



**GAIL BORDEN PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 11, 2025
7:00 PM
Meadows Community Rooms
270 N. Grove Ave
Elgin, IL 60120
AGENDA**

1. Call to Order	
2. Public Comment	
3. Comments for the Good of the Organization	
4. Action: Approval of Minutes	2
February 11, 2025 Regular Board Meeting	
5. Action: Treasurer's Report and Payment of Bills	4
Payment of bills for March 11, 2025, including the list of bills to be paid between March 11, 2025 and April 8, 2025, and all bills over \$10,000.	
6. Correspondence	
7. Reports:	
A. Chief Executive Officer	
B. Action: Security Report	
8. Social Media Policy	32
Draft Policy for discussion	
9. Action: Sorting System Upgrade - Construction	33
Work needs to be done at both Main and Rakow to accommodate the replacement sorting systems.	
10. Other	
11. Adjournment	35

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

February 11, 2025

7:00 p.m.

President Bednar was physically present as well as Secretary Henderson, and Trustees Bedolla, Garcia, Prochot and Symonds. Trustee Lara was absent. Chief Executive Officer Carole Medal, John Shales, Brooke Irving and Jason Perkunas from Shales McNutt Construction and various members of the public and staff were also present.

President Bednar called the meeting to order at 7:04 p.m.

There were no public comments.

Comments for the Good of the Organization

Comments from customers included “This is the best use of my tax dollars EVER!”. Excellent. Wonderful place for the whole family. The library received 4 new 5-star Google reviews.

Symonds motioned to approve the minutes if the January 14, 2025, regular board meeting; seconded by Prochot. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Hendeson, Prochot, Symonds), 0 nays and 1 absent (Lara).

Treasurer Prochot moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$268,573.32 and the revised list of bills to be paid prior to the next board meeting; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Hendeson, Prochot, Symonds), 0 nays and 1 absent (Lara).

There was no correspondence read.

Trustee Lara entered the meeting at 7:07 p.m.

Foundation Report

The board voted Yaneth Medina as the new Vice-President filling the vacancy left by Mike Lee. They also approved sponsoring a table for the YWCA Leadership Luncheon. Jerry Turnquist will present a program that includes the topic of what used to be on the current Library land. The Foundation will host a non-ticketed donor appreciation lunch on April 14.

CEO Report

Progress is actively underway at the South Elgin Branch and KidSpace at the Main Library. We are beginning the planning process for Phase Two of KidSpace, which will take place in the next fiscal year. An informational sheet has been created for staff outlining the procedures to follow if ICE (Immigration and Customs Enforcement) enters the library. In January, Studio 270 welcomed students in grades 7 and 8. All teen volunteers are now managed under our Volunteer Services department.

Draft

Lara motioned to approve the security report; seconded by Symonds. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Hendeson, Lara, Prochot, Symonds), 0 nays.

A brief presentation was given by John Shales, Brooke Irving and Jason Perunas from Shales McNutt Construction (SMC) reviewing the construction progress at the South Elgin Branch and KidSpace at the Main Library.

Trustee Symonds elaborated on the reason she brought the proposed resolution to the Board. There was a discussion on having all past recorded board meetings available on YouTube and a link on the website for transparency. All board members are in favor of transparency but some questioned where they should be available and whether a resolution or motion is needed. Henderson motioned to put a link on the library board website page where all past board videos beginning June 2023 are accessible for the public; seconded by Symonds. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Hendeson, Lara, Prochot, Symonds), 0 nays.

Prochot motioned to approve the purchase of 12 Dell Latitude 5550 laptops and 12 Dell USB-C power adapters for the South Elgin Branch in the amount of \$20,759.76; seconded by Bedolla. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Hendeson, Lara, Prochot, Symonds), 0 nays.

Garcia motioned to close the Library District on May 2, 2025, for Staff Training Day; seconded by Lara. During the annual training, staff will be recognized for their years of service. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Hendeson, Lara, Prochot, Symonds), 0 nays.

Other

An inquiry was made as to whether ICE (Immigration and Customs Enforcement) came to the library. Chief Operating Officer, Dave Considine responded they had not. CEO Medal informed the Board of a tribute honoring Risé Jones taking place this weekend at the library. Trustees Garcia and Henderson are both involved in the tribute.

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

Meeting adjourned at 8:16 pm.

Approved March 11, 2025

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS TO BE PAID PRIOR TO 04/08/2025

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALTA EQUIPMENT		
VEHICLE MAINTENANCE	10-42-270-1	\$ 5,301.75
AURORA HEALTH CARE		
RISK MANAGEMENT: HR	50-42-210-1	\$ 100.00
BIBLIOTHECA		
SE TECHNOLOGY	10-49-930-5	\$ 21,748.00
CHICAGO TRIBUNE		
PERIODICALS: BRANCH	10-44-410-5	\$ 391.86
CINCO BOOKS		
BOOKS	10-44-400-*	\$ 2,193.31
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 1,751.06
COMPLETE CLEANING		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 1,440.00
COMPUTYPE		
MATERIALS PROCESSING SUPPLIES	10-43-310-0	\$ 512.24
ELGIN KEY & LOCK		
BUILDING & GROUNDS SUPPLIES	60-43-320-0	\$ 35.50
GRAINGER		
BUILDING & GROUNDS SUPPLIES	60-43-320-0	\$ 75.20
HAGG PRESS		
NEWSLETTER	10-42-222-1	\$ 16,360.00
HD SUPPLY		
JANITORIAL SUPPLIES	10-43-370-0	\$ 179.23
HOUSE OF DOORS		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 555.00
LASER PRO		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 568.00
MIDWEST TAPE		
MATERIAL PROCESSING SERVICES	10-42-265-0	\$ 343.70
OCLC		
EBOOKS	10-44-435-2	\$ 13,763.15
ORACLE		
COMPUTER MAINTENANCE: ACCESS SERVICES	10-42-255-4	\$ 2,675.00
PARAGON MICRO		
SE TECHNOLOGY	10-49-930-5	\$ 1,253.96
COMPUTER MAINTENANCE	10-42-255-2	\$ 822.80
SAFEGARD EXTERMINATING		
REPAIR/MAINT. OF BUILDING	60-42-200-*	\$ 340.00
SAFETY-KLEEN		
JANITORIAL SUPPLIES	10-43-370-0	\$ 1,266.67
SHALES MCNUTT		
SE EXPANSION	10-49-930-0	\$ 279,587.48
STAPLES		
OFFICE SUPPLIES	10-43-300-1	\$ 49.78
STUDIO GC		
SE EXPANSION	10-49-930-0	\$ 11,752.94
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-215-0	\$ 1,280.50
UPS		
POSTAGE & SHIPPING	10-42-210-0	\$ 2.28
USPS		
NEWSLETTER	10-42-222-1	\$ 350.00
ZIEGLER'S ACE HARDWARE		
JANITORIAL SUPPLIES	10-43-370-0	\$ 12.39
REPAIR/MAINTENANCE OF BUILDING	60-42-200-0	\$ 280.19
BUIDLING & GROUND SUPPLIES	60-43-320-0	\$ 59.58

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 04/08/2025

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		
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
OFFICE EQUIPMENT	10-45-520-0	\$ 9,000.00
KRUEGER INTERNATIONAL		
FURNITURE & FIXTURES	10-45-510-0	\$ 20,000.00
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		
EBOOKS	10-44-435-*	\$ 20,000.00
NICOR/CONSTELLATION ENERGY		
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
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

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BILLS PAID REPORT FOR MARCH, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1150 DAVIS RD, LLC (6735)	03/11/25 CK# 150335	\$9,866.67
040125C/D LEASE: DAVIS ROAD	10-42-204-9	9,866.67
ACENET, INC. (6044)	03/11/25 CK# 150382	\$40.30
609711 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	25.80
610701 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	14.50
ALAMY (6746)	03/11/25 CK# 150381	\$39.00
IY05201856 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	39.00
ALL WINDOW CLEANING SERVICE, INC. (172)	03/11/25 CK# 150336	\$1,850.00
47312 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,850.00
ALTA LANGUAGE SERVICES, INC (6337)	03/11/25 CK# 150337	\$93.00
IS770724 CONSULT. & PROF. FEES:OTHER	10-42-225-2	93.00
AMAZON CAPITAL SERVICES (6460)	03/11/25 CK# 150338	\$3,870.27
11VR-V9JD-7KKL ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	75.25
11VR-V9JD-7KKL SMALL LIBRARY EQUIPMENT	10-45-540-0	119.91
13QG-1YT1-CJ7C PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	33.89
13QG-1YT1-CJ7C COMPUTER EQUIPMENT	10-45-500-0	2,143.00
13QG-1YT1-CJ7C SIGNAGE	60-43-370-0	34.90
14GN-GVTQ-77TK PUBLIC PROGRAMMING:YOUTH	10-42-230-2	52.87
14GN-GVTQ-77TK ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	22.37
14GN-GVTQ-77TK SIGNAGE	60-43-370-0	47.99
17YF-7CXW-777G DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	21.97
17YF-7CXW-777G EXHIBITS AND DISPLAYS	10-43-335-0	163.43
1DT6-GVYC-7RJ7 OFFICE SUPPLIES/GENERAL	10-43-300-1	57.95
1DT6-GVYC-7RJ7 MATERIALS PROCESSING SUPPLIES	10-43-310-0	299.96
1JR1-VT11-961Y MATERIALS PROCESSING SUPPLIES	10-43-310-0	302.21
1JR1-VT11-961Y BOOKS: ADULT	10-44-400-1	360.49
1JR1-VT11-961Y BOOKS: YOUTH	10-44-400-2	14.21
1JR1-VT11-961Y AUDIO-VISUAL: YOUTH	10-44-420-2	119.87
AMAZON CAPITAL SERVICES (6460)	03/11/25 CK# 150339	\$779.26
1P61-P46D-R93C BOOKS: ADULT	10-44-400-1	233.17
1P61-P46D-R93C BOOKS: BRANCH YOUTH	10-44-400-6	101.18
1P61-P46D-R93C AUDIO-VISUAL: YOUTH	10-44-420-2	39.99
1R4Q-G6CQ-RN4Y OFFICE SUPPLIES/GENERAL	10-43-300-1	29.97
1R4Q-G6CQ-RN4Y COMPUTER EQUIPMENT	10-45-500-0	374.95
AMAZON CAPITAL SERVICES (6460)	03/11/25 CK# 150340	\$762.32
13TG-VR4W-1V7D GRAPHICS SUPPLIES	10-43-330-0	84.86
13TG-VR4W-1V7D EXHIBITS AND DISPLAYS	10-43-335-0	280.80
1476-7F6V-34JN MATERIALS PROCESSING SUPPLIES	10-43-310-0	45.61
1476-7F6V-34JN BOOKS: ADULT	10-44-400-1	329.12
1476-7F6V-34JN BOOKS: BRANCH ADULT	10-44-400-5	4.99
1476-7F6V-34JN AUDIO-VISUAL: ADULT	10-44-420-1	9.99
16GK-661W-396V OFFICE SUPPLIES/GENERAL	10-43-300-1	26.81
19LN-FMHT-NFGT AUDIO-VISUAL: ADULT	10-44-420-1	-29.99
1H34-M1Y1-K3L3 TOYS & KITS: KIDSPACE	10-44-440-0	-95.18
1H34-M1Y1-RQ6R PUBLIC PROGRAMMING:YOUTH	10-42-230-2	-37.77
1L1M-K77X-4NQ7 GRAPHICS SUPPLIES	10-43-330-0	-54.99
1LDM-NJGN-1RQY PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	39.70
1LDM-NJGN-1RQY OFFICE SUPPLIES/GENERAL	10-43-300-1	82.37
1LDM-NJGN-1RQY RISK MANAGEMENT: FACILITIES	50-42-210-0	19.79
1Q1C-C4CL-3CFH OFFICE SUPPLIES/GENERAL	10-43-300-1	9.49
1THF-TL7H-XH7K EXHIBITS AND DISPLAYS	10-43-335-0	-48.50

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR MARCH, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1YWN-CF6G-1MJP PUBLIC PROGRAMMING:YOUTH	10-42-230-2	13.99
1YWN-CF6G-1MJP ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	81.23
AMAZON CAPITAL SERVICES (6460)	03/11/25 CK# 150341	\$1,804.19
11QJ-RW41-1N6N EXHIBITS AND DISPLAYS	10-43-335-0	315.96
19Y1-RJNR-17C6 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	343.46
1CRH-WMM6-17LT JANITORIAL SUPPLIES	10-43-370-0	79.50
1CRH-WMM6-17LT CONTINGENCY	10-45-599-0	8.98
1GL6-7L1M-1KJK OFFICE SUPPLIES/GENERAL	10-43-300-1	26.78
1GYK-HRCP-1VHR TOYS & KITS: COMMUNITY SVCS FY25	10-44-440-2	46.87
1HNX-7TJ6-1GCF MATERIALS PROCESSING SUPPLIES	10-43-310-0	91.28
1HNX-7TJ6-1GCF BOOKS: ADULT	10-44-400-1	428.66
1HNX-7TJ6-1GCF BOOKS: YOUTH	10-44-400-2	32.97
1HNX-7TJ6-1GCF AUDIO-VISUAL: ADULT	10-44-420-1	362.76
1KRT-MH6K-19D1 OFFICE SUPPLIES/GENERAL	10-43-300-1	6.99
1KRT-MH6K-19D1 AUDIO-VISUAL EQUIPMENT	10-45-530-0	59.98
AMERICAN LIBRARY ASSOCIATION (242)	03/11/25 CK# 150342	\$600.00
0180109 JB DUES & MEMBERSHIPS	10-42-280-0	210.00
2151101 SP DUES & MEMBERSHIPS	10-42-280-0	210.00
2255902 NW DUES & MEMBERSHIPS	10-42-280-0	180.00
AMERICAN LIBRARY ASSOCIATION (242)	03/11/25 CK# 150378	\$209.00
30374 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	209.00
AMERICAN LIBRARY ASSOCIATION (242)	03/11/25 CK# 150380	\$39.50
30263 CC PYMT (6417) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	39.50
ANC NEWSPAPERS (6099)	03/11/25 CK# 150378	\$74.90
11570937 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE	10-44-435-1	74.90
ANNIE'S HEIRLOOMS (6928)	03/11/25 CK# 150386	\$39.70
264167 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	39.70
APPLE INC. (5203)	03/11/25 CK# 150379	\$822.00
MB53543727 CC PYMT (6416) FOR AUDIO-VISUAL EQUIPMENT	10-45-530-0	822.00
ASSURED PARTNERS (6518)	03/11/25 CK# 150343	\$7,570.00
13135 GENERAL INSURANCE	50-42-200-0	5,070.00
13136 GENERAL INSURANCE	50-42-200-0	2,500.00
BAKER & TAYLOR L4230502 (5107)	03/11/25 CK# 150344	\$8,623.47
2038836222 BOOKS: ADULT	10-44-400-1	408.25
2038836222 BOOKS: BRANCH ADULT	10-44-400-5	119.29
2038836223 MATERIAL PROCESSING SERVICES	10-42-265-0	136.00
2038836224 BOOKS: ADULT	10-44-400-1	102.57
2038836224 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038836225 MATERIAL PROCESSING SERVICES	10-42-265-0	30.10
2038836226 BOOKS: ADULT	10-44-400-1	16.71
2038836226 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038836227 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038844798 BOOKS: ADULT	10-44-400-1	84.91
2038844798 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038844798 BOOKS: BRANCH YOUTH	10-44-400-6	26.50
2038844799 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038844800 BOOKS: ADULT	10-44-400-1	16.71
2038844800 BOOKS: YOUTH	10-44-400-2	12.67
2038844801 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038844802 BOOKS: YOUTH	10-44-400-2	13.83

