



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

January 13, 2026

7:00 PM

Elgin Room

270 N. Grove Ave

Elgin, IL 60120

AGENDA

1. Call to Order
2. Public Comment
3. Comments for the Good of the Organization
4. Action: Approval of Minutes 2
December 9, 2025 Regular Board Meeting
5. Action: Treasurer's Report and Payment of Bills 5
Payment of bills for January 13, 2026 including the list of bills to be paid between January 13, 2026 and February 10, 2026 and all bills over \$10,000.
6. Correspondence
7. Reports:
 - A. Chief Executive Officer 33
 - B. Action: Security Report 40
8. Action: Review Closed Session Minutes - Distributed at meeting 41
Closed minutes must be reviewed every 6 months by the Board of Trustees to determine if they can be released or not and the tape erased.
9. Action: Audio-Visual Equipment 42
Upgrade to the AV equipment in the Meadows Community Rooms and new equipment for KidSpace.
10. Action: Purchase of additional shelving for South Elgin Branch 44
Cost to be presented at meeting.
11. Review of By-Laws of the Board of Trustees of the Gail Borden Public Library District 46
12. Action: Trustee Electronic Attendance at Meetings Policy 49
Updates current policy in compliance with new State Law.
13. Action: Trustee Email Communication 51
Updates current policy to encompass digital communication platforms.
14. Library Closures
 - A. Action: May 15, 2026 for Staff Training Day
 - B. Action: July 3, 2026 and July 5, 2026 for the Independence Holiday
15. Presentation on new Programs and Events Division 56
16. Other
17. Adjournment

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Board of Trustees Meeting Minutes

270 N. Grove Ave., Elgin, IL

December 9, 2025

7:00 p.m.

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

President Bednar called the meeting to order at 7:02 p.m.

President Bednar asked if there were any objections to Trustee Bedolla attending electronically due to employment reasons, there were no objections. Trustee Bedolla entered the meeting.

There were no public comments.

Comments for the Good of the Organization were read.

Presentation of the Annual Financial Report

Joe Laudont from Lauterbach & Amen explained the Annual Financial Report for the year ending June 30, 2025.

Garcia motioned to accept the Annual Financial Report for the year ending June 30, 2025; seconded by Symonds. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

Lara motioned to approve the minutes of the November 11, 2025, Board meeting; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

Symonds motioned to approve the minutes of the November 11, 2025, Truth in Taxation Public Hearing; seconded by Bedolla. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

Bedolla motioned to approve the minutes of the November 17, 2025, Special Meeting; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

Trustee Bedolla motioned to approve the payment of bills including the bills over \$10,000 as presented totaling \$285,137.70 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 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

There was no correspondence.

Foundation Report

The Foundation's holiday book sale brought in \$5,100 despite a snowstorm and an early library closure. It was reported El Trote was well attended, supported by many volunteers, and considered very successful. The Foundation approved the 2026 budget and announced the completion of *Celebrating 150 Years of Service: A Loving Snapshot*, authored by former *Daily Herald* editor Jim Davis. The book documents the history of the Gail Borden Public Library District and will be available for purchase and added to the library's collection.

Chief Executive Officer Report

KidSpace Refresh Project Phase 2 has begun. Staff removed unnecessary furniture and relocated parts of the juvenile collection to the Sally Lee Rooms to ensure public access during the closure. Middle school books were moved to the second floor, separate from the teen collection. To keep students engaged, staff adapted class visits into exhibit tours. Additionally, a Scholastic proposal by Emily from KidSpace allowed young patrons to celebrate author Dav Pilkey with a Dog Man movie screening and character visit, drawing 300 attendees. The Marketplace is also undergoing improvements, Fresh Picks will have new wood shelving, a lounge area is being created, holds have been moved near the front entrance, trending bays have expanded, and more shelving will be added for the Library of Things. Customer Service and Community Engagement ran a food drive collecting nonperishable food and personal care items for several local pantries. The library began using SWANK for family-friendly movie streaming licenses. The elementary school engagement coordinator delivered school visits for grades K–3, reaching over 500 students. The Veterans Voices program concluded with a Veterans Day event featuring volunteer speakers, including two staff members. Four new veteran interviews were recorded and added to the website. The Día de los Muertos festival welcomed 309 guests, and reference saw high demand, especially in form-filling, technology help, and state-related assistance. At South Elgin, new illuminated exterior letters were installed on the west side of the building to match the north side lettering, and a railing was installed by the exit door, with further improvements planned.

Security Report

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

Garcia motioned to approve Resolution No. 2025-12-A: Authorizing the Adoption of the Web Content Accessibility Guidelines; seconded by Symonds. Following an explanation, roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

Symonds motioned to approve the purchase of 5 workroom project tables from WB Manufacturing in the amount of \$17,862.13; seconded by Garcia. There was no discussion. Roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays and 1 absent (Henderson).

The Board reviewed the Illinois Public Library Standards as required by the 2025 Per Capita Grant.

Trustee Lara asked about the recent staff training day and commented that the Posada was a wonderful event.

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

Meeting adjourned at 7:55 pm.

Approved January 13, 2026

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 2/10/2026

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	\$ 130,000.00
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
ILLINOIS LIFT RENTAL		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 1,500.00
ISOLVED		
HEALTH & DENTAL INSURANCE	10-41-110-0	\$ 2,000.00
KANOPY		
ELECTRONIC RESOURCES: STREAMING	10-44-435-3	\$ 1,500.00
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
LIBRARY FURNITURE INTERNATIONAL		
FURNITURE AND FIXTURES	10-45-510-0	\$ 15,000.00
LIMRICC		
UNEMPLOYMENT INSURANCE	50-41-110-0	\$ 10,000.00
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
RENDON, ALAN		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 1,000.00
RENDON, ELIAN		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 1,000.00
SHAW, RANDY		
EXHIBITS & DISPLAYS	10-43-335-0	\$ 2,000.00
SKIRMONT MECHANICAL		
REPAIR/MIANT. OF BUILDING	60-42-200-0	\$ 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 2/10/2026

DESCRIPTION	ACCOUNT NUMBER		AMOUNT
ALA			
DUES & MEMBERSHIPS	10-42-280-0	\$	125.00
BERNA MOVING & STORAGE			
EXHIBITS & DISPLAYS	10-43-335-0	\$	605.00
CDW			
COMPUTER EQUIPMENT	10-45-500-0	\$	383.06
CINTAS			
JANITORIAL SUPPLIES	10-43-370-0	\$	2,374.22
CENAGE LEARNING			
BOOKS	10-44-400-1	\$	608.95
COMPLETE CLEANING			
GENERAL CLEANING	10-42-235-0	\$	3,050.00
REPAIR/MAINT. OF BUILDING	60-42-200-5	\$	3,715.00
E.NORMAN			
RISK MANANGEMENT: FACILITIES	50-42-210-0	\$	135.00
FOLDING PARTITION SERVICES			
REPAIR/MAINT. OF BUILDING	60-42-200-0	\$	1,462.00
INNOVATIVE INTERFACES			
COMPUTER MAINT: ACCESS SERVICES	10-42-255-4	\$	25,790.22
JERRY'S COLLISION			
VEHICLE MAINTENANCE: MOBILE SRVICES	10-42-270-0	\$	2,078.30
GRAINGER			
ELECTRICAL SUPPLIES: BULBS	10-43-380-0	\$	364.92
MIDWEST TAPE			
MATERIALS PROCESSING	10-42-265-0	\$	201.27
PARAGON MICRO			
COMPUTER MAINTENANCE	10-42-255-2	\$	824.00
PETTY CASH- SARA JOHNSON			
PETTY CASH	MULTIPLE	\$	460.00
ROLL N DONUT			
FOOD & BEVERAGE: ADMIN	10-43-360-0	\$	175.50
SCHAUMBURG LIBRARY			
PUBLIC PROGRAMMING	10-42-230-3	\$	90.00
SIGNS BY TOMORROW			
SIGNAGE	60-43-370-0	\$	150.00
TODAY'S UNIFORMS			
WORK APPAREL	10-43-301-0	\$	320.70
ULINE			
FURNITURE & FIXTURES	10-45-510-0	\$	3,467.15
UNIQUE MANAGEMENT			
COLLECTION AGENCY	10-42-215-0	\$	1,920.75

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS OVER \$10,000

1/13/2026

DESCRIPTION	CHECK NUMBER	AMOUNT
1150 DAVIS RD RENT	152074	\$ 10,106.67
COMPLETE CLEANING GENERAL CLEANING	152093	\$ 22,022.00
E. NORMAN COMPUTER EQUIPMENT/ RISK MANAGEMENT:FACILITIES	152099	\$ 20,474.51
GREAT LAKES SNOW AND POND SYSTEMS REPAIR/MAINTENANCE OF GROUNDS	152110	\$ 15,445.00
HAGG PRESS NEWSLETTER	152111	\$ 16,703.00
HELM SERVICE REPAIR/MAINT. OF HVAC	152113	\$ 23,879.16
INGRAM LIBRARY SERVICES BOOKS & MATERIALS	152116	\$ 22,687.74
INJECTION & WATERPROOFING SYSTEMS REPAIR/MAINTENANCE OF BUILDING	152117	\$ 14,900.00
OVERDRIVE ELECT. RESOURCES: PLATFORM FEES	152139	\$ 21,164.30
PARAGON MICRO COMPUTER EQUIPMENT /COMPUTER MAINTENANCE	152143	\$ 25,052.94
SHALES MCNUTT CONSTRUCTION CAPITAL IMPROVEMENTS	152150	\$ 186,742.75
NUMBER OF CHECKS	93	\$ 471,454.19

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR JANUARY, 2026

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1000 BULBS (5547)	01/13/26 CK# 152073	\$457.92
INV1048158 ELECTRICAL SUPPLIES/BULBS	10-43-380-0	457.92
1150 DAVIS RD, LLC (6735)	01/13/26 CK# 152074	\$10,106.67
020126C/D LEASE: DAVIS ROAD	10-42-204-9	10,106.67
ADVANTAGE ARCHIVES, LLC (6039)	01/13/26 CK# 152075	\$1,017.72
43898 DIGITIZATION AND PRESERVATION	10-44-430-0	1,017.72
ALIVE (6017)	01/13/26 CK# 152119	\$455.00
220470S CC PYMT (6415) FOR DUES & MEMBERSHIPS	10-42-280-0	75.00
3202026 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	380.00
ALL WINDOW CLEANING SERVICE, INC. (172)	01/13/26 CK# 152076	\$4,250.00
48724 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,850.00
48757 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	550.00
48789 REPAIR/MAINT. OF BUILDING	60-42-200-0	1,850.00
AMAZON (4156)	01/13/26 CK# 152127	\$50.00
6645815 CC PYMT (6427) FOR ELECTRONIC RESOURCES: EBOOKS/AUDIO	10-44-435-2	50.00
AMAZON CAPITAL SERVICES (6460)	01/13/26 CK# 152077	\$1,333.44
16LN-3GGY-3CYP ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	8.27
193Y-W399-YKCF PUBLIC RELATIONS: GENERAL	10-42-222-2	39.87
193Y-W399-YKCF PUBLIC RELATIONS: PROMOTIONS	10-42-222-3	61.18
193Y-W399-YKCF GRAPHICS SUPPLIES	10-43-330-0	108.13
193Y-W399-YKCF FURNITURE AND FIXTURES	10-45-510-0	42.99
19L3-116D-3FVY ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	13.14
19L3-116D-3FVY TOYS & KITS: KIDSPACE	10-44-440-0	319.25
1KKY-94V4-4NN6 PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	69.35
1KKY-94V4-4NN6 TOYS & KITS: COMMUNITY SVCS FY25	10-44-440-2	94.15
1VQD-P9M3-YCYH PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	76.97
1VQD-P9M3-YCYH ELECTRICAL SUPPLIES/BULBS	10-43-380-0	179.40
1WCH-C3L4-XXGX BOOKS: ADULT	10-44-400-1	93.62
1WCH-C3L4-XXGX BOOKS: YOUTH	10-44-400-2	50.77
1WCH-C3L4-XXGX AUDIO-VISUAL: ADULT	10-44-420-1	21.02
1WCH-C3L4-XXGX AUDIO-VISUAL: YOUTH	10-44-420-2	35.57
1WCH-C3L4-XXGX AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	119.76
AMAZON CAPITAL SERVICES (6460)	01/13/26 CK# 152078	\$711.26
11LV-GX1G-1TFL OFFICE SUPPLIES/GENERAL	10-43-300-1	11.96
13TC-K4MT-1C4L PUBLIC RELATIONS: PROMOTIONS	10-42-222-3	95.63
13TC-K4MT-1C4L GRAPHICS SUPPLIES	10-43-330-0	84.35
13TC-K4MT-1C4L EXHIBITS AND DISPLAYS	10-43-335-0	258.24
1CY3-DR3H-1W6T PUBLIC PROGRAMMING:YOUTH	10-42-230-2	31.74
1CY3-DR3H-1W6T ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	17.40
1HM6-JPCM-1396 PUBLIC PROGRAMMING:MOBILE SVCS	10-42-230-9	53.09
1HM6-JPCM-1396 OFFICE SUPPLIES/GENERAL	10-43-300-1	31.98
1NL6-3DX7-1C93 BOOKS: ADULT	10-44-400-1	49.95
1NL6-3DX7-1C93 BOOKS: BRANCH ADULT	10-44-400-5	20.93
1NL6-3DX7-1C93 AUDIO-VISUAL: YOUTH	10-44-420-2	10.55
1VGK-JXXX-1F1Y TOYS & KITS: COMMUNITY SVCS FY25	10-44-440-2	30.99
1XG7-7N79-113M OFFICE SUPPLIES/GENERAL	10-43-300-1	6.62
1XG7-7N79-113M MISCELLANEOUS	60-43-399-0	7.83
AMAZON CAPITAL SERVICES (6460)	01/13/26 CK# 152079	\$882.44
1HK9-H16C-PKMX PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	21.04
1HK9-H16C-PKMX OFFICE SUPPLIES/GENERAL	10-43-300-1	82.96

