Sabo gave a brief explanation. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Lara motioned to approve a BubbleWall for KidSpace from Midwest Tropical funded by Consumers Credit Union; seconded by Bedolla. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Prochot motioned to approve the purchase of 2 – Inbox Booths for the South Elgin Branch in the amount of \$29,334.00; seconded by Symonds. Following a brief explanation from CEO Medal, roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Garcia motioned to approve the purchase of a 24-unit D-Tech SMART Laptop Locker from Murphy Security Solutions for the South Elgin Branch in the amount of \$43,390.00; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Lara motioned to approve the purchase of a Bibliotheca SmartShelf for the South Elgin Branch totaling \$21,748.00; seconded by Bedolla. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Prochot motioned to approve the bid for the Audio-Visual Equipment Replacement for Grove & Elgin Rooms from 22tones/BIP66 LLC in the amount of \$75,455.00. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Symonds motioned to approve the bid of \$64,470.00 (Total 1yr) from DigiCorp for the Veeam Backup Solution; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Prochot, Symonds), 0 nays, 1 absent (Henderson).

Other

There were no others.

Lara motioned to adjourn; seconded by Symonds. A voice vote resulted in 6 ayes.

Meeting adjourned at 7:42 pm.

Approved January 14, 2025

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Special Meeting Minutes

270 N. Grove Ave., Elgin, IL

December 19, 2024

3:00 p.m.

President Bednar was physically present as well as Secretary Henderson, Trustees Bedolla, Prochot, and Symonds. Trustees Garcia and Lara were absent. Chief Executive Officer, Carole Medal, Shaun Kelly from Engberg Anderson Architects, Jason Perunas from SMC Construction Services, and various members of the public and staff were also present.

President Bednar called the meeting to order at 3:02 p.m.

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

Trustee Garcia joined the meeting at 3:04 p.m.

There was no public comment.

Symonds motioned to approve the Kid Space Renovation Work bids as follows and recommended by Shales McNutt:

06A General Trades Work be awarded to Hargrave Builders for \$ 145,350.00

09A Painting Work be awarded to Nedrow Decorating for \$14,220.00

09B Floor work be awarded to Johnson Flooring Company for \$86,541.00

21A Fire Protection Work be awarded to Automatic Fire Systems for \$11,406.00

26A Electrical Work be awarded to Prospect Electric Company for \$ 83,375.00

seconded by Prochot. CEO Medal explained the renovation project funding. Jason Perunas and Shaun Kelly explained each bid work description for each category. CEO Medal also explained that during construction there will be alternative options for customers to check out books, a temporary play area, organized pop-up activities, and a Lego exhibit. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Prochot motioned to approve moving expense not to exceed \$16,000; seconded by Bedolla. CEO Medal explained that the moving expense may be avoided if the maintenance department can do the work. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Other

Trustee Bednar suggested a walk-through of the construction area after the meeting. Trustee Henderson and Garcia expressed their desire to participate in any tribute planned in memory of Rise Jones. Trustee Symonds inquired about the size of the children's collection books during

the construction project, the location of the temporary play area, what resources will be used to inform the public and the roles of staff during this remodeling closure.

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

Meeting adjourned at 3:48 p.m.

Approved January 14, 2025

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

Draft

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS TO BE PAID PRIOR TO 2/11/2025

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BATTERIES PLUS		
MISC.	60-43-399-0	\$ 326.40
CDW		
COMPUTER EQUIPMENT	10-45-500-0	\$ 119.39
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 3,559.85
COMPLETE CLEANING		
GENERAL CLEANING	10-42-235-*	\$ 7,010.00
REPAIR/MAINT. OF BUILDING	60-42-200-*	\$ 1,870.00
DEMCO		
MATRERIALS PROCESSING SUPPLIES	10-43-310-0	\$ 132.53
E. NORMAN		
RISK MANAGEMENT: FACILITIES	50-42-210-0	\$ 260.70
FOLDING PARTITION SERVICES		
REPAIR/MAINT OF BUILDING	60-42-200-0	\$ 1,650.00
FRANK & SONS		
REPAIR/MAINT. OF GROUNDS	60-42-210-0	\$ 800.00
GRAINGER		
JANITORIAL SUPPLIES	10-43-370-0	\$ 613.72
HD SUPPLY		
JANITORIAL SUPPLIES	10-43-370-0	\$ 211.16
INBOX BOOTHS		
SE EXPANSION	10-49-930-0	\$ 15,075.00
ILA		
CONFERENCE: EXPENSES	10-42-290-3	\$ 1,040.00
LASER PRO		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 258.00
JOSE MARTINEZ		
REPAIR/MAINT OF BUILDING	60-42-200-0	\$ 900.00
MIDWEST TAPE		
MATERIAL PROCESSING SERVICES	10-42-265-0	\$ 391.49
PARAGON MICRO		
COMPUTER MAINTENANCE	10-42-255-2	\$ 822.80
ROTARY CLUB OF ELGIN		
DUES & MEMBERSHIPS	10-42-280-0	\$ 675.00
SE PROF CENTER		
CAM: SE	10-42-204-0	\$ 3,014.46
STUDIO GC		
SE EXPANSION	10-49-930-0	\$ 5,876.48
ZIEGLER'S ACE HARDWARE		
BUILDING & GROUND SUPPLIES	60-43-320-0	\$ 186.27
EXHIBITA & DISPLAYS	10-43-335-0	\$ 55.26

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 2/11/2025

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-*	\$ 7,000.00
KONICA MINOLTA BUSINESS SOLUTIONS		
COPIERS/LEASE/MAINT	10-42-245-*	\$ 7,500.00
LACONI		
DUES & MEMBERSHIPS	10-42-280-0	\$ 200.00
LIMRICC		
UNEMPLOYMENT INSURANCE	50-41-110-0	\$ 10,000.00
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
MLK PRESENTERS		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 1,000.00
NICOR/CONSTELLATION ENERGY/VANGUARD		
NATURAL GAS	10-42-200-*	\$ 50,000.00
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
TELUS		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 2,000.00
TODAY'S UNIFORMS		
WORK APPAREL	10-43-301-0	\$ 800.00
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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 01/09/25

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BILLS PAID REPORT FOR JANUARY, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1150 DAVIS RD, LLC (6735) 020125C/D LEASE: DAVIS ROAD	01/14/25 CK# 150014 10-42-204-9	\$9,866.67 9,866.67
ACCO BRANDS USA LLC (5217) 54803 CC PYMT (6415) FOR GRAPHICS SUPPLIES	01/14/25 CK# 150064 10-43-330-0	\$297.23 297.23
ADVANTAGE ARCHIVES, LLC (6039) 41680 DIGITIZATION AND PRESERVATION	01/14/25 CK# 150015 10-44-430-0	\$1,042.02 1,042.02
ALL WINDOW CLEANING SERVICE, INC. (172) 47194 REPAIR/MAINT. OF BUILDING	01/14/25 CK# 150016 60-42-200-0	\$1,850.00 1,850.00
AMAZON CAPITAL SERVICES (6460) 11XY-DPHG-NMLQ PUBLIC PROGRAMMING:YOUTH 11XY-DPHG-NMLQ OFFICE SUPPLIES/GENERAL 11XY-DPHG-NMLQ ARTS & CRAFTS SUPPLIES: YOUTH 19V9-JD1W-P943 OFFICE SUPPLIES/GENERAL 1CXT-KQKC-PVNL EXHIBITS AND DISPLAYS 1FMQ-319G-P71F OFFICE SUPPLIES/GENERAL 1JJD-KDHJ-QMWW OFFICE SUPPLIES/GENERAL 1MPR-LLV4-PLKW PUBLIC PROGRAMMING:COMMUNITY SVCS 1RPY-TM7D-QN4V BOOKS: ADULT 1RPY-TM7D-QN4V BOOKS: BRANCH ADULT 1RPY-TM7D-QN4V AUDIO-VISUAL: ADULT	01/14/25 CK# 150017 10-42-230-2 10-43-300-1 10-43-330-1 10-43-300-1 10-43-335-0 10-43-300-1 10-43-300-1 10-42-230-3 10-44-400-1 10-44-400-5 10-44-420-1	\$1,216.03 43.54 66.62 12.99 13.99 34.98 52.01 59.45 22.86 138.88 13.99 756.72
AMAZON CAPITAL SERVICES (6460) 14TD-GLFJ-MM4L AUDIO-VISUAL: ADULT 1C7H-FVTF-F6CC ARTS & CRAFTS SUPPLIES: COMM SVCS 1C7H-FVTF-F6CC SMALL LIBRARY EQUIPMENT 1FXY-6WCN-DYQM OFFICE SUPPLIES/GENERAL 1FXY-6WCN-DYQM FURNITURE AND FIXTURES 1GNP-9GDM-DYGH PUBLIC PROGRAMMING:COMMUNITY SVCS 1KHH-3WG7-DWRG PUBLIC RELATIONS: GENERAL 1KHH-3WG7-DWRG GRAPHICS SUPPLIES 1LVW-QV4X-DXVD PUBLIC PROGRAMMING:YOUTH 1LVW-QV4X-DXVD TOYS & KITS: KIDSPACE 1MP4-3RWW-DXG9 ELECTRICAL SUPPLIES/BULBS 1T11-TY1T-DTQ1 BOOKS: ADULT 1T11-TY1T-DTQ1 AUDIO-VISUAL: ADULT	01/14/25 CK# 150018 10-44-420-1 10-43-330-3 10-45-540-0 10-43-300-1 10-45-510-0 10-42-230-3 10-42-222-2 10-43-330-0 10-42-230-2 10-44-440-0 10-43-380-0 10-44-400-1 10-44-420-1	\$1,211.54 -99.99 11.99 36.99 106.91 241.98 26.97 59.34 390.33 37.00 24.99 121.59 204.12 49.32
AMAZON CAPITAL SERVICES (6460) 13DG-GRKL-9MCH FURNITURE AND FIXTURES 166F-KG3H-GCDT BOOKS: ADULT 166F-KG3H-GCDT AUDIO-VISUAL: ADULT 166F-KG3H-HY3K PUBLIC PROGRAMMING:HISPANIC SVCS 166F-KG3H-HY3K MISCELLANEOUS 1VKK-ND4V-J1RM PUBLIC PROGRAMMING:YOUTH 1VKK-ND4V-J1RM OFFICE SUPPLIES/COMPUTER 1VKK-ND4V-J1RM FOOD & BEVERAGE: PUBLIC SVCS	01/14/25 CK# 150019 10-45-510-0 10-44-400-1 10-44-420-1 10-42-230-1 10-43-399-0 10-42-230-2 10-43-300-2 10-43-360-1	\$359.96 -241.98 174.37 13.25 169.17 119.94 27.17 29.97 68.07
AMAZON CAPITAL SERVICES (6460) 1FQ7-1GGF-7X47 PUBLIC PROGRAMMING:YOUTH 1FQ7-1GGF-7X47 ARTS & CRAFTS SUPPLIES: YOUTH 1FQ7-1GGF-7X47 FOOD & BEVERAGE: PUBLIC SVCS 1J4V-H4MJ-96XL EXHIBITS AND DISPLAYS 1NXR-W1WX-4PCX OFFICE SUPPLIES/GENERAL 1XC9-HH3L-63K7 BOOKS: ADULT 1XC9-HH3L-63K7 AUDIO-VISUAL: ADULT	01/14/25 CK# 150020 10-42-230-2 10-43-330-1 10-43-360-1 10-43-335-0 10-43-300-1 10-44-400-1 10-44-420-1	\$504.02 41.00 30.07 36.36 16.99 15.99 160.71 202.90

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 01/09/25

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BILLS PAID REPORT FOR JANUARY, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMERICAN AIRLINES (6473)	01/14/25 CK# 150072	\$259.05
9253 CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	30.10
CIFLXA CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	228.95
AMERICAN LIBRARY ASSOCIATION (242)	01/14/25 CK# 150064	\$170.10
28567 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	170.10
ANDERSON LOCK (5352)	01/14/25 CK# 150021	\$646.79
1162571 RISK MANAGEMENT: FACILITIES	50-42-210-0	646.79
BAK, DONALD (5869)	01/14/25 CK# 150022	\$150.00
12122024 DIGITAL LIT CLASSES BRANCHES	10-42-230-8	150.00
BAKER & TAYLOR F9456595 (5118)	01/14/25 CK# 150023	\$86.47
2038701859 BOOKS: LEASING	10-44-400-0	17.30
2038738580 BOOKS: LEASING	10-44-400-0	51.88
2038738582 BOOKS: LEASING	10-44-400-0	17.29
BAKER & TAYLOR L0332252 (5119)	01/14/25 CK# 150024	\$136.72
2038750683 BOOKS: YOUTH	10-44-400-2	47.88
2038750684 MATERIAL PROCESSING SERVICES	10-42-265-0	8.54
2038769990 BOOKS: YOUTH	10-44-400-2	53.56
2038769990 BOOKS: BRANCH YOUTH	10-44-400-6	10.36
2038769991 MATERIAL PROCESSING SERVICES	10-42-265-0	16.38
BAKER & TAYLOR L4230502 (5107)	01/14/25 CK# 150025	\$15,482.16
2038712224 BOOKS: ADULT	10-44-400-1	468.63
2038712224 BOOKS: YOUTH	10-44-400-2	293.03
2038712224 BOOKS: BRANCH ADULT	10-44-400-5	270.03
2038712224 BOOKS: BRANCH YOUTH	10-44-400-6	163.69
2038712225 MATERIAL PROCESSING SERVICES	10-42-265-0	302.50
2038712226 BOOKS: ADULT	10-44-400-1	173.07
2038712226 BOOKS: YOUTH	10-44-400-2	149.15
2038712226 BOOKS: BRANCH ADULT	10-44-400-5	147.43
2038712226 BOOKS: BRANCH YOUTH	10-44-400-6	66.27
2038712227 MATERIAL PROCESSING SERVICES	10-42-265-0	126.40
2038712228 BOOKS: ADULT	10-44-400-1	96.96
2038712228 BOOKS: YOUTH	10-44-400-2	14.53
2038712229 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038712230 BOOKS: BRANCH YOUTH	10-44-400-6	14.52
2038712231 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038719031 BOOKS: ADULT	10-44-400-1	596.81
2038719031 BOOKS: YOUTH	10-44-400-2	255.14
2038719031 BOOKS: BRANCH ADULT	10-44-400-5	135.09
2038719031 BOOKS: BRANCH YOUTH	10-44-400-6	66.02
2038719032 MATERIAL PROCESSING SERVICES	10-42-265-0	304.80
2038719033 BOOKS: ADULT	10-44-400-1	170.29
2038719033 BOOKS: YOUTH	10-44-400-2	66.02
2038719033 BOOKS: BRANCH YOUTH	10-44-400-6	102.48
2038719034 MATERIAL PROCESSING SERVICES	10-42-265-0	85.70
2038719035 BOOKS: ADULT	10-44-400-1	18.20
2038719035 BOOKS: YOUTH	10-44-400-2	10.67
2038719035 BOOKS: BRANCH ADULT	10-44-400-5	31.78
2038719036 MATERIAL PROCESSING SERVICES	10-42-265-0	19.20
2038719038 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038721910 BOOKS: ADULT	10-44-400-1	110.72
2038721910 BOOKS: YOUTH	10-44-400-2	22.28

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
2038721910 BOOKS: BRANCH ADULT	10-44-400-5	16.72
2038721910 BOOKS: BRANCH YOUTH	10-44-400-6	13.25
2038721911 MATERIAL PROCESSING SERVICES	10-42-265-0	46.00
2038721912 BOOKS: BRANCH ADULT	10-44-400-5	28.25
2038721912 BOOKS: BRANCH YOUTH	10-44-400-6	13.25
2038721913 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038721914 BOOKS: ADULT	10-44-400-1	16.72
2038721915 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038721916 BOOKS: YOUTH	10-44-400-2	13.25
2038721917 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038726070 BOOKS: ADULT	10-44-400-1	987.03
2038726070 BOOKS: YOUTH	10-44-400-2	87.75
2038726070 BOOKS: BRANCH ADULT	10-44-400-5	358.23
2038726070 BOOKS: BRANCH YOUTH	10-44-400-6	28.80
2038726071 MATERIAL PROCESSING SERVICES	10-42-265-0	376.30
2038726072 BOOKS: ADULT	10-44-400-1	239.85
2038726072 BOOKS: YOUTH	10-44-400-2	26.99
2038726072 BOOKS: BRANCH ADULT	10-44-400-5	220.02
2038726073 MATERIAL PROCESSING SERVICES	10-42-265-0	107.20
2038726074 BOOKS: ADULT	10-44-400-1	118.34
2038726074 BOOKS: YOUTH	10-44-400-2	14.40
2038726075 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038726076 BOOKS: YOUTH	10-44-400-2	12.59
2038726077 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038728638 BOOKS: ADULT	10-44-400-1	105.63
2038728638 BOOKS: YOUTH	10-44-400-2	43.57
2038728638 BOOKS: BRANCH ADULT	10-44-400-5	16.14
2038728639 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038728640 BOOKS: ADULT	10-44-400-1	16.14
2038728641 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038733323 BOOKS: ADULT	10-44-400-1	77.78
2038733323 BOOKS: YOUTH	10-44-400-2	14.54
2038733323 BOOKS: BRANCH ADULT	10-44-400-5	15.17
2038733324 MATERIAL PROCESSING SERVICES	10-42-265-0	38.40
2038733325 BOOKS: ADULT	10-44-400-1	15.17
2038733326 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038735846 BOOKS: ADULT	10-44-400-1	100.11
2038735846 BOOKS: YOUTH	10-44-400-2	100.71
2038735846 BOOKS: BRANCH ADULT	10-44-400-5	51.25
2038735846 BOOKS: BRANCH YOUTH	10-44-400-6	36.69
2038735847 MATERIAL PROCESSING SERVICES	10-42-265-0	84.70
2038735848 BOOKS: ADULT	10-44-400-1	10.91
2038735848 BOOKS: YOUTH	10-44-400-2	12.23
2038735848 BOOKS: BRANCH ADULT	10-44-400-5	117.67
2038735849 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038735850 BOOKS: ADULT	10-44-400-1	40.34
2038735850 BOOKS: YOUTH	10-44-400-2	12.23
2038735851 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038735852 BOOKS: YOUTH	10-44-400-2	12.23
2038735853 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038738580 BOOKS: ADULT	10-44-400-1	234.64
2038738580 BOOKS: YOUTH	10-44-400-2	69.17
2038738580 BOOKS: BRANCH ADULT	10-44-400-5	64.13