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038844802 BOOKS: BRANCH YOUTH	10-44-400-6	12.67
2038844803 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038850326 BOOKS: ADULT	10-44-400-1	769.00
2038850326 BOOKS: YOUTH	10-44-400-2	38.86
2038850326 BOOKS: BRANCH ADULT	10-44-400-5	139.06
2038850326 BOOKS: BRANCH YOUTH	10-44-400-6	9.10
2038850327 MATERIAL PROCESSING SERVICES	10-42-265-0	263.10
2038850328 BOOKS: ADULT	10-44-400-1	139.07
2038850328 BOOKS: YOUTH	10-44-400-2	9.10
2038850328 BOOKS: BRANCH ADULT	10-44-400-5	166.29
2038850329 MATERIAL PROCESSING SERVICES	10-42-265-0	77.10
2038850330 BOOKS: BRANCH ADULT	10-44-400-5	109.46
2038850331 MATERIAL PROCESSING SERVICES	10-42-265-0	26.80
2038853090 BOOKS: ADULT	10-44-400-1	244.92
2038853090 BOOKS: BRANCH ADULT	10-44-400-5	20.18
2038853090 BOOKS: BRANCH YOUTH	10-44-400-6	29.04
2038853091 MATERIAL PROCESSING SERVICES	10-42-265-0	67.50
2038853092 BOOKS: ADULT	10-44-400-1	20.18
2038853092 BOOKS: YOUTH	10-44-400-2	14.53
2038853092 BOOKS: BRANCH ADULT	10-44-400-5	111.96
2038853093 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038853094 BOOKS: BRANCH ADULT	10-44-400-5	20.18
2038853095 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038853096 BOOKS: YOUTH	10-44-400-2	14.52
2038853097 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038855948 BOOKS: ADULT	10-44-400-1	261.25
2038855948 BOOKS: YOUTH	10-44-400-2	14.91
2038855948 BOOKS: BRANCH ADULT	10-44-400-5	53.41
2038855949 MATERIAL PROCESSING SERVICES	10-42-265-0	91.00
2038855950 BOOKS: ADULT	10-44-400-1	53.41
2038855951 MATERIAL PROCESSING SERVICES	10-42-265-0	13.90
2038855952 BOOKS: BRANCH ADULT	10-44-400-5	36.13
2038855953 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038857428 BOOKS: ADULT	10-44-400-1	192.86
2038857429 MATERIAL PROCESSING SERVICES	10-42-265-0	49.30
2038859797 BOOKS: ADULT	10-44-400-1	102.60
2038859797 BOOKS: BRANCH ADULT	10-44-400-5	12.13
2038859798 MATERIAL PROCESSING SERVICES	10-42-265-0	27.80
2038859799 BOOKS: ADULT	10-44-400-1	12.13
2038859800 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038865264 BOOKS: ADULT	10-44-400-1	479.07
2038865264 BOOKS: YOUTH	10-44-400-2	23.17
2038865264 BOOKS: BRANCH ADULT	10-44-400-5	92.70
2038865264 BOOKS: BRANCH YOUTH	10-44-400-6	14.40
2038865265 MATERIAL PROCESSING SERVICES	10-42-265-0	172.10
2038865266 BOOKS: ADULT	10-44-400-1	92.69
2038865266 BOOKS: YOUTH	10-44-400-2	14.40
2038865267 MATERIAL PROCESSING SERVICES	10-42-265-0	31.10
2038865268 BOOKS: BRANCH ADULT	10-44-400-5	59.27
2038865269 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038868450 BOOKS: ADULT	10-44-400-1	241.73
2038868450 BOOKS: YOUTH	10-44-400-2	7.88

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER & TAYLOR L4230502 (5107) CONTINUED ...		
2038868450 BOOKS: BRANCH ADULT	10-44-400-5	43.26
2038868451 MATERIAL PROCESSING SERVICES	10-42-265-0	78.10
2038868452 BOOKS: ADULT	10-44-400-1	43.26
2038868452 BOOKS: BRANCH ADULT	10-44-400-5	81.14
2038868453 MATERIAL PROCESSING SERVICES	10-42-265-0	32.10
2038869877 BOOKS: ADULT	10-44-400-1	115.46
2038869877 BOOKS: YOUTH	10-44-400-2	37.44
2038869877 BOOKS: BRANCH ADULT	10-44-400-5	87.61
2038869878 MATERIAL PROCESSING SERVICES	10-42-265-0	74.80
2038869879 BOOKS: ADULT	10-44-400-1	87.60
2038869879 BOOKS: BRANCH ADULT	10-44-400-5	16.71
2038869880 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
2038869881 BOOKS: BRANCH ADULT	10-44-400-5	36.88
2038869882 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038873485 BOOKS: ADULT	10-44-400-1	149.53
2038873485 BOOKS: YOUTH	10-44-400-2	32.91
2038873485 BOOKS: BRANCH ADULT	10-44-400-5	15.17
2038873486 MATERIAL PROCESSING SERVICES	10-42-265-0	40.70
2038873487 BOOKS: BRANCH ADULT	10-44-400-5	15.17
2038873488 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038873489 BOOKS: ADULT	10-44-400-1	15.17
2038873490 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
2038876731 BOOKS: ADULT	10-44-400-1	378.01
2038876731 BOOKS: YOUTH	10-44-400-2	40.60
2038876731 BOOKS: BRANCH ADULT	10-44-400-5	28.82
2038876732 MATERIAL PROCESSING SERVICES	10-42-265-0	125.10
2038876733 BOOKS: BRANCH ADULT	10-44-400-5	28.82
2038876734 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038876735 BOOKS: ADULT	10-44-400-1	28.82
2038876736 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038881673 BOOKS: ADULT	10-44-400-1	468.23
2038881673 BOOKS: YOUTH	10-44-400-2	39.35
2038881673 BOOKS: BRANCH ADULT	10-44-400-5	150.99
2038881673 BOOKS: BRANCH YOUTH	10-44-400-6	9.93
2038881674 MATERIAL PROCESSING SERVICES	10-42-265-0	173.10
2038881675 BOOKS: ADULT	10-44-400-1	163.12
2038881675 BOOKS: BRANCH ADULT	10-44-400-5	34.54
2038881676 MATERIAL PROCESSING SERVICES	10-42-265-0	58.60
2038899745 BOOKS: ADULT	10-44-400-1	108.34
2038899745 BOOKS: BRANCH ADULT	10-44-400-5	45.20
2038899746 MATERIAL PROCESSING SERVICES	10-42-265-0	34.40
2038899749 BOOKS: BRANCH ADULT	10-44-400-5	29.06
2038899750 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
<hr/>		
BAKER & TAYLOR L0620012 (5108)	03/11/25 CK# 150345	\$82.85
2038875866 AUDIO-VISUAL: YOUTH	10-44-420-2	14.52
2038904644 IN-HOUSE REFERENCE	10-44-400-4	68.33
<hr/>		
BAKER AND TAYLOR L4229202 (394)	03/11/25 CK# 150346	\$10,505.95
2038820994 BOOKS: ADULT	10-44-400-1	175.78
2038820994 BOOKS: YOUTH	10-44-400-2	686.88
2038820994 BOOKS: BRANCH YOUTH	10-44-400-6	159.67
2038820995 MATERIAL PROCESSING SERVICES	10-42-265-0	309.70

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038820996 BOOKS: ADULT	10-44-400-1	11.51
2038820996 BOOKS: YOUTH	10-44-400-2	145.19
2038820996 BOOKS: BRANCH YOUTH	10-44-400-6	93.00
2038820997 MATERIAL PROCESSING SERVICES	10-42-265-0	93.30
2038820998 BOOKS: BRANCH YOUTH	10-44-400-6	36.69
2038820999 MATERIAL PROCESSING SERVICES	10-42-265-0	12.90
2038821000 BOOKS: YOUTH	10-44-400-2	14.52
2038821001 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038824478 BOOKS: YOUTH	10-44-400-2	23.53
2038824479 MATERIAL PROCESSING SERVICES	10-42-265-0	8.60
2038824480 BOOKS: BRANCH YOUTH	10-44-400-6	12.59
2038824481 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038836188 BOOKS: ADULT	10-44-400-1	70.92
2038836188 BOOKS: YOUTH	10-44-400-2	489.44
2038836188 BOOKS: BRANCH ADULT	10-44-400-5	17.29
2038836188 BOOKS: BRANCH YOUTH	10-44-400-6	190.59
2038836189 MATERIAL PROCESSING SERVICES	10-42-265-0	259.40
2038836190 BOOKS: ADULT	10-44-400-1	14.56
2038836190 BOOKS: YOUTH	10-44-400-2	92.03
2038836190 BOOKS: BRANCH ADULT	10-44-400-5	17.29
2038836190 BOOKS: BRANCH YOUTH	10-44-400-6	62.49
2038836191 MATERIAL PROCESSING SERVICES	10-42-265-0	62.20
2038836192 BOOKS: ADULT	10-44-400-1	17.29
2038836192 BOOKS: YOUTH	10-44-400-2	57.89
2038836193 MATERIAL PROCESSING SERVICES	10-42-265-0	21.50
2038836194 BOOKS: YOUTH	10-44-400-2	40.62
2038836194 BOOKS: BRANCH YOUTH	10-44-400-6	4.84
2038836195 MATERIAL PROCESSING SERVICES	10-42-265-0	18.20
2038840116 BOOKS: ADULT	10-44-400-1	46.05
2038840116 BOOKS: YOUTH	10-44-400-2	69.22
2038840116 BOOKS: BRANCH ADULT	10-44-400-5	91.03
2038840116 BOOKS: BRANCH YOUTH	10-44-400-6	10.94
2038840117 MATERIAL PROCESSING SERVICES	10-42-265-0	65.20
2038840118 BOOKS: ADULT	10-44-400-1	30.95
2038840118 BOOKS: YOUTH	10-44-400-2	20.88
2038840118 BOOKS: BRANCH ADULT	10-44-400-5	73.42
2038840119 MATERIAL PROCESSING SERVICES	10-42-265-0	38.40
2038840120 BOOKS: ADULT	10-44-400-1	73.42
2038840121 MATERIAL PROCESSING SERVICES	10-42-265-0	19.20
2038853774 BOOKS: ADULT	10-44-400-1	72.76
2038853774 BOOKS: YOUTH	10-44-400-2	237.00
2038853774 BOOKS: BRANCH ADULT	10-44-400-5	96.32
2038853774 BOOKS: BRANCH YOUTH	10-44-400-6	201.80
2038853775 MATERIAL PROCESSING SERVICES	10-42-265-0	228.30
2038853776 BOOKS: ADULT	10-44-400-1	42.81
2038853776 BOOKS: YOUTH	10-44-400-2	171.24
2038853776 BOOKS: BRANCH ADULT	10-44-400-5	80.17
2038853776 BOOKS: BRANCH YOUTH	10-44-400-6	40.79
2038853777 MATERIAL PROCESSING SERVICES	10-42-265-0	116.80
2038853778 BOOKS: ADULT	10-44-400-1	80.16
2038853778 BOOKS: BRANCH YOUTH	10-44-400-6	16.31
2038853779 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038853780 BOOKS: YOUTH	10-44-400-2	16.31
2038853781 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038859693 BOOKS: ADULT	10-44-400-1	74.69
2038859693 BOOKS: YOUTH	10-44-400-2	78.15
2038859693 BOOKS: BRANCH ADULT	10-44-400-5	96.92
2038859693 BOOKS: BRANCH YOUTH	10-44-400-6	34.33
2038859694 MATERIAL PROCESSING SERVICES	10-42-265-0	71.80
2038859695 BOOKS: ADULT	10-44-400-1	96.92
2038859695 BOOKS: YOUTH	10-44-400-2	24.03
2038859696 MATERIAL PROCESSING SERVICES	10-42-265-0	22.50
2038859697 BOOKS: BRANCH ADULT	10-44-400-5	19.42
2038859697 BOOKS: BRANCH YOUTH	10-44-400-6	10.27
2038859698 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038859699 BOOKS: YOUTH	10-44-400-2	10.27
2038859700 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
2038863229 BOOKS: ADULT	10-44-400-1	223.24
2038863229 BOOKS: YOUTH	10-44-400-2	87.93
2038863229 BOOKS: BRANCH ADULT	10-44-400-5	36.71
2038863229 BOOKS: BRANCH YOUTH	10-44-400-6	10.94
2038863230 MATERIAL PROCESSING SERVICES	10-42-265-0	118.80
2038863231 BOOKS: YOUTH	10-44-400-2	10.94
2038863231 BOOKS: BRANCH ADULT	10-44-400-5	87.44
2038863231 BOOKS: BRANCH YOUTH	10-44-400-6	28.28
2038863232 MATERIAL PROCESSING SERVICES	10-42-265-0	35.40
2038863233 BOOKS: ADULT	10-44-400-1	36.71
2038863234 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038865521 BOOKS: ADULT	10-44-400-1	66.28
2038865521 BOOKS: YOUTH	10-44-400-2	91.17
2038865521 BOOKS: BRANCH ADULT	10-44-400-5	17.31
2038865521 BOOKS: BRANCH YOUTH	10-44-400-6	56.70
2038865522 MATERIAL PROCESSING SERVICES	10-42-265-0	65.50
2038865523 BOOKS: ADULT	10-44-400-1	17.27
2038865523 BOOKS: YOUTH	10-44-400-2	71.25
2038865524 MATERIAL PROCESSING SERVICES	10-42-265-0	25.80
2038865525 BOOKS: BRANCH ADULT	10-44-400-5	17.28
2038865525 BOOKS: BRANCH YOUTH	10-44-400-6	1,062.56
2038865526 MATERIAL PROCESSING SERVICES	10-42-265-0	357.90
2038873432 BOOKS: ADULT	10-44-400-1	69.15
2038873432 BOOKS: YOUTH	10-44-400-2	97.92
2038873432 BOOKS: BRANCH YOUTH	10-44-400-6	68.77
2038873433 MATERIAL PROCESSING SERVICES	10-42-265-0	84.70
2038873434 BOOKS: ADULT	10-44-400-1	33.38
2038873434 BOOKS: YOUTH	10-44-400-2	58.84
2038873434 BOOKS: BRANCH YOUTH	10-44-400-6	14.52
2038873435 MATERIAL PROCESSING SERVICES	10-42-265-0	36.40
2038873436 BOOKS: ADULT	10-44-400-1	18.20
2038873436 BOOKS: YOUTH	10-44-400-2	9.93
2038873437 MATERIAL PROCESSING SERVICES	10-42-265-0	9.60
2038873438 BOOKS: BRANCH YOUTH	10-44-400-6	14.52
2038873439 MATERIAL PROCESSING SERVICES	10-42-265-0	4.30
203888162 MATERIAL PROCESSING SERVICES	10-42-265-0	175.70
2038881625 BOOKS: ADULT	10-44-400-1	204.25

