



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

December 9, 2025

7:00 PM

Elgin Room

270 N. Grove Ave

Elgin, IL 60120

AGENDA

1. Call to Order
2. Public Comment
3. Comments for the Good of the Organization
4. Presentation of Annual Financial Report by Lauterbach & Amen.
5. Action: Acceptance of Annual Financial Report for the year ending June 30, 2025
6. Action: Approval of Minutes 2
 - November 11, 2025 Regular Board Meeting
 - November 11, 2025 Truth In Taxation Public Hearing Minutes
 - November 17, 2025 Special Board Meeting
7. Action: Treasurer's Report and Payment of Bills 7
 - Payment of bills for December 9, 2025, including the list of bills to be paid between December 9, 2025 and January 13, 2026, and all bills over \$10,000.
8. Correspondence
9. Reports:
 - A. Foundation
 - B. Chief Executive Officer
 - C. Action: Security Report 32
10. Action: Resolution 2025-12-A: Authorizing the Adoption of the Web Content Accessibility Guidelines.
Required by the Department of Justice "Final Rule" updating its regulations for Title II.
11. Action: Purchase of Project Tables for the Main Library, South Elgin Branch and Davis Road facility.
To support programming, project based activities, and storage needs.
12. Review of Illinois State Library Per Capita Grant Requirements 33
13. Other
14. Adjournment

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

November 11, 2025

7:00 p.m.

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

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

President Bednar asked if there were any objections to Trustee Low attending electronically due to illness, there were no objections. Trustee Low entered the meeting at 7:02 p.m.

Carole Medal, Chief Executive Officer gave a statement reaffirming that the Gail Borden Public Library District does not endorse or support ICE operations in or around the library's four locations.

Mayor Dave Kaptain spoke about the city's resolution in response to ICE.

A short video of Police Chief Lalley was played.

Trustee Garcia read the letter that Councilman John Steffan presented at the City Council meeting from the Library's Board of Trustees.

Public Comments

Two members of the public expressed their concerns about the ICE situation and emphasized the importance of unity.

Comments for the Good of the Organization were read.

Henderson motioned to approve the minutes of the October 14, 2025, Board Meeting; seconded by Lara. After a recommendation to replace "law enforcement agents" with "ICE," Henderson amended her motion to approve the minutes with the correction. Lara seconded the amended motion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Bedolla motioned to approve the minutes of the October 23, 2025, Special Board meeting Symonds. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Treasurer Bedolla moved to approve the payment of bills including the bills over \$10,000 as presented totaling \$342,566.33 and the revised list of bills to be paid prior to the next board meeting; seconded by Symonds. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Correspondence

A thank you from History Museum Board Member Tricia Grossner, regarding a donation from the Foundation was read. A letter expressing appreciation and thanks for the success of the recent DMV event from State Representative Anna Moeller was read.

CEO Report

The Dinosaur Explorer exhibit continues to demonstrate strong success, and the Main Library achieved its highest attendance since October 2019. The library is partnering with Heartland Charging Services to provide electric vehicle (EV) charging stations. The Main and Rakow locations will provide designated parking spaces for the charging stations. The Library will receive a percentage of the revenue generated from these stations. ComEd conducted an infrastructure analysis to estimate installation expenses and will contribute up to \$500,000 toward the project. An updated organization chart will be effective January 1. Glenna Godinsky, Manager of Life Enrichment Services, received the Elgin Image Award for its long-standing commitment to serving older adults. Also, two of our Foundation Directors, Karen Fox and Mike McKay, received Image Awards.

Henderson motioned to approve Ordinance No. 2025-11-1: .02 Percent Building and Equipment; seconded by Garcia. Sara Johnson, Director of Finance, gave a brief explanation of the ordinance. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low), 1 nay (Symonds).

Symonds motioned to approve Ordinance No. 2025-11-2: Levy and Assessment of Taxes; seconded by Henderson. Sara Johnson, Director of Finance, explained the ordinance. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Lara motioned to approve closing the Library District until 1:00 pm on November 18 for staff training; seconded by Symonds. Following a discussion regarding changing the date, Lara and Symonds amended the motion to change the date to November 21. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Garcias motioned to approve Personnel Policies, 6.05.7 Blood and Organ Donation Leave update, 6.05.6 Military Funeral Honors Detail Leave and 6.10.5 Neonatal Intensive Care Leave; seconded by Lara. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Garcia motioned to approve Annexation Ordinance No. 2025-11-3; seconded by Symonds. There was no discussion. Roll call resulted in 7 ayes (Bednar, Bedolla, Garcia, Henderson, Lara, Low, Symonds), 0 nays.

Other

Trustee Bedolla informed the Board about an upcoming Know Your Rights event. There was an inquiry regarding security being present full-time at the branches and the Board received statistics concerning this. Trustee Lara commented that El Trote race was a success and

suggested that the fundraising be used for programs for children in Spanish. It was explained that KidSpace does Spanish programs, but the suggestion will be passed on to the Foundation for their consideration.

Garcia motioned to adjourn; seconded by Henderson. A voice vote resulted in 7 ayes, no nays.

Meeting adjourned at 8:16 p.m.

Approved December 9, 2025

/S/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Truth In Taxation Public Hearing Minutes

270 N. Grove Ave., Elgin, IL

November 11, 2025

6:50 pm

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

President Bednar called the hearing to order at 6:52 pm.

President Bednar asked if there were any objections to Trustee Low attending electronically due to illness, there were no objections. Trustee Low entered the hearing.

There were no comments from the public.

Trustee Garcia motioned to adjourn; seconded by Lara. A voice vote resulted in 7 ayes.

Meeting adjourned at 6:54 pm.

Approved December 9, 2025

/S/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Special Meeting Minutes

270 N. Grove Ave., Elgin, IL

November 17, 2025

6:00 p.m.

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

President Bednar called the meeting to order at 6:04 p.m.

Public Comment

Diana Ortega-Ehreth commented on allowing more time for public review, add an immigration law specialist to legal counsel, and engage attendees during discussion.

Bedolla motioned to rescind Resolution 2025-10-A and replace with Resolution 2025-11-A: Prohibiting the use of Library Property for Federal Civil Immigration Enforcement Activities; seconded by Symonds. CEO Medal read the resolution. After a discussion on adding the words *vehicles* and *volunteer* and adding a C and D under Section 4: Implementation regarding the Illinois Coalition for Immigrant and Refugee Rights (ICIRR) and documenting incidents. Trustee Bedolla and Trustee Symonds amended the motion to include the changes. Roll call resulted in 5 ayes (Bednar, Bedolla, Garcia, Lara, Symonds), 0 nays, 2 absent (Henderson, Low).

There was no other.

Lara motioned to adjourn; seconded by Symonds. A voice vote resulted in 5 ayes and no nays.

Meeting adjourned at 6:59 p.m.

Approved December 9, 2025

/S/ Tiffany Henderson

Tiffany Henderson, Secretary

Gail Borden Public Library District Board of Trustees

GAIL BORDEN PUBLIC LIBRARY DISTRICT

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 1/13/2026

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
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
DENTAL INSURANCE	10-41-110-0	\$ 10,000.00
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
DEARBORN FINANCIAL		
LIFE INSURANCE	10-41-111-0	\$ 2,500.00
GREGORY ERICKSON		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 1,500.00
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
LA FORCE		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 4,000.00
LAUTERBACH & AMEN		
AUDIT EXPENDITURE	40-42-200-0	\$ 3,000.00
LRS		
REPAIR./MAINT. OF BUILDING	60-42-200-9	\$ 1,500.00
MIDWEST TAPE/HOOPLA		
EBOOKS	10-44-435-*	\$ 30,000.00
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
VERDANT		
TELEPHONE MAINT. & SERVICE	10-42-230-3	\$ 10,000.00
VERIZON WIRELESS		
ONLINE COMPUTER SERVICES	10-42-255-1/10-42-203-4	\$ 3,000.00
VILLAGE OF SOUTH ELGIN		
WATER & SEWER: SE	10-42-202-7	\$ 1,000.00
VSP VISION		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 3,500.00
WASTE MANAGEMENT		
REPAIR./MAINT. OF BUILDING	60-42-200-*	\$ 6,000.00

BILLS TO BE PAID PRIOR TO 12/09/2025

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
4IMPRINT		
PRAD: PROMOS	10-42-222-3	\$ 412.27
AURORA SIGN		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 2,512.50
BERNA MOVING & STORAGE		
STORAGE & MOVING	10-42-209-0	\$ 227.50
CDW		
OFFICE SUPPLIES: COMPUTER	10-43-300-2	\$ 1,044.90
CINTAS		
JANITORIAL SUPPLIES	10-43-370-0	\$ 3,361.69
COMPLETE CLEANING		
GENERAL CLEANING	10-42-235-0	\$ 6,151.00
REPAIR/MAINT. OF BUILDING	60-42-200-*	\$ 3,195.00
DAVE CONSIDINE		
DUES & MEMBERSHIPS	10-42-280-0	\$ 200.00
DEMCO		
MATERIALS PROCESSING SUPPLIES	10-43-310-0	\$ 617.70
DISCOUNT TIRES		
VEHICLE MAINTENANCE	10-42-270-1	\$ 152.12
GRAINGER		
JANITORIAL SUPPLIES	10-43-370-0	\$ 56.88
INFOUSA MARKETING (DATA AXLE)		
BOOKS	10-44-400-1	\$ 415.00
INGRAM		
MATERIALS PROCESSING SERVICES	10-42-265-0	\$ 109.98
BOOKS	10-44-400-*	\$ 1,513.53
LACONI		
DUES & MEMBERSHIPS	10-42-280-0	\$ 150.00
CAROLE MEDAL		
DUES & MEMBERSHIPS	10-42-280-0	\$ 200.00
METRO POWER		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 1,150.00
MIDWEST TAPE		
MATERIALS PROCESSING SERVICES	10-42-265-0	\$ 562.15
AV	10-44-420-*	\$ 552.50
OCLC		
ELECTRONIC RESOURCES: PLATFORM FEES	10-44-435-4	\$ 8,925.00
ORACLE		
COMPUTER MAINTENANCE: ACCESS SERVICES	10-42-255-4	\$ 2,675.00
SAFEGARD EXTERMINATING		
REPAIR/MAINT. OF BUILDING	60-42-200-*	\$ 407.00
SIGNS BY TOMORROW		
SIGNAGE	60-43-370-0	\$ 295.89
SKIRMONT MECHANICAL		
REPAIR/ MAINT OF BUILDING: RAKOW	60-42-200-5	\$ 460.00
STUDIO GC		
SE EXPANSION	10-49-930-0	\$ 7,116.06
UNIQUE MANAGEMENT		
COLLECTION AGENCY	10-42-215-0	\$ 1,536.60
ZIEGLER'S ACE HARDWARE		
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$ 13.45