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR JANUARY, 2026

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1HK9-H16C-PKMX DIGITAL SERVICES MERCHANDISE	10-43-300-5	24.69
1HK9-H16C-PKMX ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	199.89
1HK9-H16C-PKMX FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	72.85
1HK9-H16C-PKMX ELECTRICAL SUPPLIES/BULBS	10-43-380-0	5.87
1HK9-H16C-PKMX AUDIO-VISUAL EQUIPMENT	10-45-530-0	59.99
1HK9-H16C-PKMX SMALL LIBRARY EQUIPMENT	10-45-540-0	265.97
1NR9-C3X6-P7HQ ARTS & CRAFTS SUPPLIES: YOUTH	10-43-330-1	27.92
1QJ1-KVDP-M39M MATERIALS PROCESSING SUPPLIES	10-43-310-0	24.00
1QJ1-KVDP-M39M BOOKS: ADULT	10-44-400-1	13.99
1RXF-MH9Q-K69Q GRAPHICS SUPPLIES	10-43-330-0	53.88
1RXF-MH9Q-K69Q EXHIBITS AND DISPLAYS	10-43-335-0	29.39
AMAZON CAPITAL SERVICES (6460)	01/13/26 CK# 152080	\$1,006.56
16GD-CP1C-4NR4 PUBLIC RELATIONS: PROMOTIONS	10-42-222-3	136.40
19PG-QRHW-4P63 BOOKS: ADULT	10-44-400-1	180.53
19PG-QRHW-4P63 BOOKS: YOUTH	10-44-400-2	78.24
19PG-QRHW-4P63 BOOKS: BRANCH ADULT	10-44-400-5	17.89
19PG-QRHW-4P63 BOOKS: BRANCH YOUTH	10-44-400-6	44.99
1CY3-DR3H-PFJD OFFICE SUPPLIES/COMPUTER	10-43-300-2	-18.75
1F63-4TTQ-3CCC PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	175.81
1F63-4TTQ-3CCC PUBLIC PROGRAMMING: TEEN-INFO SVCS	10-42-230-6	9.99
1F63-4TTQ-3CCC DIGITAL SERVICES MERCHANDISE	10-43-300-5	381.46
AMERICAN LIBRARY ASSOCIATION (242)	01/13/26 CK# 152125	\$512.00
5074 AB CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	512.00
APPLE INC. (5203)	01/13/26 CK# 152120	\$149.00
96054 CC PYMT (6416) FOR COMPUTER EQUIPMENT	10-45-500-0	149.00
ARANDA SANDRA (7002)	01/13/26 CK# 152081	\$100.00
12202025 PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	100.00
ARMODILO DISPLAY SOLUTIONS (6914)	01/13/26 CK# 152120	\$70.00
2698 CC PYMT (6416) FOR AUDIO-VISUAL EQUIPMENT	10-45-530-0	70.00
AUTOMATIC FIRE SYSTEMS (7109)	01/13/26 CK# 152082	\$1,600.00
11241 RISK MANAGEMENT: FACILITIES	50-42-210-0	1,600.00
BARBOSA JOCELYN (7110)	01/13/26 CK# 152083	\$100.00
0003B PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	100.00
BARNES & NOBLE (4852)	01/13/26 CK# 152127	\$89.97
4170223306 CC PYMT (6427) FOR BOOKS: ADULT	10-44-400-1	29.99
4170223306 CC PYMT (6427) FOR BOOKS: BRANCH ADULT	10-44-400-5	59.98
BATTERIES PLUS BULBS (416)	01/13/26 CK# 152084	\$560.32
P87993096 MISCELLANEOUS	60-43-399-0	560.32
BAYSCAN TECHNOLOGIES (4610)	01/13/26 CK# 152085	\$315.00
81891 CONSULT. & PROF. FEES:OTHER	10-42-225-2	315.00
BELSKY, SVETLANA (4571)	01/13/26 CK# 152086	\$600.00
01182026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	600.00
BITLE INC (6184)	01/13/26 CK# 152123	\$348.00
2019472 CC PYMT (6421) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	348.00
BLEDSOE LETRA (7105)	01/13/26 CK# 152087	\$150.00
02052026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	150.00
BORZO GREG (7103)	01/13/26 CK# 152088	\$175.00
01222026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	175.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

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BILLS PAID REPORT FOR JANUARY, 2026

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BRODART CO. (571)	01/13/26 CK# 152089	\$50.37
668019 MATERIALS PROCESSING SUPPLIES	10-43-310-0	50.37
CAPUTOS (7107)	01/13/26 CK# 152119	\$1,105.94
12112025 CC PYMT (6415) FOR FOOD & BEVERAGE: ADMIN	10-43-360-0	1,105.94
CDW GOVERNMENT, INC. (842)	01/13/26 CK# 152090	\$3,695.08
AH1T54H OFFICE SUPPLIES/COMPUTER	10-43-300-2	410.00
AH2M82M OFFICE SUPPLIES/COMPUTER	10-43-300-2	246.00
AH3V71E COMPUTER EQUIPMENT	10-45-500-0	3,039.08
CHILDRENS PLUS INC. (748)	01/13/26 CK# 152091	\$272.45
270160 BOOKS: YOUTH	10-44-400-2	120.98
270160 BOOKS: BRANCH YOUTH	10-44-400-6	105.72
270161 BOOKS: YOUTH	10-44-400-2	30.50
270161 BOOKS: BRANCH YOUTH	10-44-400-6	15.25
CINTAS CORPORATION LOC. #355 (4662)	01/13/26 CK# 152092	\$8,789.07
4249343093 B JANITORIAL SUPPLIES	10-43-370-0	250.00
4252316692 JANITORIAL SUPPLIES	10-43-370-0	147.38
4252407820 JANITORIAL SUPPLIES	10-43-370-0	69.44
4252932118 JANITORIAL SUPPLIES	10-43-370-0	280.33
4253084262 JANITORIAL SUPPLIES	10-43-370-0	327.29
4253085945 JANITORIAL SUPPLIES	10-43-370-0	1,772.36
4253275311 JANITORIAL SUPPLIES	10-43-370-0	133.65
4253881054 JANITORIAL SUPPLIES	10-43-370-0	147.38
4253881430 JANITORIAL SUPPLIES	10-43-370-0	1,552.31
4254049912 JANITORIAL SUPPLIES	10-43-370-0	69.44
4254050416 JANITORIAL SUPPLIES	10-43-370-0	316.80
4254596659 JANITORIAL SUPPLIES	10-43-370-0	267.60
4254596783 JANITORIAL SUPPLIES	10-43-370-0	564.97
4254598405 JANITORIAL SUPPLIES	10-43-370-0	1,748.66
4254701311 JANITORIAL SUPPLIES	10-43-370-0	69.44
4255210937 JANITORIAL SUPPLIES	10-43-370-0	147.38
4255212006 JANITORIAL SUPPLIES	10-43-370-0	931.63
4255469490 JANITORIAL SUPPLIES	10-43-370-0	69.44
9351553319 JANITORIAL SUPPLIES	10-43-370-0	-109.68
9352015078 JANITORIAL SUPPLIES	10-43-370-0	33.25
CITY OF ELGIN (776)	01/13/26 CK# 152124	\$240.00
3877446773 CC PYMT (6423) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	240.00
COMPLETE CLEANING COMPANY, INC. (835)	01/13/26 CK# 152093	\$22,022.00
AW17219 GENERAL CLEANING SERVICE	10-42-235-0	5,165.00
C32086 GENERAL CLEANING SERVICE: RAKOW	10-42-235-5	3,047.00
C32087 GENERAL CLEANING SERVICE	10-42-235-0	9,555.00
C32283 GENERAL CLEANING SVC: SOUTH ELGIN	10-42-235-7	4,255.00
CONSTANT CONTACT (5729)	01/13/26 CK# 152121	\$474.00
12262025 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	474.00
CORDOBA MARIA (6564)	01/13/26 CK# 152094	\$280.00
DEC PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	140.00
NOV PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	140.00
DANCING CRANE YOGA (6357)	01/13/26 CK# 152095	\$130.00
01202026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	65.00
02032026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	65.00

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CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DAVEY TREE EXPERT COMPANY (975) 920223321 REPAIR/MAINT. OF GROUNDS	01/13/26 CK# 152096 60-42-210-0	\$360.00 360.00
DEL CARMEN BAKERY (6867) 470282 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	01/13/26 CK# 152119 10-43-360-1	\$130.00 130.00
DEMCO (1000) 7737165 MATERIALS PROCESSING SUPPLIES 7742403 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	01/13/26 CK# 152097 10-43-310-0 10-42-230-3	\$309.99 208.81 101.18
DIGITAL OCEAN (6303) 533706495 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	01/13/26 CK# 152122 10-42-255-3	\$53.57 53.57
DISPLAYS2GO (6078) 210264480 CC PYMT (6415) FOR SMALL LIBRARY EQUIPMENT	01/13/26 CK# 152119 10-45-540-0	\$66.91 66.91
DOUBOVITSKAYA-KLEMER, ELENA (5791) 01182026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	01/13/26 CK# 152098 10-42-230-3	\$600.00 600.00
DUO SECURITY, LLC (6066) 11725343 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES	01/13/26 CK# 152120 10-42-255-1	\$360.00 360.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093) 17783 COMPUTER EQUIPMENT 17784 COMPUTER EQUIPMENT 17785 COMPUTER EQUIPMENT 17808 RISK MANAGEMENT: FACILITIES	01/13/26 CK# 152099 10-45-500-0 10-45-500-0 10-45-500-0 50-42-210-0	\$20,474.51 13,582.81 5,767.00 999.00 125.70
ECKHARTZ PRESS (5854) 9087 BOOKS: ADULT	01/13/26 CK# 152100 10-44-400-1	\$25.95 25.95
EL CHICANITO BAKEY (7108) 106865 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS	01/13/26 CK# 152119 10-43-360-1	\$85.70 85.70
ELGIN KEY & LOCK COMPANY (1155) 251946 BUILDING & GROUNDS SUPPLIES	01/13/26 CK# 152101 60-43-320-0	\$154.60 154.60
ENGBERG ANDERSON, INC. (4014) 25383200-6 CONSULT. & PROF. FEES:OTHER 25383201-6 CAPITAL IMPROVEMENTS	01/13/26 CK# 152102 10-42-225-2 10-49-900-0	\$3,295.00 1,500.00 1,795.00
FACEBOOK (6067) 479473 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL	01/13/26 CK# 152123 10-42-222-2	\$35.44 35.44
FEDEX (1255) 2-473-66769 POSTAGE & SHIPPING	01/13/26 CK# 152103 10-42-210-0	\$9.75 9.75
FIRST BOOK (6985) 7001989028 BOOKS: YOUTH	01/13/26 CK# 152104 10-44-400-2	\$125.95 125.95
FORCE OF NATURE (7028) 825964 CC PYMT (6415) FOR JANITORIAL SUPPLIES	01/13/26 CK# 152119 10-43-370-0	\$54.23 54.23
FOX VALLEY FIRE & SAFETY (1329) IN00827678 RISK MANAGEMENT: FACILITIES	01/13/26 CK# 152105 50-42-210-0	\$180.00 180.00
FRIEND DEBBIE (6900) 01292026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	01/13/26 CK# 152106 10-42-230-3	\$200.00 200.00
GILPATRICK, KAREN (5886) 076 CONSULT. & PROF. FEES:OTHER	01/13/26 CK# 152107 10-42-225-2	\$330.00 330.00
GOROSTIETA REYES KATHIA (6902) 10282025 CONTINUING ED: TAP	01/13/26 CK# 152108 10-42-290-4	\$2,720.00 2,720.00