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038738581 MATERIAL PROCESSING SERVICES	10-42-265-0	118.80
2038738582 BOOKS: ADULT	10-44-400-1	46.85
2038738582 BOOKS: BRANCH ADULT	10-44-400-5	17.28
2038738583 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2038738584 BOOKS: ADULT	10-44-400-1	17.28
2038738585 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038741016 BOOKS: ADULT	10-44-400-1	239.74
2038741016 BOOKS: YOUTH	10-44-400-2	32.66
2038741016 BOOKS: BRANCH ADULT	10-44-400-5	16.72
2038741016 BOOKS: BRANCH YOUTH	10-44-400-6	10.94
2038741017 MATERIAL PROCESSING SERVICES	10-42-265-0	85.40
2038741018 BOOKS: ADULT	10-44-400-1	38.56
2038741018 BOOKS: BRANCH ADULT	10-44-400-5	24.22
2038741019 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038741022 BOOKS: YOUTH	10-44-400-2	10.94
2038741023 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038742992 BOOKS: ADULT	10-44-400-1	398.52
2038742992 BOOKS: YOUTH	10-44-400-2	115.51
2038742992 BOOKS: BRANCH YOUTH	10-44-400-6	14.40
2038742993 MATERIAL PROCESSING SERVICES	10-42-265-0	152.90
2038742994 BOOKS: BRANCH ADULT	10-44-400-5	140.17
2038742994 BOOKS: BRANCH YOUTH	10-44-400-6	14.40
2038742995 MATERIAL PROCESSING SERVICES	10-42-265-0	36.40
2038742996 BOOKS: YOUTH	10-44-400-2	14.40
2038742997 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038752976 BOOKS: ADULT	10-44-400-1	569.40
2038752976 BOOKS: YOUTH	10-44-400-2	221.98
2038752976 BOOKS: BRANCH ADULT	10-44-400-5	66.65
2038752976 BOOKS: BRANCH YOUTH	10-44-400-6	67.96
2038752977 MATERIAL PROCESSING SERVICES	10-42-265-0	289.90
2038752978 BOOKS: ADULT	10-44-400-1	93.94
2038752978 BOOKS: YOUTH	10-44-400-2	67.96
2038752978 BOOKS: BRANCH ADULT	10-44-400-5	47.21
2038752979 MATERIAL PROCESSING SERVICES	10-42-265-0	69.50
2038752980 BOOKS: YOUTH	10-44-400-2	10.36
2038752981 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038752982 BOOKS: YOUTH	10-44-400-2	10.36
2038752982 BOOKS: BRANCH YOUTH	10-44-400-6	13.00
2038752983 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038752994 BOOKS: YOUTH	10-44-400-2	10.97
2038755336 BOOKS: ADULT	10-44-400-1	88.15
2038755336 BOOKS: YOUTH	10-44-400-2	36.04
2038755336 BOOKS: BRANCH ADULT	10-44-400-5	35.19
2038755336 BOOKS: BRANCH YOUTH	10-44-400-6	7.27
2038755337 MATERIAL PROCESSING SERVICES	10-42-265-0	54.30
2038755338 BOOKS: ADULT	10-44-400-1	35.19
2038755338 BOOKS: YOUTH	10-44-400-2	7.27
2038755339 MATERIAL PROCESSING SERVICES	10-42-265-0	15.90
2038757381 BOOKS: ADULT	10-44-400-1	148.30
2038757381 BOOKS: YOUTH	10-44-400-2	19.48
2038757381 BOOKS: BRANCH ADULT	10-44-400-5	29.39
2038757382 MATERIAL PROCESSING SERVICES	10-42-265-0	57.60

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038757383 BOOKS: BRANCH ADULT	10-44-400-5	29.39
2038757384 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038757385 BOOKS: ADULT	10-44-400-1	29.39
2038757386 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038762587 BOOKS: ADULT	10-44-400-1	314.64
2038762587 BOOKS: YOUTH	10-44-400-2	164.73
2038762587 BOOKS: BRANCH ADULT	10-44-400-5	34.58
2038762587 BOOKS: BRANCH YOUTH	10-44-400-6	7.88
2038762588 MATERIAL PROCESSING SERVICES	10-42-265-0	154.90
2038762589 BOOKS: ADULT	10-44-400-1	34.58
2038762589 BOOKS: BRANCH YOUTH	10-44-400-6	12.99
2038762590 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038762591 BOOKS: YOUTH	10-44-400-2	7.88
2038762591 BOOKS: BRANCH YOUTH	10-44-400-6	14.54
2038762592 MATERIAL PROCESSING SERVICES	10-42-265-0	10.60
2038764730 BOOKS: ADULT	10-44-400-1	130.68
2038764730 BOOKS: YOUTH	10-44-400-2	86.28
2038764730 BOOKS: BRANCH ADULT	10-44-400-5	173.00
2038764730 BOOKS: BRANCH YOUTH	10-44-400-6	14.40
2038764731 MATERIAL PROCESSING SERVICES	10-42-265-0	102.90
2038764732 BOOKS: ADULT	10-44-400-1	172.99
2038764732 BOOKS: YOUTH	10-44-400-2	14.40
2038764733 MATERIAL PROCESSING SERVICES	10-42-265-0	45.00
2038764734 BOOKS: BRANCH ADULT	10-44-400-5	94.06
2038764735 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038766622 BOOKS: ADULT	10-44-400-1	114.48
2038766622 BOOKS: YOUTH	10-44-400-2	36.60
2038766622 BOOKS: BRANCH ADULT	10-44-400-5	107.92
2038766622 BOOKS: BRANCH YOUTH	10-44-400-6	14.52
2038766623 MATERIAL PROCESSING SERVICES	10-42-265-0	72.80
2038766624 BOOKS: ADULT	10-44-400-1	72.18
2038766624 BOOKS: YOUTH	10-44-400-2	14.53
2038766624 BOOKS: BRANCH ADULT	10-44-400-5	35.73
2038766624 BOOKS: BRANCH YOUTH	10-44-400-6	12.59
2038766625 MATERIAL PROCESSING SERVICES	10-42-265-0	30.10
2038766626 BOOKS: ADULT	10-44-400-1	35.73
2038766626 BOOKS: BRANCH ADULT	10-44-400-5	33.44
2038766627 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038767477 BOOKS: YOUTH	10-44-400-2	22.94
2038769065 BOOKS: ADULT	10-44-400-1	192.70
2038769065 BOOKS: YOUTH	10-44-400-2	40.71
2038769065 BOOKS: BRANCH ADULT	10-44-400-5	55.89
2038769065 BOOKS: BRANCH YOUTH	10-44-400-6	37.95
2038769066 MATERIAL PROCESSING SERVICES	10-42-265-0	86.70
2038769069 BOOKS: ADULT	10-44-400-1	23.04
2038769070 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038772435 BOOKS: ADULT	10-44-400-1	173.65
2038772435 BOOKS: YOUTH	10-44-400-2	73.73
2038772435 BOOKS: BRANCH ADULT	10-44-400-5	83.30
2038772435 BOOKS: BRANCH YOUTH	10-44-400-6	12.23
2038772436 MATERIAL PROCESSING SERVICES	10-42-265-0	103.60
2038772437 BOOKS: ADULT	10-44-400-1	83.30

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BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038772437 BOOKS: YOUTH	10-44-400-2	12.23
2038772438 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
BAKER & TAYLOR L0620012 (5108)	01/14/25 CK# 150026	\$53.51
2038737979 AUDIO-VISUAL: YOUTH	10-44-420-2	53.51
BAKER AND TAYLOR L4229202 (394)	01/14/25 CK# 150027	\$5,425.29
2038701859 BOOKS: ADULT	10-44-400-1	194.04
2038701859 BOOKS: YOUTH	10-44-400-2	112.80
2038701860 MATERIAL PROCESSING SERVICES	10-42-265-0	70.50
2038701861 BOOKS: ADULT	10-44-400-1	36.40
2038701861 BOOKS: BRANCH ADULT	10-44-400-5	53.01
2038701862 MATERIAL PROCESSING SERVICES	10-42-265-0	23.50
2038701863 BOOKS: ADULT	10-44-400-1	18.20
2038701863 BOOKS: BRANCH ADULT	10-44-400-5	53.02
2038701864 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038701865 BOOKS: LEASING	10-44-400-0	17.28
2038701866 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038719031 BOOKS: YOUTH	10-44-400-2	10.38
2038724444 BOOKS: ADULT	10-44-400-1	567.95
2038724444 BOOKS: YOUTH	10-44-400-2	286.41
2038724444 BOOKS: BRANCH ADULT	10-44-400-5	19.33
2038724444 BOOKS: BRANCH YOUTH	10-44-400-6	48.98
2038724445 MATERIAL PROCESSING SERVICES	10-42-265-0	105.90
2038724446 BOOKS: ADULT	10-44-400-1	49.67
2038724446 BOOKS: YOUTH	10-44-400-2	30.58
2038724446 BOOKS: BRANCH YOUTH	10-44-400-6	32.92
2038724447 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2038724448 BOOKS: ADULT	10-44-400-1	16.38
2038724448 BOOKS: YOUTH	10-44-400-2	18.40
2038724449 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038726120 BOOKS: ADULT	10-44-400-1	17.29
2038726120 BOOKS: YOUTH	10-44-400-2	189.55
2038726121 MATERIAL PROCESSING SERVICES	10-42-265-0	74.10
2038726122 BOOKS: BRANCH YOUTH	10-44-400-6	6.87
2038726123 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038735738 BOOKS: ADULT	10-44-400-1	148.56
2038735738 BOOKS: YOUTH	10-44-400-2	296.48
2038735738 BOOKS: BRANCH YOUTH	10-44-400-6	68.25
2038735739 MATERIAL PROCESSING SERVICES	10-42-265-0	174.70
2038735740 BOOKS: ADULT	10-44-400-1	35.18
2038735740 BOOKS: YOUTH	10-44-400-2	91.29
2038735740 BOOKS: BRANCH YOUTH	10-44-400-6	27.11
2038735741 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038735742 BOOKS: ADULT	10-44-400-1	16.98
2038735743 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038738608 BOOKS: ADULT	10-44-400-1	72.17
2038738608 BOOKS: YOUTH	10-44-400-2	15.45
2038738609 MATERIAL PROCESSING SERVICES	10-42-265-0	30.80
2038738612 BOOKS: ADULT	10-44-400-1	15.17
2038738613 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038741001 BOOKS: ADULT	10-44-400-1	28.49
2038741001 BOOKS: YOUTH	10-44-400-2	233.17

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038741001 BOOKS: BRANCH ADULT	10-44-400-5	70.94
2038741001 BOOKS: BRANCH YOUTH	10-44-400-6	61.38
2038741002 MATERIAL PROCESSING SERVICES	10-42-265-0	119.10
2038741003 BOOKS: ADULT	10-44-400-1	84.89
2038741003 BOOKS: YOUTH	10-44-400-2	61.38
2038741003 BOOKS: BRANCH YOUTH	10-44-400-6	21.93
2038741004 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038741005 BOOKS: ADULT	10-44-400-1	21.84
2038741005 BOOKS: BRANCH ADULT	10-44-400-5	36.71
2038741006 MATERIAL PROCESSING SERVICES	10-42-265-0	14.90
2038743904 BOOKS: ADULT	10-44-400-1	73.67
2038743904 BOOKS: YOUTH	10-44-400-2	172.12
2038743905 MATERIAL PROCESSING SERVICES	10-42-265-0	66.50
2038743906 BOOKS: ADULT	10-44-400-1	18.20
2038743906 BOOKS: BRANCH YOUTH	10-44-400-6	16.81
2038743907 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038752994 BOOKS: ADULT	10-44-400-1	81.29
2038752994 BOOKS: YOUTH	10-44-400-2	93.43
2038752994 BOOKS: BRANCH YOUTH	10-44-400-6	26.12
2038752995 MATERIAL PROCESSING SERVICES	10-42-265-0	83.10
2038752996 BOOKS: ADULT	10-44-400-1	28.51
2038752996 BOOKS: YOUTH	10-44-400-2	18.39
2038752996 BOOKS: BRANCH YOUTH	10-44-400-6	18.57
2038752997 MATERIAL PROCESSING SERVICES	10-42-265-0	36.10
2038752998 BOOKS: ADULT	10-44-400-1	29.11
2038752998 BOOKS: YOUTH	10-44-400-2	7.74
2038752998 BOOKS: BRANCH YOUTH	10-44-400-6	5.81
2038752999 MATERIAL PROCESSING SERVICES	10-42-265-0	21.20
2038765713 BOOKS: ADULT	10-44-400-1	140.05
2038765713 BOOKS: YOUTH	10-44-400-2	126.58
2038765713 BOOKS: BRANCH YOUTH	10-44-400-6	56.46
2038765714 MATERIAL PROCESSING SERVICES	10-42-265-0	98.30
2038765715 BOOKS: YOUTH	10-44-400-2	18.70
2038765715 BOOKS: BRANCH YOUTH	10-44-400-6	16.81
2038765716 MATERIAL PROCESSING SERVICES	10-42-265-0	17.20
2038765717 BOOKS: YOUTH	10-44-400-2	12.59
2038765717 BOOKS: BRANCH ADULT	10-44-400-5	19.01
2038765718 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038767477 BOOKS: ADULT	10-44-400-1	18.20
2038767477 BOOKS: YOUTH	10-44-400-2	21.88
2038767477 BOOKS: BRANCH YOUTH	10-44-400-6	21.30
2038767478 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038767479 BOOKS: YOUTH	10-44-400-2	21.31
2038767480 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
BATTERIES PLUS BULBS (416)	01/14/25 CK# 150028	\$27.78
P78725832 MISCELLANEOUS	60-43-399-0	27.78
BEGALKA COREY (6899)	01/14/25 CK# 150029	\$100.00
01232025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	100.00
BITLE INC (6184)	01/14/25 CK# 150069	\$348.00
INV01449668 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	348.00