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS OVER \$10,000

12/9/2025

DESCRIPTION	CHECK NUMBER		AMOUNT
1150 DAVIS RD RENT	151915	\$	10,106.67
BLADE ELECTRIC RISK MANAGEMENT: FACILITIES REPAIR/MAINT. OF BUILDING	151925	\$	14,040.00
COMPLETE CLEANING GENERAL CLEANING	151936	\$	23,777.00
DAVEY TREE REPAIR/MAINT. OF GROUNDS	151937	\$	56,253.00
GREAT LAKES SNOW AND POND SYSTEMS REPAIR/MAINTENANCE OF GROUNDS	151945	\$	14,245.00
INGRAM LIBRARY SERVICES BOOKS & MATERIALS	151950	\$	15,463.32
OVERDRIVE ELECT. RESOURCES: PLATFORM FEES	151973	\$	24,851.85
	NUMBER OF CHECKS	84	\$ 285,137.70

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR DECEMBER, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1150 DAVIS RD, LLC (6735)	12/09/25 CK# 151915	\$10,106.67
010126C/D LEASE: DAVIS ROAD	10-42-204-9	10,106.67
A. PLUS FENCE, LLC (7093)	12/09/25 CK# 151916	\$5,500.00
16500 CAPITAL IMPROVEMENTS	10-49-900-0	5,500.00
ALL WINDOW CLEANING SERVICE, INC. (172)	12/09/25 CK# 151917	\$2,400.00
48568 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,850.00
48660 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	550.00
AMAZON (4156)	12/09/25 CK# 151954	\$3.99
536669 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	10-42-230-2	3.99
AMAZON CAPITAL SERVICES (6460)	12/09/25 CK# 151918	\$1,938.16
1CHL-NNM6-1LQ6 ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	132.56
1CXM-GC13-16L1 TOYS & KITS: KIDSPACE	10-44-440-0	11.28
1DG1-DD6F-49K4 AUDIO-VISUAL: YOUTH	10-44-420-2	-21.74
1FMP-PXDT-11XC PUBLIC RELATIONS: PROMOTIONS	10-42-222-3	34.44
1FMP-PXDT-11XC GRAPHICS SUPPLIES	10-43-330-0	80.10
1G3T-66XT-144J SMALL LIBRARY EQUIPMENT	10-45-540-0	461.71
1JKD-DVXY-13J1 OFFICE SUPPLIES/GENERAL	10-43-300-1	-75.29
1ML4-7XK1-1TMX BOOKS: ADULT	10-44-400-1	35.00
1ML4-7XK1-1TMX BOOKS: YOUTH	10-44-400-2	35.74
1ML4-7XK1-1TMX AUDIO-VISUAL: ADULT	10-44-420-1	5.84
1ML4-7XK1-1TMX AUDIO-VISUAL: YOUTH	10-44-420-2	37.04
1NWK-RY3X-1XPD GRAPHICS SUPPLIES	10-43-330-0	-54.99
1R4L-FVWG-1PK7 COMPUTER EQUIPMENT	10-45-500-0	916.34
1R4L-FVWG-1PK7 SMALL LIBRARY EQUIPMENT	10-45-540-0	48.37
1R4L-FVWG-1PK7 BUILDING & GROUNDS SUPPLIES	60-43-320-0	187.91
1R4L-FVWG-1PK7 SIGNAGE	60-43-370-0	103.85
AMAZON CAPITAL SERVICES (6460)	12/09/25 CK# 151919	\$633.98
14VL-4NNX-JKRQ PUBLIC PROGRAMMING:YOUTH	10-42-230-2	38.50
14VL-4NNX-JKRQ OFFICE SUPPLIES/GENERAL	10-43-300-1	48.20
16LM-TVX7-JJM4 PUBLIC RELATIONS: GENERAL	10-42-222-2	302.26
16LM-TVX7-JJM4 GRAPHICS SUPPLIES	10-43-330-0	59.38
171X-R3RF-HXGY BOOKS: YOUTH	10-44-400-2	12.33
171X-R3RF-HXGY BOOKS: BRANCH YOUTH	10-44-400-6	19.90
171X-R3RF-J73D PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	19.79
171X-R3RF-J73D OFFICE SUPPLIES/GENERAL	10-43-300-1	75.29
171X-R3RF-J73D SMALL LIBRARY EQUIPMENT	10-45-540-0	24.99
1GLW-HF4J-K1HY OFFICE SUPPLIES/GENERAL	10-43-300-1	14.35
1GLW-HF4J-K1HY MISCELLANEOUS	60-43-399-0	18.99
AMAZON CAPITAL SERVICES (6460)	12/09/25 CK# 151920	\$1,388.85
117G-H173-NML4 PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	190.58
11DP-D4HV-Q4PK BOOKS: ADULT	10-44-400-1	60.41
11DP-D4HV-Q4PK AUDIO-VISUAL: ADULT	10-44-420-1	119.88
13KF-MFMK-PRCQ PUBLIC RELATIONS: PROMOTIONS	10-42-222-3	74.12
13KF-MFMK-PRCQ GRAPHICS SUPPLIES	10-43-330-0	79.99
1C6F-XQVQ-N47J PUBLIC PROGRAMMING:MOBILE SVCS	10-42-230-9	127.84
1C6F-XQVQ-N47J OFFICE SUPPLIES/GENERAL	10-43-300-1	49.99
1C6F-XQVQ-N47J ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	21.40
1C6F-XQVQ-N47J SMALL LIBRARY EQUIPMENT	10-45-540-0	364.66
1CGQ-GWLL-PTG4 OFFICE SUPPLIES/GENERAL	10-43-300-1	11.39
1CGQ-GWLL-PTG4 OFFICE SUPPLIES/COMPUTER	10-43-300-2	18.75
1Y7Q-G3T3-NYFN OFFICE SUPPLIES/GENERAL	10-43-300-1	19.50

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR DECEMBER, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1Y7Q-G3T3-NYFN ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	222.44
1Y7Q-G3T3-NYFN REPAIR/MAINT. OF BUILDING	60-42-200-0	16.99
1Y7V-DW3Q-PF9K OFFICE SUPPLIES/GENERAL	10-43-300-1	10.91
AMAZON CAPITAL SERVICES (6460)	12/09/25 CK# 151921	\$887.52
13PJ-47V3-4RY7 DIGITAL SERVICES MERCHANDISE	10-43-300-5	22.64
19XM-VWMX-4VXR BOOKS: ADULT	10-44-400-1	65.89
1HPC-FP3N-RR99 OFFICE SUPPLIES/GENERAL	10-43-300-1	-75.29
1JT3-Y4C3-4LC4 PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	7.99
1LJ9-XG9N-46V3 BUILDING & GROUNDS SUPPLIES	60-43-320-0	7.98
1Q3G-LTGR-3VXN PUBLIC PROGRAMMING:YOUTH	10-42-230-2	496.28
1Q3G-LTGR-3VXN ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	71.33
1Q3G-LTGR-3VXN TOYS & KITS: KIDSPACE	10-44-440-0	222.72
1XGJ-D69L-4NRW SMALL LIBRARY EQUIPMENT	10-45-540-0	67.98
AMERICAN AIRLINES (6473)	12/09/25 CK# 151958	\$916.36
CKDJHP CC PYMT (6421) FOR EXHIBITS AND DISPLAYS	10-43-335-0	916.36
AMERICAN LIBRARY ASSOCIATION (242)	12/09/25 CK# 151952	\$57.85
35663 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	57.85
APPLE INC. (5203)	12/09/25 CK# 151958	\$54.24
MNMSFSVN1V CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	54.24
BAK, DONALD (5869)	12/09/25 CK# 151922	\$300.00
1115 1126 DIGITAL LIT CLASSES BRANCHES	10-42-230-8	300.00
BATTERIES PLUS BULBS (416)	12/09/25 CK# 151923	\$110.88
P87564339 BUILDING & GROUNDS SUPPLIES	60-43-320-0	110.88
BIP66, LLC (6942)	12/09/25 CK# 151924	\$4,600.00
10969 CONSULT. & PROF. FEES:OTHER	10-42-225-2	4,600.00
BIRCH LANE (7095)	12/09/25 CK# 151955	\$85.72
4508210473 CC PYMT (6418) FOR FURNITURE AND FIXTURES	10-45-510-0	85.72
BLADE ELECTRIC & TECHNOLOGIES LLC (5934)	12/09/25 CK# 151925	\$14,040.00
6683 REPAIR/MAINT. OF BUILDING	60-42-200-0	5,870.00
6684 RISK MANAGEMENT: PROJECTS	50-42-210-2	6,980.00
6686 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,190.00
BLUEPOINT ALERT SOLUTIONS LLC (5562)	12/09/25 CK# 151926	\$3,565.00
01098 RISK MANAGEMENT: FACILITIES	50-42-210-0	3,565.00
BRAKEFIELD PHIL (7099)	12/09/25 CK# 151927	\$200.00
12102025 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	200.00
BRODART CO. (571)	12/09/25 CK# 151928	\$444.36
667408 MATERIALS PROCESSING SUPPLIES	10-43-310-0	444.36
CANVA (6234)	12/09/25 CK# 151952	\$269.90
11222025 CC PYMT (6415) FOR COMPUTER EQUIPMENT	10-45-500-0	120.00
42815492 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE	10-44-435-1	149.90
CANVA (6234)	12/09/25 CK# 151960	\$119.99
11062025 CC PYMT (6424) FOR ELECTRONIC RESOURCES: IN-HOUSE	10-44-435-1	119.99
CDW GOVERNMENT, INC. (842)	12/09/25 CK# 151929	\$300.40
AG3LD2Y COMPUTER EQUIPMENT	10-45-500-0	804.52
AG7NN6T COMPUTER EQUIPMENT	10-45-500-0	-504.12
CHICAGO CUATRO ORCHESTRA PROJECT (7101)	12/09/25 CK# 151930	\$500.00
12202025 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	500.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR DECEMBER, 2025