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GRAINGER (1449)	01/13/26 CK# 152109	\$1,436.59
9736586661 JANITORIAL SUPPLIES	10-43-370-0	55.81
9740225025 BUILDING & GROUNDS SUPPLIES	60-43-320-0	70.16
9747096205 REPAIR/MAINT. OF BUILDING	60-42-200-0	36.30
9748232957 REPAIR/MAINT. OF HVAC	60-42-220-0	919.17
9748232957 MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	24.18
9751687451 MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	17.61
9753618652 JANITORIAL SUPPLIES	10-43-370-0	129.28
9760278540 BUILDING & GROUNDS SUPPLIES	60-43-320-0	184.08
GRASSHOPPER (6074)	01/13/26 CK# 152120	\$20.49
12292025 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	20.49
GREAT LAKES SNOW AND POND SYSTEMS, INC (6390)	01/13/26 CK# 152110	\$15,445.00
7496 REPAIR/MAINT. OF GROUNDS	60-42-210-0	11,395.00
7496 REPAIR/MAINT. OF GRDS: RAKOW	60-42-210-5	3,550.00
7496 REPAIR/MAINT. OF GRDS: SOUTH ELGIN	60-42-210-7	500.00
HAGG PRESS (1505)	01/13/26 CK# 152111	\$16,703.00
124948 PUBLIC RELATIONS: NEWSLETTER	10-42-222-1	16,703.00
HD SUPPLY FORMALY HOME DEPOT PRO (6777)	01/13/26 CK# 152112	\$665.35
9243646489 JANITORIAL SUPPLIES	10-43-370-0	33.04
9243857312 JANITORIAL SUPPLIES	10-43-370-0	394.81
9244184084 JANITORIAL SUPPLIES	10-43-370-0	237.50
HELM SERVICE (5979)	01/13/26 CK# 152113	\$23,879.16
CHI148446C REPAIR/MAINT. OF HVAC	60-42-220-0	3,278.25
CHI148447C REPAIR/MAINT. OF HVAC	60-42-220-0	268.75
CHI148448C REPAIR/MAINT. OF HVAC	60-42-220-0	4,861.75
CHI206484 REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	9,445.43
CHI206697 REPAIR/MAINT. OF HVAC	60-42-220-0	197.98
CHI206862 REPAIR/MAINT. OF HVAC	60-42-220-0	5,827.00
HOBBY LOBBY (6133)	01/13/26 CK# 152121	\$193.30
84221 CC PYMT (6418) FOR GRAPHICS SUPPLIES	10-43-330-0	14.98
877388 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS	10-43-335-0	178.32
HOBBY LOBBY (6133)	01/13/26 CK# 152125	\$10.95
960909 CC PYMT (6424) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	10.95
HOME DEPOT (6340)	01/13/26 CK# 152125	\$159.80
5510477 CC PYMT (6424) FOR SMALL LIBRARY EQUIPMENT	10-45-540-0	159.80
HUFFMAN, DEBORAH (1650)	01/13/26 CK# 152114	\$122.50
122025 CONSULT. & PROF. FEES:OTHER	10-42-225-2	122.50
ILLINOIS LIBRARY ASSOCIATION (3822)	01/13/26 CK# 152115	\$250.00
323053 MP DUES & MEMBERSHIPS	10-42-280-0	250.00
INGRAM (1734)	01/13/26 CK# 152116	\$22,687.74
92365890 BOOKS: YOUTH	10-44-400-2	10.30
92365891 BOOKS: ADULT	10-44-400-1	15.57
92365893 BOOKS: ADULT	10-44-400-1	42.69
92365893 BOOKS: BRANCH ADULT	10-44-400-5	16.76
92365894 BOOKS: ADULT	10-44-400-1	57.58
92462145 BOOKS: YOUTH	10-44-400-2	105.40
92462145 BOOKS: BRANCH YOUTH	10-44-400-6	42.16
92462146 BOOKS: YOUTH	10-44-400-2	33.17
92462147 BOOKS: YOUTH	10-44-400-2	27.06

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
92462148 BOOKS: YOUTH	10-44-400-2	35.78
92462149 BOOKS: YOUTH	10-44-400-2	7.55
92462150 MATERIAL PROCESSING SERVICES	10-42-265-0	63.18
92500752 BOOKS: YOUTH	10-44-400-2	7.54
92500753 BOOKS: YOUTH	10-44-400-2	278.53
92500753 BOOKS: BRANCH YOUTH	10-44-400-6	73.64
92500754 MATERIAL PROCESSING SERVICES	10-42-265-0	79.56
92518434 BOOKS: ADULT	10-44-400-1	14.50
92518435 BOOKS: YOUTH	10-44-400-2	125.45
92518435 BOOKS: BRANCH YOUTH	10-44-400-6	10.96
92518436 MATERIAL PROCESSING SERVICES	10-42-265-0	32.76
92589293 BOOKS: ADULT	10-44-400-1	10.88
92589294 BOOKS: YOUTH	10-44-400-2	11.46
92589295 BOOKS: YOUTH	10-44-400-2	10.28
92589295 BOOKS: BRANCH YOUTH	10-44-400-6	10.28
92589296 BOOKS: YOUTH	10-44-400-2	50.63
92589296 BOOKS: BRANCH YOUTH	10-44-400-6	34.16
92589297 BOOKS: ADULT	10-44-400-1	18.25
92589298 BOOKS: YOUTH	10-44-400-2	30.25
92589298 BOOKS: BRANCH YOUTH	10-44-400-6	97.45
92589299 MATERIAL PROCESSING SERVICES	10-42-265-0	58.50
92654600 BOOKS: YOUTH	10-44-400-2	-9.09
92666465 BOOKS: YOUTH	10-44-400-2	101.41
92666465 BOOKS: BRANCH YOUTH	10-44-400-6	33.44
92666466 MATERIAL PROCESSING SERVICES	10-42-265-0	28.08
92703278 BOOKS: ADULT	10-44-400-1	31.59
92703279 BOOKS: ADULT	10-44-400-1	145.85
92703279 BOOKS: YOUTH	10-44-400-2	8.47
92703280 BOOKS: ADULT	10-44-400-1	99.68
92703280 BOOKS: BRANCH ADULT	10-44-400-5	17.09
92703281 BOOKS: ADULT	10-44-400-1	203.90
92703281 BOOKS: YOUTH	10-44-400-2	37.92
92703281 BOOKS: BRANCH ADULT	10-44-400-5	22.92
92703281 BOOKS: BRANCH YOUTH	10-44-400-6	10.21
92703282 BOOKS: ADULT	10-44-400-1	18.11
92759289 BOOKS: YOUTH	10-44-400-2	11.35
92759290 BOOKS: YOUTH	10-44-400-2	39.67
92759290 BOOKS: BRANCH YOUTH	10-44-400-6	14.46
92759291 BOOKS: YOUTH	10-44-400-2	180.85
92759291 BOOKS: BRANCH YOUTH	10-44-400-6	81.48
92759292 BOOKS: YOUTH	10-44-400-2	11.27
92759293 BOOKS: YOUTH	10-44-400-2	14.19
92759294 BOOKS: ADULT	10-44-400-1	83.04
92759294 BOOKS: YOUTH	10-44-400-2	312.85
92759294 BOOKS: BRANCH YOUTH	10-44-400-6	70.85
92759295 MATERIAL PROCESSING SERVICES	10-42-265-0	163.80
92759296 BOOKS: YOUTH	10-44-400-2	11.37
92759296 BOOKS: BRANCH YOUTH	10-44-400-6	11.36
92759297 BOOKS: YOUTH	10-44-400-2	22.67
92759298 BOOKS: YOUTH	10-44-400-2	25.03
92759299 BOOKS: YOUTH	10-44-400-2	279.37
92759299 BOOKS: BRANCH YOUTH	10-44-400-6	68.24

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
92759300 MATERIAL PROCESSING SERVICES	10-42-265-0	88.92
92759301 BOOKS: YOUTH	10-44-400-2	34.51
92759301 BOOKS: BRANCH YOUTH	10-44-400-6	23.18
92759302 BOOKS: ADULT	10-44-400-1	36.97
92759303 BOOKS: ADULT	10-44-400-1	16.45
92759303 BOOKS: YOUTH	10-44-400-2	11.33
92759304 BOOKS: ADULT	10-44-400-1	16.98
92759304 BOOKS: BRANCH ADULT	10-44-400-5	33.95
92759305 BOOKS: YOUTH	10-44-400-2	21.55
92759305 BOOKS: BRANCH YOUTH	10-44-400-6	21.54
92759306 BOOKS: ADULT	10-44-400-1	183.81
92759306 BOOKS: BRANCH ADULT	10-44-400-5	130.44
92759307 BOOKS: YOUTH	10-44-400-2	10.76
92759308 BOOKS: ADULT	10-44-400-1	17.00
92759310 BOOKS: ADULT	10-44-400-1	11.43
92759311 BOOKS: YOUTH	10-44-400-2	8.47
92759312 BOOKS: ADULT	10-44-400-1	11.43
92759313 BOOKS: ADULT	10-44-400-1	17.00
92759313 BOOKS: BRANCH ADULT	10-44-400-5	17.00
92759314 BOOKS: YOUTH	10-44-400-2	9.63
92759315 BOOKS: ADULT	10-44-400-1	158.66
92759315 BOOKS: YOUTH	10-44-400-2	15.90
92759315 BOOKS: BRANCH ADULT	10-44-400-5	60.25
92816154 BOOKS: YOUTH	10-44-400-2	22.12
92816154 BOOKS: BRANCH YOUTH	10-44-400-6	10.78
92816155 BOOKS: YOUTH	10-44-400-2	48.93
92816155 BOOKS: BRANCH YOUTH	10-44-400-6	29.58
92816156 BOOKS: YOUTH	10-44-400-2	10.78
92816157 BOOKS: YOUTH	10-44-400-2	10.77
92816158 BOOKS: YOUTH	10-44-400-2	51.58
92816159 BOOKS: ADULT	10-44-400-1	19.95
92816160 BOOKS: ADULT	10-44-400-1	12.64
92816161 BOOKS: YOUTH	10-44-400-2	9.63
92816161 BOOKS: BRANCH YOUTH	10-44-400-6	9.62
92816162 BOOKS: YOUTH	10-44-400-2	11.34
92816163 BOOKS: YOUTH	10-44-400-2	10.78
92816164 BOOKS: YOUTH	10-44-400-2	22.69
92816165 BOOKS: YOUTH	10-44-400-2	271.27
92816165 BOOKS: BRANCH YOUTH	10-44-400-6	66.65
92816166 MATERIAL PROCESSING SERVICES	10-42-265-0	149.76
92885379 BOOKS: YOUTH	10-44-400-2	9.83
92885380 BOOKS: YOUTH	10-44-400-2	108.17
92885381 MATERIAL PROCESSING SERVICES	10-42-265-0	23.40
92902276 BOOKS: YOUTH	10-44-400-2	40.77
92902277 BOOKS: YOUTH	10-44-400-2	10.79
92902278 BOOKS: YOUTH	10-44-400-2	14.21
92902279 BOOKS: YOUTH	10-44-400-2	22.64
92902279 BOOKS: BRANCH YOUTH	10-44-400-6	33.97
92902280 BOOKS: ADULT	10-44-400-1	11.34
92902280 BOOKS: BRANCH ADULT	10-44-400-5	11.33
92902281 BOOKS: YOUTH	10-44-400-2	412.78
92902281 BOOKS: BRANCH YOUTH	10-44-400-6	3.91