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BAKER AND TAYLOR L4229202 (394) CONTINUED ...		
2038881625 BOOKS: YOUTH	10-44-400-2	212.77
2038881625 BOOKS: BRANCH ADULT	10-44-400-5	194.59
2038881625 BOOKS: BRANCH YOUTH	10-44-400-6	95.95
2038881627 BOOKS: ADULT	10-44-400-1	209.76
2038881627 BOOKS: YOUTH	10-44-400-2	91.71
2038881627 BOOKS: BRANCH YOUTH	10-44-400-6	66.98
2038881628 MATERIAL PROCESSING SERVICES	10-42-265-0	92.30
2038881629 BOOKS: ADULT	10-44-400-1	15.17
2038881629 BOOKS: BRANCH ADULT	10-44-400-5	194.59
2038881629 BOOKS: BRANCH YOUTH	10-44-400-6	71.41
2038881630 MATERIAL PROCESSING SERVICES	10-42-265-0	67.50
2038881631 BOOKS: YOUTH	10-44-400-2	4.24
2038881632 MATERIAL PROCESSING SERVICES	10-42-265-0	5.30
BAYCOM (6848)	03/11/25 CK# 150347	\$1,725.00
54419 RISK MANAGEMENT: FACILITIES	50-42-210-0	1,725.00
BETTER LIVING INSTITUTE (6924)	03/11/25 CK# 150348	\$200.00
03252025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
BLAIN'S FARM & FLEET (6251)	03/11/25 CK# 150386	\$99.78
30566404 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	99.78
CANNONBALL MECHANICAL (5970)	03/11/25 CK# 150349	\$6,320.00
330512 REPAIR/MAINT. HVAC: RAKOW	60-42-220-5	6,320.00
CDW GOVERNMENT, INC. (842)	03/11/25 CK# 150350	\$2,026.24
AC5SV3H COMPUTER EQUIPMENT	10-45-500-0	636.90
AC62R4W OFFICE SUPPLIES/COMPUTER	10-43-300-2	1,290.21
AC62V8P OFFICE SUPPLIES/COMPUTER	10-43-300-2	99.13
CINCO BOOKS CORP (6838)	03/11/25 CK# 150351	\$3,313.57
51007 BOOKS: ADULT	10-44-400-1	87.96
51007 BOOKS: YOUTH	10-44-400-2	1,193.01
51008 BOOKS: ADULT	10-44-400-1	674.85
51009 BOOKS: YOUTH	10-44-400-2	1,357.75
CINTAS CORPORATION LOC. #355 (4662)	03/11/25 CK# 150352	\$4,456.06
4220775550 JANITORIAL SUPPLIES	10-43-370-0	103.51
4221279327 JANITORIAL SUPPLIES	10-43-370-0	57.54
4221281525 JANITORIAL SUPPLIES	10-43-370-0	1,290.76
4221441694 JANITORIAL SUPPLIES	10-43-370-0	45.51
4222064989 JANITORIAL SUPPLIES	10-43-370-0	57.54
4222066845 JANITORIAL SUPPLIES	10-43-370-0	1,526.66
4222238630 JANITORIAL SUPPLIES	10-43-370-0	45.51
4222691798 JANITORIAL SUPPLIES	10-43-370-0	57.54
4222694001 JANITORIAL SUPPLIES	10-43-370-0	1,225.98
4222908029 JANITORIAL SUPPLIES	10-43-370-0	45.51
CLICKUP (6239)	03/11/25 CK# 150382	\$-37.28
3Q7G99RP CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	-37.28
COMPLETE CLEANING COMPANY, INC. (835)	03/11/25 CK# 150353	\$14,477.00
AW17232 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	935.00
AW17660 GENERAL CLEANING SERVICE	10-42-235-0	680.00
AW17819 GENERAL CLEANING SERVICE	10-42-235-0	860.00
C29573 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	2,902.00
C29574 GENERAL CLEANING SERVICE	10-42-235-0	9,100.00

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CONSTANT CONTACT (5729) 2252025 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	03/11/25 CK# 150381 10-44-435-5	\$474.00 474.00
CORDOBA MARIA (6564) JAN-FEB PUBLIC PROGRAMMING:HISPANIC SVCS	03/11/25 CK# 150354 10-42-230-1	\$240.00 240.00
CRATING MADE SIMPLE (6927) 2047 CC PYMT (6421) FOR EXHIBITS AND DISPLAYS	03/11/25 CK# 150383 10-43-335-0	\$337.62 337.62
CURRICULUM CAFE LLC (6931) 03262025 PUBLIC PROGRAMMING:YOUTH	03/11/25 CK# 150355 10-42-230-2	\$1,250.00 1,250.00
DANNY'S PIZZA (6381) 2262025 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS 23 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	03/11/25 CK# 150378 10-43-360-1 10-43-360-1	\$106.88 78.80 28.08
DEL CARMEN BAKERY (6867) 918163 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	03/11/25 CK# 150378 10-43-360-1	\$25.49 25.49
DEMCO (1000) 7611549 MATERIALS PROCESSING SUPPLIES	03/11/25 CK# 150356 10-43-310-0	\$318.20 318.20
DIGICORP, INC. (5694) 353722 CAPITAL IMPROVEMENTS	03/11/25 CK# 150357 10-49-900-0	\$49,173.70 49,173.70
DIGITAL OCEAN (6303) 503919873 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	03/11/25 CK# 150382 10-42-255-3	\$25.21 25.21
DIN TAHA (6354) 02272025 DIGITAL LIT CLASSES BRANCHES	03/11/25 CK# 150358 10-42-230-8	\$300.00 300.00
DUO SECURITY, LLC (6066) 11450125 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	03/11/25 CK# 150379 10-42-255-1	\$360.00 360.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 17174 RISK MANAGEMENT: FACILITIES 17198 RISK MANAGEMENT: FACILITIES	03/11/25 CK# 150359 50-42-210-0 50-42-210-0	\$3,585.97 471.97 3,114.00
ELGIN KEY & LOCK COMPANY (1155) 250281 BUILDING & GROUNDS SUPPLIES	03/11/25 CK# 150360 60-43-320-0	\$7.00 7.00
ELGIN SYMPHONY ORCHESTRA (1165) 03042025 CONTINUING ED: REGISTRATION/FEEES	03/11/25 CK# 150361 10-42-290-1	\$200.00 200.00
ENGBERG ANDERSON, INC. (4014) 23364403-11 CAPITAL IMPROVEMENTS	03/11/25 CK# 150362 10-49-900-0	\$2,692.50 2,692.50
ETHIC ROOFING CO (6025) 1531 REPAIR/MAINT. OF BUILDING 1531 REPAIR/MAINT. OF BLDG: RAKOW	03/11/25 CK# 150363 60-42-200-0 60-42-200-5	\$1,520.00 760.00 760.00
ETSY (6109) 3606507131 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	03/11/25 CK# 150386 10-42-230-3	\$18.04 18.04
FACEBOOK (6067) 5WNKFKC7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL B6YBJKL7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	03/11/25 CK# 150383 10-42-222-2 10-42-222-2	\$79.96 72.69 7.27
FOOD SERVICE PREP (6930) 73A7189B CC PYMT (6417) FOR CONTINUING ED: REGISTRATION/FEEES DDC03F13 CC PYMT (6417) FOR CONTINUING ED: REGISTRATION/FEEES	03/11/25 CK# 150380 10-42-290-1 10-42-290-1	\$15.90 7.95 7.95
FOX VALLEY FIRE & SAFETY (1329) IN00752123 REPAIR/MAINT. OF BUILDING	03/11/25 CK# 150364 60-42-200-0	\$468.00 468.00

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GAYLORD BROS. (1390) 27506913 CC PYMT (6421) FOR MATERIALS PROCESSING SUPPLIES	03/11/25 CK# 150383 10-43-310-0	\$418.10 418.10
GILPATRICK, KAREN (5886) 066 CONSULT. & PROF. FEES:OTHER	03/11/25 CK# 150365 10-42-225-2	\$330.00 330.00
GRAINGER (1449) 9393873113 JANITORIAL SUPPLIES 9398259821 BUILDING & GROUNDS SUPPLIES 9403518542 MISCELLANEOUS 9419431524 BUILDING & GROUNDS SUPPLIES 9427688925 SUPPLIES: WORK APPAREL 9427688925 BUILDING & GROUNDS SUPPLIES	03/11/25 CK# 150366 10-43-370-0 60-43-320-0 60-43-399-0 60-43-320-0 10-43-301-0 60-43-320-0	\$816.77 157.74 69.84 196.65 127.46 92.33 172.75
GRASSHOPPER (6074) 02 2025 CC PYMT (6416) FOR OFFICE SUPPLIES/COMPUTER	03/11/25 CK# 150379 10-43-300-2	\$20.27 20.27
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390) 7274 REPAIR/MAINT. OF GROUNDS 7274 REPAIR/MAINT. OF GRDS: RAKOW	03/11/25 CK# 150367 60-42-210-0 60-42-210-5	\$9,645.00 7,395.00 2,250.00
GUTIERREZ FERNANDO M. (6468) JAN-FEB DIGITAL LIT CLASSES BILINGUAL	03/11/25 CK# 150368 10-42-230-7	\$1,190.00 1,190.00
HD SUPPLY FORMALY HOME DEPOT PRO (6777) 848917019 JANITORIAL SUPPLIES 848917027 JANITORIAL SUPPLIES 849418710 JANITORIAL SUPPLIES	03/11/25 CK# 150369 10-43-370-0 10-43-370-0 10-43-370-0	\$225.08 56.30 11.62 157.16
HELM SERVICE (5979) CHI147787C REPAIR/MAINT. HVAC: RAKOW CHI147788C REPAIR/MAINT. OF HVAC CHI147789C REPAIR/MAINT. HVAC: RAKOW CHI147821C REPAIR/MAINT. OF HVAC	03/11/25 CK# 150370 60-42-220-5 60-42-220-0 60-42-220-5 60-42-220-0	\$4,957.92 260.92 2,017.75 348.83 2,330.42
HOBBY LOBBY (6133) 941554 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	03/11/25 CK# 150386 10-42-230-3	\$35.64 35.64
HODGE KIRK (6386) 04 2025 RENT STORAGE/MOVING	03/11/25 CK# 150371 10-42-209-0	\$650.00 650.00
HOME DEPOT (6340) 5061292 CC PYMT (6423) FOR BUILDING & GROUNDS SUPPLIES WG82290224 CC PYMT (6423) FOR MAINTENANCE EQUIPMENT: UNDER \$1000	03/11/25 CK# 150384 60-43-320-0 60-45-500-2	\$267.75 73.75 194.00
HOUSE OF DOORS, INC. (4029) 23592 REPAIR/MAINT. OF BUILDING	03/11/25 CK# 150372 60-42-200-0	\$313.73 313.73
HR SOURCE (5857) 60061 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	03/11/25 CK# 150378 10-42-290-1	\$329.00 329.00
HUFFMAN, DEBORAH (1650) 22025 CONSULT. & PROF. FEES:OTHER	03/11/25 CK# 150373 10-42-225-2	\$105.00 105.00
ILLINOIS LIBRARY ASSOCIATION (3822) 304750 CONTINUING ED: REGISTRATION/FEES	03/11/25 CK# 150374 10-42-290-1	\$1,120.00 1,120.00
ILLINOIS SECRETARY OF STATE (4574) 30536599 CC PYMT (6424) FOR RISK MANAGEMENT: HR	03/11/25 CK# 150385 50-42-210-1	\$21.00 21.00
INBOX BOOTHS LLC (6907) 1055 SE EXPANSION	03/11/25 CK# 150375 10-49-930-0	\$15,075.00 15,075.00

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734)	03/11/25 CK# 150376	\$7,047.72
67784523 BOOKS: ADULT	10-44-400-1	23.98
67784524 BOOKS: ADULT	10-44-400-1	31.94
67784525 BOOKS: ADULT	10-44-400-1	66.67
67784525 BOOKS: BRANCH ADULT	10-44-400-5	35.03
67784526 BOOKS: ADULT	10-44-400-1	117.07
67784526 BOOKS: YOUTH	10-44-400-2	185.37
67784526 BOOKS: BRANCH ADULT	10-44-400-5	16.38
67785875 BOOKS: YOUTH	10-44-400-2	35.50
67785876 BOOKS: BRANCH ADULT	10-44-400-5	34.42
67785877 BOOKS: ADULT	10-44-400-1	16.95
67785877 BOOKS: YOUTH	10-44-400-2	128.48
67785877 BOOKS: BRANCH YOUTH	10-44-400-6	178.81
67785878 BOOKS: ADULT	10-44-400-1	150.82
67785878 BOOKS: YOUTH	10-44-400-2	16.95
67785878 BOOKS: BRANCH ADULT	10-44-400-5	10.79
67786047 BOOKS: ADULT	10-44-400-1	15.06
67786047 BOOKS: BRANCH ADULT	10-44-400-5	15.06
67786048 BOOKS: ADULT	10-44-400-1	24.95
67786049 BOOKS: BRANCH YOUTH	10-44-400-6	14.98
67786050 BOOKS: ADULT	10-44-400-1	150.06
67786050 BOOKS: YOUTH	10-44-400-2	23.93
67786050 BOOKS: BRANCH ADULT	10-44-400-5	33.88
67786173 BOOKS: YOUTH	10-44-400-2	21.18
67786174 BOOKS: ADULT	10-44-400-1	16.39
67786174 BOOKS: BRANCH ADULT	10-44-400-5	16.39
67786175 BOOKS: ADULT	10-44-400-1	16.39
67786176 BOOKS: BRANCH ADULT	10-44-400-5	11.99
67786177 BOOKS: ADULT	10-44-400-1	15.81
67786177 BOOKS: YOUTH	10-44-400-2	8.24
67786177 BOOKS: BRANCH YOUTH	10-44-400-6	8.99
67786178 BOOKS: ADULT	10-44-400-1	228.98
67786179 BOOKS: ADULT	10-44-400-1	32.20
67786179 BOOKS: YOUTH	10-44-400-2	167.67
67786179 BOOKS: BRANCH YOUTH	10-44-400-6	9.59
67787170 BOOKS: YOUTH	10-44-400-2	18.58
67787171 BOOKS: ADULT	10-44-400-1	27.14
67787171 BOOKS: BRANCH ADULT	10-44-400-5	16.94
67787172 BOOKS: ADULT	10-44-400-1	9.75
67787172 BOOKS: YOUTH	10-44-400-2	84.98
67787172 BOOKS: BRANCH YOUTH	10-44-400-6	9.74
67787632 BOOKS: YOUTH	10-44-400-2	148.43
67787632 BOOKS: BRANCH YOUTH	10-44-400-6	258.88
67787882 BOOKS: ADULT	10-44-400-1	228.77
67787882 BOOKS: BRANCH ADULT	10-44-400-5	51.04
67787901 BOOKS: ADULT	10-44-400-1	105.38
67787901 BOOKS: YOUTH	10-44-400-2	165.05
67787901 BOOKS: BRANCH ADULT	10-44-400-5	117.79
67787901 BOOKS: BRANCH YOUTH	10-44-400-6	29.79
67788246 BOOKS: ADULT	10-44-400-1	14.39
67788247 BOOKS: YOUTH	10-44-400-2	16.24
67788248 BOOKS: YOUTH	10-44-400-2	13.00
67788249 BOOKS: YOUTH	10-44-400-2	5.24