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CHICAGO TRIBUNE (739)	12/09/25 CK# 151931	\$1,072.99
60051301 2026 PERIODICALS	10-44-410-0	708.99
66700223 122026 PERIODICALS: BRANCH	10-44-410-5	364.00
CINCO BOOKS CORP (6838)	12/09/25 CK# 151932	\$293.34
51247 BOOKS: YOUTH	10-44-400-2	293.34
CINTAS CORPORATION LOC. #355 (4662)	12/09/25 CK# 151933	\$7,464.22
4249341423 JANITORIAL SUPPLIES	10-43-370-0	153.70
4249434224 JANITORIAL SUPPLIES	10-43-370-0	64.30
4249951092 JANITORIAL SUPPLIES	10-43-370-0	280.33
4250018212 JANITORIAL SUPPLIES	10-43-370-0	327.29
4250019724 JANITORIAL SUPPLIES	10-43-370-0	1,754.97
4250201369 JANITORIAL SUPPLIES	10-43-370-0	134.93
4250990922 JANITORIAL SUPPLIES	10-43-370-0	147.38
4250992266 JANITORIAL SUPPLIES	10-43-370-0	1,507.55
4250996490 JANITORIAL SUPPLIES	10-43-370-0	316.80
4251557718 JANITORIAL SUPPLIES	10-43-370-0	267.60
4251557788 JANITORIAL SUPPLIES	10-43-370-0	564.97
4251559678 JANITORIAL SUPPLIES	10-43-370-0	1,873.68
4251878469 JANITORIAL SUPPLIES	10-43-370-0	70.72
CITY OF ELGIN (777)	12/09/25 CK# 151934	\$960.00
25-00001149 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
25-00028148 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
25-00028149 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
25-00038567 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
25-00038568 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
25-00038569 REPAIR/MAINT. OF BUILDING	60-42-200-0	160.00
CIVICPLUS (6197)	12/09/25 CK# 151935	\$4,977.50
355577 ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	4,977.50
COMPLETE CLEANING COMPANY, INC. (835)	12/09/25 CK# 151936	\$23,777.00
AW17213 GENERAL CLEANING SERVICE	10-42-235-0	2,150.00
AW17913 GENERAL CLEANING SERVICE	10-42-235-0	720.00
AW18617 REPAIR/MAINT. OF BUILDING	60-42-200-0	920.00
AW18618 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,650.00
AW18672 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	1,480.00
C31837 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	3,047.00
C31838 GENERAL CLEANING SERVICE	10-42-235-0	9,555.00
C32035 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	4,255.00
CONSTANT CONTACT (5729)	12/09/25 CK# 151955	\$474.00
11262025 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	474.00
DAVEY TREE EXPERT COMPANY (975)	12/09/25 CK# 151937	\$56,253.00
920163522 REPAIR/MAINT. OF GROUNDS	60-42-210-0	40,848.00
920163522 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	15,405.00
DEKALB MECHANICAL, INC. (5172)	12/09/25 CK# 151938	\$525.00
92044 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	525.00
DIGITAL OCEAN (6303)	12/09/25 CK# 151957	\$53.37
531091559 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	53.37
DUO SECURITY, LLC (6066)	12/09/25 CK# 151953	\$360.00
11698445 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	10-42-255-1	360.00

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 17745 RISK MANAGEMENT: FACILITIES	12/09/25 CK# 151939 50-42-210-0	\$3,114.00 3,114.00
ELGIN AREA CHAMBER OF COMMERCE (1144) 3730 CONTINUING ED: REGISTRATION/FEES	12/09/25 CK# 151940 10-42-290-1	\$225.00 225.00
ELGIN AREA CHAMBER OF COMMERCE (1144) 11252025 CC PYMT (6422) FOR CONTINUING ED: REGISTRATION/FEES	12/09/25 CK# 151959 10-42-290-1	\$50.00 50.00
ENGBERG ANDERSON, INC. (4014) 2538200-5 CONSULT. & PROF. FEES:OTHER 25383201-5 CAPITAL IMPROVEMENTS	12/09/25 CK# 151941 10-42-225-2 10-49-900-0	\$7,080.00 3,302.50 3,777.50
EPSON (6606) US258722114 CC PYMT (6415) FOR GRAPHICS SUPPLIES	12/09/25 CK# 151952 10-43-330-0	\$861.49 861.49
FACEBOOK (6067) 100069 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 26824 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 47454 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL 585095 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	12/09/25 CK# 151958 10-42-222-2 10-42-222-2 10-42-222-2 10-42-222-2	\$527.60 200.00 121.56 18.64 187.40
FRANK & SONS ENTERPRISES, INC (4545) 3406 REPAIR/MAINT. OF GRDS: RAKOW 3407 REPAIR/MAINT. OF GROUNDS	12/09/25 CK# 151942 60-42-210-5 60-42-210-0	\$1,125.00 375.00 750.00
FRESHWAY (7096) 730158 CC PYMT (6424) FOR FOOD & BEVERAGE: COMMUNITY SVCS	12/09/25 CK# 151960 10-43-360-2	\$18.27 18.27
GILDER LEHRMAN INSTITUTE (7094) 11132025 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS	12/09/25 CK# 151955 10-43-335-0	\$2,450.00 2,450.00
GILPATRICK, KAREN (5886) 075 CONSULT. & PROF. FEES:OTHER	12/09/25 CK# 151943 10-42-225-2	\$345.00 345.00
GRAINGER (1449) 9710301830 ELECTRICAL SUPPLIES/BULBS 9713001106 REPAIR/MAINT. OF BUILDING 9714591873 REPAIR/MAINT. OF BLDG: DAVIS ROAD	12/09/25 CK# 151944 10-43-380-0 60-42-200-0 60-42-200-9	\$234.24 103.41 -20.00 150.83
GRASSHOPPER (6074) 11282025 CC PYMT (6416) FOR COMPUTER MAINTENANCE	12/09/25 CK# 151953 10-42-255-2	\$20.49 20.49
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390) 7374 REPAIR/MAINT. OF GRDS: SOUTH ELGIN 7407 REPAIR/MAINT. OF GROUNDS 7407 REPAIR/MAINT. OF GRDS: RAKOW 7407 REPAIR/MAINT. OF GRDS: SOUTH ELGIN	12/09/25 CK# 151945 60-42-210-7 60-42-210-0 60-42-210-5 60-42-210-7	\$14,245.00 2,300.00 7,395.00 2,250.00 2,300.00
HD SUPPLY FORMALLY HOME DEPOT PRO (6777) 901291716 JANITORIAL SUPPLIES 901291724 RISK MANAGEMENT: FACILITIES	12/09/25 CK# 151946 10-43-370-0 50-42-210-0	\$189.61 122.61 67.00
HELM SERVICE (5979) CHI148381C REPAIR/MAINT. OF HVAC CHI148382C REPAIR/MAINT. HVAC: RAKOW CHI148383C REPAIR/MAINT. OF HVAC CHI148384C REPAIR/MAINT. HVAC: SOUTH ELGIN	12/09/25 CK# 151947 60-42-220-0 60-42-220-5 60-42-220-0 60-42-220-7	\$9,208.75 3,278.25 268.75 4,861.75 800.00
HOBBY LOBBY (6133) 595292 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL 630902 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL 631485 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	12/09/25 CK# 151955 10-42-222-2 10-42-222-2 10-42-222-2	\$101.88 5.96 67.94 27.98

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HOBBY LOBBY (6133)	12/09/25 CK# 151960	\$29.34
507295 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS	10-42-230-9	29.34
HOLIDAY INN (6742)	12/09/25 CK# 151955	\$243.01
613 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS	10-43-335-0	243.01
HOME DEPOT (6340)	12/09/25 CK# 151952	\$105.87
WN40583596 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	105.87
HOME DEPOT (6340)	12/09/25 CK# 151960	\$79.90
608022 CC PYMT (6424) FOR SMALL LIBRARY EQUIPMENT	10-45-540-0	79.90
HOPKINS FORD (5405)	12/09/25 CK# 151948	\$59.99
5092211 VEHICLE MAINTENANCE: FACILITIES	10-42-270-1	59.99
HUFFMAN, DEBORAH (1650)	12/09/25 CK# 151949	\$315.00
112025 CONSULT. & PROF. FEES:OTHER	10-42-225-2	315.00
INGRAM (1734)	12/09/25 CK# 151950	\$15,463.32
91776133 BOOKS: YOUTH	10-44-400-2	21.14
91776134 BOOKS: YOUTH	10-44-400-2	313.21
91776134 BOOKS: BRANCH YOUTH	10-44-400-6	183.02
91776135 MATERIAL PROCESSING SERVICES	10-42-265-0	100.62
91776136 BOOKS: YOUTH	10-44-400-2	14.29
91776137 MATERIAL PROCESSING SERVICES	10-42-265-0	2.34
91803860 BOOKS: ADULT	10-44-400-1	18.12
91803861 BOOKS: YOUTH	10-44-400-2	11.06
91803861 BOOKS: BRANCH YOUTH	10-44-400-6	33.18
91803862 BOOKS: ADULT	10-44-400-1	100.78
91803862 BOOKS: BRANCH ADULT	10-44-400-5	49.81
91803863 BOOKS: ADULT	10-44-400-1	31.55
91803864 BOOKS: ADULT	10-44-400-1	83.12
91803864 BOOKS: YOUTH	10-44-400-2	563.93
91803864 BOOKS: BRANCH YOUTH	10-44-400-6	218.65
91821123 BOOKS: ADULT	10-44-400-1	29.22
91821124 BOOKS: ADULT	10-44-400-1	22.96
91821124 BOOKS: YOUTH	10-44-400-2	48.12
91821124 BOOKS: BRANCH YOUTH	10-44-400-6	15.84
91821125 BOOKS: ADULT	10-44-400-1	31.84
91821125 BOOKS: YOUTH	10-44-400-2	10.87
91821125 BOOKS: BRANCH YOUTH	10-44-400-6	6.83
91821126 MATERIAL PROCESSING SERVICES	10-42-265-0	25.74
91821127 BOOKS: ADULT	10-44-400-1	70.02
91821127 BOOKS: BRANCH ADULT	10-44-400-5	70.02
91821128 BOOKS: YOUTH	10-44-400-2	9.85
91821129 BOOKS: ADULT	10-44-400-1	35.05
91821130 BOOKS: BRANCH ADULT	10-44-400-5	11.49
91821131 BOOKS: ADULT	10-44-400-1	11.50
91821132 BOOKS: ADULT	10-44-400-1	75.06
91821132 BOOKS: YOUTH	10-44-400-2	11.31
91821133 BOOKS: ADULT	10-44-400-1	36.47
91821133 BOOKS: YOUTH	10-44-400-2	48.36
91821133 BOOKS: BRANCH YOUTH	10-44-400-6	31.39
91833245 BOOKS: ADULT	10-44-400-1	30.22
91833247 BOOKS: ADULT	10-44-400-1	94.34
91843724 BOOKS: YOUTH	10-44-400-2	399.83
91843724 BOOKS: BRANCH YOUTH	10-44-400-6	100.47