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
92902282 MATERIAL PROCESSING SERVICES	10-42-265-0	117.00
92902283 BOOKS: YOUTH	10-44-400-2	10.85
92902284 BOOKS: YOUTH	10-44-400-2	9.76
92902285 BOOKS: YOUTH	10-44-400-2	12.57
92902285 BOOKS: BRANCH YOUTH	10-44-400-6	12.56
92902286 BOOKS: YOUTH	10-44-400-2	116.30
92902286 BOOKS: BRANCH YOUTH	10-44-400-6	50.44
92902287 MATERIAL PROCESSING SERVICES	10-42-265-0	42.12
92926778 BOOKS: YOUTH	10-44-400-2	12.92
92926779 BOOKS: YOUTH	10-44-400-2	104.39
92926779 BOOKS: BRANCH YOUTH	10-44-400-6	4.59
92926780 MATERIAL PROCESSING SERVICES	10-42-265-0	35.10
92941815 BOOKS: ADULT	10-44-400-1	17.02
92941816 BOOKS: ADULT	10-44-400-1	180.44
92941816 BOOKS: YOUTH	10-44-400-2	116.82
92941816 BOOKS: BRANCH ADULT	10-44-400-5	33.95
92941816 BOOKS: BRANCH YOUTH	10-44-400-6	74.93
92970122 BOOKS: ADULT	10-44-400-1	24.04
92970123 BOOKS: YOUTH	10-44-400-2	22.58
92970123 BOOKS: BRANCH YOUTH	10-44-400-6	15.05
92970124 BOOKS: YOUTH	10-44-400-2	10.22
92970125 BOOKS: YOUTH	10-44-400-2	28.93
92970126 BOOKS: YOUTH	10-44-400-2	24.46
92970126 BOOKS: BRANCH YOUTH	10-44-400-6	28.46
92970127 BOOKS: ADULT	10-44-400-1	11.43
92970128 BOOKS: YOUTH	10-44-400-2	16.32
92970129 BOOKS: YOUTH	10-44-400-2	41.95
92970130 BOOKS: YOUTH	10-44-400-2	14.33
92970131 BOOKS: YOUTH	10-44-400-2	18.23
92970132 BOOKS: YOUTH	10-44-400-2	277.25
92970132 BOOKS: BRANCH YOUTH	10-44-400-6	170.17
92970133 MATERIAL PROCESSING SERVICES	10-42-265-0	159.12
92998012 BOOKS: YOUTH	10-44-400-2	11.42
92998013 BOOKS: ADULT	10-44-400-1	13.37
92998014 BOOKS: YOUTH	10-44-400-2	54.45
92998015 BOOKS: YOUTH	10-44-400-2	58.71
92998015 BOOKS: BRANCH YOUTH	10-44-400-6	25.96
92998016 MATERIAL PROCESSING SERVICES	10-42-265-0	35.10
93023754 BOOKS: BRANCH YOUTH	10-44-400-6	4.53
93023755 BOOKS: ADULT	10-44-400-1	127.36
93023756 BOOKS: ADULT	10-44-400-1	17.21
93023756 BOOKS: BRANCH ADULT	10-44-400-5	74.56
93023757 BOOKS: ADULT	10-44-400-1	9.11
93089354 BOOKS: YOUTH	10-44-400-2	13.04
93089355 BOOKS: YOUTH	10-44-400-2	34.60
93089355 BOOKS: BRANCH YOUTH	10-44-400-6	28.58
93089356 BOOKS: YOUTH	10-44-400-2	21.63
93089356 BOOKS: BRANCH YOUTH	10-44-400-6	6.00
93089357 BOOKS: YOUTH	10-44-400-2	14.45
93089357 BOOKS: BRANCH YOUTH	10-44-400-6	14.45
93089358 BOOKS: YOUTH	10-44-400-2	12.00
93089359 BOOKS: ADULT	10-44-400-1	25.47

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
93089360 BOOKS: YOUTH	10-44-400-2	25.48
93089361 BOOKS: YOUTH	10-44-400-2	11.32
93089362 BOOKS: YOUTH	10-44-400-2	15.01
93089363 BOOKS: BRANCH YOUTH	10-44-400-6	13.23
93089364 BOOKS: YOUTH	10-44-400-2	651.56
93089364 BOOKS: BRANCH YOUTH	10-44-400-6	104.31
93089365 MATERIAL PROCESSING SERVICES	10-42-265-0	231.66
93156915 BOOKS: ADULT	10-44-400-1	11.22
93156916 BOOKS: YOUTH	10-44-400-2	11.32
93156917 BOOKS: YOUTH	10-44-400-2	21.56
93156917 BOOKS: BRANCH YOUTH	10-44-400-6	10.78
93156918 BOOKS: YOUTH	10-44-400-2	24.68
93156919 BOOKS: YOUTH	10-44-400-2	18.75
93156919 BOOKS: BRANCH YOUTH	10-44-400-6	18.75
93156920 BOOKS: YOUTH	10-44-400-2	499.74
93156920 BOOKS: BRANCH YOUTH	10-44-400-6	93.89
93156921 MATERIAL PROCESSING SERVICES	10-42-265-0	145.08
93173670 BOOKS: YOUTH	10-44-400-2	6.09
93173671 BOOKS: YOUTH	10-44-400-2	29.86
93173671 BOOKS: BRANCH ADULT	10-44-400-5	11.49
93173672 BOOKS: ADULT	10-44-400-1	9.76
93173672 BOOKS: YOUTH	10-44-400-2	10.92
93173672 BOOKS: BRANCH YOUTH	10-44-400-6	28.10
93173673 BOOKS: ADULT	10-44-400-1	12.66
93173674 BOOKS: ADULT	10-44-400-1	72.95
93207590 BOOKS: YOUTH	10-44-400-2	9.63
93207590 BOOKS: BRANCH YOUTH	10-44-400-6	9.63
93207591 BOOKS: YOUTH	10-44-400-2	8.47
93207591 BOOKS: BRANCH YOUTH	10-44-400-6	8.47
93207592 BOOKS: YOUTH	10-44-400-2	21.57
93207592 BOOKS: BRANCH YOUTH	10-44-400-6	11.36
93207593 BOOKS: ADULT	10-44-400-1	65.50
93207593 BOOKS: YOUTH	10-44-400-2	261.37
93207593 BOOKS: BRANCH YOUTH	10-44-400-6	77.13
93207594 MATERIAL PROCESSING SERVICES	10-42-265-0	102.96
93207595 BOOKS: YOUTH	10-44-400-2	10.60
93207595 BOOKS: BRANCH YOUTH	10-44-400-6	21.20
93207596 MATERIAL PROCESSING SERVICES	10-42-265-0	7.02
93207597 BOOKS: YOUTH	10-44-400-2	14.38
93207598 BOOKS: YOUTH	10-44-400-2	34.34
93207599 BOOKS: BRANCH ADULT	10-44-400-5	17.03
93207600 BOOKS: YOUTH	10-44-400-2	10.80
93207601 BOOKS: ADULT	10-44-400-1	143.31
93207601 BOOKS: BRANCH ADULT	10-44-400-5	160.31
93207602 BOOKS: ADULT	10-44-400-1	35.77
93207603 BOOKS: ADULT	10-44-400-1	11.44
93207603 BOOKS: YOUTH	10-44-400-2	48.95
93207605 BOOKS: ADULT	10-44-400-1	9.79
93207605 BOOKS: YOUTH	10-44-400-2	37.85
93207605 BOOKS: BRANCH YOUTH	10-44-400-6	19.57
93207606 BOOKS: YOUTH	10-44-400-2	11.36
93207606 BOOKS: BRANCH YOUTH	10-44-400-6	11.36

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
93207607 BOOKS: ADULT	10-44-400-1	17.06
93236118 BOOKS: YOUTH	10-44-400-2	10.88
93236119 BOOKS: YOUTH	10-44-400-2	6.01
93236120 BOOKS: YOUTH	10-44-400-2	245.00
93236120 BOOKS: BRANCH YOUTH	10-44-400-6	22.59
93236121 MATERIAL PROCESSING SERVICES	10-42-265-0	60.84
93236122 BOOKS: ADULT	10-44-400-1	102.30
93236123 BOOKS: BRANCH ADULT	10-44-400-5	17.17
93236124 BOOKS: ADULT	10-44-400-1	65.89
93236125 BOOKS: ADULT	10-44-400-1	85.76
93236126 BOOKS: ADULT	10-44-400-1	68.05
93236126 BOOKS: BRANCH ADULT	10-44-400-5	16.57
93263032 BOOKS: YOUTH	10-44-400-2	32.25
93263033 BOOKS: YOUTH	10-44-400-2	7.51
93263033 BOOKS: BRANCH YOUTH	10-44-400-6	7.51
93263034 BOOKS: YOUTH	10-44-400-2	8.27
93263035 BOOKS: ADULT	10-44-400-1	12.60
93263035 BOOKS: YOUTH	10-44-400-2	11.26
93263036 BOOKS: YOUTH	10-44-400-2	15.00
93263037 BOOKS: YOUTH	10-44-400-2	20.40
93263038 BOOKS: YOUTH	10-44-400-2	3.90
93263039 BOOKS: YOUTH	10-44-400-2	30.59
93263040 BOOKS: YOUTH	10-44-400-2	11.29
93263041 BOOKS: YOUTH	10-44-400-2	37.96
93263042 BOOKS: YOUTH	10-44-400-2	10.78
93263043 BOOKS: BRANCH YOUTH	10-44-400-6	6.77
93263044 BOOKS: YOUTH	10-44-400-2	518.66
93263044 BOOKS: BRANCH YOUTH	10-44-400-6	200.81
93263045 MATERIAL PROCESSING SERVICES	10-42-265-0	226.98
93263047 BOOKS: YOUTH	10-44-400-2	7.82
93263048 BOOKS: ADULT	10-44-400-1	12.66
93263049 BOOKS: ADULT	10-44-400-1	11.44
93263049 BOOKS: BRANCH ADULT	10-44-400-5	22.88
93263050 BOOKS: YOUTH	10-44-400-2	45.07
93263051 BOOKS: ADULT	10-44-400-1	15.91
93263051 BOOKS: YOUTH	10-44-400-2	273.20
93263051 BOOKS: BRANCH YOUTH	10-44-400-6	138.05
93286490 BOOKS: YOUTH	10-44-400-2	11.49
93286491 BOOKS: YOUTH	10-44-400-2	67.38
93286491 BOOKS: BRANCH YOUTH	10-44-400-6	21.71
93286492 BOOKS: ADULT	10-44-400-1	104.29
93286492 BOOKS: YOUTH	10-44-400-2	14.30
93286493 MATERIAL PROCESSING SERVICES	10-42-265-0	44.46
93307598 BOOKS: YOUTH	10-44-400-2	40.70
93307598 BOOKS: BRANCH YOUTH	10-44-400-6	14.28
93307599 BOOKS: YOUTH	10-44-400-2	12.03
93307599 BOOKS: BRANCH YOUTH	10-44-400-6	24.06
93307600 BOOKS: ADULT	10-44-400-1	19.29
93307600 BOOKS: BRANCH ADULT	10-44-400-5	19.29
93307601 BOOKS: YOUTH	10-44-400-2	7.83
93307602 BOOKS: ADULT	10-44-400-1	25.30
93307603 BOOKS: ADULT	10-44-400-1	46.63