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INGRAM (1734) CONTINUED ...		
67788249 BOOKS: BRANCH YOUTH	10-44-400-6	23.26
67788250 BOOKS: ADULT	10-44-400-1	140.87
67788250 BOOKS: YOUTH	10-44-400-2	52.00
67788250 BOOKS: BRANCH ADULT	10-44-400-5	29.49
67789784 BOOKS: BRANCH YOUTH	10-44-400-6	19.48
67789785 BOOKS: ADULT	10-44-400-1	14.39
67789786 BOOKS: YOUTH	10-44-400-2	101.62
67789786 BOOKS: BRANCH YOUTH	10-44-400-6	161.14
67789813 BOOKS: YOUTH	10-44-400-2	43.93
67789814 BOOKS: YOUTH	10-44-400-2	16.24
67789815 BOOKS: ADULT	10-44-400-1	32.76
67789815 BOOKS: BRANCH ADULT	10-44-400-5	32.76
67789816 BOOKS: ADULT	10-44-400-1	14.99
67789817 BOOKS: YOUTH	10-44-400-2	10.73
67789818 BOOKS: BRANCH YOUTH	10-44-400-6	5.21
67789819 BOOKS: ADULT	10-44-400-1	16.94
67789819 BOOKS: BRANCH ADULT	10-44-400-5	33.88
67789820 BOOKS: ADULT	10-44-400-1	448.71
67789820 BOOKS: YOUTH	10-44-400-2	20.31
67789820 BOOKS: BRANCH ADULT	10-44-400-5	40.70
67789821 BOOKS: ADULT	10-44-400-1	32.20
67789821 BOOKS: YOUTH	10-44-400-2	26.09
67789821 BOOKS: BRANCH ADULT	10-44-400-5	15.82
67789821 BOOKS: BRANCH YOUTH	10-44-400-6	15.93
67791199 BOOKS: YOUTH	10-44-400-2	11.44
67791200 BOOKS: YOUTH	10-44-400-2	16.24
67791201 BOOKS: ADULT	10-44-400-1	14.13
67791202 BOOKS: BRANCH YOUTH	10-44-400-6	11.29
67791203 BOOKS: ADULT	10-44-400-1	237.30
67791203 BOOKS: BRANCH ADULT	10-44-400-5	50.85
67791204 BOOKS: ADULT	10-44-400-1	15.81
67791204 BOOKS: YOUTH	10-44-400-2	10.39
67791204 BOOKS: BRANCH YOUTH	10-44-400-6	10.39
67791205 BOOKS: ADULT	10-44-400-1	91.08
67791205 BOOKS: BRANCH ADULT	10-44-400-5	74.13
67791206 BOOKS: BRANCH ADULT	10-44-400-5	16.39
67791730 BOOKS: BRANCH YOUTH	10-44-400-6	13.73
67791731 BOOKS: ADULT	10-44-400-1	90.43
67791731 BOOKS: BRANCH ADULT	10-44-400-5	67.22
67791732 BOOKS: ADULT	10-44-400-1	75.20
67791732 BOOKS: BRANCH ADULT	10-44-400-5	64.98
67792013 BOOKS: YOUTH	10-44-400-2	17.12
67792014 BOOKS: YOUTH	10-44-400-2	10.16
67792015 BOOKS: ADULT	10-44-400-1	31.79
67792016 BOOKS: YOUTH	10-44-400-2	10.73
67792017 BOOKS: ADULT	10-44-400-1	20.91
67792018 BOOKS: ADULT	10-44-400-1	10.19
67792018 BOOKS: BRANCH ADULT	10-44-400-5	20.38
67792019 BOOKS: YOUTH	10-44-400-2	10.16
67792019 BOOKS: BRANCH YOUTH	10-44-400-6	51.96
67792020 BOOKS: YOUTH	10-44-400-2	153.43
67792020 BOOKS: BRANCH YOUTH	10-44-400-6	74.70

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INGRAM (1734) CONTINUED ...		
67792211 BOOKS: ADULT	10-44-400-1	219.47
67792212 BOOKS: ADULT	10-44-400-1	290.81
67792297 BOOKS: ADULT	10-44-400-1	35.33
67792297 BOOKS: BRANCH ADULT	10-44-400-5	17.96
67792298 BOOKS: ADULT	10-44-400-1	8.99
67792298 BOOKS: YOUTH	10-44-400-2	88.83
67792298 BOOKS: BRANCH YOUTH	10-44-400-6	563.62
86799815 BOOKS: YOUTH	10-44-400-2	-11.30
INTERIOR INVESTMENTS LLC (5396)	03/11/25 CK# 150378	\$824.00
88940 CC PYMT (6415) FOR FURNITURE AND FIXTURES	10-45-510-0	824.00
JEWEL-OSCO (1632)	03/11/25 CK# 150381	\$77.94
2102025 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	77.94
KANOPY LLC (5682)	03/11/25 CK# 150377	\$750.00
441783 ELECTRONIC RESOURCES: STREAMING	10-44-435-3	750.00
KOLLUM, JASON (4875)	03/11/25 CK# 150388	\$247.50
04032025 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	247.50
LASER PRO CO., INC. (1983)	03/11/25 CK# 150389	\$2,336.00
139461 OFFICE SUPPLIES/COMPUTER	10-43-300-2	434.50
139482 OFFICE SUPPLIES/COMPUTER	10-43-300-2	1,151.50
139514 OFFICE SUPPLIES/COMPUTER	10-43-300-2	531.00
139526 OFFICE SUPPLIES/COMPUTER	10-43-300-2	21.00
139584 OFFICE SUPPLIES/COMPUTER	10-43-300-2	198.00
LEAVE NO TRACE (6929)	03/11/25 CK# 150386	\$16.56
17383 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	16.56
LEXJET (6160)	03/11/25 CK# 150378	\$437.82
267226 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10-43-330-0	437.82
M13 GRAPHICS (6283)	03/11/25 CK# 150381	\$41.32
1048043 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	41.32
MAILGUN TECHNOLOGIES, INC (6058)	03/11/25 CK# 150382	\$80.00
764404029 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	80.00
MARTINEZ, BETTY 2 (4305)	03/11/25 CK# 150390	\$480.00
JAN-FEB PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	480.00
MATTHEW BENDER & CO., INC. (442)	03/11/25 CK# 150391	\$320.31
44701764 BOOKS: ADULT	10-44-400-1	320.31
METRO POWER INC. (3796)	03/11/25 CK# 150392	\$1,660.00
14942 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,660.00
MIDWEST FIRST AID & SAFETY LLC (6609)	03/11/25 CK# 150393	\$48.53
1735 RISK MANAGEMENT: FACILITIES	50-42-210-0	48.53
MIDWEST TAPE (2256)	03/11/25 CK# 150394	\$5,000.59
506697717 MATERIAL PROCESSING SERVICES	10-42-265-0	28.00
506697718 MATERIAL PROCESSING SERVICES	10-42-265-0	82.24
506697719 MATERIAL PROCESSING SERVICES	10-42-265-0	6.00
506713309 AUDIO-VISUAL: ADULT	10-44-420-1	60.70
506713370 AUDIO-VISUAL: ADULT	10-44-420-1	200.15
506713370 AUDIO-VISUAL: YOUTH	10-44-420-2	13.49
506713371 AUDIO-VISUAL: ADULT	10-44-420-1	39.99
506713371 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	39.99

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MIDWEST TAPE (2256) CONTINUED ...		
506713373 AUDIO-VISUAL: ADULT	10-44-420-1	20.99
506735514 AUDIO-VISUAL: ADULT	10-44-420-1	882.31
506735514 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	609.43
506740957 AUDIO-VISUAL: ADULT	10-44-420-1	35.07
506740959 AUDIO-VISUAL: ADULT	10-44-420-1	84.98
506741070 AUDIO-VISUAL: ADULT	10-44-420-1	14.24
506741071 AUDIO-VISUAL: ADULT	10-44-420-1	146.91
506741072 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	14.99
506762992 AUDIO-VISUAL: ADULT	10-44-420-1	460.32
506762992 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	314.13
506773762 AUDIO-VISUAL: ADULT	10-44-420-1	80.96
506773762 AUDIO-VISUAL: YOUTH	10-44-420-2	18.74
506773763 AUDIO-VISUAL: ADULT	10-44-420-1	39.99
506773764 AUDIO-VISUAL: ADULT	10-44-420-1	14.99
506788666 AUDIO-VISUAL: ADULT	10-44-420-1	57.72
506788666 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	57.72
506806553 AUDIO-VISUAL: ADULT	10-44-420-1	72.98
506806554 AUDIO-VISUAL: ADULT	10-44-420-1	144.69
506806554 AUDIO-VISUAL: YOUTH	10-44-420-2	78.70
506806555 AUDIO-VISUAL: ADULT	10-44-420-1	67.48
506806556 AUDIO-VISUAL: ADULT	10-44-420-1	24.73
506806558 AUDIO-VISUAL: ADULT	10-44-420-1	28.48
506806559 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	48.72
506817905 AUDIO-VISUAL: ADULT	10-44-420-1	751.20
506817905 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	459.56
MOBILE BEACON (5646)	03/11/25 CK# 150387	\$2,040.00
2272024 CC PYMT (6427) FOR AUDIO-VISUAL: ADULT	10-44-420-1	2,040.00
NITRO SOFTWARE, INC. (5579)	03/11/25 CK# 150395	\$6,803.55
INV-32080 COMPUTER MAINTENANCE	10-42-255-2	6,803.55
NOAH'S ARK (6166)	03/11/25 CK# 150386	\$344.75
72255 CC PYMT (6425) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	344.75
ORIENTAL TRADING CO., INC. (2563)	03/11/25 CK# 150378	\$59.96
736057430 CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	59.96
OTIS ELEVATOR COMPANY (4788)	03/11/25 CK# 150396	\$1,109.00
CY15515001 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,109.00
OVERDRIVE, INC. (4535)	03/11/25 CK# 150397	\$3,943.39
01018MA25067909 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	3,943.39
PARAGON MICRO INC. (4877)	03/11/25 CK# 150398	\$13,124.92
S5195389 SE EXPANSION TECHNOLOGY	10-49-930-5	6,399.95
S5196432 SE EXPANSION TECHNOLOGY	10-49-930-5	3,849.99
S5197451 COMPUTER EQUIPMENT	10-45-500-0	424.99
S5197486 COMPUTER EQUIPMENT	10-45-500-0	2,449.99
PAYPAL, INC (6059)	03/11/25 CK# 150378	\$40.00
9068138 CC PYMT (6415) FOR DUES & MEMBERSHIPS	10-42-280-0	40.00
PAYPAL, INC (6059)	03/11/25 CK# 150382	\$19.95
154910320 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	19.95
PETALS (6925)	03/11/25 CK# 150378	\$264.48
3174256 CC PYMT (6415) FOR MISCELLANEOUS	10-43-399-0	264.48

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PETTY CASH - SARA JOHNSON (4777)	03/11/25 CK# 150399	\$436.75
02 2024 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	47.23
02 2024 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	271.38
02 2024 GRAPHICS SUPPLIES	10-43-330-0	37.95
02 2024 FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	16.50
02 2024 MISCELLANEOUS	10-43-399-0	21.69
02 2024 RISK MANAGEMENT: HR	50-42-210-1	42.00
REVERSO (6822)	03/11/25 CK# 150378	\$9.99
QGBG6TY3 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	9.99
RYAN AILEEN (6701)	03/11/25 CK# 150400	\$1,275.00
01082025 CONTINUING ED: TAP	10-42-290-4	1,275.00
RYMARZ LYNN (6933)	03/11/25 CK# 150401	\$500.00
03132025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	500.00
RYMARZ LYNN (6933)	03/11/25 CK# 150402	\$300.00
03202025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	300.00
SAM'S CLUB DIRECT (5057)	03/11/25 CK# 150403	\$43.96
008891 GVNEAN FOOD & BEVERAGE: COMMUNITY SVCS	10-43-360-2	43.96
SANTELLA GARY (6932)	03/11/25 CK# 150404	\$200.00
04032025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	200.00
SHALES MC NUTT CONSTRUCTION (4170)	03/11/25 CK# 150405	\$111,238.20
0201 0228 CAPITAL IMPROVEMENTS	10-49-900-0	111,238.20
SIGNS BY TOMORROW (3081)	03/11/25 CK# 150406	\$709.69
31779 PRINTING: OUTSIDE	10-42-240-0	229.71
31780 PRINTING: OUTSIDE	10-42-240-0	479.98
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)	03/11/25 CK# 150407	\$3,014.46
03012025 COMMON AREA MAINT: SO ELGIN	10-42-204-0	3,014.46
SPOTIFY (6086)	03/11/25 CK# 150380	\$19.99
2132025 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	19.99
STAPLES (3180)	03/11/25 CK# 150378	\$999.75
9928568099 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	199.95
9928568178 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	199.95
9928568226 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	199.95
9928568268 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	199.95
9928568336 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	199.95
STAPLES (3180)	03/11/25 CK# 150408	\$143.80
7652684019 DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	143.80
STORM SCIENCE (6935)	03/11/25 CK# 150409	\$500.00
03252025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	500.00
TARGET (6108)	03/11/25 CK# 150387	\$35.98
110599 CC PYMT (6427) FOR AUDIO-VISUAL: YOUTH	10-44-420-2	17.99
110599 CC PYMT (6427) FOR AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	17.99
TEACHER CREATED RESOURCES (6926)	03/11/25 CK# 150381	\$55.47
4291383 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	55.47
TODAY'S UNIFORMS INC. (5402)	03/11/25 CK# 150410	\$999.50
274200 SUPPLIES: WORK APPAREL	10-43-301-0	111.90
275121 SUPPLIES: WORK APPAREL	10-43-301-0	687.35
275424 SUPPLIES: WORK APPAREL	10-43-301-0	200.25

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TONIES (6276)	03/11/25 CK# 150411	\$1,852.00
PSI6365088 AUDIO-VISUAL: YOUTH	10-44-420-2	760.00
PSI6365088 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	1,092.00
ULINE (4778)	03/11/25 CK# 150412	\$1,405.10
188862005 GRAPHICS SUPPLIES	10-43-330-0	509.11
189058657 MATERIALS PROCESSING SUPPLIES	10-43-310-0	552.12
189198125 JANITORIAL SUPPLIES	10-43-370-0	232.98
31645460 GRAPHICS SUPPLIES	10-43-330-0	110.89
ULTIMATE TRUCK WASH (6106)	03/11/25 CK# 150385	\$140.00
33705 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	140.00
VAUGHAN PLANTSCAPES, INC. (4296)	03/11/25 CK# 150413	\$243.76
65545 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VERDE ENERGY EFFICIENCY EXPERTS (5795)	03/11/25 CK# 150414	\$480.00
INV23986 REPAIR/MAINT. OF BUILDING	60-42-200-0	480.00
VOLGISTICS (6071)	03/11/25 CK# 150378	\$70.00
521563 CC PYMT (6415) FOR COMPUTER MAINTENANCE	10-42-255-2	70.00
WALMART (6075)	03/11/25 CK# 150378	\$26.09
73353 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	26.09
WALMART (6075)	03/11/25 CK# 150384	\$25.23
2282025 CC PYMT (6423) FOR PUBLIC PROGRAMMING: STUDIO/INFO SVC	10-42-230-6	25.23
WANG PEI-I (6934)	03/11/25 CK# 150415	\$800.00
03162025 PUBLIC PROGRAMMING:COMMUNITY SVCS	10-42-230-3	800.00
WASTE MANAGEMENT (3571)	03/11/25 CK# 150416	\$4,838.28
4345544-2011-8 REPAIR/MAINT. OF BUILDING	60-42-200-0	4,440.55
4345817-2011-8 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	397.73
WEST SIDE ELECTRIC (6178)	03/11/25 CK# 150417	\$1,410.27
300133081 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	267.23
300135790 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	940.00
300140593 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	203.04
WEX BANK (5012)	03/11/25 CK# 150418	\$671.50
103215075 FUEL/GASOLINE: FACILITES	10-43-350-0	300.21
103215075 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	371.29
WILD GOOSE CHASE (3616)	03/11/25 CK# 150419	\$1,846.00
250445 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,265.00
250492 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	581.00
ZIEGLER'S ACE HARDWARE (111)	03/11/25 CK# 150420	\$547.77
076413/G BUILDING & GROUNDS SUPPLIES	60-43-320-0	26.88
176061/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	23.76
176066/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	70.26
176080/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	21.25
176101/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	2.84
176133/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	6.39
176147/A REPAIR/MAINT. OF BUILDING	60-42-200-0	39.96
176153/A REPAIR/MAINT. OF BUILDING	60-42-200-0	7.59
176164/A REPAIR/MAINT. OF BUILDING	60-42-200-0	41.75
176203/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	44.79
176209/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	73.84
176216/A JANITORIAL SUPPLIES	10-43-370-0	18.96
176227/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	4.11