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BLADE ELECTRIC & TECHNOLOGIES LLC (5934) 5480 SE EXPANSION TECHNOLOGY	01/14/25 CK# 150030 10-49-930-5	\$22,460.00 22,460.00
BOOK BABY (6898) D276 CC PYMT (6427) FOR AUDIO-VISUAL: ADULT	01/14/25 CK# 150073 10-44-420-1	\$49.98 49.98
BRITAIN'S EXPRESS OIL & LUBE (4669) 484779 VEHICLE MAINTENANCE: FACILITIES	01/14/25 CK# 150031 10-42-270-1	\$100.79 100.79
CABLE PLUS (6887) 1099596 SE EXPANSION TECHNOLOGY	01/14/25 CK# 150032 10-49-930-5	\$2,259.00 2,259.00
CENGAGE LEARNING INC (1368) 86066979 BOOKS: ADULT	01/14/25 CK# 150033 10-44-400-1	\$579.50 579.50
CINTAS CORPORATION LOC. #355 (4662) 1905320296 JANITORIAL SUPPLIES 4210384311 JANITORIAL SUPPLIES 4214116607 JANITORIAL SUPPLIES 4214634232 JANITORIAL SUPPLIES 4214779244 JANITORIAL SUPPLIES 4214781121 JANITORIAL SUPPLIES 4214919442 JANITORIAL SUPPLIES 4215556280 JANITORIAL SUPPLIES 4215557451 JANITORIAL SUPPLIES 4216182636 JANITORIAL SUPPLIES 4216184296 JANITORIAL SUPPLIES 4216900763 JANITORIAL SUPPLIES 4217102592 JANITORIAL SUPPLIES	01/14/25 CK# 150034 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0 10-43-370-0	\$6,272.50 94.14 44.33 69.12 224.40 108.13 1,486.94 44.33 57.54 1,290.76 57.54 1,526.66 1,224.28 44.33
CITY OF ELGIN (776) 1182025 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEEES	01/14/25 CK# 150064 10-42-290-1	\$240.00 240.00
CITY OF ELGIN (777) 24-0001149 BUILDING & GROUNDS SUPPLIES 24-00028148 BUILDING & GROUNDS SUPPLIES 24-00028149 BUILDING & GROUNDS SUPPLIES	01/14/25 CK# 150035 60-43-320-0 60-43-320-0 60-43-320-0	\$510.00 170.00 170.00 170.00
COMPLETE CLEANING COMPANY, INC. (835) AW15858 GENERAL CLEANING SERVICE AW15863 REPAIR/MAINT. OF BUILDING AW16837 GENERAL CLEANING SERVICE AW17231 GENERAL CLEANING SERVICE C29085 GENERAL CLEANING SERVICE: RAKOW C29086 GENERAL CLEANING SERVICE	01/14/25 CK# 150036 10-42-235-0 60-42-200-0 10-42-235-0 10-42-235-0 10-42-235-5 10-42-235-0	\$23,437.00 2,150.00 5,165.00 720.00 3,400.00 2,902.00 9,100.00
CONFERENCE BOOKS (6892) 13444 CC PYMT (6417) FOR BOOKS: YOUTH 41204 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE 5459607 CC PYMT (6417) FOR BOOKS: YOUTH 62197942 CC PYMT (6417) FOR BOOKS: YOUTH 846219029 CC PYMT (6417) FOR BOOKS: YOUTH 9017 CC PYMT (6417) FOR BOOKS: YOUTH	01/14/25 CK# 150066 10-44-400-2 10-44-440-0 10-44-400-2 10-44-400-2 10-44-400-2 10-44-400-2	\$266.31 51.82 61.76 36.09 23.18 29.30 64.16
CONFERENCE FOOD & BEVERAGE (6685) 12092024 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES 273680 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES 351 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES 457529 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES 670 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	01/14/25 CK# 150066 10-42-290-3 10-42-290-3 10-42-290-3 10-42-290-3 10-42-290-3	\$169.86 8.64 31.13 16.06 17.29 20.80

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONFERENCE FOOD & BEVERAGE (6685) CONTINUED ...		
78235 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	59.93
87C9 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	16.01
CONSTANT CONTACT (5729)	01/14/25 CK# 150067	\$120.00
12262024 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	120.00
CORDOBA MARIA (6564)	01/14/25 CK# 150037	\$120.00
NOV DEC PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	120.00
COSTCO (6866)	01/14/25 CK# 150064	\$159.64
810349 CC PYMT (6415) FOR FOOD & BEVERAGE: ADMIN	10-43-360-0	159.64
CRYSTAL CLEAR AQUARIUM MAINTENANCE (931)	01/14/25 CK# 150038	\$355.00
22828 ANIMAL CARE & FEEDING	10-43-340-0	355.00
DEL CARMEN BAKERY (6867)	01/14/25 CK# 150064	\$550.00
969645 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	550.00
DIGICORP, INC. (5694)	01/14/25 CK# 150039	\$7,500.00
353167 CAPITAL IMPROVEMENTS	10-49-900-0	7,500.00
DIGITAL OCEAN (6303)	01/14/25 CK# 150068	\$25.21
499474170 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	25.21
DUNN, STEVE (4907)	01/14/25 CK# 150040	\$320.00
523 CONSULT. & PROF. FEES:OTHER	10-42-225-2	320.00
DUO SECURITY, LLC (6066)	01/14/25 CK# 150065	\$360.00
11395003 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	10-42-255-1	360.00
DUPAGE CHILDREN'S MUSEUM (6888)	01/14/25 CK# 150041	\$1,000.00
01152025 EXHIBITS AND DISPLAYS	10-43-335-0	1,000.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093)	01/14/25 CK# 150042	\$3,114.00
17039 RISK MANAGEMENT: FACILITIES	50-42-210-0	3,114.00
ECKHARTZ PRESS (5854)	01/14/25 CK# 150043	\$30.95
6652 B BOOKS: ADULT	10-44-400-1	30.95
EL SANTO (6893)	01/14/25 CK# 150066	\$21.25
G2T117 CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	21.25
ELGIN AREA CHAMBER OF COMMERCE (1144)	01/14/25 CK# 150044	\$675.00
2431 DUES & MEMBERSHIPS	10-42-280-0	675.00
ELGIN FRESH MARKET (6890)	01/14/25 CK# 150064	\$539.85
12242024 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	539.85
ELGIN HISPANIC NETWORK (1154)	01/14/25 CK# 150045	\$360.00
02112 MV DUES & MEMBERSHIPS	10-42-280-0	120.00
02116 GL DUES & MEMBERSHIPS	10-42-280-0	120.00
02144 FC DUES & MEMBERSHIPS	10-42-280-0	120.00
ENGBERG ANDERSON, INC. (4014)	01/14/25 CK# 150046	\$3,224.55
23364403-9 CAPITAL IMPROVEMENTS	10-49-900-0	2,288.37
23364404-3 CONSULT. & PROF. FEES:OTHER	10-42-225-2	936.18
FACEBOOK (6067)	01/14/25 CK# 150069	\$665.26
8C8GFFU6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	200.00
HKDGKJ87P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	40.55
N7RRFU6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	200.00
QXFWHFU6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	24.71
UZ9P6GU6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	200.00

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FRIEND DEBBIE (6900) 02052025 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150047 10-42-230-3	\$250.00 250.00
GARCIA XITLALI (6561) 01042025 PUBLIC PROGRAMMING:HISPANIC SVCS	01/14/25 CK# 150048 10-42-230-1	\$200.00 200.00
GILPATRICK, KAREN (5886) 064 CONSULT. & PROF. FEES:OTHER	01/14/25 CK# 150049 10-42-225-2	\$360.00 360.00
GOROSTIETA REYES KATHIA (6902) FALL 2024 CONTINUING ED: TAP	01/14/25 CK# 150050 10-42-290-4	\$1,632.00 1,632.00
GRAINGER (1449) 9334501096 BUILDING & GROUNDS SUPPLIES 9340280818 BUILDING & GROUNDS SUPPLIES 9348394249 BUILDING & GROUNDS SUPPLIES 9355990335 SIGNAGE	01/14/25 CK# 150051 60-43-320-0 60-43-320-0 60-43-320-0 60-43-370-0	\$677.11 122.76 184.81 277.44 92.10
GRASSHOPPER (6074) 012025 CC PYMT (6416) FOR OFFICE SUPPLIES/COMPUTER 122024 CC PYMT (6416) FOR OFFICE SUPPLIES/COMPUTER	01/14/25 CK# 150065 10-43-300-2 10-43-300-2	\$40.78 20.39 20.39
GREAT BOODINI THE (6901) 01202025 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150052 10-42-230-3	\$500.00 500.00
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390) 7027 REPAIR/MAINT. OF GROUNDS 7027 REPAIR/MAINT. OF GRDS: RAKOW 7079 REPAIR/MAINT. OF GROUNDS 7079 REPAIR/MAINT. OF GRDS: RAKOW	01/14/25 CK# 150053 60-42-210-0 60-42-210-5 60-42-210-0 60-42-210-5	\$19,290.00 7,395.00 2,250.00 7,395.00 2,250.00
GUTIERREZ FERNANDO M. (6468) NOV DEC DIGITAL LIT CLASSES BILINGUAL	01/14/25 CK# 150054 10-42-230-7	\$510.00 510.00
HAGG PRESS (1505) 122146 PUBLIC RELATIONS: NEWSLETTER	01/14/25 CK# 150055 10-42-222-1	\$16,307.00 16,307.00
HELM SERVICE (5979) CHI144492P REPAIR/MAINT. OF HVAC CHI147650C REPAIR/MAINT. OF HVAC CHI147669C REPAIR/MAINT. HVAC: RAKOW CHI147670C REPAIR/MAINT. OF HVAC CHI147671C REPAIR/MAINT. HVAC: RAKOW CHI200374 REPAIR/MAINT. OF HVAC CHI200498 REPAIR/MAINT. OF HVAC	01/14/25 CK# 150056 60-42-220-0 60-42-220-0 60-42-220-5 60-42-220-0 60-42-220-5 60-42-220-0 60-42-220-0	\$18,720.92 12,323.00 2,330.42 260.92 2,017.75 348.83 650.00 790.00
HODGE KIRK (6386) FEB 2025 STORAGE/MOVING	01/14/25 CK# 150057 10-42-209-0	\$650.00 650.00
HOME DEPOT (6340) 93224591 CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	01/14/25 CK# 150064 60-43-320-0	\$473.36 473.36
HOME DEPOT (6340) WG77860097 CC PYMT (6423) FOR FURNITURE AND FIXTURES	01/14/25 CK# 150070 10-45-510-0	\$2,759.71 2,759.71
HOPKINS FORD (5405) 698744/3 VEHICLE MAINTENANCE: FACILITIES	01/14/25 CK# 150058 10-42-270-1	\$2,790.15 2,790.15
HUERTA EDGAR (6903) 01042025 PUBLIC PROGRAMMING:HISPANIC SVCS	01/14/25 CK# 150059 10-42-230-1	\$150.00 150.00
HUFFMAN, DEBORAH (1650) 122024 CONSULT. & PROF. FEES:OTHER	01/14/25 CK# 150060 10-42-225-2	\$122.50 122.50

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ILLINOIS LIBRARY ASSOCIATION (3822)	01/14/25 CK# 150072	\$520.00
301445 CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	260.00
301447 CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	260.00
INGRAM (1734)	01/14/25 CK# 150061	\$1,054.84
67771219 BOOKS: ADULT	10-44-400-1	14.99
67771220 BOOKS: ADULT	10-44-400-1	250.14
67771220 BOOKS: YOUTH	10-44-400-2	37.28
67772724 BOOKS: ADULT	10-44-400-1	61.75
67772725 BOOKS: YOUTH	10-44-400-2	131.96
67772726 BOOKS: ADULT	10-44-400-1	70.58
67772726 BOOKS: YOUTH	10-44-400-2	102.93
67772726 BOOKS: BRANCH YOUTH	10-44-400-6	8.24
67774194 BOOKS: YOUTH	10-44-400-2	17.94
67774195 BOOKS: YOUTH	10-44-400-2	54.21
67774195 BOOKS: BRANCH YOUTH	10-44-400-6	9.74
67774196 BOOKS: ADULT	10-44-400-1	14.13
67774196 BOOKS: YOUTH	10-44-400-2	231.51
67774196 BOOKS: BRANCH YOUTH	10-44-400-6	49.44
ISOLVED INC (3889)	01/14/25 CK# 150062	\$292.56
142445981 HEALTH, DENTAL & VISION INSURANCE	10-41-110-0	292.56
JEWEL-OSCO (1632)	01/14/25 CK# 150064	\$7.15
854498 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	7.15
KAITO ELECTRONIC (6897)	01/14/25 CK# 150072	\$15.00
4465 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	15.00
KANOPY LLC (5682)	01/14/25 CK# 150063	\$689.00
432126 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	689.00
KD REPAIR (6042)	01/14/25 CK# 150074	\$177.36
34521 VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	177.36
LABOY FELICIA (6904)	01/14/25 CK# 150075	\$350.00
02042025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	350.00
LASER PRO CO., INC. (1983)	01/14/25 CK# 150076	\$1,995.00
138945 OFFICE SUPPLIES/COMPUTER	10-43-300-2	698.50
139009 OFFICE SUPPLIES/COMPUTER	10-43-300-2	100.00
139055 OFFICE SUPPLIES/COMPUTER	10-43-300-2	496.50
139077 OFFICE SUPPLIES/COMPUTER	10-43-300-2	700.00
LIBRARIES FIRST (4620)	01/14/25 CK# 150077	\$1,280.00
8918 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	1,280.00
LYNGSOE SYSTEMS, INC. (4910)	01/14/25 CK# 150078	\$103,126.00
007268 SORTER LEASE	10-42-246-0	103,126.00
MAILGUN TECHNOLOGIES, INC (6058)	01/14/25 CK# 150068	\$80.00
73902745 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	80.00
MARTHA MARTINEZ (6327)	01/14/25 CK# 150079	\$421.46
01012025 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	421.46
MARTINEZ, BETTY 2 (4305)	01/14/25 CK# 150080	\$60.00
NOV DEC PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	60.00
MEDAL, CAROLE (2206)	01/14/25 CK# 150081	\$207.57
12312024 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	207.57

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MERCEDES BENZ (6896)	01/14/25 CK# 150071	\$1,603.50
896970 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	1,603.50
MICHAELS (6060)	01/14/25 CK# 150072	\$217.19
93670265 CC PYMT (6425) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	217.19
MIDWEST TAPE (2256)	01/14/25 CK# 150082	\$5,471.68
505629898 AUDIO-VISUAL: ADULT	10-44-420-1	23.24
506415103 MATERIAL PROCESSING SERVICES	10-42-265-0	105.00
506415104 MATERIAL PROCESSING SERVICES	10-42-265-0	326.83
506415105 MATERIAL PROCESSING SERVICES	10-42-265-0	24.30
506434688 AUDIO-VISUAL: ADULT	10-44-420-1	267.67
506434688 AUDIO-VISUAL: YOUTH	10-44-420-2	28.48
506434689 AUDIO-VISUAL: ADULT	10-44-420-1	120.97
506434800 AUDIO-VISUAL: ADULT	10-44-420-1	24.73
506434802 AUDIO-VISUAL: ADULT	10-44-420-1	53.97
506434803 AUDIO-VISUAL: ADULT	10-44-420-1	12.74
506454231 AUDIO-VISUAL: ADULT	10-44-420-1	180.67
506454231 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	86.96
506464695 AUDIO-VISUAL: ADULT	10-44-420-1	216.95
506464695 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	45.99
506464696 AUDIO-VISUAL: ADULT	10-44-420-1	173.18
506464697 AUDIO-VISUAL: ADULT	10-44-420-1	71.99
506464698 AUDIO-VISUAL: ADULT	10-44-420-1	20.23
506473182 AUDIO-VISUAL: ADULT	10-44-420-1	1,142.52
506473182 AUDIO-VISUAL: YOUTH	10-44-420-2	76.47
506473182 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	683.70
506473182 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	50.98
506497693 AUDIO-VISUAL: ADULT	10-44-420-1	127.43
506497694 AUDIO-VISUAL: ADULT	10-44-420-1	49.99
506497695 AUDIO-VISUAL: ADULT	10-44-420-1	13.49
506507399 AUDIO-VISUAL: ADULT	10-44-420-1	263.84
506507399 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	197.13
506529824 AUDIO-VISUAL: ADULT	10-44-420-1	352.31
506529825 AUDIO-VISUAL: ADULT	10-44-420-1	29.99
506536613 AUDIO-VISUAL: ADULT	10-44-420-1	102.69
506536613 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	102.69
506560562 AUDIO-VISUAL: ADULT	10-44-420-1	233.16
506560562 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	103.46
506561317 AUDIO-VISUAL: ADULT	10-44-420-1	26.23
506561319 AUDIO-VISUAL: ADULT	10-44-420-1	79.98
506561320 AUDIO-VISUAL: ADULT	10-44-420-1	51.72
MIDWEST TAPE / HOOPLA (6521)	01/14/25 CK# 150083	\$20,282.10
506552762 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	20,282.10
NEW YORK TIMES (2455)	01/14/25 CK# 150084	\$3,744.00
368535CB2450 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	3,744.00
NEWSBANK (2460)	01/14/25 CK# 150085	\$12,281.00
RTRN1149256 ELECTRONIC RESOURCES: DATABASES	10-44-435-0	12,281.00
NICOR GAS (2489)	01/14/25 CK# 150086	\$600.04
1203 0104 NATURAL GAS: RAKOW	10-42-200-5	600.04
OCLC (4723)	01/14/25 CK# 150087	\$11,319.13
1000417373 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	5,488.99
1000417705 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	5,830.14