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
93307603 BOOKS: BRANCH ADULT	10-44-400-5	31.86
93307604 BOOKS: ADULT	10-44-400-1	97.44
93307604 BOOKS: YOUTH	10-44-400-2	31.91
93307604 BOOKS: BRANCH ADULT	10-44-400-5	34.16
93307604 BOOKS: BRANCH YOUTH	10-44-400-6	14.23
93344088 BOOKS: YOUTH	10-44-400-2	9.17
93344089 BOOKS: ADULT	10-44-400-1	22.96
93344089 BOOKS: YOUTH	10-44-400-2	34.39
93344089 BOOKS: BRANCH YOUTH	10-44-400-6	22.95
93344090 BOOKS: YOUTH	10-44-400-2	42.95
93344090 BOOKS: BRANCH YOUTH	10-44-400-6	10.60
93344091 BOOKS: YOUTH	10-44-400-2	32.18
93344091 BOOKS: BRANCH YOUTH	10-44-400-6	9.84
93344092 BOOKS: YOUTH	10-44-400-2	51.92
93344093 MATERIAL PROCESSING SERVICES	10-42-265-0	46.80
93344094 BOOKS: YOUTH	10-44-400-2	10.84
93344094 BOOKS: BRANCH YOUTH	10-44-400-6	10.85
93344095 BOOKS: ADULT	10-44-400-1	47.77
93344095 BOOKS: BRANCH ADULT	10-44-400-5	47.76
93344096 BOOKS: ADULT	10-44-400-1	18.24
93344097 BOOKS: ADULT	10-44-400-1	31.26
93344098 BOOKS: ADULT	10-44-400-1	186.16
93344098 BOOKS: BRANCH ADULT	10-44-400-5	51.23
93395699 BOOKS: YOUTH	10-44-400-2	28.41
93395699 BOOKS: BRANCH YOUTH	10-44-400-6	13.59
93395700 BOOKS: BRANCH ADULT	10-44-400-5	10.86
93395701 BOOKS: YOUTH	10-44-400-2	6.01
93395702 BOOKS: YOUTH	10-44-400-2	35.60
93395702 BOOKS: BRANCH YOUTH	10-44-400-6	35.59
93395703 BOOKS: YOUTH	10-44-400-2	149.46
93395704 MATERIAL PROCESSING SERVICES	10-42-265-0	70.20
93395705 BOOKS: YOUTH	10-44-400-2	18.25
93395706 BOOKS: BRANCH ADULT	10-44-400-5	34.26
93395707 BOOKS: ADULT	10-44-400-1	16.99
93395707 BOOKS: BRANCH ADULT	10-44-400-5	16.99
93395708 BOOKS: ADULT	10-44-400-1	68.51
93395708 BOOKS: BRANCH ADULT	10-44-400-5	34.26
93395709 BOOKS: ADULT	10-44-400-1	11.42
93395710 BOOKS: ADULT	10-44-400-1	15.30
93395711 BOOKS: ADULT	10-44-400-1	694.37
93395711 BOOKS: BRANCH ADULT	10-44-400-5	130.01
93412024 BOOKS: YOUTH	10-44-400-2	12.60
93412025 MATERIAL PROCESSING SERVICES	10-42-265-0	2.34
93456769 BOOKS: YOUTH	10-44-400-2	6.01
93456770 BOOKS: YOUTH	10-44-400-2	4.50
93456771 BOOKS: YOUTH	10-44-400-2	30.73
93456772 BOOKS: YOUTH	10-44-400-2	23.33
93456773 BOOKS: YOUTH	10-44-400-2	37.99
93456774 BOOKS: YOUTH	10-44-400-2	11.34
93456775 BOOKS: ADULT	10-44-400-1	13.86
93456776 BOOKS: YOUTH	10-44-400-2	10.23
93456777 BOOKS: YOUTH	10-44-400-2	11.37

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
93456778 BOOKS: YOUTH	10-44-400-2	342.18
93456778 BOOKS: BRANCH YOUTH	10-44-400-6	51.79
93456779 MATERIAL PROCESSING SERVICES	10-42-265-0	121.68
93456780 BOOKS: YOUTH	10-44-400-2	14.29
93456781 MATERIAL PROCESSING SERVICES	10-42-265-0	2.34
93456782 BOOKS: ADULT	10-44-400-1	1,445.94
93456782 BOOKS: BRANCH ADULT	10-44-400-5	306.15
93456783 BOOKS: YOUTH	10-44-400-2	15.59
93456783 BOOKS: BRANCH YOUTH	10-44-400-6	7.80
93456784 BOOKS: ADULT	10-44-400-1	19.22
93456785 BOOKS: YOUTH	10-44-400-2	21.49
93456786 BOOKS: YOUTH	10-44-400-2	20.66
93456787 BOOKS: ADULT	10-44-400-1	16.95
93456788 BOOKS: ADULT	10-44-400-1	33.35
93456788 BOOKS: BRANCH ADULT	10-44-400-5	49.20
93456789 BOOKS: ADULT	10-44-400-1	16.97
93456790 BOOKS: ADULT	10-44-400-1	910.85
93456790 BOOKS: YOUTH	10-44-400-2	28.49
93456790 BOOKS: BRANCH ADULT	10-44-400-5	341.75
93456791 BOOKS: ADULT	10-44-400-1	1,700.71
93456791 BOOKS: BRANCH ADULT	10-44-400-5	207.24
INJECTION & WATERPROOFING SYSTEMS, INC. (4154)	01/13/26 CK# 152117	\$14,900.00
122225-F REPAIR/MAINT. OF BLDG: RAKOW	60-42-200-5	6,800.00
122225-F REPAIR/MAINT. OF BLDG: SOUTH ELGIN	60-42-200-7	8,100.00
INNOVATIVE USERS GROUP (4786)	01/13/26 CK# 152118	\$137.50
2958 DUES & MEMBERSHIPS	10-42-280-0	137.50
INNOVATIVE USERS GROUP (4786)	01/13/26 CK# 152122	\$1,475.00
E1625 CC PYMT (6420) FOR CONFERENCES: ALL EXPENSES	10-42-290-3	1,475.00
KAGI.COM (7029)	01/13/26 CK# 152120	\$20.00
12082025 CC PYMT (6416) FOR COMPUTER MAINTENANCE	10-42-255-2	20.00
KELLENBERGER ELECTRIC INC. (1880)	01/13/26 CK# 152128	\$539.56
1221 REPAIR/MAINT. OF BLDG: DAVIS ROAD	60-42-200-9	539.56
KO FLEET MAINTENANCE, INC. (5893)	01/13/26 CK# 152129	\$951.71
40535 VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	951.71
KOFFLER SALES (6952)	01/13/26 CK# 152119	\$71.55
W357214 CC PYMT (6415) FOR REPAIR/MAINT. OF BUILDING	60-42-200-0	71.55
KRUEGER INTERNATIONAL, INC. (3996)	01/13/26 CK# 152130	\$3,034.21
14800309 FURNITURE AND FIXTURES	10-45-510-0	3,034.21
LASER PRO CO., INC. (1983)	01/13/26 CK# 152131	\$1,730.00
142075 OFFICE SUPPLIES/COMPUTER	10-43-300-2	676.00
142146 OFFICE SUPPLIES/COMPUTER	10-43-300-2	150.00
142162 OFFICE SUPPLIES/COMPUTER	10-43-300-2	249.00
142209 OFFICE SUPPLIES/COMPUTER	10-43-300-2	320.00
142213 OFFICE SUPPLIES/COMPUTER	10-43-300-2	335.00
LIBRARY FURNITURE INTERNATIONAL, INC (4706)	01/13/26 CK# 152132	\$1,366.67
2025-369-BAL FURNITURE AND FIXTURES	10-45-510-0	1,366.67
MAILGUN TECHNOLOGIES, INC (6058)	01/13/26 CK# 152122	\$80.00
84977627 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	10-42-255-3	80.00

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DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MARTINEZ, BETTY 2 (4305)	01/13/26 CK# 152133	\$840.00
NOV PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	140.00
NOV-DEC PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	700.00
MEDINA, FERNANDO (4895)	01/13/26 CK# 152134	\$1,120.00
NOV-DEC DIGITAL LIT CLASSES BILINGUAL	10-42-230-7	1,120.00
MICHAELS (6060)	01/13/26 CK# 152126	\$157.97
474669 CC PYMT (6426) FOR PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	140.00
474669 CC PYMT (6426) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	17.97
MIDWEST TAPE (2256)	01/13/26 CK# 152135	\$4,514.86
508119035 AUDIO-VISUAL: ADULT	10-44-420-1	50.98
508119036 AUDIO-VISUAL: ADULT	10-44-420-1	29.08
508119038 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	69.72
508119039 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	58.48
508144109 AUDIO-VISUAL: ADULT	10-44-420-1	262.39
508144109 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	167.18
508154620 AUDIO-VISUAL: ADULT	10-44-420-1	58.75
508154622 AUDIO-VISUAL: ADULT	10-44-420-1	169.96
508154623 AUDIO-VISUAL: ADULT	10-44-420-1	125.21
508154624 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	14.99
508161108 AUDIO-VISUAL: ADULT	10-44-420-1	56.22
508161108 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	37.48
508171915 AUDIO-VISUAL: ADULT	10-44-420-1	425.83
508171915 AUDIO-VISUAL: YOUTH	10-44-420-2	58.47
508171915 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	250.40
508171915 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	38.98
508187864 AUDIO-VISUAL: ADULT	10-44-420-1	99.98
508187864 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	49.99
508187865 AUDIO-VISUAL: ADULT	10-44-420-1	11.99
508187867 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	44.98
508187868 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	32.24
508192937 AUDIO-VISUAL: ADULT	10-44-420-1	230.90
508192937 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	137.19
508232633 AUDIO-VISUAL: ADULT	10-44-420-1	272.94
508232633 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	95.98
508232635 AUDIO-VISUAL: ADULT	10-44-420-1	82.46
508232636 AUDIO-VISUAL: ADULT	10-44-420-1	24.74
508232637 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	42.73
508232638 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	50.23
508237557 AUDIO-VISUAL: ADULT	10-44-420-1	222.63
508237557 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	148.42
508243976 AUDIO-VISUAL: ADULT	10-44-420-1	13.49
508243978 AUDIO-VISUAL: ADULT	10-44-420-1	77.22
508243978 AUDIO-VISUAL: YOUTH	10-44-420-2	17.24
508243979 AUDIO-VISUAL: ADULT	10-44-420-1	100.98
508244710 AUDIO-VISUAL: ADULT	10-44-420-1	467.07
508244710 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	256.40
508258090 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	49.99
508258091 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	80.96
508258092 AUDIO-VISUAL: BRANCH ADULT	10-44-420-5	29.99
MIDWEST TROPICAL INC (6957)	01/13/26 CK# 152119	\$1,020.00
1611-0294 CC PYMT (6415) FOR CONTINGENCY	60-42-299-0	1,020.00

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NEW YORK TIMES (2455) 11333677 ELECTRONIC RESOURCES: DATABASES	01/13/26 CK# 152136 10-44-435-0	\$3,931.20 3,931.20
OFF THE RECORD, LLC (7071) 3 CONSULT. & PROF. FEES:OTHER	01/13/26 CK# 152137 10-42-225-2	\$148.75 148.75
OLD TIME POTTERY (7106) 46897 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS 920904 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	01/13/26 CK# 152121 10-43-335-0 10-42-222-2	\$226.71 66.91 159.80
OTIS ELEVATOR COMPANY (4788) 100402163024 REPAIR/MAINT. OF BUILDING	01/13/26 CK# 152138 60-42-200-0	\$1,272.24 1,272.24
OVERDRIVE, INC. (4535) 16706CP25408655 ELECTRONIC RESOURCES: EBOOKS/AUDIO 16706MA25407753 ELECTRONIC RESOURCES: EBOOKS/AUDIO 16706MA25413272 ELECTRONIC RESOURCES: EBOOKS/AUDIO	01/13/26 CK# 152139 10-44-435-2 10-44-435-2 10-44-435-2	\$21,164.30 7,506.28 1,566.70 12,091.32
PADDOCK PUBLICATIONS, INC. (5264) 362428 LEGAL PUBLICATIONS	01/13/26 CK# 152140 10-42-220-2	\$105.80 105.80
PALERACIO JEN (6828) 01142026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	01/13/26 CK# 152141 10-42-230-3	\$175.00 175.00
PALERACIO JEN (6828) 02042026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	01/13/26 CK# 152142 10-42-230-3	\$175.00 175.00
PARAGON MICRO INC. (4877) S5239279 COMPUTER MAINTENANCE S5243189 COMPUTER EQUIPMENT S5729583 COMPUTER MAINTENANCE	01/13/26 CK# 152143 10-42-255-2 10-45-500-0 10-42-255-2	\$25,052.94 12,128.95 12,099.99 824.00
PAYPAL, INC (6059) 165543317 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS	01/13/26 CK# 152122 10-42-255-3	\$19.95 19.95
PITNEY BOWES GLOBAL FINANCIAL SERVICES (2685) 3107535859 SMALL EQUIP MAINT.: OFFICE	01/13/26 CK# 152144 10-42-270-2	\$362.76 362.76
PLAYAWAY PRODUCTS LLC (4273) 519662 AUDIO-VISUAL: YOUTH 519662 AUDIO-VISUAL: BRANCH YOUTH 520308 AUDIO-VISUAL: BRANCH YOUTH 520612 AUDIO-VISUAL: YOUTH 520612 AUDIO-VISUAL: BRANCH YOUTH	01/13/26 CK# 152145 10-44-420-2 10-44-420-6 10-44-420-6 10-44-420-2 10-44-420-6	\$1,765.79 479.72 337.23 74.99 641.14 232.71
PRIES NELLI (7088) FALL 2025 CONTINUING ED: TAP	01/13/26 CK# 152146 10-42-290-4	\$165.60 165.60
RACEWAY CAR WASH (6817) 275200 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	01/13/26 CK# 152125 10-42-270-0	\$12.00 12.00
REVERSO (6822) 12152025 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE	01/13/26 CK# 152119 10-44-435-1	\$9.99 9.99
RIEKE OFFICE INTERIORS (4766) 73133 FURNITURE AND FIXTURES	01/13/26 CK# 152147 10-45-510-0	\$4,900.00 4,900.00
SAFEGARD EXTERMINATING CO. (2958) 01-3172 REPAIR/MAINT. OF BUILDING 01-3173 REPAIR/MAINT. OF BLDG: DAVIS ROAD 01-3174 REPAIR/MAINT. OF BLDG: RAKOW 01-3175 REPAIR/MAINT. OF BLDG: SOUTH ELGIN	01/13/26 CK# 152148 60-42-200-0 60-42-200-9 60-42-200-5 60-42-200-7	\$407.00 197.00 76.00 67.00 67.00