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
91843725 MATERIAL PROCESSING SERVICES	10-42-265-0	117.00
91843726 BOOKS: YOUTH	10-44-400-2	62.93
91843727 MATERIAL PROCESSING SERVICES	10-42-265-0	11.70
91843728 BOOKS: ADULT	10-44-400-1	30.54
91843728 BOOKS: BRANCH ADULT	10-44-400-5	15.27
91843729 BOOKS: YOUTH	10-44-400-2	18.20
91843730 BOOKS: YOUTH	10-44-400-2	10.75
91843731 BOOKS: YOUTH	10-44-400-2	9.62
91843731 BOOKS: BRANCH YOUTH	10-44-400-6	9.61
91843732 BOOKS: YOUTH	10-44-400-2	22.07
91843733 BOOKS: ADULT	10-44-400-1	337.06
91843733 BOOKS: BRANCH ADULT	10-44-400-5	118.85
91843734 BOOKS: ADULT	10-44-400-1	35.69
91843734 BOOKS: BRANCH ADULT	10-44-400-5	71.40
91843735 BOOKS: ADULT	10-44-400-1	198.14
91843735 BOOKS: BRANCH ADULT	10-44-400-5	19.82
91843736 BOOKS: ADULT	10-44-400-1	22.63
91866309 BOOKS: ADULT	10-44-400-1	39.84
91866309 BOOKS: YOUTH	10-44-400-2	180.94
91866309 BOOKS: BRANCH YOUTH	10-44-400-6	53.12
91866310 MATERIAL PROCESSING SERVICES	10-42-265-0	56.16
91866311 BOOKS: ADULT	10-44-400-1	70.21
91866312 BOOKS: ADULT	10-44-400-1	61.36
91866312 BOOKS: YOUTH	10-44-400-2	22.81
91866312 BOOKS: BRANCH ADULT	10-44-400-5	81.45
91922214 BOOKS: BRANCH YOUTH	10-44-400-6	4.52
91922215 BOOKS: ADULT	10-44-400-1	16.61
91922216 BOOKS: ADULT	10-44-400-1	16.07
91922217 BOOKS: ADULT	10-44-400-1	134.15
91949348 BOOKS: ADULT	10-44-400-1	12.02
91949349 BOOKS: ADULT	10-44-400-1	15.30
91949349 BOOKS: BRANCH ADULT	10-44-400-5	30.61
91949350 BOOKS: ADULT	10-44-400-1	17.02
91949351 BOOKS: ADULT	10-44-400-1	78.36
91949351 BOOKS: YOUTH	10-44-400-2	21.58
91949351 BOOKS: BRANCH ADULT	10-44-400-5	18.18
91964047 BOOKS: YOUTH	10-44-400-2	7.64
91964048 BOOKS: ADULT	10-44-400-1	34.22
91964049 BOOKS: YOUTH	10-44-400-2	60.99
91964050 MATERIAL PROCESSING SERVICES	10-42-265-0	23.40
91976525 BOOKS: YOUTH	10-44-400-2	11.34
91976526 BOOKS: YOUTH	10-44-400-2	43.13
91976526 BOOKS: BRANCH YOUTH	10-44-400-6	33.48
91976527 BOOKS: YOUTH	10-44-400-2	11.38
91976528 BOOKS: YOUTH	10-44-400-2	397.35
91976528 BOOKS: BRANCH YOUTH	10-44-400-6	149.05
91976529 MATERIAL PROCESSING SERVICES	10-42-265-0	142.74
91976530 BOOKS: ADULT	10-44-400-1	16.46
91976530 BOOKS: BRANCH ADULT	10-44-400-5	16.46
91976531 BOOKS: ADULT	10-44-400-1	17.04
91976532 BOOKS: YOUTH	10-44-400-2	48.97
91976532 BOOKS: BRANCH YOUTH	10-44-400-6	29.38

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
91976533 BOOKS: BRANCH ADULT	10-44-400-5	17.04
91976534 BOOKS: ADULT	10-44-400-1	123.15
91976534 BOOKS: YOUTH	10-44-400-2	147.48
91976534 BOOKS: BRANCH YOUTH	10-44-400-6	65.21
91976534 AUDIO-VISUAL: YOUTH	10-44-420-2	76.24
92061580 BOOKS: ADULT	10-44-400-1	218.17
92061580 BOOKS: BRANCH ADULT	10-44-400-5	72.72
92061581 BOOKS: ADULT	10-44-400-1	180.11
92061581 BOOKS: BRANCH ADULT	10-44-400-5	125.56
92082898 BOOKS: ADULT	10-44-400-1	61.86
92082900 BOOKS: ADULT	10-44-400-1	11.64
92082900 BOOKS: YOUTH	10-44-400-2	40.88
92082900 BOOKS: BRANCH YOUTH	10-44-400-6	16.93
92082900 AUDIO-VISUAL: YOUTH	10-44-420-2	11.56
92096213 BOOKS: YOUTH	10-44-400-2	61.12
92096213 BOOKS: BRANCH YOUTH	10-44-400-6	49.62
92096214 BOOKS: ADULT	10-44-400-1	27.85
92096214 BOOKS: YOUTH	10-44-400-2	10.29
92096215 BOOKS: YOUTH	10-44-400-2	38.26
92096216 MATERIAL PROCESSING SERVICES	10-42-265-0	32.76
92122153 BOOKS: YOUTH	10-44-400-2	7.54
92122154 BOOKS: YOUTH	10-44-400-2	21.64
92122155 BOOKS: YOUTH	10-44-400-2	10.84
92122156 BOOKS: ADULT	10-44-400-1	51.87
92122156 BOOKS: YOUTH	10-44-400-2	277.55
92122156 BOOKS: BRANCH ADULT	10-44-400-5	15.10
92122156 BOOKS: BRANCH YOUTH	10-44-400-6	11.37
92122157 MATERIAL PROCESSING SERVICES	10-42-265-0	81.90
92122158 BOOKS: ADULT	10-44-400-1	25.59
92122159 BOOKS: ADULT	10-44-400-1	73.96
92122159 BOOKS: YOUTH	10-44-400-2	22.64
92122160 BOOKS: YOUTH	10-44-400-2	9.10
92122161 BOOKS: ADULT	10-44-400-1	17.01
92122162 BOOKS: ADULT	10-44-400-1	18.68
92122163 BOOKS: ADULT	10-44-400-1	16.44
92122164 BOOKS: ADULT	10-44-400-1	15.88
92122165 BOOKS: BRANCH ADULT	10-44-400-5	33.45
92122166 BOOKS: ADULT	10-44-400-1	16.44
92122166 BOOKS: BRANCH ADULT	10-44-400-5	16.45
92122167 BOOKS: YOUTH	10-44-400-2	34.02
92122168 BOOKS: ADULT	10-44-400-1	282.23
92122168 BOOKS: BRANCH ADULT	10-44-400-5	170.73
92122169 BOOKS: ADULT	10-44-400-1	48.73
92122170 BOOKS: ADULT	10-44-400-1	16.99
92122172 BOOKS: ADULT	10-44-400-1	127.49
92122172 BOOKS: YOUTH	10-44-400-2	11.33
92122173 BOOKS: YOUTH	10-44-400-2	9.79
92136748 BOOKS: ADULT	10-44-400-1	-29.66
92148413 BOOKS: ADULT	10-44-400-1	7.92
92148414 BOOKS: ADULT	10-44-400-1	74.56
92148414 BOOKS: BRANCH ADULT	10-44-400-5	74.56
92148415 BOOKS: YOUTH	10-44-400-2	15.28

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
92148415 BOOKS: BRANCH YOUTH	10-44-400-6	15.28
92148416 BOOKS: YOUTH	10-44-400-2	44.65
92148417 BOOKS: ADULT	10-44-400-1	18.76
92148417 BOOKS: YOUTH	10-44-400-2	11.36
92148418 BOOKS: ADULT	10-44-400-1	273.01
92148418 BOOKS: BRANCH ADULT	10-44-400-5	72.80
92148420 BOOKS: YOUTH	10-44-400-2	8.49
92148421 BOOKS: ADULT	10-44-400-1	27.28
92148421 BOOKS: YOUTH	10-44-400-2	31.96
92193987 BOOKS: YOUTH	10-44-400-2	16.99
92193988 BOOKS: YOUTH	10-44-400-2	10.17
92193989 BOOKS: ADULT	10-44-400-1	102.66
92193989 BOOKS: YOUTH	10-44-400-2	968.93
92193989 BOOKS: BRANCH YOUTH	10-44-400-6	369.59
92193990 MATERIAL PROCESSING SERVICES	10-42-265-0	301.86
92193991 BOOKS: YOUTH	10-44-400-2	10.54
92193992 BOOKS: YOUTH	10-44-400-2	10.47
92193993 BOOKS: YOUTH	10-44-400-2	58.52
92193994 BOOKS: YOUTH	10-44-400-2	54.74
92193995 MATERIAL PROCESSING SERVICES	10-42-265-0	28.08
92193996 BOOKS: YOUTH	10-44-400-2	13.73
92193997 MATERIAL PROCESSING SERVICES	10-42-265-0	2.34
92193998 BOOKS: YOUTH	10-44-400-2	12.74
92193998 BOOKS: BRANCH YOUTH	10-44-400-6	12.74
92193999 MATERIAL PROCESSING SERVICES	10-42-265-0	4.68
92217323 BOOKS: YOUTH	10-44-400-2	7.91
92217324 BOOKS: YOUTH	10-44-400-2	37.54
92217325 BOOKS: YOUTH	10-44-400-2	111.16
92217325 BOOKS: BRANCH YOUTH	10-44-400-6	11.47
92217326 MATERIAL PROCESSING SERVICES	10-42-265-0	32.76
92217327 BOOKS: YOUTH	10-44-400-2	11.34
92217328 BOOKS: YOUTH	10-44-400-2	123.18
92217328 BOOKS: BRANCH YOUTH	10-44-400-6	41.81
92217329 MATERIAL PROCESSING SERVICES	10-42-265-0	30.42
92217330 BOOKS: ADULT	10-44-400-1	119.57
92217331 BOOKS: ADULT	10-44-400-1	11.51
92217331 BOOKS: YOUTH	10-44-400-2	25.83
92217331 BOOKS: BRANCH YOUTH	10-44-400-6	7.69
92278164 BOOKS: YOUTH	10-44-400-2	54.98
92278164 BOOKS: BRANCH YOUTH	10-44-400-6	35.10
92278165 BOOKS: YOUTH	10-44-400-2	18.01
92278165 BOOKS: BRANCH YOUTH	10-44-400-6	6.75
92278166 BOOKS: YOUTH	10-44-400-2	22.04
92278167 BOOKS: YOUTH	10-44-400-2	25.21
92278168 BOOKS: YOUTH	10-44-400-2	48.24
92278168 BOOKS: BRANCH YOUTH	10-44-400-6	52.75
92278169 BOOKS: ADULT	10-44-400-1	50.99
92278170 BOOKS: YOUTH	10-44-400-2	669.59
92278170 BOOKS: BRANCH YOUTH	10-44-400-6	24.76
92278171 MATERIAL PROCESSING SERVICES	10-42-265-0	226.98
92278172 BOOKS: ADULT	10-44-400-1	73.85
92278172 BOOKS: BRANCH ADULT	10-44-400-5	73.86