RUN DATE: 03/06/25

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BILLS PAID REPORT FOR MARCH, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ZIEGLER'S ACE HARDWARE (111) CONTINUED ...		
176230/A GRAPHICS SUPPLIES	10-43-330-0	15.75
176263/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	18.73
176267/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	59.95
176278/A GRAPHICS SUPPLIES	10-43-330-0	21.82
176299/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	16.85
176305/A EXHIBITS AND DISPLAYS	10-43-335-0	32.29

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 03/06/25

BILLS PAID REPORT FOR MARCH, 2025

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SUMMARY ALL FUNDS

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	308,346.04	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	13,012.29	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	37,569.98	*
TOTAL ALL FUNDS			358,928.31	**

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	143,678.57	1,013,228.10	57.24	1,770,000	756,771.90	51.17	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	312,368.28	2,195,935.17	55.31	3,970,000	1,774,064.83	49.40	4,445,000
10-41-102-0	SALARIES & WAGES/SUPPORT	324,393.14	2,235,799.18	57.33	3,900,000	1,664,200.82	51.28	4,360,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	39,700.46	253,229.33	55.05	460,000	206,770.67	49.17	515,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	82,799.73	642,569.84	52.03	1,235,000	592,430.16	45.90	1,400,000
10-41-111-0	LIFE INSURANCE	836.56	6,554.32	66.88	9,800	3,245.68	54.62	12,000
*TOTAL	SALARIES & BENEFITS	903,776.74	6,347,315.94	55.95	11,344,800	4,997,484.06	49.93	12,712,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	12,281.86	50,613.00	59.54	85,000	34,387.00	49.62	102,000
10-42-200-5	NATURAL GAS: RAKOW	600.04	1,219.42	27.10	4,500	3,280.58	22.58	5,400
10-42-200-7	NATURAL GAS: SOUTH ELGIN	55.17	937.75	22.33	4,200	3,262.25	18.39	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	882.83	1,883.91	18.84	10,000	8,116.09	15.70	12,000
10-42-201-0	ELECTRICITY	17,680.24	209,245.35	78.96	265,000	55,754.65	65.80	318,000
10-42-201-5	ELECTRICITY: RAKOW	3,443.24	18,946.44	54.13	35,000	16,053.56	45.11	42,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	576.52	2,193.65	42.19	5,200	3,006.35	34.82	6,300
10-42-201-9	ELECTRICITY: DAVIS ROAD	528.44	3,134.66	31.35	10,000	6,865.34	26.12	12,000
10-42-202-0	WATER & SEWER	1,499.29	11,599.15	61.05	19,000	7,400.85	50.87	22,800
10-42-202-5	WATER & SEWER: RAKOW	417.25	3,135.80	57.01	5,500	2,364.20	47.51	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	204.00	1,939.46	49.73	3,900	1,960.54	42.16	4,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	0.00	139.36	5.81	2,400	2,260.64	4.98	2,800
10-42-203-1	TELEPHONE/LINE CHARGES	1,615.40	10,869.28	62.47	17,400	6,530.72	52.26	20,800
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	3,211.87	22,995.07	48.72	47,200	24,204.93	40.63	56,600
10-42-203-4	TELEPHONE: MOBILE	107.78	4,274.23	41.90	10,200	5,925.77	35.03	12,200
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	21,101.22	52.75	40,000	18,898.78	43.96	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	43,200.02	43.20	100,000	56,799.98	36.00	120,000
10-42-205-0	BANKING FEES	1,469.05	9,447.74	65.61	14,400	4,952.26	54.61	17,300
10-42-206-0	DEBT CERT PRINCIPAL	0.00	125,000.00	100.00	125,000	0.00	92.59	135,000
10-42-206-5	DEBT CERT INTEREST	0.00	5,374.63	58.42	9,200	3,825.37	53.75	10,000
10-42-209-0	STORAGE/MOVING	650.00	4,550.00	130.00	3,500	-1,050.00	108.33	4,200
10-42-210-0	POSTAGE & SHIPPING	-2.06	8,616.14	47.87	18,000	9,383.86	39.89	21,600
10-42-215-0	COLLECTION AGENCY	1,822.25	9,445.28	62.97	15,000	5,554.72	52.47	18,000
10-42-220-2	LEGAL PUBLICATIONS	0.00	1,919.92	87.27	2,200	280.08	73.84	2,600
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	13,007.00	59,476.00	36.76	161,800	102,324.00	30.66	194,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	879.04	13,406.79	46.23	29,000	15,593.21	38.53	34,800
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	72.00	1,911.00	12.74	15,000	13,089.00	10.62	18,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	3,523.68	8,674.18	8.67	100,000	91,325.82	7.23	120,000
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	781.16	2,896.85	18.33	15,800	12,903.15	15.33	18,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	168.70	7,538.43	33.50	22,500	14,961.57	27.92	27,000
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY SVCS	3,072.39	27,133.70	58.60	46,300	19,166.30	48.89	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	0.00	123.63	11.24	1,100	976.37	9.51	1,300
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	510.00	1,360.00	24.73	5,500	4,140.00	20.61	6,600
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	150.00	500.00	10.42	4,800	4,300.00	8.77	5,700
10-42-235-0	GENERAL CLEANING SERVICE	19,600.00	102,815.00	53.49	192,200	89,385.00	44.57	230,700
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	5,682.00	23,094.00	48.52	47,600	24,506.00	40.37	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	0.00	2,039.88	12.59	16,200	14,160.12	10.46	19,500
10-42-245-0	COPIER LEASES	1,015.65	6,919.57	56.26	12,300	5,380.43	47.07	14,700
10-42-245-1	COPIER LEASES: PRAD	1,642.00	11,494.00	58.05	19,800	8,306.00	48.50	23,700
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	952.28	5,298.35	47.73	11,100	5,801.65	39.84	13,300

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-245-3	COPIER MAINTENANCE: PRAD	0.00	8,469.60	35.74	23,700	15,230.40	29.82	28,400
10-42-246-0	SORTER LEASE	103,126.00	103,126.00	102.10	101,000	-2,126.00	85.09	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	5,866.52	48,875.43	51.02	95,800	46,924.57	42.50	115,000
10-42-255-2	COMPUTER MAINTENANCE	20,060.67	111,325.34	41.16	270,500	159,174.66	34.31	324,500
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	125.16	19,762.36	38.52	51,300	31,537.64	32.13	61,500
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	1,704.00	37,215.98	22.86	162,800	125,584.02	19.05	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	5,361.34	69,615.32	49.73	140,000	70,384.68	41.44	168,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	1,828.10	5,527.41	27.64	20,000	14,472.59	23.03	24,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	2,890.94	7,142.86	71.43	10,000	2,857.14	59.52	12,000
10-42-270-2	SAMLL EQUIP MAINT.: OFFICE	362.76	1,225.52	34.04	3,600	2,374.48	27.85	4,400
10-42-270-3	SMALL EQUIP MAINT: A-V	250.00	385.00	13.75	2,800	2,415.00	11.32	3,400
10-42-275-0	PAYROLL PROCESSING	5,105.92	25,731.28	55.94	46,000	20,268.72	46.61	55,200
10-42-280-0	DUES & MEMBERSHIPS	1,860.00	12,875.00	64.38	20,000	7,125.00	53.65	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	410.10	5,191.47	17.30	30,000	24,808.53	14.42	36,000
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	1,016.05	4,115.90	102.90	4,000	-115.90	85.75	4,800
10-42-290-3	CONFERENCES: ALL EXPENSES	2,073.54	23,868.31	39.78	60,000	36,131.69	33.15	72,000
10-42-290-4	CONTINUING ED: TAP	4,182.00	6,082.00	40.55	15,000	8,918.00	33.79	18,000
10-42-290-5	TELECOMMUTING EXPENSES	115.00	275.00	22.92	1,200	925.00	18.33	1,500
10-42-299-0	CONTINGENCY	112.00	6,197.37	123.95	5,000	-1,197.37	103.29	6,000
*TOTAL	CONTRACTUAL SERVICES	267,430.30	1,378,195.64	50.59	2,724,500	1,346,304.36	42.37	3,253,000
<u>SUPPLIES</u>								
10-43-300-1	OFFICE SUPPLIES/GENERAL	394.87	7,376.40	73.76	10,000	2,623.60	61.47	12,000
10-43-300-2	OFFICE SUPPLIES/COMPUTER	2,323.75	20,453.73	56.97	35,900	15,446.27	47.57	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	608.25	4,209.90	64.77	6,500	2,290.10	53.97	7,800
10-43-305-0	VOLUNTEERS	83.32	395.13	5.81	6,800	6,404.87	4.82	8,200
10-43-310-0	MATERIALS PROCESSING SUPPLIES	452.05	3,183.21	17.11	18,600	15,416.79	14.27	22,300
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	0.00	5,539.38	31.65	17,500	11,960.62	26.38	21,000
10-43-330-0	GRAPHICS SUPPLIES	815.57	3,145.62	30.25	10,400	7,254.38	25.37	12,400
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	43.06	1,804.76	45.12	4,000	2,195.24	37.60	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	0.00	142.49	4.75	3,000	2,857.51	3.96	3,600
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	242.15	742.28	21.83	3,400	2,657.72	18.10	4,100
10-43-335-0	EXHIBITS AND DISPLAYS	2,107.23	13,578.35	38.36	35,400	21,821.65	31.95	42,500
10-43-340-0	ANIMAL CARE & FEEDING	355.00	2,485.00	57.79	4,300	1,815.00	48.73	5,100
10-43-350-0	FUEL/GASOLINE: FACILITES	304.91	2,201.59	33.87	6,500	4,298.41	28.23	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	259.58	2,522.66	22.93	11,000	8,477.34	19.11	13,200
10-43-360-0	FOOD & BEVERAGE: ADMIN	2,938.49	3,421.38	46.87	7,300	3,878.62	38.88	8,800
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	1,322.75	2,257.17	45.14	5,000	2,742.83	37.62	6,000
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	104.54	696.12	40.95	1,700	1,003.88	34.81	2,000
10-43-360-3	FOOD & BEVERAGE: PRAD	0.00	207.42	29.63	700	492.58	25.93	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	11.99	222.86	8.91	2,500	2,277.14	7.43	3,000
10-43-370-0	JANITORIAL SUPPLIES	10,324.70	60,089.10	63.25	95,000	34,910.90	52.71	114,000
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	134.87	3,252.04	32.52	10,000	6,747.96	27.10	12,000
10-43-399-0	MISCELLANEOUS	245.30	2,105.08	42.10	5,000	2,894.92	35.08	6,000
*TOTAL	SUPPLIES	23,072.38	140,469.47	46.54	301,800	161,330.53	38.80	362,000
<u>MATERIALS</u>								
10-44-400-0	BOOKS: LEASING	103.75	81,259.88	101.45	80,100	-1,159.88	84.65	96,000
10-44-400-1	BOOKS: ADULT	10,156.52	61,714.98	36.20	170,500	108,785.02	30.16	204,600
10-44-400-2	BOOKS: YOUTH	4,988.14	34,829.74	37.33	93,300	58,470.26	31.10	112,000
10-44-400-4	IN-HOUSE REFERENCE	0.00	344.69	28.72	1,200	855.31	24.62	1,400
10-44-400-5	BOOKS: BRANCH ADULT	2,832.05	16,750.26	34.54	48,500	31,749.74	28.78	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	1,267.14	7,150.79	41.57	17,200	10,049.21	34.54	20,700
10-44-410-0	PERIODICALS	0.00	2,756.48	21.70	12,700	9,943.52	18.13	15,200
10-44-410-5	PERIODICALS: BRANCH	0.00	778.08	19.45	4,000	3,221.92	16.21	4,800
10-44-420-1	AUDIO-VISUAL: ADULT	5,773.80	39,527.57	46.61	84,800	45,272.43	38.83	101,800
10-44-420-2	AUDIO-VISUAL: YOUTH	1,383.48	8,107.14	54.05	15,000	6,892.86	45.04	18,000
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	1,219.93	9,799.19	39.20	25,000	15,200.81	32.66	30,000
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	447.02	2,692.31	31.67	8,500	5,807.69	26.40	10,200
10-44-430-0	DIGITIZATION AND PRESERVATION	1,042.02	1,042.02	6.13	17,000	15,957.98	5.11	20,400
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	17,305.00	119,150.34	74.47	160,000	40,849.66	62.06	192,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	0.00	14,865.24	49.55	30,000	15,134.76	41.29	36,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	15,211.88	111,533.77	44.00	253,500	141,966.23	36.66	304,200
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	20,971.10	149,569.04	51.50	290,400	140,830.96	42.93	348,400
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	0.00	35,636.32	77.98	45,700	10,063.68	64.91	54,900
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	13,468.00	18,384.62	62.75	29,300	10,915.38	52.23	35,200
10-44-440-0	TOYS & KITS: KIDSPACE	238.97	3,397.80	30.07	11,300	7,902.20	25.17	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	47.41	757.46	7.43	10,200	9,442.54	6.16	12,300
*TOTAL	MATERIALS	96,456.21	720,047.72	51.11	1,408,700	688,652.28	42.60	1,690,400
<u>EQUIPMENT</u>								
10-45-500-0	COMPUTER EQUIPMENT	272.78	100,211.70	40.08	250,000	149,788.30	33.40	300,000
10-45-510-0	FURNITURE AND FIXTURES	4,089.71	11,749.11	17.54	67,000	55,250.89	14.60	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	0.00	4,443.10	28.48	15,600	11,156.90	23.76	18,700
10-45-540-0	SMALL LIBRARY EQUIPMENT	36.99	2,325.48	22.15	10,500	8,174.52	18.46	12,600
10-45-599-0	CONTINGENCY	0.00	238.00	4.76	5,000	4,762.00	3.97	6,000
*TOTAL	EQUIPMENT	4,399.48	119,460.21	32.44	368,200	248,739.79	27.03	442,000
<u>CAPITAL IMPROVEMENTS</u>								
10-49-900-0	CAPITAL IMPROVEMENTS	17,913.37	151,183.67	29.50	512,500	361,316.33	23.26	650,000
10-49-930-0	SE EXPANSION	451,055.85	1,706,408.00	42.96	3,972,000	2,265,592.00	35.55	4,800,000
10-49-930-5	SE EXPANSION TECHNOLOGY	35,078.96	35,078.96	14.09	249,000	213,921.04	10.02	350,000
*TOTAL	CAPITAL IMPROVEMENTS	504,048.18	1,892,670.63	39.98	4,733,500	2,840,829.37	32.63	5,800,000
**TOTAL	GENERAL FUND	1799,183.29	10,598,159.61	50.75	20,881,500	10,283,340.39	43.69	24,259,400
<u>I.M.R.F. FUND</u>								
<u>SALARIES & BENEFITS</u>								
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	74,797.01	487,338.12	55.38	880,000	392,661.88	48.73	1,000,000
*TOTAL	SALARIES & BENEFITS	74,797.01	487,338.12	55.38	880,000	392,661.88	48.73	1,000,000
**TOTAL	I.M.R.F. FUND	74,797.01	487,338.12	55.38	880,000	392,661.88	48.73	1,000,000
<u>SOCIAL SECURITY FUND</u>								
<u>SALARIES & BENEFITS</u>								
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	61,779.90	429,118.34	56.11	764,800	335,681.66	49.32	870,000
*TOTAL	SALARIES & BENEFITS	61,779.90	429,118.34	56.11	764,800	335,681.66	49.32	870,000
**TOTAL	SOCIAL SECURITY FUND	61,779.90	429,118.34	56.11	764,800	335,681.66	49.32	870,000
<u>AUDIT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
40-42-200-0	AUDIT EXPENSES	0.00	15,820.00	98.88	16,000	180.00	87.89	18,000
*TOTAL	CONTRACTUAL SERVICES	0.00	15,820.00	98.88	16,000	180.00	87.89	18,000
**TOTAL	AUDIT FUND	0.00	15,820.00	98.88	16,000	180.00	87.89	18,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>LIABILITY INS. FUND</u>								
<u>SALARIES & BENEFITS</u>								
50-41-100-0	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00	24,000	24,000.00	0.00	28,800
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	0.00	2,566.47	16.04	16,000	13,433.53	13.37	19,200
*TOTAL	SALARIES & BENEFITS	0.00	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	4,021.49	20,675.21	30.86	67,000	46,324.79	25.21	82,000
50-42-210-1	RISK MANAGEMENT: HR	0.00	12,780.57	90.64	14,100	1,319.43	75.18	17,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	0.00	53,952.55	59.62	90,500	36,547.45	49.50	109,000
*TOTAL	CONTRACTUAL SERVICES	4,021.49	87,413.33	26.36	331,600	244,186.67	21.69	403,000
**TOTAL	LIABILITY INS. FUND	4,021.49	89,979.80	24.21	371,600	281,620.20	19.95	451,000
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	16,712.26	113,559.08	51.38	221,000	107,440.92	42.82	265,200
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	1,993.62	21,438.23	52.29	41,000	19,561.77	43.57	49,200
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	0.00	1,409.00	14.09	10,000	8,591.00	11.74	12,000
60-42-200-9	REPAIR/MAINT. OF BLDG: DAVIS ROAD	233.94	3,965.80	36.05	11,000	7,034.20	30.04	13,200
60-42-210-0	REPAIR/MAINT. OF GROUNDS	16,124.26	87,768.06	47.44	185,000	97,231.94	39.54	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	5,081.00	40,586.30	57.16	71,000	30,413.70	47.64	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	76.00	76.00	3.04	2,500	2,424.00	2.53	3,000
60-42-220-0	REPAIR/MAINT. OF HVAC	18,111.17	72,086.43	51.86	139,000	66,913.57	43.22	166,800
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	609.75	13,843.49	45.39	30,500	16,656.51	37.82	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	2,669.00	106.76	2,500	-169.00	88.97	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	58,942.00	358,480.61	46.12	777,300	418,819.39	38.43	932,700
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	1,490.98	9,974.32	43.18	23,100	13,125.68	35.88	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	92.10	3,537.40	66.74	5,300	1,762.60	55.27	6,400
60-43-399-0	MISCELLANEOUS	366.52	2,330.00	46.60	5,000	2,670.00	38.83	6,000
*TOTAL	SUPPLIES	1,949.60	15,841.72	45.39	34,900	19,058.28	37.72	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	0.00	2,480.29	49.61	5,000	2,519.71	41.34	6,000
60-45-599-0	MISCELLANEOUS	0.00	0.00	0.00	1,000	1,000.00	0.00	1,200
*TOTAL	EQUIPMENT	0.00	9,980.29	34.18	29,200	19,219.71	28.52	35,000
**TOTAL	BUILDING & EQUIPMENT FUND	60,891.60	384,302.62	45.67	841,400	457,097.38	38.06	1,009,700
<u>BUILDING RESERVE FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
90-42-205-0	INVESTMENT FEES	153.37	1,044.58	58.03	1,800	755.42	41.78	2,500
*TOTAL	CONTRACTUAL SERVICES	153.37	1,044.58	58.03	1,800	755.42	41.78	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	153.37	1,044.58	0.15	701,800	700,755.42	0.14	752,400
<u>GIFT FUND</u>								
<u>SUPPLIES</u>								
98-43-399-0	GIFT FUND EXPENSES	251.93	85,590.73	92.83	92,200	6,609.27	14.45	592,200
*TOTAL	SUPPLIES	251.93	85,590.73	92.83	92,200	6,609.27	14.45	592,200
**TOTAL	GIFT FUND	251.93	85,590.73	92.83	92,200	6,609.27	14.45	592,200
<u>FUND SUMMARY</u>								
10	GENERAL	1799,183.29	10,598,159.61	50.75	20,881,500	10,283,340.39	43.69	24,259,400
20	I.M.R.F	74,797.01	487,338.12	55.38	880,000	392,661.88	48.73	1,000,000
30	SOCIAL SECURITY	61,779.90	429,118.34	56.11	764,800	335,681.66	49.32	870,000
40	AUDIT	0.00	15,820.00	98.88	16,000	180.00	87.89	18,000
50	LIABILITY INS.	4,021.49	89,979.80	24.21	371,600	281,620.20	19.95	451,000
60	BUILDING & EQUIPMENT	60,891.60	384,302.62	45.67	841,400	457,097.38	38.06	1,009,700
90	SPECIAL/BUILDING RESERVE	153.37	1,044.58	0.15	701,800	700,755.42	0.14	752,400
98	GIFT	251.93	85,590.73	92.83	92,200	6,609.27	14.45	592,200
	TOTALS ALL FUNDS	2001,078.59	12,091,353.80	49.25	24,549,300	12,457,946.20	41.76	28,952,700