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SAM'S CLUB DIRECT (5057)	01/13/26 CK# 152149	\$828.69
001609 GWHIXD VOLUNTEERS	10-43-305-0	23.96
002461 GWIGTI FOOD & BEVERAGE: PUBLIC SVCS	10-43-360-1	36.44
003009 GWIFCP FOOD & BEVERAGE: ADMIN	10-43-360-0	117.11
003799 GWHLVN PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	57.92
004931 GWHNCS PUBLIC PROGRAMMING:BRANCH SVCS	10-42-230-0	147.64
GWIGCG FOOD & BEVERAGE: ADMIN	10-43-360-0	73.98
GWIGCH FOOD & BEVERAGE: ADMIN	10-43-360-0	371.64
SECRETARY OF STATE (3035)	01/13/26 CK# 152125	\$6.00
324332 CC PYMT (6424) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	6.00
SHALES MC NUTT CONSTRUCTION (4170)	01/13/26 CK# 152150	\$186,742.75
25-025-01-12 CAPITAL IMPROVEMENTS	10-49-900-0	186,742.75
SHOUBA JACK (7104)	01/13/26 CK# 152151	\$200.00
01212026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE	10-42-230-3	200.00
SIGNS BY TOMORROW (3081)	01/13/26 CK# 152152	\$928.41
23979 SIGNAGE	60-43-370-0	928.41
SKIRMONT MECHANICAL CONTRACTORS, INC. (3101)	01/13/26 CK# 152153	\$709.00
56511 REPAIR/MAINT. OF BUILDING	60-42-200-0	709.00
SKYWARE INVENTORY (7015)	01/13/26 CK# 152121	\$6.00
12222025 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS	10-44-435-5	6.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)	01/13/26 CK# 152154	\$3,014.46
JANUARY 2026 COMMON AREA MAINT: SO ELGIN	10-42-204-0	3,014.46
SPOTIFY (6086)	01/13/26 CK# 152125	\$39.98
12012025 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS	10-42-230-9	19.99
12292025 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS	10-42-230-9	19.99
STAPLES (3180)	01/13/26 CK# 152119	\$881.79
9934432024 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432068 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432135 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432173 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432215 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432265 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
9934432314 CC PYMT (6415) FOR DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	125.97
STAPLES (3180)	01/13/26 CK# 152155	\$408.53
6051201181 OFFICE SUPPLIES/GENERAL	10-43-300-1	63.02
6051201182 DUPLICATING: PAPER/COPY SHOP SUPPL	10-43-320-0	307.80
6051201183 OFFICE SUPPLIES/GENERAL	10-43-300-1	37.71
STUDIO GC (5252)	01/13/26 CK# 152156	\$8,812.75
21043.22 SE EXPANSION	10-49-930-0	5,188.23
21043A.09 SE EXPANSION	10-49-930-0	3,624.52
TOWN AND COUNTRY GARDENS (3359)	01/13/26 CK# 152157	\$108.64
16910 MISCELLANEOUS	10-43-399-0	108.64
UDEMY (6170)	01/13/26 CK# 152119	\$62.96
2264315 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES	10-42-290-1	62.96
ULINE (4778)	01/13/26 CK# 152158	\$345.13
201690036 EXHIBITS AND DISPLAYS	10-43-335-0	345.13
ULTIMATE TRUCK WASH (6106)	01/13/26 CK# 152125	\$110.00
37325 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS	10-42-270-0	110.00

GAIL BORDEN PUBLIC LIBRARY DISTRICT

RUN DATE: 01/08/26

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RUN TIME: 02:35PM

BILLS PAID REPORT FOR JANUARY, 2026

CHECKS & DIR. DEBITS

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
UPS (5342)	01/13/26 CK# 152159	\$31.13
Y74056016 POSTAGE & SHIPPING	10-42-210-0	31.13
USA BUTTONS (6362)	01/13/26 CK# 152119	\$119.50
157662 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	10-43-330-2	119.50
VAUGHAN PLANTSCAPES, INC. (4296)	01/13/26 CK# 152160	\$243.76
66321 REPAIR/MAINT. OF GROUNDS	60-42-210-0	243.76
VILLAGE FRESH (6881)	01/13/26 CK# 152119	\$19.47
328334 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	19.47
VILLAGE OF SOUTH ELGIN (5477)	01/13/26 CK# 152161	\$100.00
2026-00000019 RISK MANAGEMENT: FACILITIES	50-42-210-0	100.00
WALMART (6075)	01/13/26 CK# 152119	\$32.36
211895 CC PYMT (6415) FOR PUBLIC PROGRAMMING:HISPANIC SVCS	10-42-230-1	32.36
WALMART (6075)	01/13/26 CK# 152126	\$38.36
454836 CC PYMT (6426) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS	10-43-330-3	38.36
WAYFAIR (6847)	01/13/26 CK# 152121	\$-31.99
122222025-CR CC PYMT (6418) FOR FURNITURE AND FIXTURES	10-45-510-0	-31.99
WEX BANK (5012)	01/13/26 CK# 152162	\$750.43
109700790 FUEL/GASOLINE: FACILITES	10-43-350-0	400.12
109700790 FUEL/GASOLINE: MOBILE SERVICES	10-43-350-1	350.31
WILD GOOSE CHASE (3616)	01/13/26 CK# 152163	\$1,265.00
252871 REPAIR/MAINT. OF GROUNDS	60-42-210-0	1,265.00
WIN IT SERVICES, LLC (7070)	01/13/26 CK# 152164	\$329.70
216025 ONLINE COMPUTER SERVICES	10-42-255-1	329.70
ZAZZLE (6164)	01/13/26 CK# 152121	\$22.03
3982456 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL	10-42-222-2	22.03
ZIEGLER'S ACE HARDWARE (111)	01/13/26 CK# 152165	\$230.60
179976/A JANITORIAL SUPPLIES	10-43-370-0	12.34
179990/A JANITORIAL SUPPLIES	10-43-370-0	24.68
179992/A JANITORIAL SUPPLIES	10-43-370-0	36.08
180025/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	27.33
180090/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	16.14
180141/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	13.29
180198/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	31.68
180222/A JANITORIAL SUPPLIES	10-43-370-0	13.98
180296/A MAINTENANCE EQUIPMENT: UNDER \$1000	60-45-500-2	31.34
180309/A BUILDING & GROUNDS SUPPLIES	60-43-320-0	23.74

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS PAID REPORT FOR JANUARY, 2026

RUN DATE: 01/08/26

SUMMARY ALL FUNDS

RUN TIME: 02:35PM

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	402,040.04	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	2,005.70	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	67,408.45	*
TOTAL ALL FUNDS			471,454.19	**