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
92278173 BOOKS: YOUTH	10-44-400-2	11.32
92278173 BOOKS: BRANCH YOUTH	10-44-400-6	22.64
92278174 BOOKS: ADULT	10-44-400-1	33.34
92278175 BOOKS: ADULT	10-44-400-1	34.23
92278176 BOOKS: ADULT	10-44-400-1	36.95
92278177 BOOKS: YOUTH	10-44-400-2	58.36
92278178 BOOKS: YOUTH	10-44-400-2	7.51
92278178 BOOKS: BRANCH YOUTH	10-44-400-6	15.02
92278179 BOOKS: ADULT	10-44-400-1	385.55
92278179 BOOKS: BRANCH ADULT	10-44-400-5	215.22
92278180 BOOKS: ADULT	10-44-400-1	99.04
92278180 BOOKS: YOUTH	10-44-400-2	11.88
92278181 BOOKS: ADULT	10-44-400-1	16.43
92278181 BOOKS: YOUTH	10-44-400-2	11.32
92278181 BOOKS: BRANCH YOUTH	10-44-400-6	11.31
92278183 BOOKS: ADULT	10-44-400-1	16.96
92278184 BOOKS: ADULT	10-44-400-1	19.82
92278184 BOOKS: BRANCH ADULT	10-44-400-5	19.82
92278185 BOOKS: YOUTH	10-44-400-2	6.76
92278186 BOOKS: YOUTH	10-44-400-2	21.51
92278186 BOOKS: BRANCH YOUTH	10-44-400-6	10.75
92278187 BOOKS: YOUTH	10-44-400-2	10.75
92278188 BOOKS: ADULT	10-44-400-1	102.69
92278188 BOOKS: YOUTH	10-44-400-2	11.32
92278188 BOOKS: BRANCH ADULT	10-44-400-5	78.00
92278189 BOOKS: ADULT	10-44-400-1	15.86
92278190 BOOKS: YOUTH	10-44-400-2	25.11
92278190 BOOKS: BRANCH YOUTH	10-44-400-6	47.39
92278191 BOOKS: ADULT	10-44-400-1	100.49
92278191 BOOKS: BRANCH ADULT	10-44-400-5	63.44
92278192 BOOKS: ADULT	10-44-400-1	252.62
92278192 BOOKS: YOUTH	10-44-400-2	6.77
92278192 BOOKS: BRANCH ADULT	10-44-400-5	116.96
92278193 BOOKS: ADULT	10-44-400-1	18.94
92278194 BOOKS: ADULT	10-44-400-1	18.79
92278194 BOOKS: BRANCH ADULT	10-44-400-5	37.59
92290177 BOOKS: ADULT	10-44-400-1	21.08
KAGI.COM (7029)	12/09/25 CK# 151953	\$20.00
11102025 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	20.00
KANOPY LLC (5682)	12/09/25 CK# 151951	\$952.00
480608-PPU ELECTRONIC RESOURCES: STREAMING	10-44-435-3	952.00
KOLLUM, JASON (4875)	12/09/25 CK# 151963	\$525.00
12292025 PUBLIC PROGRAMMING:YOUTH	10-42-230-2	525.00
LASER PRO CO., INC. (1983)	12/09/25 CK# 151964	\$3,150.50
141833 OFFICE SUPPLIES/COMPUTER	10-43-300-2	833.50
141876 OFFICE SUPPLIES/COMPUTER	10-43-300-2	880.00
141949 OFFICE SUPPLIES/COMPUTER	10-43-300-2	651.00
141988 OFFICE SUPPLIES/COMPUTER	10-43-300-2	786.00
LEXJET (6160)	12/09/25 CK# 151952	\$450.81
2445008 CC PYMT (6415) FOR GRAPHICS SUPPLIES	10-43-330-0	450.81

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LUCE DANIELLE (6643)	12/09/25 CK# 151965	\$200.00
12182025 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	200.00
MAILGUN TECHNOLOGIES, INC (6058)	12/09/25 CK# 151957	\$80.00
84140206 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	80.00
MIDWEST FIRST AID & SAFETY LLC (6609)	12/09/25 CK# 151966	\$210.01
2547 RISK MANAGEMENT: FACILITIES	50-42-210-0	158.48
2548 RISK MANAGEMENT: FACILITIES	50-42-210-0	51.53
MIDWEST TAPE (2256)	12/09/25 CK# 151967	\$5,663.63
508001797 AUDIO-VISUAL: ADULT	10-44-420-1	717.42
508001797 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	422.05
508027131 AUDIO-VISUAL: ADULT	10-44-420-1	263.94
508027131 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	39.99
508027132 AUDIO-VISUAL: ADULT	10-44-420-1	256.37
508027133 AUDIO-VISUAL: ADULT	10-44-420-1	10.49
508027135 AUDIO-VISUAL: ADULT	10-44-420-1	65.23
508027136 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	174.66
508027137 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	44.98
508046116 AUDIO-VISUAL: ADULT	10-44-420-1	226.41
508046116 AUDIO-VISUAL: YOUTH	10-44-420-2	243.65
508046116 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	144.69
508046116 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	155.94
508056820 AUDIO-VISUAL: ADULT	10-44-420-1	268.42
508056821 AUDIO-VISUAL: ADULT	10-44-420-1	443.90
508056823 AUDIO-VISUAL: ADULT	10-44-420-1	49.48
508056824 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	149.20
508056825 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	104.95
508075894 AUDIO-VISUAL: ADULT	10-44-420-1	736.95
508075894 AUDIO-VISUAL: YOUTH	10-44-420-2	182.93
508075894 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	458.81
508075894 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	76.47
508086694 AUDIO-VISUAL: ADULT	10-44-420-1	66.10
508086696 AUDIO-VISUAL: ADULT	10-44-420-1	191.92
508086697 AUDIO-VISUAL: ADULT	10-44-420-1	44.99
508086698 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	123.69
MILLER, DEBRA (4224)	12/09/25 CK# 151968	\$375.00
12162025 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	375.00
MOBILE BEACON (5646)	12/09/25 CK# 151962	\$2,760.00
11122025 MB CC PYMT (6427) FOR AUDIO-VISUAL: ADULT	10-44-420-1	2,760.00
MOKENA LOT CLEANERS LLC (6955)	12/09/25 CK# 151969	\$1,806.45
19972 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,750.00
22049 REPAIR/MAINT. OF GROUNDS	60-42-210-0	56.45
MOORE SONIA (7062)	12/09/25 CK# 151970	\$150.00
12132025 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	150.00
OFF THE RECORD, LLC (7071)	12/09/25 CK# 151971	\$463.75
2 CONSULT. & PROF. FEES:OTHER	10-42-225-2	463.75
OTIS ELEVATOR COMPANY (4788)	12/09/25 CK# 151972	\$1,272.24
100402131653 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,272.24
OVERDRIVE, INC. (4535)	12/09/25 CK# 151973	\$24,851.85
16706CP25375272 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	6,980.19
16706MA25374060 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	2,726.47

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OVERDRIVE, INC. (4535) CONTINUED ... 16706MA25379860 ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	15,145.19
PARAGON MICRO INC. (4877) S5237142 COMPUTER MAINTENANCE	12/09/25 CK# 151974 10-42-255-2	\$3,519.97 839.99
S5238070 COMPUTER EQUIPMENT	10-45-500-0	2,679.98
PAYPAL, INC (6059) 1113 03 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	12/09/25 CK# 151952 10-42-230-1	\$100.00 100.00
PAYPAL, INC (6059) 164480868 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	12/09/25 CK# 151957 10-42-255-3	\$19.95 19.95
PETALS (6925) 672279 CC PYMT (6415) FOR OFFICE SUPPLIES/GENERAL	12/09/25 CK# 151952 10-43-300-1	\$165.95 165.95
PETTY CASH - SARA JOHNSON (4777) 12 2025 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	12/09/25 CK# 151975 10-42-230-3	\$266.75 27.89
12 2025 CONTINUING EDUCATION:TRAVEL & MEALS	10-42-290-2	196.86
12 2025 RISK MANAGEMENT: HR	50-42-210-1	42.00
PITNEY BOWES RESERVE ACCOUNT (4146) 12012025 POSTAGE & SHIPPING	12/09/25 CK# 151976 10-42-210-0	\$3,000.00 3,000.00
PIXIE & TONIC (7035) 7B4EE8A CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	12/09/25 CK# 151957 10-42-255-3	\$99.00 99.00
PRINT LOOP (5053) 2025-581 SUPPLIES: WORK APPAREL	12/09/25 CK# 151977 10-43-301-0	\$1,387.00 1,387.00
RCB AWARDS LLC (6956) 11022025 CC PYMT (6418) FOR MISCELLANEOUS INCOME	12/09/25 CK# 151955 10-39-1-0	-\$193.13 -193.13
REMOTE PC (6438) 4304123 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	12/09/25 CK# 151958 10-44-435-5	\$99.50 99.50
RESTORE PLUMBING AND DRAIN (5890) 91380-1 REPAIR/MAINT. OF BUILDING	12/09/25 CK# 151978 60-42-200-0	\$1,051.31 1,051.31
REVERSO (6822) 11142025 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE	12/09/25 CK# 151952 10-44-435-1	\$9.99 9.99
RIEKE OFFICE INTERIORS (4766) 73013 FURNITURE AND FIXTURES	12/09/25 CK# 151979 10-45-510-0	\$270.00 270.00
RODRIGUEZ CECILIA (7098) 12172025 PUBLIC PROGRAMMING:YOUTH	12/09/25 CK# 151980 10-42-230-2	\$100.00 100.00
SAM'S CLUB (2972) 2128018 CC PYMT (6425) FOR FOOD & BEVERAGE: COMMUNITY SVCS	12/09/25 CK# 151961 10-43-360-2	\$67.90 67.90
SAM'S CLUB DIRECT (5057) 002241 GWFXR PUBLIC PROGRAMMING:BRANCH SVCS	12/09/25 CK# 151981 10-42-230-0	\$162.59 118.85
GWGRJV FOOD & BEVERAGE: ADMIN	10-43-360-0	21.87
GWGWYW FOOD & BEVERAGE: ADMIN	10-43-360-0	21.87
SHOCKEY JEWELERS (3069) 50745 MISCELLANEOUS	12/09/25 CK# 151982 10-43-399-0	\$40.00 40.00
SHOUTBOMB LLC (5665) 1039 COMPUTER MAINT: ACCESS SVCS	12/09/25 CK# 151983 10-42-255-4	\$1,704.00 1,704.00
SIGN UP GENIUS (6221) 11242025 CC PYMT (6415) FOR COMPUTER MAINTENANCE	12/09/25 CK# 151952 10-42-255-2	\$99.99 99.99