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OLD NAVY (6894) 1KS72G9 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE	01/14/25 CK# 150066 10-44-440-0	\$152.22 152.22
OLIVE GARDEN (6895) 121724 CC PYMT (6423) FOR FOOD & BEVERAGE: ADMIN	01/14/25 CK# 150070 10-43-360-0	\$2,419.38 2,419.38
ORIENTAL TRADING CO., INC. (2563) 734715643 CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150064 10-42-230-3	\$119.93 119.93
OTIS ELEVATOR COMPANY (4788) 100401776373 REPAIR/MAINT. OF BUILDING	01/14/25 CK# 150088 60-42-200-0	\$1,225.23 1,225.23
OVERDRIVE, INC. (4535) 01018MA24406394 ELECTRONIC RESOURCES: EBOOKS/AUDIO	01/14/25 CK# 150089 10-44-435-2	\$3,892.75 3,892.75
PARAGON MICRO INC. (4877) S5187821 COMPUTER MAINTENANCE S5187973 COMPUTER MAINTENANCE S5187975 COMPUTER MAINTENANCE S5189950 SE EXPANSION TECHNOLOGY S5721706 COMPUTER MAINTENANCE	01/14/25 CK# 150090 10-42-255-2 10-42-255-2 10-42-255-2 10-49-930-5 10-42-255-2	\$27,849.60 12,128.95 4,142.90 394.99 10,359.96 822.80
PAYPAL, INC (6059) 152784025 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	01/14/25 CK# 150068 10-42-255-3	\$19.95 19.95
PENDERGRASS NATALIE (6905) 01302025 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150091 10-42-230-3	\$125.00 125.00
PITNEY BOWES GLOBAL FINANCIAL SEEVICES (2685) 3106958803 SAMLL EQUIP MAINT.: OFFICE	01/14/25 CK# 150092 10-42-270-2	\$362.76 362.76
PLAYAWAY PRODUCTS LLC (4273) 484489 AUDIO-VISUAL: YOUTH 484489 AUDIO-VISUAL: BRANCH YOUTH 485203 AUDIO-VISUAL: BRANCH YOUTH 485567 AUDIO-VISUAL: YOUTH 485567 AUDIO-VISUAL: BRANCH YOUTH 486310 AUDIO-VISUAL: YOUTH	01/14/25 CK# 150093 10-44-420-2 10-44-420-6 10-44-420-6 10-44-420-2 10-44-420-6 10-44-420-2	\$1,621.06 607.96 151.99 74.99 576.54 169.06 40.52
RAILS (5481) 13575 ELECT RESOURCES: PUBLIC RELATIONS 13734 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150094 10-44-435-5 10-42-230-3	\$14,029.00 13,000.00 1,029.00
RCN TECHNOLOGIES (5836) INV-157124299 COMPUTER MAINTENANCE INV-157381927 COMPUTER MAINTENANCE	01/14/25 CK# 150095 10-42-255-2 10-42-255-2	\$1,678.23 423.63 1,254.60
RIEKE OFFICE INTERIORS (4766) 71680 FURNITURE AND FIXTURES	01/14/25 CK# 150096 10-45-510-0	\$1,330.00 1,330.00
RMC IMAGING INC. (4033) 3048 COPIER/VIEWSCAN MAINTENANCE	01/14/25 CK# 150097 10-42-245-2	\$765.00 765.00
ROLL N DONUT/DOUANGCHAY'S KITCHEN (6088) 37 FOOD & BEVERAGE: ADMIN 38 FOOD & BEVERAGE: ADMIN 39 FOOD & BEVERAGE: ADMIN 40 FOOD & BEVERAGE: ADMIN 41 FOOD & BEVERAGE: ADMIN 42 FOOD & BEVERAGE: ADMIN	01/14/25 CK# 150098 10-43-360-0 10-43-360-0 10-43-360-0 10-43-360-0 10-43-360-0 10-43-360-0	\$186.30 35.10 35.10 35.10 27.00 27.00 27.00
RYAN AILEEN (6701) 2024 2025 FALL CONTINUING ED: TAP	01/14/25 CK# 150099 10-42-290-4	\$2,550.00 1,275.00

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RYAN AILEEN (6701) CONTINUED ... 24 25 FALL B CONTINUING ED: TAP	10-42-290-4	1,275.00
SAFEGARD EXTERMINATING CO. (2958) 01-2852 REPAIR/MAINT. OF BUILDING	01/14/25 CK# 150100 60-42-200-0	\$416.00 197.00
01-2853 REPAIR/MAINT. OF BLDG: DAVIS ROAD	60-42-200-9	76.00
01-2854 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	67.00
125446 REPAIR/MAINT. OF GRDS: DAVIS ROAD	60-42-210-9	76.00
SAJJAD AHSAN (6906) 12162024 BOOKS: BRANCH ADULT	01/14/25 CK# 150101 10-44-400-5	\$30.00 30.00
SAM'S CLUB DIRECT (5057) 000000 GVIZZA FOOD & BEVERAGE: ADMIN	01/14/25 CK# 150102 10-43-360-0	\$440.69 19.98
003846 GVJUSV FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	55.30
005534 GVIZKZ FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	49.24
007522 GVJKIL PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	41.66
007874 GVHQTP FOOD & BEVERAGE: ADMIN	10-43-360-0	153.19
008236 GVHXFO FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	121.32
SHALES MC NUTT CONSTRUCTION (4170) 22-031 SE EXPANSION	01/14/25 CK# 150103 10-49-930-0	\$432,352.90 424,227.90
24-021-02 CAPITAL IMPROVEMENTS	10-49-900-0	8,125.00
SHOUTBOMB LLC (5665) 974 COMPUTER MAINT: ACCESS SVCS	01/14/25 CK# 150104 10-42-255-4	\$1,704.00 1,704.00
SHOWCASES (3071) 329792 MATERIALS PROCESSING SUPPLIES	01/14/25 CK# 150105 10-43-310-0	\$319.52 60.48
329807 MATERIALS PROCESSING SUPPLIES	10-43-310-0	259.04
SIGNS BY TOMORROW (3081) 31685 PUBLIC RELATIONS: GENERAL	01/14/25 CK# 150106 10-42-222-2	\$154.44 70.22
31686 PUBLIC RELATIONS: GENERAL	10-42-222-2	84.22
SPOTIFY (6086) 122024 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	01/14/25 CK# 150066 10-42-230-2	\$19.99 19.99
STAPLES (3180) 9926721366 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	01/14/25 CK# 150064 10-43-300-1	\$45.67 45.67
STATE ELECTRIC SUPPLY (6891) 17604854 CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	01/14/25 CK# 150064 60-43-320-0	\$57.46 57.46
STORE SUPPLY HOUSE (6105) DY3QP6B2 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	01/14/25 CK# 150064 10-43-300-1	\$34.23 34.23
STUDIO GC (5252) 21043.17 SE EXPANSION	01/14/25 CK# 150107 10-49-930-0	\$5,876.47 5,876.47
TARGET (6108) 437132 CC PYMT (6427) FOR BOOKS: ADULT	01/14/25 CK# 150073 10-44-400-1	\$119.97 79.98
437132 CC PYMT (6427) FOR BOOKS: BRANCH ADULT	10-44-400-5	39.99
TORRALBA, ANN M (5755) 01182025 PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150108 10-42-230-3	\$550.00 550.00
UNIQUE MANAGEMENT SERVICES, INC. (3648) 6134666 COLLECTION AGENCY	01/14/25 CK# 150109 10-42-215-0	\$1,822.25 1,822.25
UNIVERSITY OF ILLINOIS (3458) 5560 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	01/14/25 CK# 150072 10-42-230-3	\$125.00 125.00

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UPS (5342)	01/14/25 CK# 150110	\$25.84
0000Y74056524 POSTAGE & SHIPPING	10-42-210-0	25.84
VAUGHAN PLANTSCAPES, INC. (4296)	01/14/25 CK# 150111	\$534.26
65245 REPAIR/MAINT. OF GROUNDS	60-42-210-0	290.50
65315 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VOLGISTICS (6071)	01/14/25 CK# 150064	\$70.00
12 2024 CC PYMT (6415) FOR COMPUTER MAINTENANCE	10-42-255-2	70.00
WALMART (6075)	01/14/25 CK# 150067	\$128.01
97289874 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	128.01
WEX BANK (5012)	01/14/25 CK# 150112	\$564.49
101940447 FUEL/GASOLINE: FACILITES	10-43-350-0	304.91
101940447 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	259.58
WILD GOOSE CHASE (3616)	01/14/25 CK# 150113	\$581.00
241266 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	581.00
ZIEGLER'S ACE HARDWARE (111)	01/14/25 CK# 150114	\$387.04
175318/A REPAIR/MAINT. OF BUILDING	60-42-200-0	11.57
175338/A REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	6.82
175353/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	13.28
175409/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	17.44
175434/A MISCELLANEOUS	60-43-399-0	12.34
175439/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	99.72
175470/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	17.09
175483/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	8.70
175503/A VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	40.98
175505/A VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	6.26
175533/A REPAIR/MAINT. OF BUILDING	60-42-200-0	106.91
175588/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	45.93

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS PAID REPORT FOR JANUARY, 2025

RUN DATE: 01/09/25

SUMMARY ALL FUNDS

RUN TIME: 03:30PM

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	797,017.31	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	3,760.79	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	49,854.64	*
TOTAL ALL FUNDS			850,632.74	**

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	136,784.24	8,173,552.14	47.64	17,156,500	8,982,947.86
10-31	REPLACEMENT TAXES	0.00	102,701.77	44.77	229,400	126,698.23
10-32	INTEREST EARNED	62,431.82	332,419.40	66.48	500,000	167,580.60
10-33	FINES AND FEES	17,768.76	92,206.97	42.79	215,500	123,293.03
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,700	1,700.00
10-35	DEVELOPER FEES	20,223.80	35,779.52	29.82	120,000	84,220.48
10-36	GRANTS	0.00	0.00	0.00	222,600	222,600.00
10-39	MISCELLANEOUS	4,302.00	66,052.19	58.66	112,600	46,547.81
**TOTAL	GENERAL FUND	241,510.62	8,802,711.99	47.43	18,558,300	9,755,588.01
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	6,443.09	385,006.35	47.62	808,500	423,493.65
20-31	REPLACEMENT TAXES	0.00	3,647.79	45.03	8,100	4,452.21
**TOTAL	I.M.R.F. FUND	6,443.09	388,654.14	47.59	816,600	427,945.86
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	6,281.86	375,373.41	46.49	807,500	432,126.59
**TOTAL	SOCIAL SECURITY FUND	6,281.86	375,373.41	46.49	807,500	432,126.59
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	128.77	7,697.89	47.52	16,200	8,502.11
**TOTAL	AUDIT FUND	128.77	7,697.89	47.52	16,200	8,502.11
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	2,577.16	154,002.17	47.63	323,300	169,297.83
**TOTAL	LIABILITY INS. FUND	2,577.16	154,002.17	47.63	323,300	169,297.83
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	6,443.09	385,006.35	48.86	788,000	402,993.65
**TOTAL	BUILDING & EQUIPMENT FUND	6,443.09	385,006.35	48.86	788,000	402,993.65
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	1,889.77	16,938.65	112.92	15,000	-1,938.65
**TOTAL	BUILDING RESERVE FUND	1,889.77	16,938.65	112.92	15,000	-1,938.65
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	0.00	25.00	0.01	500,000	499,975.00
**TOTAL	GIFT FUND	0.00	25.00	0.01	500,000	499,975.00
GRAND TOTAL		265,274.36	10,130,409.60	46.42	21,824,900	11,694,490.40

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	241,510.62	8,802,711.99	47.43	18,558,300	9,755,588.01
20	I.M.R.F	6,443.09	388,654.14	47.59	816,600	427,945.86
30	SOCIAL SECURITY	6,281.86	375,373.41	46.49	807,500	432,126.59
40	AUDIT	128.77	7,697.89	47.52	16,200	8,502.11
50	LIABILITY INS.	2,577.16	154,002.17	47.63	323,300	169,297.83
60	BUILDING & EQUIPMENT	6,443.09	385,006.35	48.86	788,000	402,993.65
90	SPECIAL/BUILDING RESERVE	1,889.77	16,938.65	112.92	15,000	-1,938.65
98	GIFT	0.00	25.00	0.01	500,000	499,975.00
	TOTALS ALL FUNDS	265,274.36	10,130,409.60	46.42	21,824,900	11,694,490.40

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>GENERAL FUND</u>								
<u>SALARIES & BENEFITS</u>								
10-41-100-0	SALARIES & WAGES/ADMINISTRATION	145,110.92	724,438.60	40.93	1,770,000	1,045,561.40	36.59	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	305,432.64	1,576,791.42	39.72	3,970,000	2,393,208.58	35.47	4,445,000
10-41-102-0	SALARIES & WAGES/SUPPORT	321,792.76	1,614,966.23	41.41	3,900,000	2,285,033.77	37.04	4,360,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	38,978.95	178,741.60	38.86	460,000	281,258.40	34.71	515,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	61,270.57	472,555.48	38.26	1,235,000	762,444.52	33.75	1,400,000
10-41-111-0	LIFE INSURANCE	828.11	4,889.65	49.89	9,800	4,910.35	40.75	12,000
*TOTAL	SALARIES & BENEFITS	873,413.95	4,572,382.98	40.30	11,344,800	6,772,417.02	35.97	12,712,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	8,310.37	28,219.40	33.20	85,000	56,780.60	27.67	102,000
10-42-200-5	NATURAL GAS: RAKOW	159.47	316.43	7.03	4,500	4,183.57	5.86	5,400
10-42-200-7	NATURAL GAS: SOUTH ELGIN	226.33	615.97	14.67	4,200	3,584.03	12.08	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	163.41	366.18	3.66	10,000	9,633.82	3.05	12,000
10-42-201-0	ELECTRICITY	24,241.93	174,133.28	65.71	265,000	90,866.72	54.76	318,000
10-42-201-5	ELECTRICITY: RAKOW	2,720.06	12,226.78	34.93	35,000	22,773.22	29.11	42,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	232.68	1,504.61	28.93	5,200	3,695.39	23.88	6,300
10-42-201-9	ELECTRICITY: DAVIS ROAD	402.53	1,933.42	19.33	10,000	8,066.58	16.11	12,000
10-42-202-0	WATER & SEWER	1,991.76	8,713.30	45.86	19,000	10,286.70	38.22	22,800
10-42-202-5	WATER & SEWER: RAKOW	581.85	2,146.79	39.03	5,500	3,353.21	32.53	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	202.87	1,327.98	34.05	3,900	2,572.02	28.87	4,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	22.08	72.01	3.00	2,400	2,327.99	2.57	2,800
10-42-203-1	TELEPHONE/LINE CHARGES	2,579.20	7,576.74	43.54	17,400	9,823.26	36.43	20,800
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	3,211.79	16,645.85	35.27	47,200	30,554.15	29.41	56,600
10-42-203-4	TELEPHONE: MOBILE	107.78	2,683.67	26.31	10,200	7,516.33	22.00	12,200
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	15,072.30	37.68	40,000	24,927.70	31.40	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	23,466.68	23.47	100,000	76,533.32	19.56	120,000
10-42-205-0	BANKING FEES	1,126.01	6,372.45	44.25	14,400	8,027.55	36.83	17,300
10-42-206-0	DEBT CERT PRINCIPAL	125,000.00	125,000.00	100.00	125,000	0.00	92.59	135,000
10-42-206-5	DEBT CERT INTEREST	5,374.63	5,374.63	58.42	9,200	3,825.37	53.75	10,000
10-42-209-0	STORAGE/MOVING	650.00	3,250.00	92.86	3,500	250.00	77.38	4,200
10-42-210-0	POSTAGE & SHIPPING	295.74	6,138.49	34.10	18,000	11,861.51	28.42	21,600
10-42-215-0	COLLECTION AGENCY	1,329.75	6,224.33	41.50	15,000	8,775.67	34.58	18,000
10-42-220-2	LEGAL PUBLICATIONS	1,173.57	1,476.02	67.09	2,200	723.98	56.77	2,600
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	12,652.00	40,169.00	24.83	161,800	121,631.00	20.71	194,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	4,582.56	7,233.72	24.94	29,000	21,766.28	20.79	34,800
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	168.00	240.00	1.60	15,000	14,760.00	1.33	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	1,127.50	3,830.50	3.83	100,000	96,169.50	3.19	120,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	1,090.62	1,915.00	12.12	15,800	13,885.00	10.13	18,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	509.69	7,187.05	31.94	22,500	15,312.95	26.62	27,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	3,680.07	21,458.68	46.35	46,300	24,841.32	38.66	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	11.61	123.63	11.24	1,100	976.37	9.51	1,300
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	850.00	850.00	15.45	5,500	4,650.00	12.88	6,600
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	200.00	350.00	7.29	4,800	4,450.00	6.14	5,700
10-42-235-0	GENERAL CLEANING SERVICE	16,815.00	65,015.00	33.83	192,200	127,185.00	28.18	230,700
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	2,902.00	14,510.00	30.48	47,600	33,090.00	25.37	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	375.00	2,039.88	12.59	16,200	14,160.12	10.46	19,500
10-42-245-0	COPIER LEASES	1,015.65	4,888.27	39.74	12,300	7,411.73	33.25	14,700
10-42-245-1	COPIER LEASES: PRAD	1,642.00	8,210.00	41.46	19,800	11,590.00	34.64	23,700
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	283.83	3,241.69	29.20	11,100	7,858.31	24.37	13,300