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	133,923.28	687,447.77	39.06	1,760,000	1,072,552.23	34.72	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	363,137.33	1,760,820.68	40.71	4,325,000	2,564,179.32	36.31	4,850,000
10-41-102-0	SALARIES & WAGES/SUPPORT	338,449.79	1,687,737.53	41.06	4,110,000	2,422,262.47	37.51	4,500,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	37,741.18	193,784.54	36.56	530,000	336,215.46	28.50	680,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	101,192.21	534,062.99	42.18	1,266,100	732,037.01	35.60	1,500,000
10-41-111-0	LIFE INSURANCE	833.04	4,981.92	49.82	10,000	5,018.08	38.32	13,000
*TOTAL	SALARIES & BENEFITS	975,276.83	4,868,835.43	40.57	12,001,100	7,132,264.57	36.00	13,523,000
<u>CONTRACTUAL SERVICES</u>								
10-42-200-0	NATURAL GAS	9,237.45	30,246.92	29.65	102,000	71,753.08	24.71	122,400
10-42-200-5	NATURAL GAS: RAKOW	222.96	424.99	8.50	5,000	4,575.01	7.08	6,000
10-42-200-7	NATURAL GAS: SOUTH ELGIN	67.93	478.59	11.40	4,200	3,721.41	9.38	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	305.91	558.66	10.95	5,100	4,541.34	9.16	6,100
10-42-201-0	ELECTRICITY	26,689.19	186,350.64	50.37	370,000	183,649.36	41.97	444,000
10-42-201-5	ELECTRICITY: RAKOW	0.00	13,406.31	29.79	45,000	31,593.69	24.83	54,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	343.01	3,076.84	6.84	45,000	41,923.16	5.70	54,000
10-42-201-9	ELECTRICITY: DAVIS ROAD	430.24	2,735.64	45.59	6,000	3,264.36	37.99	7,200
10-42-202-0	WATER & SEWER	1,674.24	9,393.33	49.44	19,000	9,606.67	41.20	22,800
10-42-202-5	WATER & SEWER: RAKOW	639.66	2,574.27	46.80	5,500	2,925.73	39.00	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	337.88	1,671.81	30.40	5,500	3,828.19	25.33	6,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	0.00	134.56	5.61	2,400	2,265.44	4.64	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	1,428.13	7,046.71	40.50	17,400	10,353.29	33.72	20,900
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	3,263.40	16,533.90	36.50	45,300	28,766.10	30.39	54,400
10-42-203-4	TELEPHONE: MOBILE	78.78	1,916.24	22.28	8,600	6,683.76	18.60	10,300
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	15,072.30	37.68	40,000	24,927.70	31.40	48,000
10-42-204-5	REAL ESTATE TAXES	0.00	0.00	0.00	5,500	5,500.00	0.00	6,600
10-42-204-9	LEASE: DAVIS ROAD	10,106.67	50,533.35	41.08	123,000	72,466.65	34.24	147,600
10-42-205-0	BANKING FEES	2,704.32	9,964.05	48.61	20,500	10,535.95	40.50	24,600
10-42-206-0	DEBT CERT PRINCIPAL	130,000.00	130,000.00	100.00	130,000	0.00	92.86	140,000
10-42-206-5	DEBT CERT INTEREST	3,793.38	3,793.38	63.22	6,000	2,206.62	37.93	10,000
10-42-209-0	STORAGE/MOVING	227.50	2,840.00	94.67	3,000	160.00	67.62	4,200
10-42-210-0	POSTAGE & SHIPPING	0.00	7,313.56	40.63	18,000	10,686.44	33.86	21,600
10-42-215-0	COLLECTION AGENCY	1,704.05	5,555.40	30.86	18,000	12,444.60	25.72	21,600
10-42-220-2	LEGAL PUBLICATIONS	496.80	1,424.85	56.99	2,500	1,075.15	47.50	3,000
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	16,667.00	45,959.00	29.07	158,100	112,141.00	25.53	180,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	1,105.60	2,083.25	11.26	18,500	16,416.75	9.38	22,200
10-42-222-3	PUBLIC RELATIONS: PROMOTIONS	2,753.74	9,343.98	51.06	18,300	8,956.02	42.67	21,900
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	4,537.00	5,725.50	45.80	12,500	6,774.50	38.17	15,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	5,636.50	8,829.50	10.81	81,700	72,870.50	9.01	98,000
10-42-230-0	PUBLIC PROGRAMMING:BRANCH SVCS	1,344.84	5,182.07	20.16	25,700	20,517.93	16.82	30,800
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	2,984.39	6,903.24	37.72	18,300	11,396.76	31.52	21,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	604.34	6,067.00	20.92	29,000	22,933.00	17.43	34,800
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY ENGAGI	2,708.79	15,370.05	61.48	25,000	9,629.95	51.23	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	1,400.00	1,400.00	20.90	6,700	5,300.00	17.50	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	290.12	848.75	25.72	3,300	2,451.25	21.76	3,900
10-42-235-0	GENERAL CLEANING SERVICE	17,192.00	80,631.50	40.32	200,000	119,368.50	33.60	240,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	2,400.00	11,541.00	23.08	50,000	38,459.00	19.24	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	4,255.00	21,825.00	41.18	53,000	31,175.00	34.32	63,600
10-42-235-9	GENERAL CLEANING SVC: DAVIS ROAD	0.00	800.00	32.00	2,500	1,700.00	26.67	3,000
10-42-240-0	PRINTING: OUTSIDE	0.00	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	4,156.30	62.03	6,700	2,543.70	51.31	8,100
10-42-245-1	COPIER LEASES: PRAD	1,619.64	6,802.48	34.88	19,500	12,697.52	29.07	23,400
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	2,064.95	4,357.78	43.15	10,100	5,742.22	35.72	12,200
10-42-245-3	COPIER MAINTENANCE: PRAD	1,083.61	5,183.91	24.57	21,100	15,916.09	20.49	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	8,704.85	48,888.63	51.95	94,100	45,211.37	43.30	112,900
10-42-255-2	COMPUTER MAINTENANCE	19,713.88	90,943.41	36.39	249,900	158,956.59	30.32	299,900
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	290.52	29,693.02	46.11	64,400	34,706.98	38.41	77,300
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	0.00	18,490.32	12.33	150,000	131,509.68	10.27	180,000
10-42-260-0	COMPUTER CATALOG SERVICE	1,242.70	32,479.98	103.77	31,300	-1,179.98	86.61	37,500
10-42-265-0	MATERIAL PROCESSING SERVICES	1,070.43	5,870.11	5.10	115,000	109,129.89	4.25	138,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	1,455.26	3,385.40	5.94	57,000	53,614.60	4.98	68,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	6,847.09	10,930.24	72.87	15,000	4,069.76	60.72	18,000
10-42-270-2	SMALL EQUIP MAINT.: OFFICE	0.00	1,162.76	43.07	2,700	1,537.24	35.24	3,300
10-42-270-3	SMALL EQUIP MAINT: A-V	379.50	649.50	17.55	3,700	3,050.50	14.43	4,500
10-42-275-0	PAYROLL PROCESSING	3,719.18	18,754.05	40.77	46,000	27,245.95	33.97	55,200
10-42-280-0	DUES & MEMBERSHIPS	2,459.00	10,183.00	50.92	20,000	9,817.00	42.43	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	1,390.90	5,134.75	16.56	31,000	25,865.25	13.80	37,200
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	662.92	2,341.80	29.27	8,000	5,658.20	24.39	9,600
10-42-290-3	CONFERENCES: ALL EXPENSES	7,687.35	26,972.43	38.53	70,000	43,027.57	32.11	84,000
10-42-290-4	CONTINUING ED: TAP	165.60	813.60	9.57	8,500	7,686.40	7.98	10,200
10-42-290-5	TELECOMMUTING EXPENSES	0.00	120.00	13.33	900	780.00	10.91	1,100
10-42-299-0	CONTINGENCY	878.56	2,003.56	40.07	5,000	2,996.44	33.39	6,000
*TOTAL	CONTRACTUAL SERVICES	322,912.48	1,164,905.17	39.89	2,920,400	1,755,494.83	33.46	3,481,800
<u>SUPPLIES</u>								
10-43-300-1	OFFICE SUPPLIES/GENERAL	376.63	2,014.76	22.39	9,000	6,985.24	18.66	10,800
10-43-300-2	OFFICE SUPPLIES/COMPUTER	3,120.10	14,623.58	36.29	40,300	25,676.42	30.28	48,300
10-43-300-4	PASSPORT SERVICES SUPPLIES	0.00	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	7.98	56.86	0.81	7,000	6,943.14	0.68	8,400
10-43-310-0	MATERIALS PROCESSING SUPPLIES	1,604.14	6,051.13	27.51	22,000	15,948.87	22.92	26,400
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	1,679.22	4,438.03	28.82	15,400	10,961.97	24.12	18,400
10-43-330-0	GRAPHICS SUPPLIES	563.55	2,149.62	16.54	13,000	10,850.38	13.78	15,600
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	219.63	761.24	19.03	4,000	3,238.76	15.86	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	146.30	486.11	9.92	4,900	4,413.89	8.38	5,800
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	186.90	885.37	23.30	3,800	2,914.63	19.67	4,500
10-43-335-0	EXHIBITS AND DISPLAYS	2,641.99	8,820.85	24.50	36,000	27,179.15	20.42	43,200
10-43-350-0	FUEL/GASOLINE: FACILITES	331.11	1,470.51	22.62	6,500	5,029.49	18.85	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	507.95	1,729.48	21.62	8,000	6,270.52	18.02	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	361.71	1,578.95	58.48	2,700	1,121.05	49.34	3,200
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	115.50	402.94	25.18	1,600	1,197.06	21.21	1,900
10-43-360-3	FOOD & BEVERAGE: PRAD	48.70	308.92	44.13	700	391.08	38.62	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	29.42	29.42	1.73	1,700	1,670.58	1.40	2,100
10-43-370-0	JANITORIAL SUPPLIES	11,158.22	47,144.90	45.77	103,000	55,855.10	38.14	123,600
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	24.68	658.72	6.59	10,000	9,341.28	5.49	12,000
10-43-399-0	MISCELLANEOUS	241.29	538.65	10.77	5,000	4,461.35	8.98	6,000
*TOTAL	SUPPLIES	23,365.02	95,633.57	30.64	312,100	216,466.43	25.54	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	7,296.25	30,842.62	14.69	210,000	179,157.38	12.24	252,000
10-44-400-2	BOOKS: YOUTH	4,218.90	14,958.59	15.58	96,000	81,041.41	12.98	115,200
10-44-400-4	IN-HOUSE REFERENCE	85.07	85.07	7.09	1,200	1,114.93	5.67	1,500
10-44-400-5	BOOKS: BRANCH ADULT	2,484.95	9,534.19	16.16	59,000	49,465.81	13.47	70,800
10-44-400-6	BOOKS: BRANCH YOUTH	1,183.18	4,057.83	21.70	18,700	14,642.17	18.12	22,400
10-44-410-0	PERIODICALS	1,043.88	2,186.28	19.88	11,000	8,813.72	16.56	13,200
10-44-410-5	PERIODICALS: BRANCH	370.99	536.06	10.72	5,000	4,463.94	8.93	6,000
10-44-420-1	AUDIO-VISUAL: ADULT	9,915.94	27,532.87	30.76	89,500	61,967.13	25.64	107,400
10-44-420-2	AUDIO-VISUAL: YOUTH	977.27	4,155.39	24.44	17,000	12,844.61	20.37	20,400
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	3,767.91	10,681.73	44.51	24,000	13,318.27	37.09	28,800
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	241.34	1,411.87	15.69	9,000	7,588.13	13.07	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	2,500.00	87,937.48	73.28	120,000	32,062.52	54.96	160,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	9.99	10,689.84	50.90	21,000	10,310.16	41.11	26,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	31,227.63	111,885.01	40.69	275,000	163,114.99	33.90	330,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	51,607.96	155,141.95	54.38	285,300	130,158.05	45.31	342,400
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	0.00	34,287.50	75.52	45,400	11,112.50	62.91	54,500
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	480.00	8,623.63	25.51	33,800	25,176.37	21.29	40,500
10-44-440-0	TOYS & KITS: KIDSPACE	1,315.90	4,916.99	40.97	12,000	7,083.01	34.15	14,400
10-44-440-1	GAMES: TEEN SVCS	0.00	578.31	72.29	800	221.69	57.83	1,000
10-44-440-2	TOYS & KITS: COMMUNITY SVCS FY25	73.85	1,501.25	28.87	5,200	3,698.75	24.21	6,200
*TOTAL	MATERIALS	118,801.01	523,543.46	38.61	1,355,900	832,356.54	31.85	1,643,900
<u>EQUIPMENT</u>								
10-45-500-0	COMPUTER EQUIPMENT	31,460.02	44,952.40	14.57	308,500	263,547.60	12.14	370,200
10-45-510-0	FURNITURE AND FIXTURES	3,219.78	36,622.87	20.48	178,800	142,177.13	16.65	220,000
10-45-520-0	OFFICE EQUIPMENT	0.00	393.03	2.49	15,800	15,406.97	2.07	19,000
10-45-530-0	AUDIO-VISUAL EQUIPMENT	0.00	5,226.96	40.84	12,800	7,573.04	34.16	15,300
10-45-540-0	SMALL LIBRARY EQUIPMENT	287.55	1,024.13	14.63	7,000	5,975.87	12.19	8,400
10-45-599-0	CONTINGENCY	14.99	14.99	0.30	5,000	4,985.01	0.25	6,000
*TOTAL	EQUIPMENT	34,982.34	88,234.38	16.71	527,900	439,665.62	13.81	638,900
<u>CAPITAL IMPROVEMENTS</u>								
10-49-900-0	CAPITAL IMPROVEMENTS	35,615.86	195,286.27	12.93	1,510,500	1,315,213.73	8.88	2,200,000
10-49-930-0	SE EXPANSION	330,770.56	486,946.34	74.91	650,000	163,053.66	64.93	750,000
*TOTAL	CAPITAL IMPROVEMENTS	366,386.42	682,232.61	31.58	2,160,500	1,478,267.39	23.13	2,950,000
**TOTAL	GENERAL FUND	1841,724.10	7,423,384.62	38.51	19,277,900	11,854,515.38	32.83	22,612,000
<u>I.M.R.F. FUND</u>								
<u>SALARIES & BENEFITS</u>								
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	78,483.42	385,309.54	39.72	970,000	584,690.46	35.03	1,100,000
*TOTAL	SALARIES & BENEFITS	78,483.42	385,309.54	39.72	970,000	584,690.46	35.03	1,100,000
**TOTAL	I.M.R.F. FUND	78,483.42	385,309.54	39.72	970,000	584,690.46	35.03	1,100,000
<u>SOCIAL SECURITY FUND</u>								
<u>SALARIES & BENEFITS</u>								
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	64,042.23	327,875.53	41.09	798,000	470,124.47	35.64	920,000
*TOTAL	SALARIES & BENEFITS	64,042.23	327,875.53	41.09	798,000	470,124.47	35.64	920,000
**TOTAL	SOCIAL SECURITY FUND	64,042.23	327,875.53	41.09	798,000	470,124.47	35.64	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	0.00	2,292.51	19.10	12,000	9,707.49	15.92	14,400
*TOTAL	SALARIES & BENEFITS	0.00	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	155.00	12,261.73	17.85	68,700	56,438.27	14.88	82,400
50-42-210-1	RISK MANAGEMENT: HR	500.00	12,960.00	82.03	15,800	2,840.00	68.21	19,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	133.95	6,947.23	11.98	58,000	51,052.77	10.00	69,500
*TOTAL	CONTRACTUAL SERVICES	788.95	32,218.96	9.99	322,500	290,281.04	8.04	400,900
**TOTAL	LIABILITY INS. FUND	788.95	34,511.47	9.65	357,500	322,988.53	7.79	443,300
<u>BUILDING & EQUIPMENT FUND</u>								
<u>CONTRACTUAL SERVICES</u>								
60-42-200-0	REPAIR/MAINT. OF BUILDING	11,038.69	57,074.86	21.58	264,500	207,425.14	16.79	340,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	1,921.32	15,596.63	33.54	46,500	30,903.37	27.95	55,800
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	1,077.00	4,712.48	15.20	31,000	26,287.52	12.70	37,100
60-42-200-9	REPAIR/MAINT. OF BLDG: DAVIS ROAD	76.00	6,033.27	92.82	6,500	466.73	77.35	7,800
60-42-210-0	REPAIR/MAINT. OF GROUNDS	20,903.76	65,448.80	35.38	185,000	119,551.20	29.48	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	9,298.00	22,347.00	29.80	75,000	52,653.00	24.83	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	8,140.00	31,934.65	19.35	165,000	133,065.35	16.13	198,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	5,169.75	6,317.00	19.74	32,000	25,683.00	15.79	40,000
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	0.00	1,703.00	5.32	32,000	30,297.00	4.26	40,000
60-42-220-9	REPAIR/MAINT. HVAC: DAVIS ROAD	0.00	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	57,624.52	215,136.86	23.90	900,300	685,163.14	19.45	1,106,000
<u>SUPPLIES</u>								
60-43-320-0	BUILDING & GROUNDS SUPPLIES	853.41	4,035.81	16.14	25,000	20,964.19	13.45	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	54.99	1,426.16	4.92	29,000	27,573.84	4.07	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	908.40	6,463.08	10.68	60,500	54,036.92	8.88	72,800
<u>EQUIPMENT</u>								
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER \$1000	0.00	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	0.00	493.83	8.23	6,000	5,506.17	6.17	8,000
**TOTAL	BUILDING & EQUIPMENT FUND	58,532.92	222,093.77	22.97	966,800	744,706.23	18.71	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	58.07	284.91	0.00	0	-284.91	18.99	1,500
*TOTAL	CONTRACTUAL SERVICES	58.07	284.91	0.00	0	-284.91	18.99	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	58.07	284.91	0.00	0	-284.91	0.08	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	1841,724.10	7,423,384.62	38.51	19,277,900	11,854,515.38	32.83	22,612,000
20	I.M.R.F	78,483.42	385,309.54	39.72	970,000	584,690.46	35.03	1,100,000
30	SOCIAL SECURITY	64,042.23	327,875.53	41.09	798,000	470,124.47	35.64	920,000
40	AUDIT	0.00	14,400.00	87.80	16,400	2,000.00	77.84	18,500
50	LIABILITY INS.	788.95	34,511.47	9.65	357,500	322,988.53	7.79	443,300
60	BUILDING & EQUIPMENT	58,532.92	222,093.77	22.97	966,800	744,706.23	18.71	1,186,800
90	SPECIAL/BUILDING RESERVE	58.07	284.91	0.00	0	-284.91	0.08	349,800
98	GIFT	0.00	399.00	0.00	0	-399.00	0.08	518,400
	TOTALS ALL FUNDS	2043,629.69	8,408,258.84	37.56	22,386,600	13,978,341.16	30.97	27,148,800