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SKYWARE INVENTORY (7015) 11242025 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	12/09/25 CK# 151955 10-44-435-5	\$6.00 6.00
SOIREE LYRIGUE (7100) 12142025 PUBLIC PROGRAMMING:BRANCH SVCS	12/09/25 CK# 151984 10-42-230-0	\$150.00 150.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393) DECEMBER 2025 COMMON AREA MAINT: SO ELGIN	12/09/25 CK# 151985 10-42-204-0	\$3,014.46 3,014.46
SPEEDPRO (7097) EST-14013 DEP VEHICLE MAINTENANCE: MOBILE SVCS	12/09/25 CK# 151986 10-42-270-0	\$6,870.00 6,870.00
SPOTIFY (6086) 11142025 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH	12/09/25 CK# 151954 10-42-230-2	\$19.99 19.99
STAPLES (3180) 9933799562 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	12/09/25 CK# 151952 10-43-320-0	\$98.67 98.67
STAPLES (3180) 6048695486 OFFICE SUPPLIES/GENERAL 6048695487 DUPLICATING: PAPER/COPY SHOP SUPPL	12/09/25 CK# 151987 10-43-300-1 10-43-320-0	\$713.77 240.20 473.57
STUDIO GC (5252) 21043.23 SE EXPANSION	12/09/25 CK# 151988 10-49-930-0	\$2,938.24 2,938.24
TARGET (6108) 375840 CC PYMT (6427) FOR AUDIO-VISUAL: YOUTH	12/09/25 CK# 151962 10-44-420-2	\$28.12 28.12
TODAY'S UNIFORMS INC. (5402) 290250 SUPPLIES: WORK APPAREL	12/09/25 CK# 151989 10-43-301-0	\$538.50 538.50
TOWN SQUARE PUBLICATIONS (5522) 356104 PUBLIC RELATIONS: GENERAL	12/09/25 CK# 151990 10-42-222-2	\$585.00 585.00
TRANE (3371) 990310013 REPAIR/MAINT. OF HVAC	12/09/25 CK# 151991 60-42-220-0	\$1,123.00 1,123.00
U S POSTMASTER (4528) 12012025 PUBLIC RELATIONS: NEWSLETTER	12/09/25 CK# 151992 10-42-222-1	\$6,900.00 6,900.00
ULINE (4778) 41009755 CC PYMT (6419) FOR SIGNAGE	12/09/25 CK# 151956 60-43-370-0	\$339.71 339.71
ULINE (4778) 200705469 MATERIALS PROCESSING SUPPLIES	12/09/25 CK# 151993 10-43-310-0	\$156.14 156.14
VAUGHAN PLANTSCAPES, INC. (4296) 66185 REPAIR/MAINT. OF GROUNDS 66254 REPAIR/MAINT. OF GROUNDS	12/09/25 CK# 151994 60-42-210-0 60-42-210-0	\$550.76 243.76 307.00
WALL STREET JOURNAL (3556) 11132025 CC PYMT (6415) FOR PERIODICALS	12/09/25 CK# 151952 10-44-410-0	\$719.88 719.88
WALMART (6075) 702849 CC PYMT (6425) FOR PUBLIC PROGRAMMING:BRANCH SVCS	12/09/25 CK# 151961 10-42-230-0	\$51.38 51.38
WAYFAIR (6847) 4508149353 CC PYMT (6418) FOR FURNITURE AND FIXTURES	12/09/25 CK# 151955 10-45-510-0	\$244.95 244.95
WEBSTARAUNT (6537) 118596274 CC PYMT (6415) FOR BUILDING & GROUNDS SUPPLIES	12/09/25 CK# 151952 60-43-320-0	\$289.81 289.81
WEX BANK (5012) 109060069 FUEL/GASOLINE: FACILITES 109060069 FUEL/GASOLINE: MOBILE SERVICES	12/09/25 CK# 151995 10-43-350-0 10-43-350-1	\$705.71 331.57 374.14

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WIN IT SERVICES, LLC (7070)	12/09/25 CK# 151996	\$297.30
215599 ONLINE COMPUTER SERVICES	10-42-255-1	297.30
WORLD BOOK, INC. (3660)	12/09/25 CK# 151997	\$2,698.00
ARI0013194 BOOKS: ADULT	10-44-400-1	2,698.00
ZIEGLER'S ACE HARDWARE (111)	12/09/25 CK# 151998	\$469.25
036872/J REPAIR/MAINT. OF BUILDING	60-42-200-0	19.16
179548/A VEHICLE MAINTENANCE: FACILITIES	10-42-270-1	10.05
179625/A REPAIR/MAINT. OF BLDG: DAVIS ROAD	60-42-200-9	47.83
179649/A JANITORIAL SUPPLIES	10-43-370-0	16.32
179653/A PUBLIC RELATIONS: GENERAL	10-42-222-2	11.39
179661/A PUBLIC RELATIONS: GENERAL	10-42-222-2	89.91
179666/A PUBLIC RELATIONS: GENERAL	10-42-222-2	89.91
179677/A PUBLIC RELATIONS: GENERAL	10-42-222-2	59.94
179700/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	24.62
179749/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	7.21
179765/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	44.68
179782/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	19.93
179783/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	50.30
179817/A REPAIR/MAINT. OF BUILDING	60-42-200-0	18.20
179862/A EXHIBITS AND DISPLAYS	10-43-335-0	14.99
179865/A ELECTRICAL SUPPLIES/BULBS	10-43-380-0	7.20
179865/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	3.79
179865/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	4.74
179865/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	18.99
E04145/A PUBLIC RELATIONS: GENERAL	10-42-222-2	-89.91

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 SUMMARY ALL FUNDS

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BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	168,087.40	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	13,978.01	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	103,072.29	*
TOTAL ALL FUNDS			285,137.70	**

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	133,528.90	553,524.49	31.45	1,760,000	1,206,475.51	27.96	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	356,990.61	1,397,683.35	32.32	4,325,000	2,927,316.65	28.82	4,850,000
10-41-102-0	SALARIES & WAGES/SUPPORT	335,648.04	1,349,287.74	32.83	4,110,000	2,760,712.26	29.98	4,500,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	34,790.92	156,043.36	29.44	530,000	373,956.64	22.95	680,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	164,458.04	432,870.78	34.19	1,266,100	833,229.22	28.86	1,500,000
10-41-111-0	LIFE INSURANCE	1,622.30	4,148.88	41.49	10,000	5,851.12	31.91	13,000
*TOTAL	SALARIES & BENEFITS	1027,038.81	3,893,558.60	32.44	12,001,100	8,107,541.40	28.79	13,523,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	7,692.69	21,009.47	20.60	102,000	80,990.53	17.16	122,400
10-42-200-5	NATURAL GAS: RAKOW	80.73	202.03	4.04	5,000	4,797.97	3.37	6,000
10-42-200-7	NATURAL GAS: SOUTH ELGIN	68.14	410.66	9.78	4,200	3,789.34	8.05	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	66.92	252.75	4.96	5,100	4,847.25	4.14	6,100
10-42-201-0	ELECTRICITY	39,813.06	159,661.45	43.15	370,000	210,338.55	35.96	444,000
10-42-201-5	ELECTRICITY: RAKOW	3,299.53	13,406.31	29.79	45,000	31,593.69	24.83	54,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	950.98	2,733.83	6.08	45,000	42,266.17	5.06	54,000
10-42-201-9	ELECTRICITY: DAVIS ROAD	522.65	2,305.40	38.42	6,000	3,694.60	32.02	7,200
10-42-202-0	WATER & SEWER	2,380.28	7,719.09	40.63	19,000	11,280.91	33.86	22,800
10-42-202-5	WATER & SEWER: RAKOW	686.53	1,934.61	35.17	5,500	3,565.39	29.31	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	333.41	1,333.93	24.25	5,500	4,166.07	20.21	6,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	30.38	134.56	5.61	2,400	2,265.44	4.64	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	1,257.70	5,618.58	32.29	17,400	11,781.42	26.88	20,900
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	3,427.55	13,270.50	29.29	45,300	32,029.50	24.39	54,400
10-42-203-4	TELEPHONE: MOBILE	78.78	1,837.46	21.37	8,600	6,762.54	17.84	10,300
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	12,057.84	30.14	40,000	27,942.16	25.12	48,000
10-42-204-5	REAL ESTATE TAXES	0.00	0.00	0.00	5,500	5,500.00	0.00	6,600
10-42-204-9	LEASE: DAVIS ROAD	10,106.67	40,426.68	32.87	123,000	82,573.32	27.39	147,600
10-42-205-0	BANKING FEES	2,016.39	7,259.73	35.41	20,500	13,240.27	29.51	24,600
10-42-206-0	DEBT CERT PRINCIPAL	0.00	0.00	0.00	130,000	130,000.00	0.00	140,000
10-42-206-5	DEBT CERT INTEREST	0.00	0.00	0.00	6,000	6,000.00	0.00	10,000
10-42-209-0	STORAGE/MOVING	227.50	2,612.50	87.08	3,000	387.50	62.20	4,200
10-42-210-0	POSTAGE & SHIPPING	4,004.25	7,313.56	40.63	18,000	10,686.44	33.86	21,600
10-42-215-0	COLLECTION AGENCY	1,585.85	3,851.35	21.40	18,000	14,148.65	17.83	21,600
10-42-220-2	LEGAL PUBLICATIONS	893.55	928.05	37.12	2,500	1,571.95	30.94	3,000
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	6,900.00	29,292.00	18.53	158,100	128,808.00	16.27	180,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	462.26	977.65	5.28	18,500	17,522.35	4.40	22,200
10-42-222-3	PUBLIC RELATIONS: PROMOTIONS	2,210.50	6,590.24	36.01	18,300	11,709.76	30.09	21,900
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	0.00	1,188.50	9.51	12,500	11,311.50	7.92	15,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	1,412.00	3,193.00	3.91	81,700	78,507.00	3.26	98,000
10-42-230-0	PUBLIC PROGRAMMING:BRANCH SVCS	1,165.67	3,837.23	14.93	25,700	21,862.77	12.46	30,800
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	1,773.75	3,918.85	21.41	18,300	14,381.15	17.89	21,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	762.74	5,462.66	18.84	29,000	23,537.34	15.70	34,800
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY ENGAGI	2,770.24	12,661.26	50.65	25,000	12,338.74	42.20	30,000
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	0.00	300.00	12.00	2,500	2,200.00	10.00	3,000
10-42-230-5	DIGITAL LITERACY CLASSES	0.00	0.00	0.00	8,000	8,000.00	0.00	9,600
10-42-230-6	PUBLIC PROGRAMMING: TEEN-INFO SVCS	0.00	0.00	0.00	800	800.00	0.00	1,000
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	0.00	0.00	0.00	6,700	6,700.00	0.00	8,000
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	0.00	1,050.00	16.15	6,500	5,450.00	13.46	7,800
10-42-230-9	PUBLIC PROGRAMMING:MOBILE SVCS	19.99	558.63	16.93	3,300	2,741.37	14.32	3,900
10-42-235-0	GENERAL CLEANING SERVICE	25,044.50	63,439.50	31.72	200,000	136,560.50	26.43	240,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	0.00	9,141.00	18.28	50,000	40,859.00	15.24	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	4,805.00	17,570.00	33.15	53,000	35,430.00	27.63	63,600
10-42-235-9	GENERAL CLEANING SVC: DAVIS ROAD	800.00	800.00	32.00	2,500	1,700.00	26.67	3,000
10-42-240-0	PRINTING: OUTSIDE	1,500.00	2,580.00	25.80	10,000	7,420.00	21.50	12,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-245-0	COPIER LEASES	831.26	3,325.04	49.63	6,700	3,374.96	41.05	8,100
10-42-245-1	COPIER LEASES: PRAD	1,781.60	5,182.84	26.58	19,500	14,317.16	22.15	23,400
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	711.99	2,292.83	22.70	10,100	7,807.17	18.79	12,200
10-42-245-3	COPIER MAINTENANCE: PRAD	2,550.21	4,100.30	19.43	21,100	16,999.70	16.21	25,300
10-42-246-0	SORTER LEASE	0.00	106,102.00	100.00	106,100	-2.00	83.35	127,300
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	19,262.44	40,183.78	42.70	94,100	53,916.22	35.59	112,900
10-42-255-2	COMPUTER MAINTENANCE	34,907.53	71,229.53	28.50	249,900	178,670.47	23.75	299,900
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	542.51	29,402.50	45.66	64,400	34,997.50	38.04	77,300
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	2,675.00	18,490.32	12.33	150,000	131,509.68	10.27	180,000
10-42-260-0	COMPUTER CATALOG SERVICE	0.00	31,237.28	99.80	31,300	62.72	83.30	37,500
10-42-265-0	MATERIAL PROCESSING SERVICES	502.88	4,799.68	4.17	115,000	110,200.32	3.48	138,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	735.10	1,930.14	3.39	57,000	55,069.86	2.84	68,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	784.55	4,083.15	27.22	15,000	10,916.85	22.68	18,000
10-42-270-2	SMALL EQUIP MAINT.: OFFICE	1,162.76	1,162.76	43.07	2,700	1,537.24	35.24	3,300
10-42-270-3	SMALL EQUIP MAINT: A-V	135.00	270.00	7.30	3,700	3,430.00	6.00	4,500
10-42-275-0	PAYROLL PROCESSING	3,800.39	15,034.87	32.68	46,000	30,965.13	27.24	55,200
10-42-280-0	DUES & MEMBERSHIPS	1,045.00	7,724.00	38.62	20,000	12,276.00	32.18	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	64.85	3,743.85	12.08	31,000	27,256.15	10.06	37,200
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	742.58	1,678.88	20.99	8,000	6,321.12	17.49	9,600
10-42-290-3	CONFERENCES: ALL EXPENSES	1,211.06	19,285.08	27.55	70,000	50,714.92	22.96	84,000
10-42-290-4	CONTINUING ED: TAP	0.00	648.00	7.62	8,500	7,852.00	6.35	10,200
10-42-290-5	TELECOMMUTING EXPENSES	120.00	120.00	13.33	900	780.00	10.91	1,100
10-42-299-0	CONTINGENCY	0.00	1,125.00	22.50	5,000	3,875.00	18.75	6,000
*TOTAL	CONTRACTUAL SERVICES	205,731.36	841,992.69	28.83	2,920,400	2,078,407.31	24.18	3,481,800
<u>SUPPLIES</u>								
10-43-300-1	OFFICE SUPPLIES/GENERAL	930.21	1,638.13	18.20	9,000	7,361.87	15.17	10,800
10-43-300-2	OFFICE SUPPLIES/COMPUTER	5,386.09	11,503.48	28.54	40,300	28,796.52	23.82	48,300
10-43-300-4	PASSPORT SERVICES SUPPLIES	136.26	1,022.93	35.27	2,900	1,877.07	29.23	3,500
10-43-300-5	DIGITAL SERVICES MERCHANDISE	0.00	0.00	0.00	1,100	1,100.00	0.00	1,400
10-43-301-0	SUPPLIES: WORK APPAREL	0.00	372.54	5.73	6,500	6,127.46	4.78	7,800
10-43-305-0	VOLUNTEERS	0.00	48.88	0.70	7,000	6,951.12	0.58	8,400
10-43-310-0	MATERIALS PROCESSING SUPPLIES	761.41	4,446.99	20.21	22,000	17,553.01	16.84	26,400
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,175.00	2,758.81	17.91	15,400	12,641.19	14.99	18,400
10-43-330-0	GRAPHICS SUPPLIES	1,152.87	1,586.07	12.20	13,000	11,413.93	10.17	15,600
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	253.98	541.61	13.54	4,000	3,458.39	11.28	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	21.17	339.81	6.93	4,900	4,560.19	5.86	5,800
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	350.50	698.47	18.38	3,800	3,101.53	15.52	4,500
10-43-335-0	EXHIBITS AND DISPLAYS	976.78	6,178.86	17.16	36,000	29,821.14	14.30	43,200
10-43-350-0	FUEL/GASOLINE: FACILITES	400.82	1,139.40	17.53	6,500	5,360.60	14.61	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	301.93	1,221.53	15.27	8,000	6,778.47	12.72	9,600
10-43-360-0	FOOD & BEVERAGE: ADMIN	0.00	88.06	1.31	6,700	6,611.94	1.09	8,100
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	721.12	1,217.24	45.08	2,700	1,482.76	38.04	3,200
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	263.14	287.44	17.97	1,600	1,312.56	15.13	1,900
10-43-360-3	FOOD & BEVERAGE: PRAD	260.22	260.22	37.17	700	439.78	32.53	800
10-43-360-5	FOOD & BEVERAGE: ACCESS	0.00	0.00	0.00	300	300.00	0.00	400
10-43-360-6	FOOD & BEVERAGE: OTHER	0.00	0.00	0.00	1,700	1,700.00	0.00	2,100
10-43-370-0	JANITORIAL SUPPLIES	11,686.31	35,986.68	34.94	103,000	67,013.32	29.12	123,600
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	0.00	634.04	6.34	10,000	9,365.96	5.28	12,000
10-43-399-0	MISCELLANEOUS	297.36	297.36	5.95	5,000	4,702.64	4.96	6,000
*TOTAL	SUPPLIES	25,075.17	72,268.55	23.16	312,100	239,831.45	19.30	374,400