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-245-3	COPIER MAINTENANCE: PRAD	1,388.26	5,753.07	24.27	23,700	17,946.93	20.26	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	4,335.20	34,102.67	35.60	95,800	61,697.33	29.65	115,000
10-42-255-2	COMPUTER MAINTENANCE	18,108.39	91,132.71	33.69	270,500	179,367.29	28.08	324,500
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	262.16	17,512.04	34.14	51,300	33,787.96	28.47	61,500
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	1,300.13	32,836.98	20.17	162,800	129,963.02	16.81	195,400
10-42-260-0	COMPUTER CATALOG SERVICE	0.00	30,963.29	97.06	31,900	936.71	80.84	38,300
10-42-265-0	MATERIAL PROCESSING SERVICES	7,590.01	59,375.42	42.41	140,000	80,624.58	35.34	168,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	265.37	1,163.76	5.82	20,000	18,836.24	4.85	24,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	2,621.62	4,251.92	42.52	10,000	5,748.08	35.43	12,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	0.00	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	3,266.61	17,297.00	37.60	46,000	28,703.00	31.34	55,200
10-42-280-0	DUES & MEMBERSHIPS	2,595.00	10,184.00	50.92	20,000	9,816.00	42.43	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	1,933.40	4,282.37	14.27	30,000	25,717.63	11.90	36,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	665.37	2,806.03	70.15	4,000	1,193.97	58.46	4,800
10-42-290-3	CONFERENCES: ALL EXPENSES	11,862.72	19,406.79	32.34	60,000	40,593.21	26.95	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	0.00	160.00	13.33	1,200	1,040.00	10.67	1,500
10-42-299-0	CONTINGENCY	458.80	6,093.37	121.87	5,000	-1,093.37	101.56	6,000
*TOTAL	CONTRACTUAL SERVICES	297,543.51	975,966.25	35.82	2,724,500	1,748,533.75	30.00	3,253,000
<u>SUPPLIES</u>								
10-43-300-1	OFFICE SUPPLIES/GENERAL	822.63	6,588.28	65.88	10,000	3,411.72	54.90	12,000
10-43-300-2	OFFICE SUPPLIES/COMPUTER	4,458.63	15,144.00	42.18	35,900	20,756.00	35.22	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	317.45	2,859.45	43.99	6,500	3,640.55	36.66	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	776.84	2,565.42	13.79	18,600	16,034.58	11.50	22,300
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,148.26	4,086.29	23.35	17,500	13,413.71	19.46	21,000
10-43-330-0	GRAPHICS SUPPLIES	1,107.36	2,177.16	20.93	10,400	8,222.84	17.56	12,400
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	250.74	1,641.17	41.03	4,000	2,358.83	34.19	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	126.75	131.74	4.39	3,000	2,868.26	3.66	3,600
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	54.53	410.29	12.07	3,400	2,989.71	10.01	4,100
10-43-335-0	EXHIBITS AND DISPLAYS	376.57	5,596.22	15.81	35,400	29,803.78	13.17	42,500
10-43-340-0	ANIMAL CARE & FEEDING	710.00	1,775.00	41.28	4,300	2,525.00	34.80	5,100
10-43-350-0	FUEL/GASOLINE: FACILITES	420.93	1,655.54	25.47	6,500	4,844.46	21.22	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	480.87	1,882.32	17.11	11,000	9,117.68	14.26	13,200
10-43-360-0	FOOD & BEVERAGE: ADMIN	157.61	482.89	6.61	7,300	6,817.11	5.49	8,800
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	289.16	599.33	11.99	5,000	4,400.67	9.99	6,000
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	202.33	446.82	26.28	1,700	1,253.18	22.34	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	0.00	210.87	8.43	2,500	2,289.13	7.03	3,000
10-43-370-0	JANITORIAL SUPPLIES	9,886.94	41,986.42	44.20	95,000	53,013.58	36.83	114,000
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	523.83	2,995.58	29.96	10,000	7,004.42	24.96	12,000
10-43-399-0	MISCELLANEOUS	186.47	1,308.32	26.17	5,000	3,691.68	21.81	6,000
*TOTAL	SUPPLIES	22,297.90	95,217.95	31.55	301,800	206,582.05	26.30	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	12,494.78	37,352.14	21.91	170,500	133,147.86	18.26	204,600
10-44-400-2	BOOKS: YOUTH	7,502.49	24,072.08	25.80	93,300	69,227.92	21.49	112,000
10-44-400-4	IN-HOUSE REFERENCE	115.34	344.69	28.72	1,200	855.31	24.62	1,400
10-44-400-5	BOOKS: BRANCH ADULT	3,654.54	9,972.29	20.56	48,500	38,527.71	17.13	58,200

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-44-400-6	BOOKS: BRANCH YOUTH	1,572.43	5,014.98	29.16	17,200	12,185.02	24.23	20,700
10-44-410-0	PERIODICALS	1,748.88	2,756.48	21.70	12,700	9,943.52	18.13	15,200
10-44-410-5	PERIODICALS: BRANCH	-11.80	118.20	2.96	4,000	3,881.80	2.46	4,800
10-44-420-1	AUDIO-VISUAL: ADULT	7,670.97	21,802.54	25.71	84,800	62,997.46	21.42	101,800
10-44-420-2	AUDIO-VISUAL: YOUTH	1,847.54	5,914.28	39.43	15,000	9,085.72	32.86	18,000
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	1,577.26	6,259.69	25.04	25,000	18,740.31	20.87	30,000
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	311.32	1,939.36	22.82	8,500	6,560.64	19.01	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	32,499.93	101,845.34	63.65	160,000	58,154.66	53.04	192,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	621.60	14,595.35	48.65	30,000	15,404.65	40.54	36,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	20,904.34	79,070.26	31.19	253,500	174,429.74	25.99	304,200
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	21,163.08	107,228.87	36.92	290,400	183,171.13	30.78	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	0.00	4,670.01	15.94	29,300	24,629.99	13.27	35,200
10-44-440-0	TOYS & KITS: KIDSPACE	615.57	2,904.06	25.70	11,300	8,395.94	21.51	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	204.62	462.06	4.53	10,200	9,737.94	3.76	12,300
*TOTAL	MATERIALS	114,492.89	534,451.80	37.94	1,408,700	874,248.20	31.62	1,690,400
	<u>EQUIPMENT</u>							
10-45-500-0	COMPUTER EQUIPMENT	10,428.59	95,595.30	38.24	250,000	154,404.70	31.87	300,000
10-45-510-0	FURNITURE AND FIXTURES	626.36	2,062.42	3.08	67,000	64,937.58	2.56	80,500
10-45-520-0	OFFICE EQUIPMENT	0.00	492.82	2.45	20,100	19,607.18	2.04	24,200
10-45-530-0	AUDIO-VISUAL EQUIPMENT	3,767.45	4,443.10	28.48	15,600	11,156.90	23.76	18,700
10-45-540-0	SMALL LIBRARY EQUIPMENT	0.00	1,964.79	18.71	10,500	8,535.21	15.59	12,600
10-45-599-0	CONTINGENCY	119.00	238.00	4.76	5,000	4,762.00	3.97	6,000
*TOTAL	EQUIPMENT	14,941.40	104,796.43	28.46	368,200	263,403.57	23.71	442,000
	<u>CAPITAL IMPROVEMENTS</u>							
10-49-900-0	CAPITAL IMPROVEMENTS	33,853.17	136,545.30	26.64	512,500	375,954.70	21.01	650,000
10-49-930-0	SE EXPANSION	551,766.42	751,158.30	18.91	3,972,000	3,220,841.70	15.65	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	585,619.59	887,703.60	18.75	4,733,500	3,845,796.40	15.31	5,800,000
**TOTAL	GENERAL FUND	1908,309.24	7,170,519.01	34.34	20,881,500	13,710,980.99	29.56	24,259,400
	<u>I.M.R.F. FUND</u>							
	<u>SALARIES & BENEFITS</u>							
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	68,958.12	345,648.26	39.28	880,000	534,351.74	34.56	1,000,000
*TOTAL	SALARIES & BENEFITS	68,958.12	345,648.26	39.28	880,000	534,351.74	34.56	1,000,000
**TOTAL	I.M.R.F. FUND	68,958.12	345,648.26	39.28	880,000	534,351.74	34.56	1,000,000
	<u>SOCIAL SECURITY FUND</u>							
	<u>SALARIES & BENEFITS</u>							
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	59,854.98	310,324.42	40.58	764,800	454,475.58	35.67	870,000
*TOTAL	SALARIES & BENEFITS	59,854.98	310,324.42	40.58	764,800	454,475.58	35.67	870,000
**TOTAL	SOCIAL SECURITY FUND	59,854.98	310,324.42	40.58	764,800	454,475.58	35.67	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 ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>LIABILITY INS. FUND</u>								
<u>SALARIES & BENEFITS</u>								
50-41-100-0	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00	24,000	24,000.00	0.00	28,800
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	901.61	2,566.47	16.04	16,000	13,433.53	13.37	19,200
*TOTAL	SALARIES & BENEFITS	901.61	2,566.47	6.42	40,000	37,433.53	5.35	48,000
<u>CONTRACTUAL SERVICES</u>								
50-42-200-0	GENERAL INSURANCE	0.00	5.00	0.00	160,000	159,995.00	0.00	195,000
50-42-210-0	RISK MANAGEMENT: FACILITIES	1,537.95	13,055.82	19.49	67,000	53,944.18	15.92	82,000
50-42-210-1	RISK MANAGEMENT: HR	500.00	13,110.57	92.98	14,100	989.43	77.12	17,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	27,553.19	27,553.19	30.45	90,500	62,946.81	25.28	109,000
*TOTAL	CONTRACTUAL SERVICES	29,591.14	53,724.58	16.20	331,600	277,875.42	13.33	403,000
**TOTAL	LIABILITY INS. FUND	30,492.75	56,291.05	15.15	371,600	315,308.95	12.48	451,000
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	18,604.96	82,832.70	37.48	221,000	138,167.30	31.23	265,200
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	4,698.22	15,338.03	37.41	41,000	25,661.97	31.17	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	608.00	1,703.84	15.49	11,000	9,296.16	12.91	13,200
60-42-210-0	REPAIR/MAINT. OF GROUNDS	20,861.52	69,610.04	37.63	185,000	115,389.96	31.36	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	9,099.00	34,280.30	48.28	71,000	36,719.70	40.24	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	12,402.17	33,932.94	24.41	139,000	105,067.06	20.34	166,800
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	609.75	10,648.33	34.91	30,500	19,851.67	29.09	36,600
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	0.00	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	66,883.62	250,389.40	32.21	777,300	526,910.60	26.85	932,700
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	3,131.70	7,263.28	31.44	23,100	15,836.72	26.13	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	390.54	1,963.48	39.27	5,000	3,036.52	32.72	6,000
*TOTAL	SUPPLIES	3,522.24	10,371.06	29.72	34,900	24,528.94	24.69	42,000
<u>EQUIPMENT</u>								
60-45-500-1	MAINTENANCE EQUIPMENT: MAJOR	0.00	7,500.00	32.33	23,200	15,700.00	26.98	27,800
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	1,048.57	2,002.08	40.04	5,000	2,997.92	33.37	6,000
60-45-599-0	MISCELLANEOUS	0.00	0.00	0.00	1,000	1,000.00	0.00	1,200
*TOTAL	EQUIPMENT	1,048.57	9,502.08	32.54	29,200	19,697.92	27.15	35,000
**TOTAL	BUILDING & EQUIPMENT FUND	71,454.43	270,262.54	32.12	841,400	571,137.46	26.77	1,009,700
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	151.87	743.24	41.29	1,800	1,056.76	29.73	2,500
*TOTAL	CONTRACTUAL SERVICES	151.87	743.24	41.29	1,800	1,056.76	29.73	2,500

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>CAPITAL IMPROVEMENTS</u>								
90-50-900-0	CAPITAL EXPENDITURES	0.00	0.00	0.00	700,000	700,000.00	0.00	749,900
*TOTAL	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	700,000	700,000.00	0.00	749,900
**TOTAL	BUILDING RESERVE FUND	151.87	743.24	0.11	701,800	701,056.76	0.10	752,400
<u>GIFT FUND</u>								
<u>SUPPLIES</u>								
98-43-399-0	GIFT FUND EXPENSES	85,150.00	85,338.80	92.56	92,200	6,861.20	14.41	592,200
*TOTAL	SUPPLIES	85,150.00	85,338.80	92.56	92,200	6,861.20	14.41	592,200
**TOTAL	GIFT FUND	85,150.00	85,338.80	92.56	92,200	6,861.20	14.41	592,200
<u>FUND SUMMARY</u>								
10	GENERAL	1908,309.24	7,170,519.01	34.34	20,881,500	13,710,980.99	29.56	24,259,400
20	I.M.R.F	68,958.12	345,648.26	39.28	880,000	534,351.74	34.56	1,000,000
30	SOCIAL SECURITY	59,854.98	310,324.42	40.58	764,800	454,475.58	35.67	870,000
40	AUDIT	0.00	13,820.00	86.38	16,000	2,180.00	76.78	18,000
50	LIABILITY INS.	30,492.75	56,291.05	15.15	371,600	315,308.95	12.48	451,000
60	BUILDING & EQUIPMENT	71,454.43	270,262.54	32.12	841,400	571,137.46	26.77	1,009,700
90	SPECIAL/BUILDING RESERVE	151.87	743.24	0.11	701,800	701,056.76	0.10	752,400
98	GIFT	85,150.00	85,338.80	92.56	92,200	6,861.20	14.41	592,200
	TOTALS ALL FUNDS	2224,371.39	8,252,947.32	33.62	24,549,300	16,296,352.68	28.50	28,952,700

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 20,137,500	\$	9,652,480	47.9%
Fines and Fees	\$ 215,500	\$	92,207	42.8%
Misc Income	\$ 614,300	\$	398,472	64.9%
Developer Fees	\$ 120,000	\$	35,780	29.8%
Grants	\$ 222,600	\$	-	0.0%
Total Revenues	<u>\$ 21,309,900</u>	<u>\$</u>	<u>10,178,938</u> *	<u>47.8%</u>
EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 13,029,600	\$	6,227,526 ^	47.8%
Contractual Services	\$ 3,849,400	\$	1,756,802	45.6%
Supplies	\$ 336,700	\$	149,969	44.5%
Materials	\$ 1,408,700	\$	718,820	51.0%
Equipment	\$ 397,400	\$	129,168	32.5%
Capital Improvements	\$ 4,733,500	\$	1,871,719	39.5%
Total Expenditures	<u>\$ 23,755,300</u>	<u>\$</u>	<u>10,854,003</u> **	<u>45.7%</u>

*tax receipts only through 01/09/2024

^payroll posted through 12/31/2024

**invoices posted through 01/09/2025

Personnel				
FY 2024 25				
	Full Time	Part Time	Total	FTE
DECEMBER	96	119	215	145.89
New Hires	0	2	2	1.07
Separations	0	2	2	1.07
Current	96	119	215	145.89
DECEMBER	Hours	# of Vol		
	704	92		
YTD (Jan-Dec 2024)	10,258	480		
YTD Value of Volunteer Hours				\$ 337,898



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
242	12/15/2024	Alarming and Disturbing Behavior Failure to Follow Staff Directives	Main	1 Year	No	12/15/2025
243	12/15/2024	Alarming and Disturbing Behavior Failure to Follow Staff Directives	Main	1 Year	No	12/15/2025
244	12/15/2024	Alarming and Disturbing Behavior Failure to Follow Staff Directives	Main	1 Year	No	12/15/2025

EXECUTIVE SUMMARY: FY 2024-2025 Computer Replacements – Part 2

As we are moving into the second part of our fiscal year, we are requesting the purchase of an additional sixteen (16) Dell OptiPlex computers. I am pleased to announce that this batch of computers will allow us to finally complete the lengthy Windows 11 upgrade project.

The Gail Borden Public Library Information Technology (IT) Department currently strives to maintain a 5-year refresh on all critical computers within the 3 library facilities. As such, IT generally budgets an amount annually to cover the number of computers we wish to replace in that fiscal year.

As mentioned in July, the Library Board approved a total of \$54,000.00 for the replacement of computers and laptops. To date, we have spent a little over \$28,000.00 on computers and laptops, which leaves us around \$26,000.00 to spend on additional equipment. This request will complete our desktop replacements for FY 2024-2025. The remaining money will be spent on laptops.

The attached proposal is for the purchase of sixteen (16) Dell OptiPlex 7020 desktop computers. These specific systems will be used primarily for the computer lab at the Main Library. Information Technology will cascade those existing computers to replace the oldest used by staff or patrons. The oldest systems are then wiped and recycled.

Please consider approving \$20,479.84 for the purchase of sixteen (16) desktop computers from Paragon Micro. This pricing is provided by Paragon Micro and is below GSA pricing available through other vendors.

Thank you for your consideration.