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	7,660.06	8,189,270.69	47.73	17,156,500	8,967,229.31
10-31	REPLACEMENT TAXES	33,367.65	148,640.82	64.80	229,400	80,759.18
10-32	INTEREST EARNED	47,898.46	437,016.15	87.40	500,000	62,983.85
10-33	FINES AND FEES	20,945.67	129,150.52	59.93	215,500	86,349.48
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,700	1,700.00
10-35	DEVELOPER FEES	0.00	36,871.64	30.73	120,000	83,128.36
10-36	GRANTS	0.00	0.00	0.00	222,600	222,600.00
10-39	MISCELLANEOUS	4,300.00	71,157.19	63.19	112,600	41,442.81
**TOTAL	GENERAL FUND	114,171.84	9,012,107.01	48.56	18,558,300	9,546,192.99
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	360.82	385,746.76	47.71	808,500	422,753.24
20-31	REPLACEMENT TAXES	1,185.16	5,279.46	65.18	8,100	2,820.54
**TOTAL	I.M.R.F. FUND	1,545.98	391,026.22	47.88	816,600	425,573.78
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	351.79	376,095.29	46.58	807,500	431,404.71
**TOTAL	SOCIAL SECURITY FUND	351.79	376,095.29	46.58	807,500	431,404.71
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	7.22	7,712.71	47.61	16,200	8,487.29
**TOTAL	AUDIT FUND	7.22	7,712.71	47.61	16,200	8,487.29
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	144.34	154,298.36	47.73	323,300	169,001.64
**TOTAL	LIABILITY INS. FUND	144.34	154,298.36	47.73	323,300	169,001.64
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	360.82	385,746.76	48.95	788,000	402,253.24
**TOTAL	BUILDING & EQUIPMENT FUND	360.82	385,746.76	48.95	788,000	402,253.24
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	2,698.12	23,462.19	156.41	15,000	-8,462.19
**TOTAL	BUILDING RESERVE FUND	2,698.12	23,462.19	156.41	15,000	-8,462.19
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	475.00	760.00	0.15	500,000	499,240.00
**TOTAL	GIFT FUND	475.00	760.00	0.15	500,000	499,240.00
GRAND TOTAL		119,755.11	10,351,208.54	47.43	21,824,900	11,473,691.46

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	114,171.84	9,012,107.01	48.56	18,558,300	9,546,192.99
20	I.M.R.F	1,545.98	391,026.22	47.88	816,600	425,573.78
30	SOCIAL SECURITY	351.79	376,095.29	46.58	807,500	431,404.71
40	AUDIT	7.22	7,712.71	47.61	16,200	8,487.29
50	LIABILITY INS.	144.34	154,298.36	47.73	323,300	169,001.64
60	BUILDING & EQUIPMENT	360.82	385,746.76	48.95	788,000	402,253.24
90	SPECIAL/BUILDING RESERVE	2,698.12	23,462.19	156.41	15,000	-8,462.19
98	GIFT	475.00	760.00	0.15	500,000	499,240.00
	TOTALS ALL FUNDS	119,755.11	10,351,208.54	47.43	21,824,900	11,473,691.46

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

REVENUES				
	<u>Working Budget</u>		<u>Actual</u>	
Taxes	\$ 20,137,500	\$	10,509,216	52.2%
Fines and Fees	\$ 215,500	\$	129,151	59.9%
Misc Income	\$ 614,300	\$	508,173	82.7%
Developer Fees	\$ 120,000	\$	36,872	30.7%
Grants	\$ 222,600	\$	-	0.0%
Total Revenues	<u>\$ 21,309,900</u>	<u>\$</u>	<u>11,183,412</u> *	<u>52.5%</u>
EXPENDITURES				
	<u>Working Budget</u>		<u>Actual</u>	
Personnel	\$ 13,029,600	\$	7,795,207 ^	59.8%
Contractual Services	\$ 3,849,400	\$	2,121,689	55.1%
Supplies	\$ 336,700	\$	201,764	59.9%
Materials	\$ 1,408,700	\$	859,799	61.0%
Equipment	\$ 397,400	\$	174,438	43.9%
Capital Improvements	\$ 4,733,500	\$	2,707,236	57.2%
Total Expenditures	<u>\$ 23,755,300</u>	<u>\$</u>	<u>13,860,134</u> **	<u>58.3%</u>

*tax receipts only through 02/28/25

^payroll posted through 02/15/25

**invoices posted through 03/06/25

Personnel				
FY 2024 2025				
	Full Time	Part Time	Total	FTE
JANUARY 2025	96	119	215	145.89
New Hires	0	2	2	1.23
Separations	1	2	3	1.96
Current	95	119	214	145.16
JANUARY 2025	Hours	# of Vol		
	701	94		
YTD (Jan-Dec 2025)	701	94		4.32
YTD Value of Volunteer Hours			\$	23,501

**Social Media Policy
Gail Borden Public Library District**

This policy establishes guidelines for the use of and interaction with Gail Borden Public Library District (GBPLD) social media channels. The purpose of this policy is to ensure that the library's social media presence is used responsibly, professionally, and in a way that promotes a positive image of the library while serving our community.

Guidelines --

Monitoring: Social media content is maintained and monitored by Library staff during most Library operating hours.

Respectful Communication: All posts, comments, and interactions on Gail Borden Library social media platforms should be respectful and civil. Disrespectful or inappropriate content, including hate speech, harassment, or offensive language, may be removed in accordance with each platform's community standards.

Comments: Comments expressed by individuals on social media platforms do not reflect the views or positions of the library, its employees or its Board. Social media users should exercise their own judgment about the quality and accuracy of information on social media platforms.

No Advertising:

The library's social media platforms are not for personal or commercial advertising. Promotional posts from outside organizations may be shared by the library on a case-by-case basis.

Content: Library staff will share content in alignment with the library's mission to inform, educate, and engage the community.

Privacy: Library staff will respect the privacy of individuals. Staff will not post or share personal information about library patrons, staff, or anyone else without their consent.

Compliance:

The library's social media presence will comply with all applicable laws and will follow any guidelines set by the library's governing body.

Any content that is removed by Library staff based on the criteria defined above shall be retained by staff pursuant to the records retention schedule.

By following these guidelines, the library aims to foster an inclusive and informative online environment for the community.

EXECUTIVE SUMMARY: Lyngsoe Sorting System Upgrade – Construction 2025

BACKGROUND:

In September 2024, the Library Board of Trustees approved the 5-year leasing of a new sorting system at the Main Library and Rakow Branch locations. This 5-year lease has already gone into effect, as this agreement also covers maintenance costs on the existing sorting system.

Part of the scope of the new system at the Main Library includes the addition of an auxiliary locking drop, which will be automated to unlock if the outside induction point is down. This has been utilized at other library locations and has been a great addition. To accommodate this auxiliary drop, a new wall penetration must be done to add this feature. In addition, other minor construction, and electrical work (both power and low voltage data) must be completed.

At the Rakow Branch, modifications must also be made to the building to complete the installation of the new Lyngsoe System. The existing system at the Rakow Branch is a 3M / Bibliotheca sorter, which was installed when the branch opened. Minor construction of the drywall and masonry must be completed to the interior and exterior of the building.

When we started planning for this project, we requested that Enberg Anderson architectural firm and SMC Construction Services work with Lyngsoe Systems to work out the details for removal of the existing system, construction requirements for installation and the timeline for completion. Once drawings were completed and approved for the new sorter design, we requested that SMC Construction Services provide an estimate of the costs associated with construction.

ESTIMATED COSTS:

Jason Perkunas is our Project Manager for the ELC Redesign project, and he was the one from SMC Construction Services who collaborated with our architect on providing construction pricing. Based on initial project timelines and requirements, the projected cost for the Main Library would be \$18,061.00, and the Rakow Branch would be \$17,550.00. In addition to those costs, an additional \$12,022.00 would be added for administrative services. In total, the estimated cost would be \$47,633.00. However, SMC would like to present their estimate in the form of a “not to exceed” amount of \$50,000.00.

RECOMMENDATION:

It is our recommendation to pursue the estimated construction costs for the continuation of replacing the automated sorters at the Main Library and the Rakow Branch. Please consider approving \$50,000.00 (not to exceed) to be taken out of 60-42-299-0 Contingency line item from the Operating Budget.

Thank you for your consideration.