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>MATERIALS</u>								
10-44-400-1	BOOKS: ADULT	8,240.19	23,546.37	11.21	210,000	186,453.63	9.34	252,000
10-44-400-2	BOOKS: YOUTH	2,990.29	10,739.69	11.19	96,000	85,260.31	9.32	115,200
10-44-400-4	IN-HOUSE REFERENCE	0.00	0.00	0.00	1,200	1,200.00	0.00	1,500
10-44-400-5	BOOKS: BRANCH ADULT	3,406.75	7,049.24	11.95	59,000	51,950.76	9.96	70,800
10-44-400-6	BOOKS: BRANCH YOUTH	790.02	2,874.65	15.37	18,700	15,825.35	12.83	22,400
10-44-410-0	PERIODICALS	558.40	1,142.40	10.39	11,000	9,857.60	8.65	13,200
10-44-410-5	PERIODICALS: BRANCH	0.00	165.07	3.30	5,000	4,834.93	2.75	6,000
10-44-420-1	AUDIO-VISUAL: ADULT	9,964.25	17,616.93	19.68	89,500	71,883.07	16.40	107,400
10-44-420-2	AUDIO-VISUAL: YOUTH	1,463.73	3,178.12	18.69	17,000	13,821.88	15.58	20,400
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	4,707.22	6,913.82	28.81	24,000	17,086.18	24.01	28,800
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	595.59	1,170.53	13.01	9,000	7,829.47	10.84	10,800
10-44-430-0	DIGITIZATION AND PRESERVATION	0.00	1,999.00	11.76	17,000	15,001.00	9.80	20,400
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	1,844.00	85,437.48	71.20	120,000	34,562.52	53.40	160,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	4,065.78	10,679.85	50.86	21,000	10,320.15	41.08	26,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	28,812.98	80,657.38	29.33	275,000	194,342.62	24.44	330,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	25,812.34	103,533.99	36.29	285,300	181,766.01	30.24	342,400
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	4,500.00	34,287.50	75.52	45,400	11,112.50	62.91	54,500
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	7,123.64	8,143.63	24.09	33,800	25,656.37	20.11	40,500
10-44-440-0	TOYS & KITS: KIDSPACE	774.94	3,601.09	30.01	12,000	8,398.91	25.01	14,400
10-44-440-1	GAMES: TEEN SVCS	578.31	578.31	72.29	800	221.69	57.83	1,000
10-44-440-2	TOYS & KITS: COMMUNITY SVCS FY25	149.97	1,427.40	27.45	5,200	3,772.60	23.02	6,200
*TOTAL	MATERIALS	106,378.40	404,742.45	29.85	1,355,900	951,157.55	24.62	1,643,900
<u>EQUIPMENT</u>								
10-45-500-0	COMPUTER EQUIPMENT	5,912.95	13,492.38	4.37	308,500	295,007.62	3.64	370,200
10-45-510-0	FURNITURE AND FIXTURES	7,453.08	33,403.09	18.68	178,800	145,396.91	15.18	220,000
10-45-520-0	OFFICE EQUIPMENT	237.44	393.03	2.49	15,800	15,406.97	2.07	19,000
10-45-530-0	AUDIO-VISUAL EQUIPMENT	4,913.85	5,226.96	40.84	12,800	7,573.04	34.16	15,300
10-45-540-0	SMALL LIBRARY EQUIPMENT	132.58	736.58	10.52	7,000	6,263.42	8.77	8,400
10-45-599-0	CONTINGENCY	0.00	0.00	0.00	5,000	5,000.00	0.00	6,000
*TOTAL	EQUIPMENT	18,649.90	53,252.04	10.09	527,900	474,647.96	8.33	638,900
<u>CAPITAL IMPROVEMENTS</u>								
10-49-900-0	CAPITAL IMPROVEMENTS	118,935.70	159,670.41	10.57	1,510,500	1,350,829.59	7.26	2,200,000
10-49-930-0	SE EXPANSION	93,242.01	156,175.78	24.03	650,000	493,824.22	20.82	750,000
*TOTAL	CAPITAL IMPROVEMENTS	212,177.71	315,846.19	14.62	2,160,500	1,844,653.81	10.71	2,950,000
**TOTAL	GENERAL FUND	1595,051.35	5,581,660.52	28.95	19,277,900	13,696,239.48	24.68	22,612,000
<u>I.M.R.F. FUND</u>								
<u>SALARIES & BENEFITS</u>								
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	77,493.94	306,826.12	31.63	970,000	663,173.88	27.89	1,100,000
*TOTAL	SALARIES & BENEFITS	77,493.94	306,826.12	31.63	970,000	663,173.88	27.89	1,100,000
**TOTAL	I.M.R.F. FUND	77,493.94	306,826.12	31.63	970,000	663,173.88	27.89	1,100,000
<u>SOCIAL SECURITY FUND</u>								
<u>SALARIES & BENEFITS</u>								
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	68,208.01	263,833.30	33.06	798,000	534,166.70	28.68	920,000
*TOTAL	SALARIES & BENEFITS	68,208.01	263,833.30	33.06	798,000	534,166.70	28.68	920,000
**TOTAL	SOCIAL SECURITY FUND	68,208.01	263,833.30	33.06	798,000	534,166.70	28.68	920,000