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

Paragon Micro

PO Box 775695
Chicago IL 60677-5695



Quote

Q5190763

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

Bill To:

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

Ship To:

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

Date:	Expires:
12/19/2024	1/18/2025
Sales Rep	
Russo, Jeff 847-719-8417 jrusso@paragonmicro.com	
Customer Contact	
Contact: Hoeg, Brian Account: GB15733 PO#: Phone: Email: bhoeg@gailborden.info	

Quote Name	Terms	Cost Center
Dell Opt SFF Plus 7020 - i7/16GB/512GB SSD/DVDRW/Win11/AutoPilot/Image/3Yr (16)	Net 30	

External Notes

Qty	MPN	Description	Notes	Unit Price	Total
16	CUST-DT-DELL	<p>Dell OptiPlex SFF Plus 7020 - Intel Core i7-14700 / 16GB RAM / 512GB SSD / Win 11 Pro / Intel Integrated Graphics / DVDRW / Win AutoPilot / Ready Image / 3Yr Basic Support</p> <p>OptiPlex Small Form Factor Plus 7020 210-BKWL 1 Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.3 GHz Turbo, 65W) 338-CNCK 1 Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish 619-ARSB 1 Activate Your Microsoft 365 For A 30 Day Trial 658-BCSB 1 16 GB: 2 x 8 GB, DDR5 370-BBPQ 1 M.2 2230 512GB PCIe NVMe SSD Class 35 400-BQSB 1 M.2 22x30 Thermal Pad 412-AAQT 1 M2X3.5 Screw for SSD/DDPE 773-BBBC 1 NO RAID 817-BBBN 1 Intel Integrated Graphics 490-BBFG 1 OptiPlex SFF Plus with 260W Bronze Power Supply 329-BJWJ 1 System Power Cord (Philippine/TH/US) 450-AAOJ 1 DVD+/-RW Bezel 325-BDSH 1 8x DVD+/-RW 9.5mm Slimline Optical Disk Drive 429-ABFH 1 CyberLink Media Essentials for Windows 430-XYIX 1 No Media Card Reader 379-BBHM 1 No Wireless LAN Card 555-BKHY 1 No Additional Video Ports 492-BCKH 1 Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black 580-AJJG 1 Mouse included with Keyboard 570-AADI 1 No Cover Selected 325-BCZQ 1 Dell Additional Software 634-CHFP 1 ENERGY STAR Qualified 387-BBLW 1 SERI Guide (ENG/FR/Multi) 340-AGIK 1 Watch Dog SRV 379-BFMR 1 Quick Start Guide, OptiPlex SFF Plus 340-DMJC 1 Print on Demand Label 389-BDQH 1 Trusted Platform Module (Discrete TPM Enabled) 329-BBJL 1 Shipping Material 340-CQYR 1 Shipping Label 389-BBUU 1 Regulatory Label for OptiPlex SFF Plus PSU DAO 389-FFZD 1 Intel® Rapid Storage Technology Driver 658-BFSK 1 Intel Core i7 vPro Enterprise Processor Label 389-EDDR 1 Desktop BTS/BTP Shipment 800-BBIP 1 No Additional Add In Cards 382-BBHX 1 No Additional Network Card Selected (Integrated NIC included) 555-BBJO 1 Configuration Matérielle Fixe 998-GRXP 1 EPEAT 2018 Registered (Silver) 379-BDTO 1 Windows AutoPilot 634-BRWG 1 Internal Speaker 520-AARD 1 Intel vPro® Enterprise 631-BBQN 1 Dell Limited Hardware Warranty Plus Service 812-3886 1 Onsite/In-Home Service After Remote Diagnosis 3 Years 812-3887 1 Ready Image for Client PC 365-8303 1 CFI,INFO,LANG,ENGLISH,US,Factory Install 382-1755 1 CFI,INFO,WIN 11 PRO,OEM,FACT 382-4389 1</p>	Mfg # 3000179054800	1,279.99	20,479.84

Paragon Micro

PO Box 775695
Chicago IL 60677-5695



Quote

Q5190763

Date:	Expires:
12/19/2024	1/18/2025

Qty	MPN	Description	Notes	Unit Price	Total
		CFI,INFO,WIN11,UPDT,22H2.FACT 382-6357 1 System Box Asset Label 365-0538 1			
				Subtotal	20,479.84
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$20,479.84

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

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

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

Accepted By: Printed Name _____

Purchase Order # _____

Authorized Signature _____

Date _____

Gail Borden Public Library Policy on Unattended Children and Vulnerable Adults

1. Purpose The purpose of this policy is to ensure the safety and well-being of children and vulnerable adults while they are in the library. The library strives to provide a welcoming, secure, and supportive environment for all visitors, and this policy outlines the expectations for unattended children and vulnerable adults.

2. Scope This policy applies to all individuals visiting the library, including children and vulnerable adults, and sets forth guidelines for the behavior, supervision, and responsibilities of both the library staff and the caregivers of these individuals.

3. Definitions

- **Children:** Individuals under the age of 18.
- **Vulnerable Adults:** Individuals who are over 18 and may have a physical, mental, or emotional disability that affects their ability to care for themselves or make decisions.
- **Caregiver:** A responsible adult who accompanies a child or vulnerable adult to the library, ensuring their safety and appropriate behavior.
- **Unattended:** A child or vulnerable adult is considered unattended if they are at the library without an accompanying responsible adult or caregiver.

4. Unattended Children

- **Responsibility:** Parents, guardians, and caregivers are responsible for the supervision and behavior of children while they are in the library.
- **Behavior:** If a child is found causing disruption, distressing other patrons, or engaging in unsafe behavior, library staff will attempt to contact the responsible adult. If the responsible adult is not reachable, the child may be asked to leave or may be kept in a designated area until the responsible adult arrives.
- **After Hours:** Children must be picked up by the library's closing time. If no responsible adult is present by closing time, the library will contact local authorities to ensure the child's safety.

5. Unattended Vulnerable Adults

- **Responsibility:** Vulnerable adults should be accompanied by a caregiver, family member, or other responsible adult while at the library unless they can demonstrate the ability to care for themselves independently.
- **Behavior:** If a vulnerable adult is engaged in unsafe or disruptive behavior, library staff will attempt to contact the responsible adult or caregiver. If no caregiver can be located, library staff may contact emergency services for assistance.
- **Support:** The library is committed to providing reasonable accommodations to assist vulnerable adults in accessing library services. This accommodation may include additional support from staff, accessible resources, or assistance in ensuring the individual's safety and comfort.

6. Library Staff Roles and Responsibilities

- **Safety Monitoring:** Library Security staff will monitor library spaces for unattended children and vulnerable adults to ensure their safety. Staff will intervene if necessary to prevent harm or resolve disruptive behavior.
- **Communication with Caregivers:** If a child or vulnerable adult is found unattended, library Security staff will attempt to contact the responsible adult or caregiver immediately. If available, staff will use the contact information on file.
- **Handling Emergencies:** In an emergency, library Security staff will prioritize the individual's safety and well-being and may contact emergency services as needed.

7. Violations

- **Unattended Children:** If a child is found unattended and no responsible adult is available, staff will attempt to contact the parent or caregiver. If the adult cannot be reached, staff may call law enforcement to ensure the child's safety.
- **Unattended Vulnerable Adults:** If a vulnerable adult is left without a caregiver and is in distress, library staff will take appropriate steps to assist, including contacting emergency services or social services if necessary.

8. Exceptions

- **Programs and Events:** For certain library programs and events, children and vulnerable adults may be left in the care of trained library staff or volunteers. The program guidelines will clearly communicate these exceptions.

This policy is used in conjunction with the *Rules of Conduct* ordinance and Article V. of the Library Bill of Rights, *Free Access to Libraries for Minors*.

3.10.2 Background Checks

Gail Borden Public Library strives to provide a safe and secure environment for both the public and library staff. To safeguard the welfare of all its customers, staff, and volunteers, the Library performs a variety of different background checks for employees and volunteers.

Types of Background Checks

Criminal Background

The purpose of criminal background check screenings is to identify individuals who may pose a risk in working directly with the library's assets or resources; who might endanger the safety of our customers, staff, or volunteers; or who otherwise may not be suitable for working in our library environment.

The Library requests criminal background checks on all individuals who are offered an opportunity to work or volunteer in the Library. Individuals who are under 18 years of age will not have a background check performed. A consent for the background check will be requested before it is performed.

If a criminal background check reveals any conviction(s), the Library will determine the individual's suitability for the position on a case-by-case basis. A criminal record will not automatically disqualify an individual from an employment or volunteer position. Factors considered in determining suitability may include, but are not limited to, the following: nature and gravity of the offense; time since the conviction; the nature of the work to be performed; age of the candidate at the time of the offense; the number of offenses; and any other relevant information, which may be submitted by the individual.

Offers of employment and volunteer opportunities are contingent on the receipt and evaluation of the background check. Failure to provide consent to a background check or required information to assess suitability for a position could result in the withdrawal or suspension of an employment or volunteer position offer. The Library does not request, nor does it consider, information regarding arrests or sealed/expunged records. All information obtained from background checks will be kept confidential to the extent required by law and shared only with select management to determine feasibility of employment or volunteer opportunities.

In addition, the Library will eliminate from further consideration an individual's application for employment or volunteer opportunity in which the applicant provides false, misleading, or willfully deceptive information on their application, resume, or interview. Employees who have been hired based on false information are subject to discipline, up to and including termination of employment.

Driving Record

Staff who regularly drive a library-owned vehicle or their personal vehicle to perform Library functions, will be asked to obtain a copy of their driving record history from the Illinois Secretary of State. Driving records will be reviewed on an annual basis.

Employees and volunteers who use their personal vehicles to conduct Library business must also periodically provide information about their driver's license and personal vehicle liability insurance.

Reference and Other Information Requests by Outside Organizations

Occasionally, outside organizations or individuals request information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain security and confidentiality of personnel records, all such requests should be made to the Human Resources Department.

Requests from a prospective employer for a current or former employee, the Library will disclose the following information:

- Employee's hire and end dates of employment
- Title of last position held

In response to information requests for additional information (e.g., salary information), the Library will generally only release information if a signed consent form is provided by the employee or former employee.

Managers who receive requests for recommendation letters from their employees must have the written letters reviewed by Human Resources. Copies of recommendation letters should be given to Human Resources.

Government and/or Law Enforcement Requests

The only exception to the above procedures applies to information requests received from federal, state, or local authorities, or Freedom of Information Act (FOIA) requests. Where the Library is asked to release information in response to a subpoena, Human Resources will attempt to inform the individual about the disclosure. However, the Library reserves the right to refrain from informing an individual due to an ongoing investigation.

Revised by the board 1/14/25

6.05.4 Voting Time

The Library encourages employees to fulfill their civic responsibilities by participating in elections. In accordance with Illinois law, employees may request up to 2 hours of paid time to vote on an Election Day if the employee starts work less than 2 hours after the polls open and ends their work shift less than 2 hours before polls close.

Employees must notify their manager of the need for voting time at least one day in advance. The manager will notify the employee of the time assigned for voting purposes. Proof of attendance at the polls may be required.

Revised by the Board 1/14/25

7.10 Professional Memberships and Activities

Employees are encouraged to participate in and become members of civic, educational, and professional organizations. The Library will pay membership fees for American Library Association (ALA) and Illinois Library Association (ILA) participation for its full-time librarians. Student membership costs will be paid for employees actively pursuing their Master of Library and Information Science degree.

Other professional memberships fees for full-time or part-time employees are at the discretion of the Chief Executive Officer and availability of adequate funds. Payment or reimbursement of membership fees or other costs must meet guidelines set forth by the Finance Department.

Employees may be granted time off during working hours by their Department Director or Division Chief to attend meetings hosted by civic, educational, or professional organizations.

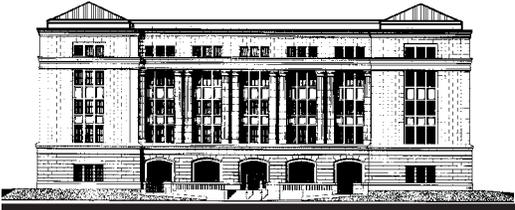
Also, time off with pay is allowed for employees to attend library conferences, workshops, and other professional meetings. Attendance at such events must be pre-approved by the appropriate Division Chief. Refer to policy 7.30 Travel/Mileage and Other Expense Reimbursements regarding guidelines pertaining to conference, seminar, and other travel reimbursement.

Revised by Board 1/14/25

Virtual Meetings While Under Disaster Proclamation

The law that mandates the recording of virtual meetings under a disaster proclamation went into effect on June 12, 2020, following our first virtual meeting. According to the Attorney General’s Office, the verbatim record may be destroyed no earlier than 18 months after the completion of the meeting. This destruction can only occur after the public body has approved the removal of a specific recording and the minutes have been approved. The approved minutes are the official record of the meetings.

Meeting Dates	Minutes Approved	Date tape can be erased
6/29/2020 Special Meeting	Yes	12/29/2021
10/13/2020	Yes	4/13/2022
11/10/2020	Yes	5/10/2022
11/18/2020 Special Meeting	Yes	5/18/2022
12/8/2020 Truth in Taxation Public Hearing & Regular Meeting	Yes	6/08/2022
1/12/2021	Yes	7/12/2022
2/09/2021	Yes	8/09/2022
3/09/2021	Yes	9/09/2022
4/13/2021	Yes	10/09/2022
5/11/2021	Yes	11/11/2022
1/11/2022	Yes	7/11/2023
2/08/2022	Yes	8/08/2023



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Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

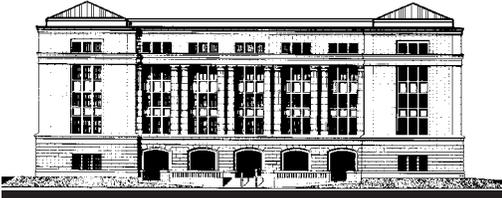
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

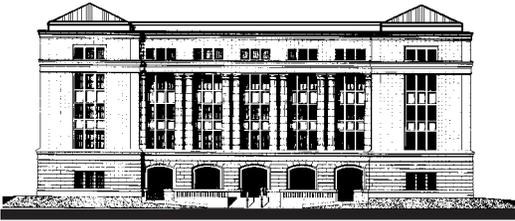
Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



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Illinois State Library, Gwendolyn Brooks Building
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Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

Date

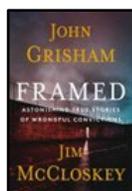
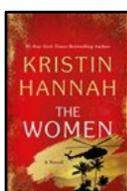
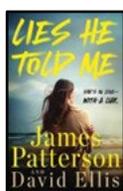
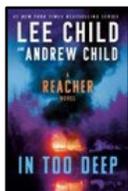
Signature Name (Typed or Printed)

Title

Access Services – December 2024

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

Top Adult Fiction



Top Adult Nonfiction



Collection Development, Materials Handling and Technical Services Departments Enhancing Our Collection for Young Learners

As we prepare for the exciting remodel of the Early Learning Center (ELC) starting in mid-January, the Collection Development Department has been hard at work refining the collection for our youngest readers. This effort includes a thorough evaluation and adjustment of the materials currently in the ELC to ensure the most engaging and high-quality resources are available. Additionally, the Materials Handling team meticulously examined every picture book for damaged spines, torn pages, and overall wear to guarantee a pristine collection will be ready when the reimagined KidSpace opens.

The remodeled ELC will feature a dynamic, modern, and safe environment designed to inspire exploration, creativity, and growth for young learners. These thoughtful upgrades reflect our commitment to providing innovative and valuable resources, supporting discovery for the next generation of library users. Construction begins in mid-January, with completion anticipated by early spring, and we can't wait to welcome our youngest customers into this vibrant new space!

Library of Things

One of our most popular Library of Things items this December is the Happy Light! Bring a little sunshine into your day with this lamp, perfect for combating the dark, dreary winter months.

Additional news from the Library of Things includes the replacement of unreturned items, such as a brand-new handheld camcorder and a VR headset. Also arriving in 2025 is a Color Boox Tablet, a versatile device great for reading, note-taking, and running productivity apps!



Customer Relations

Between October and December 2024, Customer Relations celebrated the retirements of three dedicated team members: Cathy Hopkins (13 years and 10 months), Nora Hannaford (20 years), and Kelly Perez (25 years). Their combined 58 years and 10 months of service reflect an incredible legacy of dedication and excellence. We are deeply grateful for their years of service and wish them all the best in their well-earned retirements.

Library Applications

Based on customer feedback the Aspen Managers Team decided to enable the ability for our customers to rate items in our catalog. To rate a title, you must be logged in. Then hover over the rating stars and

select the number of stars you want to rate the item. Our customers can view, delete, or modify their ratings by navigating to Titles You Rated. One of the many benefits of the Aspen Discovery catalog is our ability to customize the settings. The Aspen Managers Team was happy to be able to add this customer requested feature.



Staff installed a new extension into Joomla, the software the library uses to manage its website. This extension enables staff to control aspects of the preview generated for individual page links shared in Facebook posts. Additionally, they installed a default preview for the entire website to ensure Facebook crawlers retrieve more appealing content. High-quality previews make our social media posts stand out amidst the abundance of marketing in our users' feeds.



Volunteer Services

A Growing Tradition: Gail’s Sales Holiday Success

The “Small Business Saturday” Gail’s Sales holiday sale, held in December, was a resounding success. What began as a simple idea has evolved over the years into a cherished tradition, with Gail’s Sales volunteers diligently collecting pristine donations year-round to establish the event as a premier holiday shopping destination. Collaborating with the Downtown Neighborhood Association, we distributed flyers to enhance marketing efforts and community engagement. The four-day pop-up event generated an impressive \$3,700, directly benefiting the Foundation and furthering its mission.

Inspiring Young Readers: A Gift for the Channing Boys and Girls Club

Gail’s Sales proudly donated approximately 90 books to the Channing School Boys and Girls Club for their holiday party, ensuring that each child received the gift of a book to inspire a love of reading. This contribution reflects our commitment to supporting local youth and fostering a lifelong appreciation for literacy.

-Respectfully, Robert Moffett, Division Chief of Access Services

Community Services – December 2025

Branch Library Services

Community Engagement

Mobile Library Services

Community Engagement

Music For the Ages - Life Enrichment Services partnered with the City of Elgin and Dementia Friendly Elgin Area to bring musical fun and games to local seniors and children. This pilot program uses music and dance to build intergenerational ties, foster new connections, and provide a bit of exercise too.