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

Gail Borden Public Library
2025 Book Drop Work



2/3/2025

Item	Cost	Total
Main Branch Book Drop		
Temp Partitions and Floor Protection (Hiekotter)	\$ 650	
Demo/Drywall/Blocking/Wood Trim (Hiekotter)	\$ 4,400	
Stone Cutting (GC Masonry)	\$ 2,300	
Painting (K and J or Nedrow)	\$ 2,500	
Metal Panel (E and Q)	\$ 5,544	
Power and Data (Prospect Electric)	\$ 2,667	
	Total	\$ 18,061
Rakow Branch Book Drop		
Temp Board Up When Book Drops Are Removed (Hiekotter)	\$ 600	
Temp Partitions and Floor Protection (Hiekotter)	\$ 2,000	
Demo/Drywall/Blocking Foam (Hiekotter)	\$ 6,750	
Masonry (GC Masonry)	\$ 6,100	
Painting (Nedrow)	\$ 2,100	
	Total	\$ 17,550
	Subtotal	\$ 35,611
PM/Superintendent 40 hours		\$ 6,200
Fee & Ins (6.75%)		\$ 2,822
5% Contingency		\$ 3,000
Permit Costs		\$ -
	Total	\$ 47,633

Assumptions

Rakow is to be Completed before Main Branch Work Can Start

Removal of Book Drops is by Owner

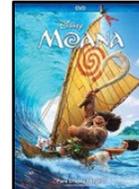
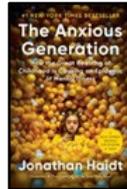
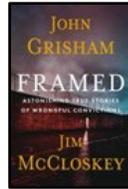
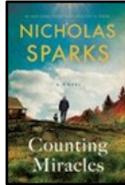
No Permit Cost is Included

Assumed Use of Library's Dumpsters for Debris

Access Services – February 2025

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

Top Adult Fiction



Top Adult Nonfiction

Top Family DVD

Collection Development and Technical Services Departments

Ensuring Quality: Addressing AI-Generated Content on Hoopla

As the library continues to explore how Artificial Intelligence impacts our processes, services, and operations, we discovered that one of our digital content providers, Hoopla, included AI-generated content that was not easily identifiable to customers. This material was part of Hoopla's *instant* collection—eBooks and eAudiobooks available on a per-checkout basis. Since these titles were not individually selected or purchased by the library, we were initially unaware that AI-generated content was included.

The library values thoughtful, well-sourced materials. In keeping with this commitment, we have blocked AI-generated content from being accessible to our customers through the Hoopla app and website.

Expanding Our American Girl Doll Collection: New Additions and Continued Popularity

The library's American Girl doll collection continues to grow and offer a unique lending experience. Currently, there are 19 American Girl dolls available for loan under the library's policy of 28-day loan periods with two renewals and holds allowed. This month, the collection was expanded with the addition of four new dolls: Bridget, Luna, Amara, and Scarlett, enhancing the variety and availability for our patrons. The popularity of these dolls remains strong, with frequent loans and positive feedback from families and young readers.



Early Signs of Spring: Gardening Interest Grows in February

February wasn't too early for some customers to start thinking about gardening—this was evident as the *Gardening with Monty Don* BingePass on Hoopla ranked among the most popular choices that month.

Customer Relations

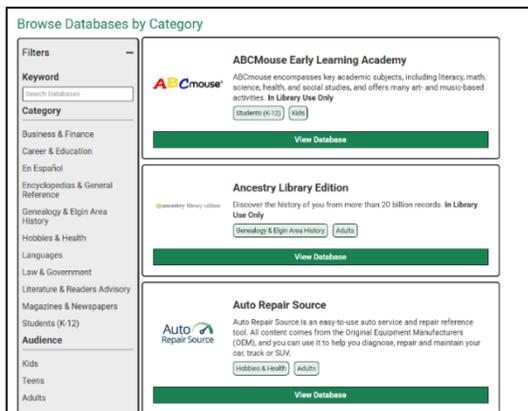
Creating Moments of Belonging

At the February department meeting, our team engaged in a TED Talk discussion on *The Secret Ingredients of Great Hospitality* by Will Guidara, exploring how exceptional hospitality can enhance our customer service. We reflected on how we make people feel seen, welcomed, and valued—whether through a warm greeting, connecting them to programs, or recognizing our houseless customers by name. A touching story emerged of a former houseless patron returning after 18 years to introduce his wife to a longtime staff member, reinforcing the lasting impact of meaningful connections. This

discussion sparked motivation within our team, inspiring us to be even more intentional in the ways we create a welcoming environment. Inspired by this discussion, our team is now brainstorming new ways to add thoughtful, personal touches to our service.

Library Applications

Staff redesigned the databases webpage and created a tool to allow Information Services staff to make common changes to the page without the need to edit the html code. Information Services staff can quickly and easily change the categories and audiences as resources get added or removed from the databases. We are confident that our customers will appreciate the new streamlined, promptly accurate page.



Logo	Database	Description	Categories	Audience	Tutorials	Published?	Edit / Delete
	ABCMouse Early Learning Academy	ABCMouse encompasses...	Students (K-12)	Kids	No Tutorial	✓	
	Academic Search Premier	This multi-disciplinary d...	Encyclopedias & General Reference	Adults	No Tutorial	✗	
	Ancestry Library Edition	Discover the history of y...	Genealogy & Elgin Area History	Adults	No Tutorial	✓	
	Auto Repair Source	Auto Repair Source is an...	Hobbies & Health	Adults	No Tutorial	✓	
	Banco de Contenidos aulaPlaneta	Banco de Contenidos au...	En Español Encyclopedias & General Reference	Adults	No Tutorial	✓	
	Biography Reference Bank	Biography Reference Ba...	Encyclopedias & General Reference	Adults	No Tutorial	✗	

Volunteer Services

Gail's Sales Refresh and Book Sale Preparation

Due to a construction-related room closure, Gail's Sales Volunteers took the opportunity to refresh the stock in the sales area. This involved boxing up the existing inventory in preparation for the March book sale and restocking the space with fresh materials. Customers have responded positively to this update, appreciating the new selection.

Elgin Community College WIOA Intern Contribution

Our Workforce Innovation and Opportunity Act (WIOA) intern from Elgin Community College successfully completed her time at Gail Borden, contributing 159 hours across various departments. She assisted in KidSpace, Material Handling, and Exhibits, gaining hands-on experience in different work environments while also deepening her understanding of business culture.

Teen Volunteers Support Outreach and Sales

Teen volunteers played an essential role in assembling outreach bags for Hispanic Services and restocking materials for Gail's Sales. The outreach bags serve as a valuable resource, providing library-related information to the community and extending our engagement efforts beyond the library walls.

-Respectfully, Robert Moffett, Division Chief of Access Services

Community Services – February 2025

Branch Library Services

Community Engagement

Mobile Library Services

Mobile Library Services

The **TechKnow Mobile** continues to branch out to new locations with lobby stops and Device Advice programs. Staff solidified the schedule of stops for Summer which leaves availability for invitations to community events.

The **Bookmobile** unfortunately had to cancel a couple of stops due to the extreme cold, but staff continued to hit the rest of the regular stops throughout the month.

The **ReaderShip** partnered with McDonald's to offer a Storytime this month, in addition to continuing the scheduled Storytime at the Hawthorne Nature Center.

The EPEL playgroup continues to buzz with excitement as staff welcome new moms and little ones. We're proud to say we have nearly 100% participation in the 1000 Books Before Kindergarten program through this program.



The ReaderShip gave a Zoom presentation for mothers who attend WIC, highlighting library services such as Welcome Baby, 1,000 Books Before Kindergarten, Outreach Services, and in-house programs.



Home Services staff continues to collaborate with **Digital Equity** in providing Device Advice at the Sheridan Assisted Living once a month in addition to the monthly Hanover Landing Sprinter stop.

Our **Elementary School** Engagement Coordinator visited Creekside Elementary School where she saw every grade and engaged with over 400 students.

Branch Library Services

Staff cultivated love-themed book displays at the Rakow Branch. Patrons shared their love too! One patron shared:

"I came from Chicago and thought they had a great library - theirs is nothing in comparison to Gail Borden."

The Vet Clinic play area opened at the Rakow Branch in February. Many future veterinarians enjoyed playing and taking great care of our animal friends.

Little ones enjoyed **Bounce & Rhyme Storytimes**, **Budding Bookworms Storytimes**, **Move n' Play**, **Preschool Drawing**, and **Crafty Preschoolers**. Families wore pajamas and brought their favorite stuffy for **Snuggle Up Family Storytime**.





The **Rakow Read & Explore Book Club** for grades 3-5 read and discussed *The Eyes & the Impossible*. Throughout the four-week program, participants discussed vocabulary words, created missing posters for the main character’s mom, designed a costume for the main character, and were each surprised with a gifted copy of the book.

Adults enjoyed an **Heirloom Seed Swap, Device Advice, PhD Club,** and **Rakow Readers Book Club**. Technology classes, such as **Windows 11** and **Staying Connected in a Digital World**, were popular this month. Adults also learned about the **Benefits of Advanced Funeral Planning**.

Nature Rangers debuted Sunday Fun Day activity handouts. For the upcoming Spring issue of *Prairie Pathways*, Barb McKittrick from the Forest Preserve District of Kane County will be featured in the Q&A article. Barb was happy to contribute and shared her compliments of our program:

“You’re really doing a stellar job with the Nature Rangers program. Thank you for getting your patrons out in nature and enjoying all that our forest preserves have to offer.”

Community Engagement

Black History Month was celebrated with programs including **Significant Black Women of the Reconstruction & Beyond** and **Rhythm of Connection: Exploring Music’s Impact on Our Lives**.



Sara Su Jones, violin, and Tatyana Stepanova, piano, performed a **Sunday Concert**.

Former GBPLD Board Trustee John Kokoris charmed the audience with the program **Southern Illinois Travel & Lore**.

The virtual program **Heartfelt Breaths: Finding Calms Through Heart Coherence** elicited a generous comment from a viewer:

“Many many thanks for this outstanding and life changing program!”

Professional vocalist **Jeorge Holmes** from Elgin shared a concert of love songs and storytelling and even got couples dancing in the aisles!

The theme for **Life Enrichment** was Big Bands, which featured volunteer Sonia and her partner John demonstrating dance moves at various locations.

Outside Groups Use of Meeting Rooms: A total of 27 rooms used with 483 in attendance.

A guest at Rhythm of Connection programs recently moved to Elgin and commented:

“Everywhere I’ve lived, I’ve never seen a library community like this before, with the high quality and wide variety of library program offerings and the wonderful people who come to share in them.”

Respectfully submitted by:

Stacy Rausch, Director of Branch Library Services, on behalf of Ana Devine, Division Chief of Community Services



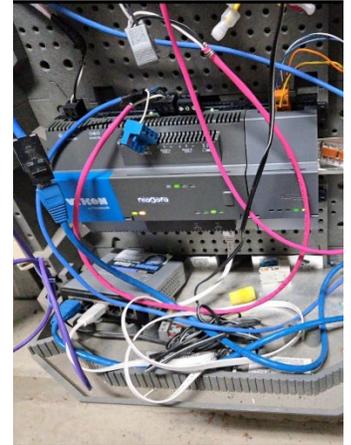
Facilities and Building Operations

Board Report

February 2025

MAINTENANCE:

- One of the more important tools that the library has is our Building Automation System (BAS). This is a computerized system that centrally controls various building systems like heating, ventilation, and air conditioning (HVAC). The brain of that BAS is called the JACE or "JAVA Application Control Engine." Over time, like other technology, replacement or updating of such devices needs to be done for it to work properly. Recently we replaced one of the JACE's and updated another. This work was imperative for our BAS to run smoothly and to properly monitor the HVAC system.
- The correct recycling of certain materials is a very important step to maintaining a clean and safe maintenance shop. This month, we had all our old and no longer usable paint recycled properly in 50-gallon drums. Maintaining this proper recycling is an ongoing task that we will continue to do as we accumulate old stock.



- While working collectively with the IT Department on the new iPad Holders for the Main Branch Youth Department, we drilled the new holes for the mounting hardware with a drill guide to make sure the holes were straight and did not get wallowed out. The IT Department then installed the new iPad holders.
- To add an additional layer of safety and security to the dock at the Main Branch, we added another buzzer at the top of the ramp to unlock the main dock door. When delivery drivers or technicians buzz at the door this allows us to get a clear view of the person at the door before buzzing them in.
- To help with cord management and to increase the display possibilities in the Main Rotunda at the Main Branch, we added an outlet to the ceiling.
- The wood veneer under the wall hung cabinets in the Kids Space Directors Office at the Main Branch started to peel and fall off. We reglued the veneer with clamps and a 4"x6" piece of wood to ensure an even adhesion. After the glue dried, we added a plastic corner piece to protect the corner and prevent the veneer from falling off again.



- In a proactive approach, we replaced one of the main geothermal pumps in the Rakow Branch mechanical room with a new pump. The old one had a minor leak, and we opted to have it rebuilt to ensure we have one ready in case anything happens mechanically to any of the other pumps. Having this pump on hand will help immensely to shorten any lead time in the event we need a new one.
- In the Rakow Branch mechanical room, small cracks started to transpire in the mop basin which required attention. We cleaned/scrubbed the rough service of the basin where the cracks were and once that was completed, we used a concrete epoxy to effectively seal all the cracks. To help prevent any further cracking from happening we also added an extension tube to the condensate line and directly ran it to the drain.

- We had around 50 setups to do during the month of February with several large events like “A tribute to Dr. Rise D. Jones”, “Sunday Afternoon Concert – The Jones – Stepanova Duo”, and “Celebrating 75 years of the Elgin Symphony Orchestra”. These do not include the amount of work that goes into breaking these setups down and ensuring the areas are cleaned before and after.
- Between our outside snow removal contractor and the Maintenance crew we have cleaned around 4-5” of snow in the month of February. Maintaining clean walkways, parking lots, and entrances is extremely important to keep patrons and staff safe during these cold and snowy months.

(Input by Andrew Kolba – Maintenance Manager)

SECURITY:

Security Director:

- The overnight cleaning service detail cleaned the Gail Sales room, carpet shelves, lights, all upper and lower fixtures after construction was done to the soffit about that room.



- Ongoing decluttering project on the 3rd floor of the main facility.
- February 26, 2025, Annual elevator inspection completed by Otis Elevator and Fox Valley Fire.
- Met with Steve – Midwest First Aid, to discuss needs of the GBPLD.

Security Manager:

- Continued monitoring of patrons and facilities and enforcement of library policies.

Security Training Coordinator:

- Three new employee trainings completed.
- Monthly Security training – Branch Services requested training at their monthly meeting for February, all staff received training on The Difficult Patron and When to Call Security and were given materials related to Effective Communication Strategies.
- February training – Handling Special Situations (Tornado, Fire, Code Adam, Blue Point; with walk-through of emergency exits)
- Received the authorization to submit articles to ILA Reporter, submitted two articles and column proposal.

(Input by John Johnson – Director of Security)

INFORMATION TECHNOLOGY:

- IT completed our SmartDeploy migration to the new server and has completed pointing our clients to this new server.
- During the SmartDeploy migration, we updated to version 3.0.2035. This update was applied to our SmartDeploy server, and we are working to update clients.
- After the SmartDeploy migration was completed, IT worked to remove the server from our environment as well as the physical server that previously handled these duties from our server rack.

- DeepFreeze Enterprise has been updated to version 9.00.220.5760. This update was applied to our DeepFreeze server, and we have nearly completed updating all clients.
- Nitro PDF Pro 14 licenses were set to expire in April of this year. IT renewed the license and applied the new key to applicable staff and customer computers. This new license is valid through April 13th, 2026.
- PDQ Deploy and Inventory has been updated to version 19.4.51.0 which includes several bug fixes.
- January Server and workstation updates have been approved.
- Due to recent Microsoft changes, there were some permissions that needed to be granted to KnowBe4 for GBPL to continue using the Phish Button n email. This is an easy way to report phishing emails to our IT team so that we may investigate and provide guidance. IT reviewed these changes and made the necessary adjustments for this to work forward.
- Information Technology in conjunction with a contractor worked to get the paging speakers and wire replaced at Rakow. This work has been completed.



- In the first few days of February, the Computer Center was fully upgraded to Windows 11. The remaining ten PCs were replaced. There are a few laptops that still need to be replaced. Along with vendor-oriented PCs but pending on the version of their operating system end-of-life support date is further out and the responsibilities of the vendors.

- Rakow and South Elgin Branches received new Square equipment and iPads. The old iPads and square system were about to expire in

March. The new iPad stand is compatible with the old register drawer and comes with a built-in card reader.