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>AUDIT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
40-42-200-0	AUDIT EXPENSES	0.00	14,400.00	87.80	16,400	2,000.00	77.84	18,500
*TOTAL	CONTRACTUAL SERVICES	0.00	14,400.00	87.80	16,400	2,000.00	77.84	18,500
**TOTAL	AUDIT FUND	0.00	14,400.00	87.80	16,400	2,000.00	77.84	18,500
<u>LIABILITY INS. FUND</u>								
<u>SALARIES & BENEFITS</u>								
50-41-100-0	WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00	23,000	23,000.00	0.00	28,000
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	882.68	2,292.51	19.10	12,000	9,707.49	15.92	14,400
*TOTAL	SALARIES & BENEFITS	882.68	2,292.51	6.55	35,000	32,707.49	5.41	42,400
<u>CONTRACTUAL SERVICES</u>								
50-42-200-0	GENERAL INSURANCE	0.00	50.00	0.03	180,000	179,950.00	0.02	230,000
50-42-210-0	RISK MANAGEMENT: FACILITIES	6,089.24	12,106.73	17.62	68,700	56,593.27	14.69	82,400
50-42-210-1	RISK MANAGEMENT: HR	42.00	12,460.00	78.86	15,800	3,340.00	65.58	19,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	135.00	6,813.28	11.75	58,000	51,186.72	9.80	69,500
*TOTAL	CONTRACTUAL SERVICES	6,266.24	31,430.01	9.75	322,500	291,069.99	7.84	400,900
**TOTAL	LIABILITY INS. FUND	7,148.92	33,722.52	9.43	357,500	323,777.48	7.61	443,300
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	15,991.49	46,036.17	17.40	264,500	218,463.83	13.54	340,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	8,065.23	13,675.31	29.41	46,500	32,824.69	24.51	55,800
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	994.00	3,635.48	11.73	31,000	27,364.52	9.80	37,100
60-42-200-9	REPAIR/MAINT. OF BLDG: DAVIS ROAD	2,191.40	5,957.27	91.65	6,500	542.73	76.38	7,800
60-42-210-0	REPAIR/MAINT. OF GROUNDS	11,411.76	44,545.04	24.08	185,000	140,454.96	20.07	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	4,468.00	13,049.00	17.40	75,000	61,951.00	14.50	90,000
60-42-210-7	REPAIR/MAINT. OF GRDS: SOUTH ELGIN	0.00	3,319.17	66.38	5,000	1,680.83	55.32	6,000
60-42-210-9	REPAIR/MAINT. OF GRDS: DAVIS ROAD	0.00	0.00	0.00	1,000	1,000.00	0.00	1,200
60-42-220-0	REPAIR/MAINT. OF HVAC	10,062.68	23,794.65	14.42	165,000	141,205.35	12.02	198,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	268.75	1,147.25	3.59	32,000	30,852.75	2.87	40,000
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	903.00	1,703.00	5.32	32,000	30,297.00	4.26	40,000
60-42-220-9	REPAIR/MAINT. HVAC: DAVIS ROAD	650.00	650.00	130.00	500	-150.00	108.33	600
60-42-230-0	REPAIR/MAINT. OF OTHER MAINT. EQUIP	0.00	0.00	0.00	6,300	6,300.00	0.00	7,500
60-42-299-0	CONTINGENCY	0.00	0.00	0.00	50,000	50,000.00	0.00	60,000
*TOTAL	CONTRACTUAL SERVICES	55,006.31	157,512.34	17.50	900,300	742,787.66	14.24	1,106,000
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	135.85	3,182.40	12.73	25,000	21,817.60	10.61	30,000
60-43-340-0	CHEMICALS/WATER TREATMENT	0.00	0.00	0.00	1,500	1,500.00	0.00	1,800
60-43-370-0	SIGNAGE	1,289.27	1,371.17	4.73	29,000	27,628.83	3.92	35,000
60-43-399-0	MISCELLANEOUS	0.00	1,001.11	20.02	5,000	3,998.89	16.69	6,000
*TOTAL	SUPPLIES	1,425.12	5,554.68	9.18	60,500	54,945.32	7.63	72,800
<u>EQUIPMENT</u>								
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	39.88	493.83	9.88	5,000	4,506.17	7.60	6,500
60-45-599-0	MISCELLANEOUS	0.00	0.00	0.00	1,000	1,000.00	0.00	1,500
*TOTAL	EQUIPMENT	39.88	493.83	8.23	6,000	5,506.17	6.17	8,000
**TOTAL	BUILDING & EQUIPMENT FUND	56,471.31	163,560.85	16.92	966,800	803,239.15	13.78	1,186,800

VT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	<u>BUILDING RESERVE FUND</u>							
	<u>CONTRACTUAL SERVICES</u>							
90-42-205-0	INVESTMENT FEES	56.04	226.84	0.00	0	-226.84	15.12	1,500
*TOTAL	CONTRACTUAL SERVICES	56.04	226.84	0.00	0	-226.84	15.12	1,500
	<u>CAPITAL IMPROVEMENTS</u>							
90-50-900-0	CAPITAL EXPENDITURES	0.00	0.00	0.00	0	0.00	0.00	348,300
*TOTAL	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0	0.00	0.00	348,300
**TOTAL	BUILDING RESERVE FUND	56.04	226.84	0.00	0	-226.84	0.06	349,800
	<u>GIFT FUND</u>							
	<u>SUPPLIES</u>							
98-43-399-0	GIFT FUND EXPENSES	0.00	399.00	0.00	0	-399.00	0.08	518,400
*TOTAL	SUPPLIES	0.00	399.00	0.00	0	-399.00	0.08	518,400
**TOTAL	GIFT FUND	0.00	399.00	0.00	0	-399.00	0.08	518,400
	<u>FUND SUMMARY</u>							
10	GENERAL	1595,051.35	5,581,660.52	28.95	19,277,900	13,696,239.48	24.68	22,612,000
20	I.M.R.F	77,493.94	306,826.12	31.63	970,000	663,173.88	27.89	1,100,000
30	SOCIAL SECURITY	68,208.01	263,833.30	33.06	798,000	534,166.70	28.68	920,000
40	AUDIT	0.00	14,400.00	87.80	16,400	2,000.00	77.84	18,500
50	LIABILITY INS.	7,148.92	33,722.52	9.43	357,500	323,777.48	7.61	443,300
60	BUILDING & EQUIPMENT	56,471.31	163,560.85	16.92	966,800	803,239.15	13.78	1,186,800
90	SPECIAL/BUILDING RESERVE	56.04	226.84	0.00	0	-226.84	0.06	349,800
98	GIFT	0.00	399.00	0.00	0	-399.00	0.08	518,400
	TOTALS ALL FUNDS	1804,429.57	6,364,629.15	28.43	22,386,600	16,021,970.85	23.44	27,148,800

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	365,176.01	6,242,638.46	35.16	17,752,800	11,510,161.54
10-31	REPLACEMENT TAXES	37,245.89	79,402.30	34.61	229,400	149,997.70
10-32	INTEREST EARNED	54,768.58	191,849.12	51.16	375,000	183,150.88
10-33	FINES AND FEES	18,930.69	79,288.37	32.56	243,500	164,211.63
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,900	1,900.00
10-35	DEVELOPER FEES	6,317.66	20,267.84	16.89	120,000	99,732.16
10-36	GRANTS	1,823.00	222,935.83	30.92	721,100	498,164.17
10-39	MISCELLANEOUS	8,924.29	122,070.09	187.80	65,000	-57,070.09
**TOTAL	GENERAL FUND	493,186.12	6,958,452.01	35.67	19,508,700	12,550,247.99
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	15,986.50	273,377.25	35.18	777,100	503,722.75
20-31	REPLACEMENT TAXES	1,322.91	2,820.23	34.82	8,100	5,279.77
**TOTAL	I.M.R.F. FUND	17,309.41	276,197.48	35.18	785,200	509,002.52
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	14,587.03	249,525.90	35.19	709,100	459,574.10
**TOTAL	SOCIAL SECURITY FUND	14,587.03	249,525.90	35.19	709,100	459,574.10
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	299.45	5,122.50	35.09	14,600	9,477.50
**TOTAL	AUDIT FUND	299.45	5,122.50	35.09	14,600	9,477.50
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	6,594.43	112,752.26	35.17	320,600	207,847.74
**TOTAL	LIABILITY INS. FUND	6,594.43	112,752.26	35.17	320,600	207,847.74
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	16,985.25	290,376.59	35.16	825,800	535,423.41
**TOTAL	BUILDING & EQUIPMENT FUND	16,985.25	290,376.59	35.16	825,800	535,423.41
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	829.16	3,973.57	56.77	7,000	3,026.43
**TOTAL	BUILDING RESERVE FUND	829.16	3,973.57	56.77	7,000	3,026.43
<u>GIFT FUND</u>						
98-39	MISCELLANEOUS	0.00	0.00	0.00	500,000	500,000.00
**TOTAL	GIFT FUND	0.00	0.00	0.00	500,000	500,000.00
GRAND TOTAL		549,790.85	7,896,400.31	34.83	22,671,000	14,774,599.69

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	493,186.12	6,958,452.01	35.67	19,508,700	12,550,247.99
20	I.M.R.F	17,309.41	276,197.48	35.18	785,200	509,002.52
30	SOCIAL SECURITY	14,587.03	249,525.90	35.19	709,100	459,574.10
40	AUDIT	299.45	5,122.50	35.09	14,600	9,477.50
50	LIABILITY INS.	6,594.43	112,752.26	35.17	320,600	207,847.74
60	BUILDING & EQUIPMENT	16,985.25	290,376.59	35.16	825,800	535,423.41
90	SPECIAL/BUILDING RESERVE	829.16	3,973.57	56.77	7,000	3,026.43
98	GIFT	0.00	0.00	0.00	500,000	500,000.00
	TOTALS ALL FUNDS	549,790.85	7,896,400.31	34.83	22,671,000	14,774,599.69

**GAIL BORDEN PUBLIC LIBRARY DISTRICT FY26
DECEMBER 2025 BOARD MEETING**

REVENUES				
	<u>Working Budget</u>	<u>Actual</u>		
Taxes	\$ 20,737,500	\$ 7,412,074		35.7%
Fines and Fees	\$ 243,500	\$ 79,288		32.6%
Misc Income	\$ 626,686	\$ 313,919		50.1%
Developer Fees	\$ 120,000	\$ 20,268		16.9%
Grants	\$ 321,100	\$ 221,113		68.9%
Total Revenues	\$ 22,048,786	\$ 8,046,662	*	36.5%
EXPENDITURES				
	<u>Working Budget</u>	<u>Actual</u>		
Personnel	\$ 13,804,100	\$ 5,057,056	^	36.6%
Contractual Services	\$ 4,159,600	\$ 1,608,154		38.7%
Supplies	\$ 372,600	\$ 123,939		33.3%
Materials	\$ 1,355,900	\$ 583,311		43.0%
Equipment	\$ 533,900	\$ 94,457		17.7%
Capital Improvements	\$ 2,160,500	\$ 694,448		32.1%
Total Expenditures	\$ 22,386,600	\$ 8,161,366	**	36.5%

*tax receipts only through 12/04/25
^payroll posted through 11/15/25
**invoices posted through 12/04/25

Personnel				
FY 2025 2026				
NOVEMBER 2025	Full Time	Part Time	Total	FTE
	99	140	239	156.30
New Hires	1	2	3	1.96
Separations	2	1	3	2.85
Current	98	141	239	155.41
OCTOBER 2025				
	Hours	# of Vol		
	893	187		
YTD (Jan-Dec 2025)	8,200	431		5.04
YTD Value of Volunteer Hours			\$	285,278



Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

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

Security Report						
#	Incident Date	Type of Incident	Location	Recommended Susp. Term	Police Called	Susp. Thru
257	11/5/2025	Failure to Follow Staff Directives Alarming and Disturbing Behavior Resulting Police Intervention	Main	1 Year	Yes	11/5/2026
258	12/2/2025	Barred By Elgin Police Department	Main	1 Year	Yes	12/2/2026

The 2025 Per Capita Grant requires that the Board review the new Illinois Public Library Standards. Gail Borden Library achieves Advanced in most all of the 12 areas but there are a few that we need to work on which I will cover at the Board meeting.

Carole

Illinois Public Library Standards - Required for State Per Capita Grant

Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association’s Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library’s budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.
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Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community’s residents. A library’s well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library’s funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).
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Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library’s mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	
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Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader’s advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader’s advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader’s advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader’s Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.
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Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	
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Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library’s services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	
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Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
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