Tai Chi for Beginners - Health and wellness topics are popular, especially gentle exercise such as tai chi. The virtual tai chi program attracted 35 people who attended live on 12/12, and another 60 within the first three hours of airing. The total viewings of the recording are up to 328 as of 12/31.



A Christmas Carol Revisited: Scrooge's Reclamation - A wonderful program was presented by two retired professors on the character of Ebenezer Scrooge, delivering a profound message on personal happiness and moral transformation.

A Charlie Brown Holiday Concert with the Chris White Trio - Enthusiastic music lovers rocked to Vince Guaraldi's jazzy melodies confidently performed by Chris White and his fellow musicians. The talented trio wowed 123 jazz aficionados in attendance.



The Director of Community Engagement presented a book talk, "Season's Readings," to 40 members of the Next Chapter Book Club at Edgewater.

The December 2024 **ILA Reporter** published an article featuring GBPL's Life Enrichment Services entitled **You're Never Too Old for the Library: Senior Services at Three Illinois Public Libraries**.

Life Enrichment served 587 people, 327 in person and 260 through craft kits. 54 people attended the December **Memory Café**. Volunteers donated 65 hours assisting at programs, making phone calls, preparing craft kits, and knitting scarves.

Outside Groups Use of Meeting Rooms: A total of 22 rooms used with an attendance of 164 in attendance.

Mobile Library Services

In addition to our regularly scheduled stops, our **TechKnow Mobile** was invited to attend the United Way's Mobile Food Pantry which saw over 100 people visit the Sprinter. Our **Winter Scavenger Hunt** continues to be a popular activity for our visitors.



The Bookmobile was off the road for half of December for some scheduled maintenance and some unexpected maintenance. We visited all our stops once instead of twice and went to three of our four student success schools.



ReaderShip - EPEL's holiday party for playgroups was a lively and festive event, attended by a total of 40 people. The storytime drew an enthusiastic crowd, with children and families fully engaged in the activities. Our new partnership with Hawthorne Hill Nature Center was also a delightful success. Families enjoyed storytelling surrounded by nature. Afterward, the adventure continued as we explored the children's play and discovery area, adding a hands-on, fun-filled conclusion to their visit.

Our ReaderShip Early Literacy Coordinator served as a panelist for the Children's Programming course at the University of Illinois at Urbana-Champaign. Alongside fellow children's programmers and storytellers, she offered guidance to future graduates, sharing valuable insights and key tools of the trade.

Despite the short attendance month for the school district, our Elementary School Engagement Coordinator was able to visit Century Oaks Elementary School for a full week. She followed the school librarian's schedule and was able to see every class grade – a total of 435 students!



Home Services had some new account registrations as well as some returning customers with the weather changing. We have continued our collaboration with Life Enrichment in the care communities. This month we attended the "Ecuador" program at River View and Elgin Manor as well as the Memory Café at the South Elgin Public Works building.

Branch Library Services

Families celebrated the holidays at the branches with a special visit from Mrs. Claus. Families sang songs, listened to a story, and took photos with Mrs. Claus. Hot cocoa was donated by Starbucks.



Children also enjoyed **STEAM**: Graham Cracker Gingerbread House and **Creativity Corner**: Ugly Sweater Craft.

The **Rakow Play Area** was transformed into a holiday bakery and Winter wonderland. Children were engaged in mixing, baking, and decorating holiday cookies. Ice blocks, penguins, reindeer, and snowmen were some of the fun things they found in the Winter wonderland.

Families ended the year with the popular **Happy Noon Year** program at the Rakow Branch. Children made "countdown clocks," and received party hats and glow sticks to ring in the "Noon" Year with a dance party. We couldn't host these awesome events without our incredible volunteers!



Sixty-eight children wrote letters to Santa which we collected in a special mailbox in Rakow's lobby. Staff enjoyed reading the sweet notes, and staff responded with emails on behalf of Santa. Staff also created a Secret Santa display at Rakow. Patrons could check out themed book pairings (wrapped like presents!) for all ages.

We also hosted Bounce & Rhyme Storytimes, Budding Bookworms Storytimes, Move & Play, and Read to Rover.

Cutting the Cable was a popular program for adults at Rakow, as well as a holiday concert with Nostalgia Entertainment called **Under the Mistletoe**. The Rakow Readers Book Club discussed Erika Robuck's *The Last Twelve Miles*.



Stay tuned for Nature Rangers' new eMagazine, *Prairie Pathways*, debuting in January!



Facilities and Building Operations

Board Report

December 2024

MAINTENANCE:

- The annual inspection and service of the backflow preventors at all locations were inspected and approved. A backflow preventor is a device that prevents water from flowing in the wrong direction, ensuring that water only flows from the water main into a system's pipes.



- We completed the preventative maintenance on the four-sided fireplace at the Main Branch in the River Room. Making sure this fireplace is functioning properly is important as it's a staple feature of the River Room but also, we want to make sure it is safe and running properly.

- We had our contractors start the quarterly preventative maintenance on our air handlers at the Main Branch. This is an extremely important task to do four times a year to make sure the air handler units and pumps are all running properly. During this maintenance we grease all

the fittings, change filters, change belts, check the amperage of all motors, and do thorough inspections of all parts of these air handlers and pumps.

- After many discussions, even after a thorough cleaning of the units, it was decided it was in our best interest for how much they're used and safety concerns, to replace the two dishwashers in the staff breakroom at the Main Branch. Newer, more technologically advanced units ensure the prevention of leaks and a more thorough cleaning of the dishes.
- To maintain a clean environment at all the branches, we installed broom/dustpan holders in all the stair wells. This will ensure that we stay on top of any debris accumulating on the stairwells.
- We've been very proactive in making sure lightbulbs are being replaced as needed to maintain a clean look and to keep the branches nice and bright. We changed upwards of twenty bulbs in the month of December.



- We have upwards of 50 air purifiers throughout the branches and each one is equipped with a HEPA filter, charcoal filter, and front screen filter. Over time, these need to be thoroughly cleaned, and the filters replaced. We've started that process and so far, have taken care of 15 purifiers with the rest to be completed over the next few weeks. Keeping these clean and filters changed regularly, greatly increases how clean the air is in common areas where a lot of patrons sit.

- We've been working very hard at cleaning the 3rd floor of the Main Branch. The crew has been decluttering and removing stuff that is no longer needed up there. We are also working closely with PRAD to help make sure we are cohesively using the space up there and keeping it organized over time.
- We had over 30 setups to do during the month of December with several very large events like Posada and the Staff Holiday Luncheon. These do not include the amount of work that goes into breaking these setups back down and ensuring the areas are cleaned.

- Repairs were completed on the F250 steering components and the running lights. The truck is operational.

(Input by Andrew Kolba – Maintenance Manager)

SECURITY:

Security Director:

- The overnight cleaning service Complete Cleaning striped and waxed the floor in the staff lunchroom, staff hallway and customer relations workroom at the main facility.



- The cafe area was detailed and disinfected including floors and carpet cleaning.



- Collaborated with the Elgin Police Department regarding the possibility of illegal activity in the vicinity of the main library campus.
- Met with custodial contractors – suppliers, year-end review and expectations moving forward.
- Month of January detail safety check and emergency equipment review of all library locations

Security Safety Manager:

- Attended training session "Managing Your Own Emotions During Conflict" given by Ryan Dowd. Continue to help Maintenance with various duties. Also staying active with patron involvement regarding Library policies.

Security Training Coordinator:

- Two new employee training courses have been completed.
- Monthly Security training – no monthly training scheduled for December.
- Attended webinar on Managing Your Own Emotions During Conflict, presented by Ryan Dowd/Homeless Training Institute.

(Input by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- The Board accepted the bid from 22 Tones to upgrade the AV equipment in the Grove and Elgin Rooms. Planning will start in the new year to move this project forward. Once we understand the time to completion, dates will be blocked out in Communico2

- Veeam agreements have been finalized. We will be able to move forward with replacing our Unitrends backup system in the new year. Contracts with Unitrends end in February. We will be able to retain our Unitrends Appliance here at Main but will have to return our Appliance at Rakow. Backups of available Branch Servers to our Main Appliance will be made before the removal.
- MYPC software was upgraded to version 6.4.0.7. This version works with both Window 10 and 11. The upgrade resolved issues with slow login times with the remaining Windows 10 PCs. Due to department laptop upgrades we were able to reallocate four desktop PCs to the Computer Center. There are now only ten Windows 10 PC's left to replace to complete the Windows 11 project. Quotes for PCs are being put together for the next Board meeting.
- KidSpace budgeted \$10,200 for iPad and case replacement. Quotes are being prepared. The new cases will be stationary but still give our Youth Patrons the ability to rotate the iPad vertically or horizontally depending on the application. Having these cases stationery will stop the wear and tear of the cables, plugs, and tethers. We are looking at the Sphere with the Resolve attachment for the cases. Below are the current prices:
<https://armodilo.com/products/sphere> \$299
<https://armodilo.com/products/revolve> \$99
- There is bulk pricing for \$4298 tax free. This leaves \$5902 for iPads. Our current quote for iPads comes to \$4932 which keeps us under budget by \$970 dollars.
- The Square Registers at Main and the Branches show signs of wear and tear. Research is being done to replace them. Once a plan is put together IT will have to review expenses and see what is feasible for this year and may table the rest for the next budget year.
- RMI Imaging came out this month to services the Microfilm Machines. The bottom glass piece on two of the machines were chipped and needed replacement. RMI Imaging left a spare glass piece if needed in the future.
- November Server and workstation updates have been approved.
- Our ADA server has been retired and has been removed from our health monitoring tools.
- PDQ Deploy and Inventory has been updated to version 19.4.21.0.
- Several pieces of Spantech on the sorter at the main library broke apart from normal wear and tear. IT worked with Lyngsoe to have some replacement pieces sent out and we were able to repair the broken section.
- KaneGIS has been updated to version 62.
- Work continues with the access control / security camera / burglar alarm install at South Elgin. Additional switches have been ordered to meet port density requirements.
- E-rate contracts have been signed and planning and engineering have started. Comcast will be out on the 3rd of January to re-terminate the fiber at South Elgin. Signing of these contracts allows us a lower price for better throughput.

(Input by Matt Lutzow – Director of Information Technology)

Report compiled and prepared by:

Brian P. Hoeg

Division Chief – Facilities and Building Operations

Public Relations and Development

December 2024

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 December to several important activities.

Exciting Exhibits & Events

We enhanced the **Olmec Origins Exhibit** by adding a holiday-themed scavenger hunt to win prizes, along with winter and holiday décor throughout the exhibit. The Olmec Coloring iPad game has been played 3,176 times to date. These engaging elements keep the exhibits exciting and allow visitors to have new, enjoyable experiences each time they visit.



The team also prepared numerous elements for the upcoming **ABC: Awesome Black Creativity** exhibit which will be on display at the Main Library Jan. 16 – Feb. 26. This exhibit celebrates contemporary and historical Black creatives through the classic childhood medium – LEGO® Bricks – and was created by the DuPage Children's Museum in partnership with Richard Dryden and Dave Kaleta. In addition to logistics and preparation, PRAD has been working on adding supplementary features to the exhibit, including special LEGO® events, additional interactive elements and more. We will offer a program on Martin Luther King Jr. Day featuring Richard Dryden and Dave Kaleta, who will share their inspiration behind their artistry and participate in a brick-building workshop with families.



Families were invited for **Photos with Santa** by the cozy fireplace in the River Room in early December. This event was offered bilingually and allowed almost 100 customers to get free photos taken with Santa just in time for the holidays. Customers who showed that they checked out materials also received a special printed photo keepsake. Even Trucker the therapy dog and a few staff members popped by for some fun! This [event recap reel](#) performed well on social media with over 4,600 views.



Delightful Displays & Décor

PRAD created a new **display featuring well-known authors** who have January birthdays. We hope the catchy display will encourage literacy by showing that books can be timeless.

We supported other divisions with various décor requests, including a lively fiesta for the **Puerto Rican Parranda Cultural Festival**, a cozy winter nook for **the holiday staff luncheon**, and more holiday touches throughout the Main Library, Rakow Branch and Davis Road annex to help spread holiday cheer amongst customers and staff.

Notable Numbers

- Our social media channels **reached over 100,000 people** in December and its content had **more than 293,000 views** for the month. With the noticeable decline in newspapers, social media has become increasingly more important as a form of effective communication and marketing. We continue to educate our team on new trends and in order to keep our following engaged.



- Some of the most popular content this month was:
 - [A promotional video featuring Elisa Lara, Board Trustee](#), encouraging customers to shop Gail's Sales. The video has more than 30,000 views and 165 engagements.
 - [A festive, large staff photo taken on National Holiday Sweater Day/Ugly Christmas Sweater Day](#). The photo has more than 7,200 views and 205 interactions.
 - Two reels of the Grinch causing mischief at the [Main Library](#) and [Rakow Branch](#). Combined, the videos have nearly 18,000 views and more than 300 interactions.



- The Graphics Department **received 74 new Graphics Tickets** in December. Some of the projects worked on included further design on the Baby Garden for the South Elgin Branch, vinyl projects for the Rakow Branch, Café door, and Davis Road, and promotional pieces for upcoming exhibits.



- A total of **71 Copy Tickets** were completed in December, including the updated Library Services brochures, Olmec map handouts and Welcome Baby materials. These materials help educate customers on the plethora of Library services and resources offered, and encourage children to become lifelong readers.



Foundation, News & More

We transitioned to welcome a new Director of Development position to the team, with the intent to help lift Foundation visibility and secure more funding through outright donations and sponsorships for exhibits, initiatives and special projects.

We continue work on a **150th Anniversary commemorative book**, a February-rescheduled Foundation reception and planning for the 2025 El Trote 5K event. Foundation officials are pleased to announce two new board members, Jaime Garcia and Joe Menolascino. We thanked Mike Lee for his years of tremendous support as he resigned from Foundation as he moves out of state. We are grateful for Consumer Credit Union's significant support for an exciting new element of the upcoming KidSpace remodeling.

- *Respectfully submitted, Natalie Kiburg, Division Chief of Public Relations & Development*

Public Services – December 2024

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

Hispanic Services

The library's **Holiday Posada** on December 7th brought festive cheer with performances by the **St. Joseph's Church Children's Choir** and the **Elgin Master Chorale Youth Choir**. Guests enjoyed a piñata, treats, and coloring books and crayons sponsored by **KCT**. A bilingual story time added to the celebration that drew **407 participants**. Immediately following this event was the **Posada at the Salvation Army**. Hispanic Services staff represented the **library**, managing an information table to **share library resources and upcoming events**.



Holiday Posada in the Meadows Community Rooms



Parranda Cultural Festival

The **Parranda Cultural Festival** celebrated **Navidad Boricua** (Puerto Rican Christmas) traditions with music, dance, food, and the meaning of a Parranda. **121 participants** enjoyed a lively Parranda (Puerto Rican caroling), DJ music, traditional **Oak Street senior dancers' performances**, a cultural exhibit, a photo opportunity with **Fres Oquendo**, a retired Puerto Rican boxer, and finger foods. It was a festive way to experience the Puerto Rican cultural holiday traditions.

Thirty-five children and their caregivers participated in the **YWCA Literacy Program**, where they explored the services offered by the Gail Borden Public Library. The program concluded with a **scavenger hunt** in the ELC, during which families participated in **crafts, playtime, reading, and singing**, making it a fun and educational experience.

Information & Digital Services

Information Desk staff actively assist customers with **reference services in person, by phone, email, and text**. Highlights include locating information about a writer who lived in Elgin in the early 20th century, offering technical assistance for a flip phone, and researching the history of chocolate chip cookies.

The Digital Services department is collaborating with Technical Services to **develop procedures for reviewing items** related to English Language Learning and Memory Care. Staff thoroughly inspect items upon their return to ensure they are in excellent condition for the next customer.

WorkNet Batavia has recently undergone staff changes, but they remain dedicated to serving patrons at the Main Library twice a month. This **partnership is highly valued**, as the experienced WorkNet staff can address resume questions that go beyond the legal and ethical boundaries of traditional reference work.

The Technology Librarian received a thank you email from a customer after providing technology instruction. The customer credited him as being the reason they were able to achieve their dream of earning a nursing license at 55!

Social Services staff assisted a customer who was struggling to renew his lease due to income verification issues. Despite having a bank account, the customer lacked online access and was hesitant to create an account due to concerns about scams. Together, they established his online account, printed the necessary bank statements, and successfully submitted them to the housing authority, resolving his lease concerns.

KidSpace

December 2024 featured **planning for the upcoming January closure of the Early Learning Center** to prepare for the renovations in the play area, moving to a single service desk model, and imagining a temporary preschool play zone in the youth room. Additionally, we have been working on department **strategic planning and staffing realignments**, including moving 7th and 8th graders up into the Studio, as well as a deep clean in our workroom. We have identified our Class Visit programming as a strategic growth area. This program helps introduce groups of students to the library and all it has to offer, as well as gets library cards into more kid's hands. While this was a slower month, we still saw over 250 students from four schools.

The Early Literacy Services Manager led the fifth and final session of **Storytime Training for children's department staff throughout Illinois**, in partnership with RAILS Youth Services manager. Additionally, she did an interview for Booklist's *Shelf Care* podcast about navigating book challenges and de-escalation practices, which will be released in the new year. The **Grade School Services Manager** led a library coding and robotics table at the Elgin Public Museum's **U-46's STEM Night**.