- Information Technology implemented the new Veeam backup system. There are two physical servers, one for the Main and one for the Branches and Mobile Services. The Veeam server for the Branches will be located at the South Elgin location at the end of construction. This system will also back up certain servers to our new cloud host Wasabi for Disaster Recovery purposes.
- The old Unitrends System at Main will host past data files from last year, this will also include the Branch drives. Due to contractual agreements the Unitrends Branch Appliance will be shipped back after the data is backed up.



- Information Technology working in tandem with Kid Space and Maintenance constructed, mounted, configured, and deployed two new iPad Station tables for the Kid Space area. After months of planning, reviewing, and purchasing new iPads, iPad cases, and cable management items they were deployed this month. The Spere cases were bolted to the tables, cable management was put into place, and iPads were replaced to give our youth patrons something to really enjoy! The old iPads were redistributed within the environment. An inventory was made and iPads that were outdated were released from

our environment. This saves the library monthly administrative fees.

(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

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 February to several important activities.

Exciting Exhibits & Displays

The PRAD team is seeing **pink** as we worked to complete the finishing details, signage and exhibit elements for the [Barbie™ Superstar Era Exhibit](#). The exhibit will be on display March 4-31 at the Main Library. This dazzling collection features hundreds of Barbies and playsets from the Superstar Era ('79 – mid-'80s), including trailblazing and representative dolls and more. We built larger-than-life photo ops, including a Barbie box, car, and dollhouse, an interactive iPad game, and more. These extra touches give visitors an enhanced experience and allow the exhibit to reach broader audiences.

We wrapped the month by saying goodbye to the [ABC: Awesome Black Creativity](#) and the [Olmec Origins](#) exhibits. Throughout its brief time on display (Jan. 15 – Feb. 27), the ABC exhibit attracted the attention of many visitors, keeping occupants busy and happy while KidSpace is under construction. We received 59 customer photos of busy little creators to display within the exhibit. There were about 230 Olmec Origins exhibit scavenger hunters throughout the duration of the exhibit, which included a winter community scavenger hunt for the first time.

Additional displays were added throughout the Library, including a Celebrating Black History/The Settlement People piece, Black History Month book covers on the 2nd floor, photo ops for Valentine's Day, the Super Bowl, and more. These timely displays encourage organic social media interaction and shares.

We continue to work on logistics, research and designs for the **Glitz, Glamour, Gorgeous** exhibit that will be on display in April-May.

Honoring Rise' Jones

The team collaborated with community partners on what should have been a program with Rise' Jones -- turned Celebration of Life event on Feb. 16. The team decorated and put together photos, videos and slideshows of memorable Rise moments to share with about 150 people who attended.

Projects, Planning & Signage

The team met this month at the South Elgin Branch and continues work on signage needs for the new space. This includes a Peter Rabbit wall design for the Baby Garden, bay headers, room labels, vinyl for the business center and more.

February 2025



The Peter Rabbit Baby Garden design was such a hit, we are working on a similar design for the KidSpace remodel. We are also in the early planning stages of working with the Youth team for the KidSpace Grand re-opening.

We worked on other signage needs this month, including viny lettering installed in the Gail's Sales refresh, the computer training room, the Rakow Branch Media Dispensers, and "Staff Only" signage added to designated areas.



PRAD collaborated with Library staff to compile every detail from the Violins of Hope campaign and write an award-worthy application with an eye-catching multimedia supplemental piece for the John Cotton Dana Award. If won, GBPL would receive a \$10,000 reward for stellar marketing efforts, which would greatly benefit future exhibits and reading initiatives for the Library community.

Notable Numbers

With a drastic decline in recent newspaper readership, our social media channels have proven to be more important than ever for effective customer communication and promotion.

- We **reached more than 41,000 people** in February on Facebook and our content had **136,000 views** and **1,228 interactions** for the month.

The top social media posts this month were:

- [Announcement of the Barbie Exhibit](#), which has 7,150 views, 148 interactions and 54 link clicks.

- A Brief [South Elgin Branch Construction Update](#), which has 8,135 views, reached 4,500 people, 83 interactions and 74 clicks.

- Continuing with testing our weekly e-Newsletter subject lines to increase readership, the 4 February sendouts resulted in **55,368 total opens** (a 6.4% increase from January).

- The Graphics Department **completed 132 Graphics Tickets** in February. A total of **110 Copy Tickets** were completed, including many promotional pieces for upcoming programs, spring crafts and resource guides. These promotional materials help inform and educate customers about the wide range of Library offerings available to everyone.



Foundation, News & More

Registration is now open for the 2025 El Trote 5k Race/Walk. The development of other marketing materials for the event, including the logo design and campaign/communications timeline, is underway. We are also continuing to promote the South Elgin Branch naming opportunities as the project nears completion. Additionally, we are working on the Foundation's 150th Commemorative Book and finalizing details for the Foundation reception in April.

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

Public Services – February 2025

Hispanic Services Information & Digital Services KidSpace Teen Services

Public Services departments have a new tool at their fingertips. New handheld rechargeable **AI-powered translators** come equipped with microphones, speakers, and cameras and support translation to over 100 languages. Conversations are translated impressively fast and reduce the need for locating a coworker fluent in another language. Printed text, such as a poster, can also be translated with ease.



Hispanic Services



At the Valentine's Day-themed **Cafecito entre Amigos** for seniors and their caregivers, HS staff assisted with setup, facilitating craft activities, and ensuring a smooth clean-up process afterward. The craft and the red Conchas were well received. RUSH University Medical Center gave a presentation on Alzheimer's disease, engaging participants with informative discussions. Attendees were interactive, asking questions and sharing personal stories.

Spanglish Book Club discussed *Yours Truly* by Abby Jimenez. Some participants had read it multiple times in both English and Spanish. There was an interest in featuring more romance books in future meetings. Participants expressed a preference for physical books over ebooks.

Staff visited **ECC's ESL classrooms** to promote upcoming programs and services. Students were given a list of questions to ask and were guided through **finding resources on the library's website**. Many students were unaware of the library's location, especially those who are newcomers or don't live in Elgin. Additional visits are planned for Spring and Summer.

Information & Digital Services

Information Services staff assisted a customer with several questions about time-management, organization, and other life skills. What stood out about this transaction was the **customer's confidence in the library** as a resource.

Social Services helped a customer understand how the human heart works, the purpose of a pacemaker, and provided information about specific medications. The **customer is now better prepared** for his next visit with cardiologists.

Computer Center staff is trying a new method for checking board games with the goal of Step one is to get a baseline weight for a game using a digital scale. If the game is returned lighter, then something is missing. If it is heavier, something was added. If it is the same, then the game is immediately ready for the next customer. The **new process should be a timesaver**. This method has been successful at another library.

KidSpace

We focused this month on creating a **mission statement for each team** (Desk Team, Early Literacy Services Team, Elementary Services Team, Family Services Team) and then creating an overarching mission for the KidSpace department. Our new statement is:

We create welcoming and meaningful experiences that inspire a lifelong love of reading and learning. Through engaging programs and excellent service, we support each child's growth, foster connections, and strengthen family bonds. By aligning with educational standards and nurturing curiosity, confidence, and collaboration, we empower children and families to explore, learn, and thrive together.

Staff completed several projects including:

- established a **dynamic temporary play space** that received positive customer feedback.
- Development of bilingual **Learning-At-Home Kits**, with eight math kits launched in February.
- Hosted the **Battle of the Books (BOB)** tournament, with participation from **37 teams and 600 players**.

The **new service desk** arrived this month and staff were able to quickly swap the temporary desk in our new permanent location!



Teen Services

Andre Dyson recorded and edited a **video for Volunteer Services** on how to properly stock books for the Annual Book Sale. Jeanie Ziegler was the star of the production. She explained how volunteers should properly stock the books more efficiently.

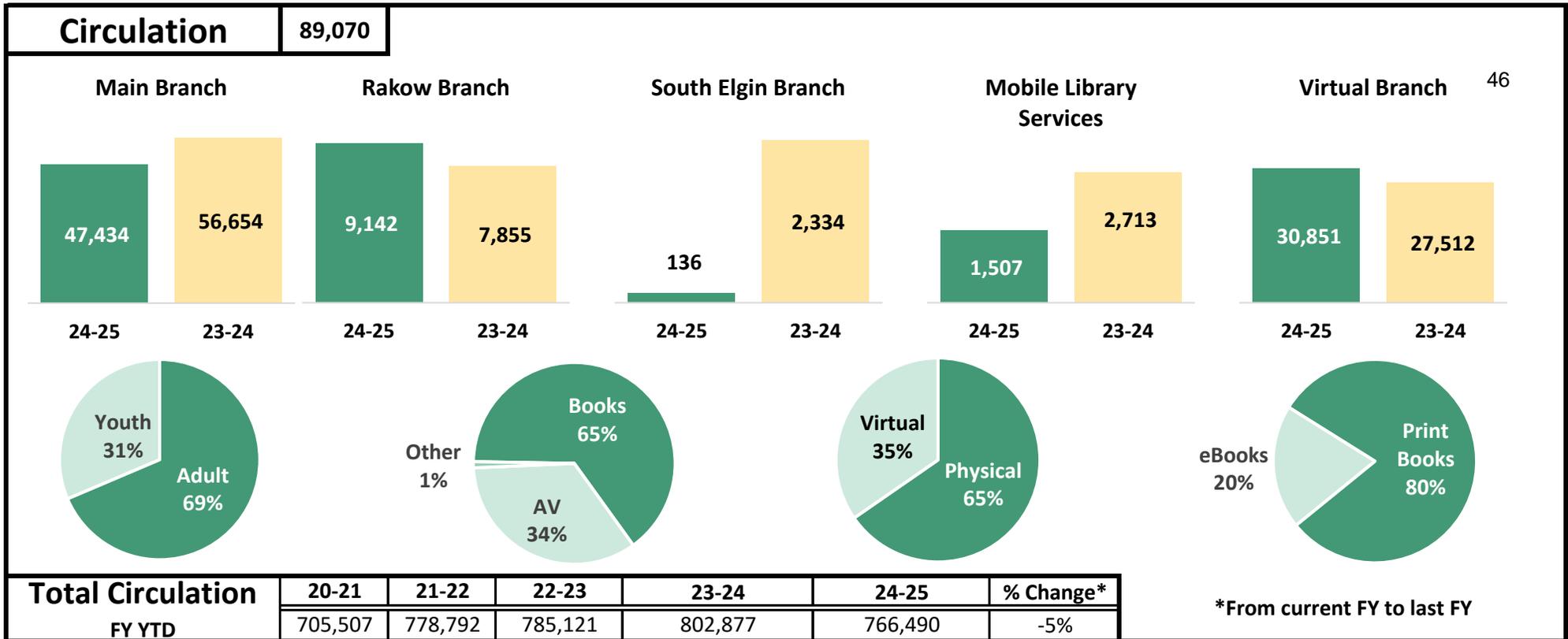
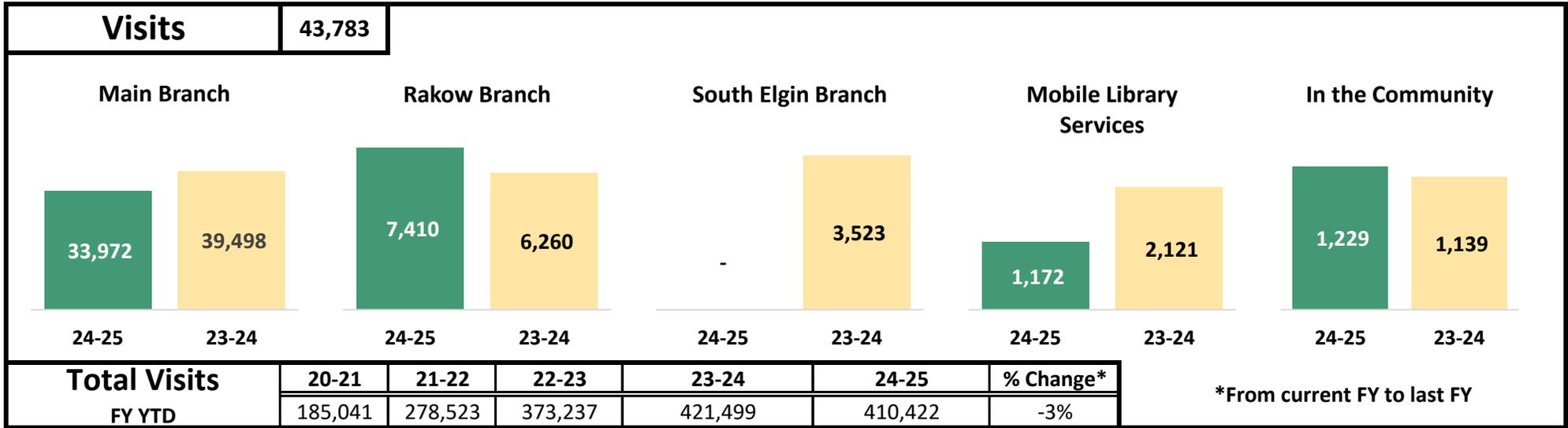
Studio 270 hosted **nine class visits** for special education classes from Elgin High School, South Elgin High School, Center House, and SWEP (Special Work Experience Program). Billie Moffett worked with one student over a few visits on learning to crochet.



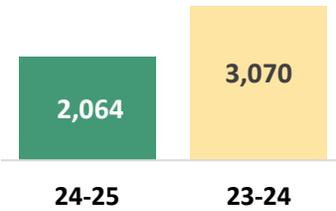
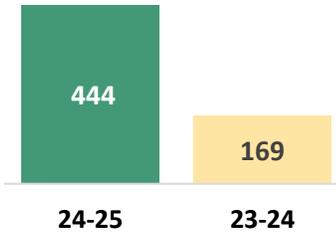
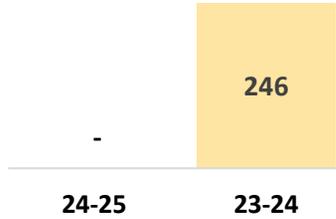
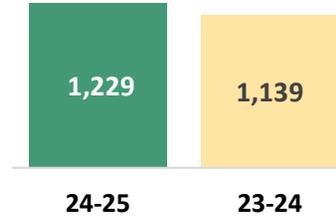
Digital Media Staff assisted customers achieve many goals and learn a variety of media and technology skills. This month a mother came in with her two teen children to learn with them how to record and edit a video. She wanted them to learn how to help her **edit her own videos to market her small business**.

Thirteen teens attended K-Pop Afternoon on February 11th. This month's special craft was bracelet making. One attendee showed off her dance skills by performing dance challenges on the Meadows Community Room stage!

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



Library Cards	438					
			New to District	District Total	District + RBs Total	
			24-25	438	79,283	84,249
			23-24	661	75,170	81,271
			% Change	-34%	5%	4%
Total New Cards	21-22	22-23	23-24	24-25	% Change*	
FY YTD	3,939	4,538	4,935	4,341	-12%	*From current FY to last FY

Program Attendance	3,737					
	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	4,464	15,218	46,204	50,723	50,905	0%
						*From current FY to last FY

Program Sessions		In-Person	Virtual	Hybrid
		195	11	8

General Statistics	Volunteer Hours	Reference Questions	Passports	License Plate Renewals
	669	11,373	282	86

What affected the numbers this month	February 1-24 (Main) Olmec Exhibit	February 3-7 (ITC) Creekside Elementary Outreach
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