We worked with and provided a customized supported visit for a local family who recently acquired a service animal, and we were able to share collection of materials focused on service animals, adaptive seating, and space for the family to work with their new dog.

A fun passive program was the voting for **new American Girl doll names**. This fun activity was featured on Facebook and the winning doll names are: Amara, Bridget, Scarlett, and Luna.

Studio 270 & Digital Media Lab

Studio 270 hosted **five special education class visits** in December. **Center House** finished up their book club, reading *Out of My Heart* by Sharon Draper. Students from **South Elgin High School** had a great time playing video and board games, coloring, and making our December craft. Seventy-two teens attended **Finals Feeding Frenzy**. Students enjoyed snacks while studying for finals and getting their final projects done.



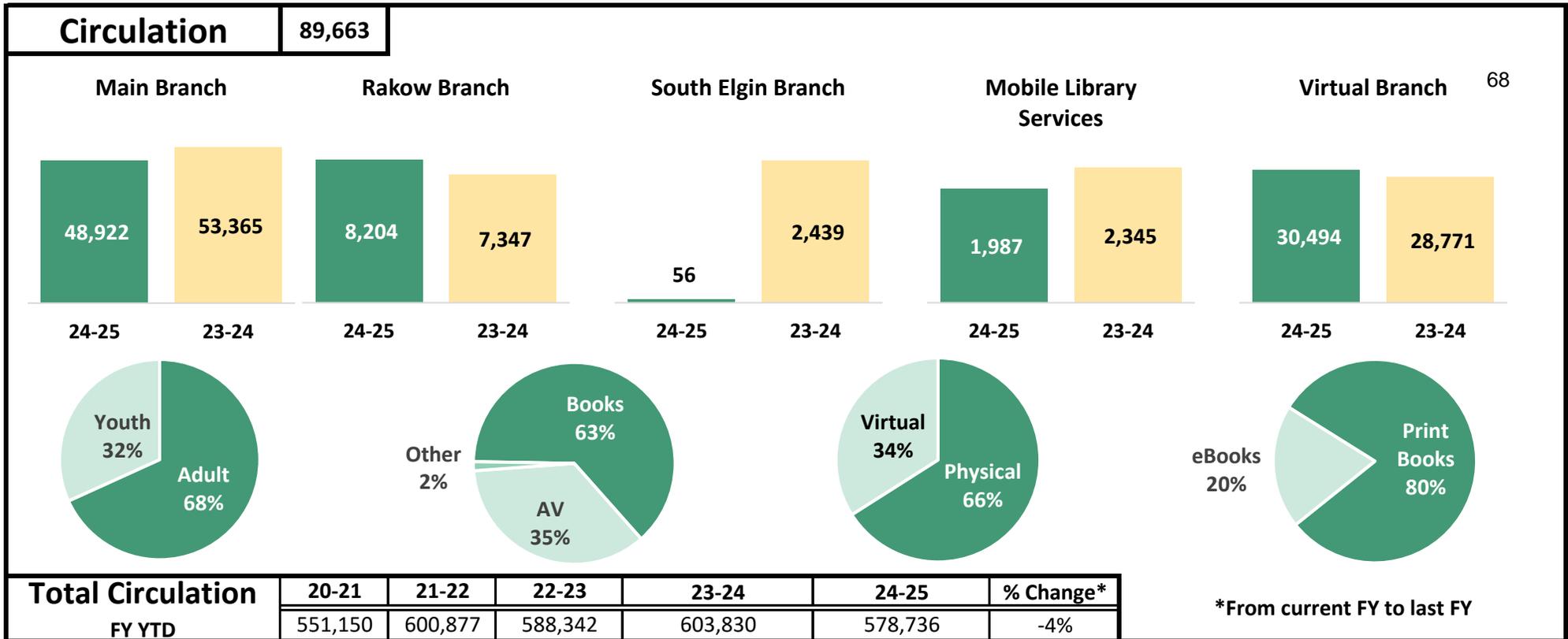
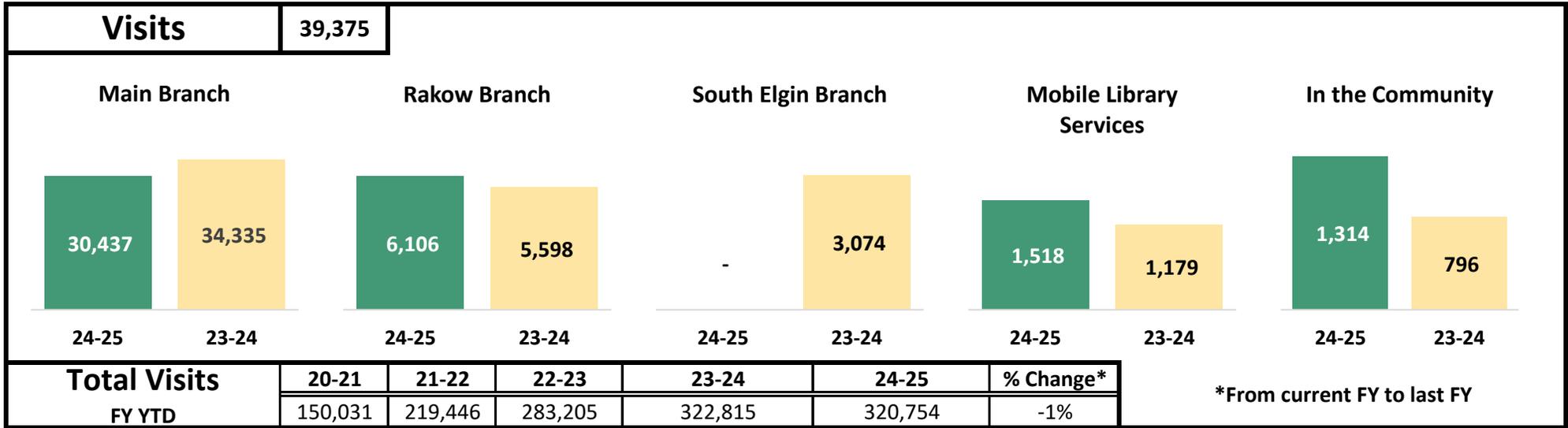
The Digital Media Lab saw more traffic from adults while students wrapped up the semester. One teen began coming in consistently and is **learning how to produce music**. An adult patron has shown a desire to learn beat-making and enter the music industry. She has been coming in regularly and is **learning how to arrange music**.

In December, we were fortunate to have **five dedicated high school volunteers** who generously contributed a combined total

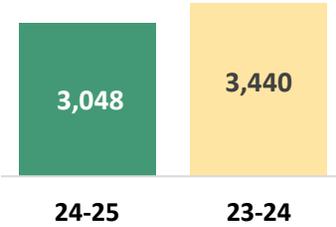
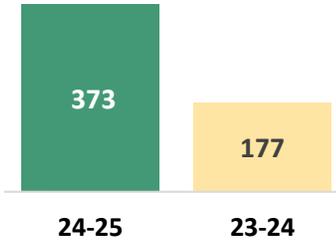
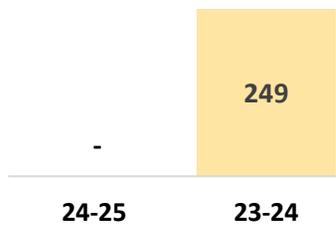
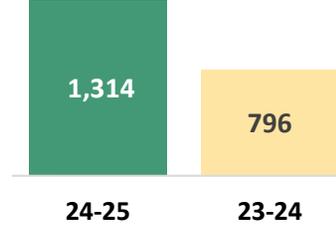
of 12 hours of service to the library. These teens went above and beyond, creating a warm and inviting atmosphere at the library, ensuring it was a welcoming space for visitors of all ages. They also took the lead in preparing crafts for our upcoming Three Kings event, and played a crucial role in helping to organize and prepare materials for our upcoming book sale, which will be an exciting event for our patrons.



5-star review from the Youth Leadership Academy, "Great working with our students"



Library Cards	348					
			New to District	District Total	District + RBs Total	
			24-25	348	80,003	85,165
			23-24	448	72,994	78,969
			% Change	-22%	10%	8%
Total New Cards	21-22	22-23	23-24	24-25	% Change*	
FY YTD	3,247	3,448	3,680	3,386	-8%	*From current FY to last FY

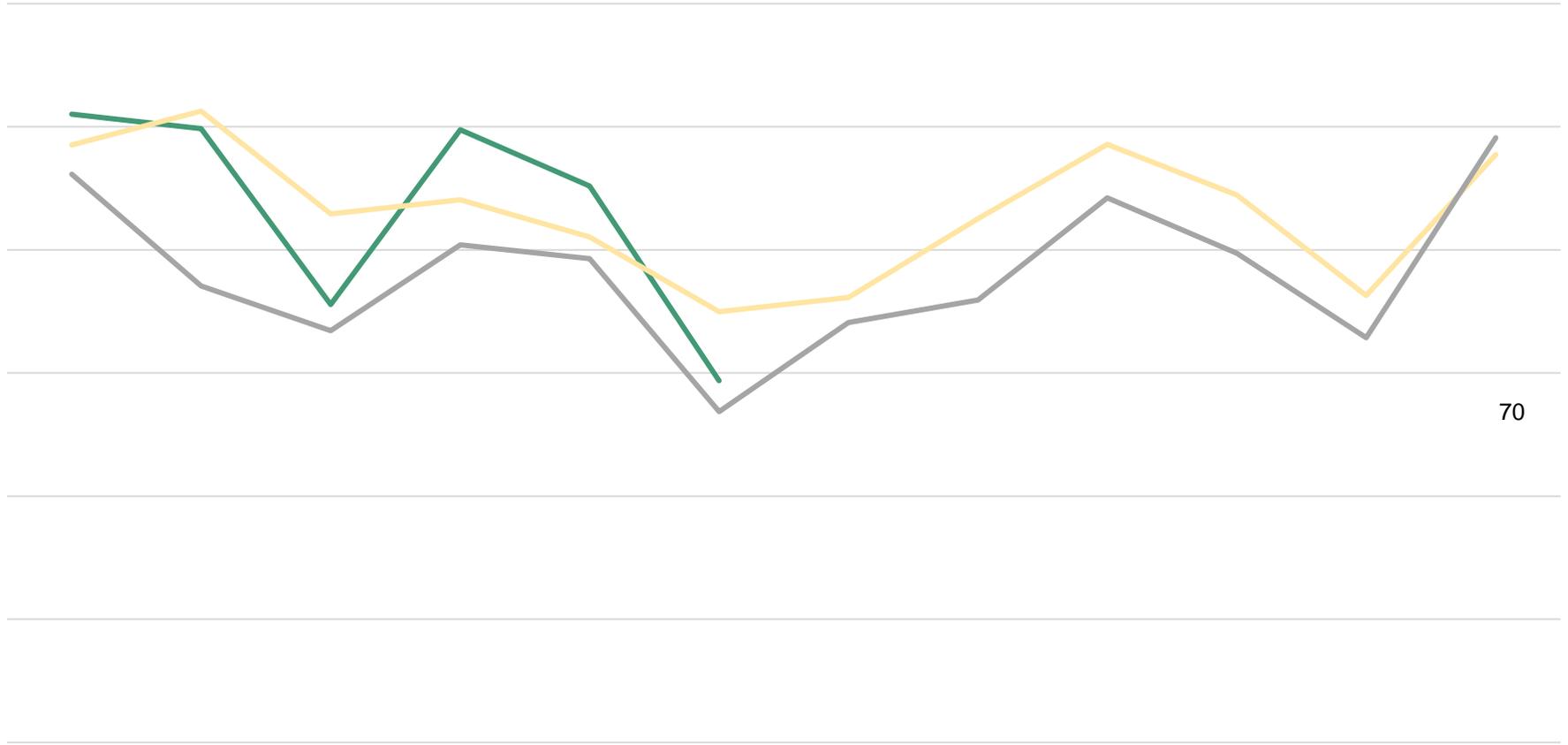
Program Attendance	4,735					
	Main Branch	Rakow Branch	South Elgin Branch	In the Community		
						
	24-25	23-24	24-25	23-24	24-25	23-24
Total Attendance	20-21	21-22	22-23	23-24	24-25	% Change*
FY YTD	2,826	14,808	36,462	40,614	43,248	6%
						*From current FY to last FY

Program Sessions		In-Person	Virtual	Hybrid
		152	7	5

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	704	9,117	193	105

What affected the numbers this month	December 7th (Main) Posada	December 16th - 19th (ITC) Century Oaks Outreach Visits	December 24th & 25th (All Facilities) Holiday Closing
December 1st (Main) Pop-up Book Sale	December 12th (Virtual) Tai Chi for Beginners	December 17th & 19th (Virtual) 24/25 Battle of the Books Meetings	December 31st (All Facilities) Holiday Closing

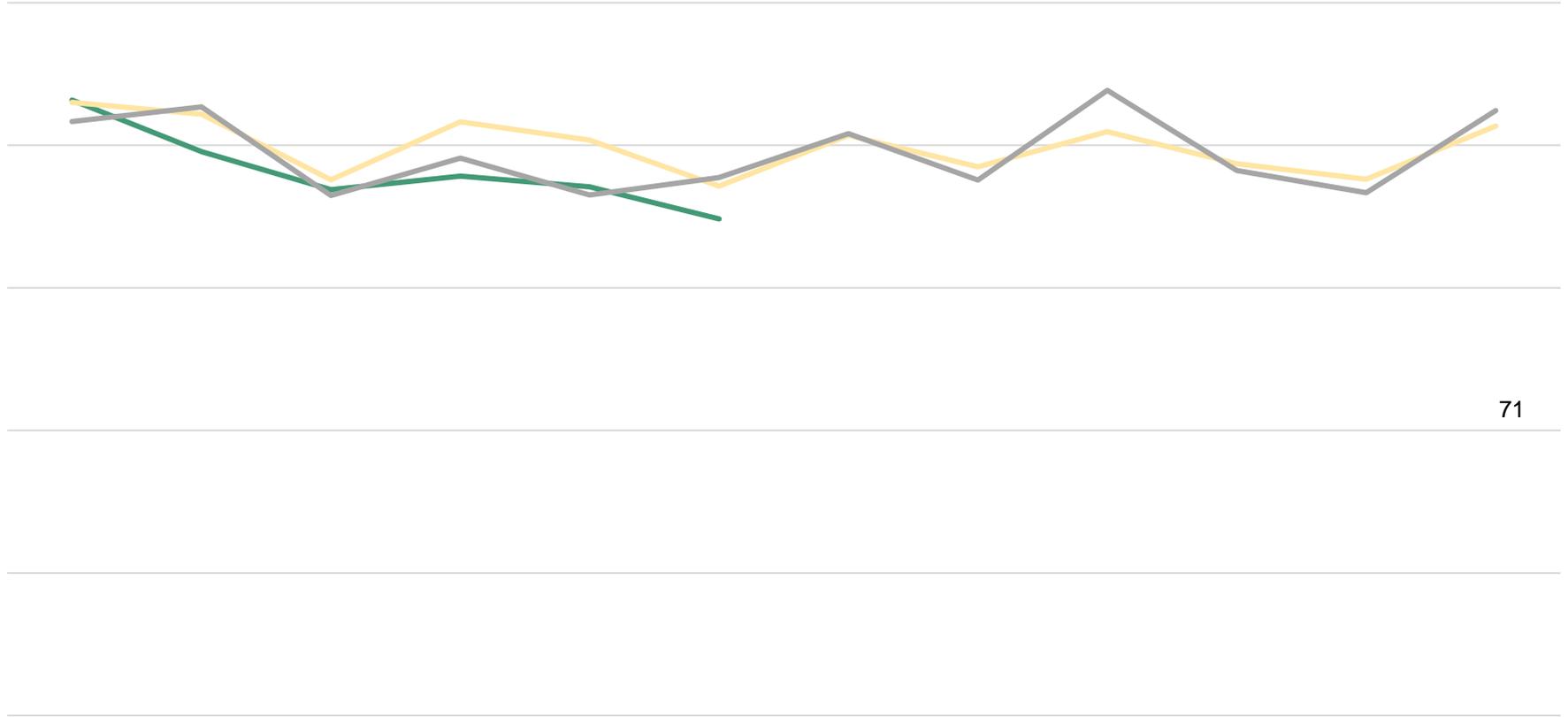
Visits
Three Year Comparison



70

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
24-25	61,024	59,844	45,564	59,749	55,198	39,375						
23-24	58,516	61,272	52,925	54,074	51,046	44,982	46,143	52,541	58,562	54,454	46,292	57,751
22-23	56,152	47,069	43,429	50,410	49,279	36,866	44,096	45,936	54,234	49,728	42,864	59,110

Circulation
Three Year Comparison



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— 24-25	106,347	99,108	93,780	95,677	94,161	89,663						
— 23-24	106,016	104,367	95,167	103,306	100,707	94,267	101,404	96,974	101,926	97,403	95,243	102,689
— 22-23	103,338	105,380	92,952	98,181	93,038	95,453	101,650	95,129	107,707	96,451	93,358	104,861