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>GENERAL FUND</u>						
10-30	PROPERTY TAXES	139,529.82	6,382,168.28	35.95	17,752,800	11,370,631.72
10-31	REPLACEMENT TAXES	0.00	79,402.30	34.61	229,400	149,997.70
10-32	INTEREST EARNED	42,749.64	234,598.76	62.56	375,000	140,401.24
10-33	FINES AND FEES	16,987.79	96,276.16	39.54	243,500	147,223.84
10-34	MISCELLANEOUS INCOME	0.00	0.00	0.00	1,900	1,900.00
10-35	DEVELOPER FEES	0.00	20,267.84	16.89	120,000	99,732.16
10-36	GRANTS	0.00	222,935.83	30.92	721,100	498,164.17
10-39	MISCELLANEOUS	395.00	122,465.09	188.41	65,000	-57,465.09
**TOTAL	GENERAL FUND	199,662.25	7,158,114.26	36.69	19,508,700	12,350,585.74
<u>I.M.R.F. FUND</u>						
20-30	PROPERTY TAXES	6,108.26	279,485.51	35.97	777,100	497,614.49
20-31	REPLACEMENT TAXES	0.00	2,820.23	34.82	8,100	5,279.77
**TOTAL	I.M.R.F. FUND	6,108.26	282,305.74	35.95	785,200	502,894.26
<u>SOCIAL SECURITY FUND</u>						
30-30	PROPERTY TAXES	5,573.58	255,099.48	35.98	709,100	454,000.52
**TOTAL	SOCIAL SECURITY FUND	5,573.58	255,099.48	35.98	709,100	454,000.52
<u>AUDIT FUND</u>						
40-30	PROPERTY TAXES	114.41	5,236.91	35.87	14,600	9,363.09
**TOTAL	AUDIT FUND	114.41	5,236.91	35.87	14,600	9,363.09
<u>LIABILITY INS. FUND</u>						
50-30	PROPERTY TAXES	2,519.67	115,271.93	35.96	320,600	205,328.07
**TOTAL	LIABILITY INS. FUND	2,519.67	115,271.93	35.96	320,600	205,328.07
<u>BUILDING & EQUIPMENT FUND</u>						
60-30	PROPERTY TAXES	6,489.86	296,866.45	35.95	825,800	528,933.55
**TOTAL	BUILDING & EQUIPMENT FUND	6,489.86	296,866.45	35.95	825,800	528,933.55
<u>BUILDING RESERVE FUND</u>						
90-32	INTEREST EARNED	624.87	4,598.44	65.69	7,000	2,401.56
**TOTAL	BUILDING RESERVE FUND	624.87	4,598.44	65.69	7,000	2,401.56
<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		221,092.90	8,117,493.21	35.81	22,671,000	14,553,506.79

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
<u>FUND SUMMARY</u>						
10	GENERAL	199,662.25	7,158,114.26	36.69	19,508,700	12,350,585.74
20	I.M.R.F	6,108.26	282,305.74	35.95	785,200	502,894.26
30	SOCIAL SECURITY	5,573.58	255,099.48	35.98	709,100	454,000.52
40	AUDIT	114.41	5,236.91	35.87	14,600	9,363.09
50	LIABILITY INS.	2,519.67	115,271.93	35.96	320,600	205,328.07
60	BUILDING & EQUIPMENT	6,489.86	296,866.45	35.95	825,800	528,933.55
90	SPECIAL/BUILDING RESERVE	624.87	4,598.44	65.69	7,000	2,401.56
98	GIFT	0.00	0.00	0.00	500,000	500,000.00
	TOTALS ALL FUNDS	221,092.90	8,117,493.21	35.81	22,671,000	14,553,506.79

**GAIL BORDEN PUBLIC LIBRARY DISTRICT FY26
JANUARY 2026 BOARD MEETING**

REVENUES					
	<u>Working Budget</u>		<u>Actual</u>		
Taxes	\$	20,737,500	\$	9,528,667	45.9%
Fines and Fees	\$	243,500	\$	96,276	39.5%
Misc Income	\$	626,686	\$	357,064	57.0%
Developer Fees	\$	120,000	\$	20,268	16.9%
Grants	\$	321,100	\$	222,936	69.4%
Total Revenues	\$	22,048,786	\$	10,225,211 *	46.4%

EXPENDITURES					
	<u>Working Budget</u>		<u>Actual</u>		
Personnel	\$	13,804,100	\$	6,137,909 ^	44.5%
Contractual Services	\$	4,159,600	\$	1,861,862	44.8%
Supplies	\$	372,600	\$	151,082	40.5%
Materials	\$	1,355,900	\$	677,842	50.0%
Equipment	\$	533,900	\$	140,115	26.2%
Capital Improvements	\$	2,160,500	\$	898,915	41.6%
Total Expenditures	\$	22,386,600	\$	9,867,724 **	44.1%

*tax receipts only through 01/08/26
^payroll posted through 12/15/25
**invoices posted through 01/08/26

Personnel				
FY 2025 2026				
DECEMBER 2025	Full Time	Part Time	Total	FTE
	98	141	239	155.41
New Hires	0	0	0	0.00
Separations	0	1	1	0.32
Current	98	140	238	155.09

DECEMBER 2025	Hours	# of Vol		
	729	133		
YTD (Jan-Dec 2025)	10,153	575		5.2
YTD Value of Volunteer Hours			\$	353,223



The Gail Borden Public Library District concluded 2025 with high engagement, driven by a season of vibrant cultural and holiday celebrations, the finale of the Dinosaur exhibit, superb programming and strategic improvements to enhance future offerings.

Dynamic Dinosaur Discovery: The Final Roar

The Dinosaur Explorer exhibit reached a triumphant conclusion, solidifying the Library's position as a top-tier destination for educational entertainment, learning and imagination. The team coordinated the deinstallation of the dinosaurs, but reveled in the dinosaur data from hosting the exhibit:

Surging Attendance: December visitor counts saw an **incredible 15.4% increase** compared to '24, bolstered by a massive surge, particularly during winter break.

Holiday Hunting: There were more than **1,920 holiday exhibit scavenger hunt participants** – each visitor eager to redeem a dinosaur prize. Integrating holiday themes into the exhibit helps maintain high repeat-visitor rates and ensures the Library remained a top-of-mind destination for educational entertainment.

Circulation Boost: Overall, we saw a **40% increase in dinosaur-related checkouts** compared to '24—further emphasizing the power and positive impact of hosting exhibits.

Dino-mite Data: We produced more than **23,424 DrawAlive Dinosaur coloring sheets** for visitors to watch their creations come to life. The Dinosaur Egg Hunt iPad game that we created reached **8,260 total plays** with **523 hours** of active playtime, and nearly **3,000 photos** were captured at the green screen, further proving that our visitors enjoy highly-interactive exhibit elements.

Digital Engagement: The Dinosaur Explorer webpage reached **13,562 total views**.



Holiday Magic & Community Connection

The Library served as a vital hub for cultural celebration this December, hosting inclusive programs that honored the diverse traditions of our community.



We hosted a vibrant bilingual **Parranda Celebration** of Puerto Rican holiday traditions for **372 attendees**. The event featured high-profile guest speakers, including Orlando Rivera (Chicago Cuatro Orchestra) and Taina Torres (Author and Miss Puerto Rico 2023).



The **Posada Celebration**, led by Board Trustee Elisa Lara and Foundation Director Rafael Villagomez, featured authentic refreshments, live performances by the Elgin Youth Choir and musician Jose Modesto, alongside a piñata and festive photos with Mr. and Mrs. Claus. There were **369 families** who came out to celebrate with us.

Both Parranda and Posada events exemplify how we are successfully bridging cultural tradition and education with community connection.

Holiday Magic & Community Connection Continued...

We coordinated and offered a festive **Photos with Santa** experience for approximately **100 families** in early December. To help encourage circulation, special printed photo keepsakes were provided to families who checked out library materials during the event.

Seasonal Successes: KidSpace was transformed into a winter wonderland this month with themed play and popular seasonal offerings such as the **Happy Noon Year** countdown. Festive take-home winter crafts included holiday sweaters, Christmas trees, Hanukkah garlands and menorahs, elves, snow globes, and Kwanzaa cups and hands.

High-engagement Branch programs included the popular **Cookies with Mrs. Claus, Candy Cane Coding** and **Snowman Ornaments**, which blended seasonal magic with skill-building activities.



Engaging Everyone Everywhere

Strategic outreach, programming and literacy efforts connected thousands of residents with Library services in thoughtful and impactful ways.

This month's music lineup drove significant engagement. The **Chicago Bronze Handbell Ensemble** captivated audiences with a 20-ringer performance of holiday and contemporary works, while **Backstage and Beyond** combined live music and storytelling to bring the concert history of the 60s and 70s to life.



There was a **massive turnout** on December 29 as KidSpace welcomed over **1,700 visitors** in a single day—driven by the powerful synergy of the Dinosaur Explorer exhibit and the high-energy **Great Big Bubble Show by Jason Kollum**. This further demonstrates the Library's capacity to host large-scale, family-oriented events that serve as a primary draw for the region.

Capitalizing on the final weekend of our premier exhibit, a special screening of **Jurassic Park** provided a nostalgic "wrap-up" experience. This cross-promotional event successfully linked our physical exhibit with classic cinema, deepening the community's connection to the Dinosaur Explorer theme.

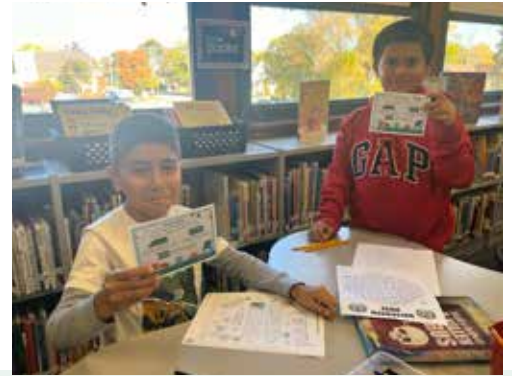
The **Read to Rover** program earned high-profile media coverage this month with a **feature in The Daily Herald**. The article highlighted the program's **significant impact on early literacy**, showcasing how staff, volunteers and therapy dogs like Trucker provide a supportive, non-judgmental environment for young readers. The feature included three print photographs, reinforcing the Library's reputation as a leader in innovative community-based education.



Despite the busy holiday season, we successfully completed all scheduled Home Services deliveries while **deepening community partnerships**. Key impacts this month included updating a deposit collection at 1212 Larkin, ensuring high-quality materials are readily available in their community room, offering an "Idaho" program at River View Rehab and providing critical "Device Advice" during a lobby stop at The Sheridan. These efforts all help with **bridging the digital divide for our homebound residents**.

Engaging Everyone Everywhere Continued...

Our new Elementary School Engagement Coordinator achieved significant outreach momentum, connecting with **484 students** in a remarkably short timeframe. By balancing return visits with the establishment of new relationships at previously unreached schools, the Library is actively **strengthening its presence within the local school system** and ensuring more students are aware of and have access to vital Library resources.



Our public programming bridged local history with global innovation, drawing diverse audiences to the Library for **Running 10: The Story of the Valley Fox Trot** featured co-founder Edward Bates, who shared the 50-year legacy of a race that has shaped Elgin's community spirit. Additionally, **Disneyland: Creating the Happiest Place on Earth** provided an inspiring look at the evolution of a global empire, offering residents high-quality educational content that explores the intersection of creativity and entrepreneurship.



Our reliable children's program offerings continued to drive consistent engagement, providing vital educational and social outlets for the community's youth. From early literacy development in **Budding Bookworms** and creative expression in **Crafty Preschoolers** to critical skills in **BBC Microbits**, these programs ensure the Library remains a primary destination for both foundational learning and advanced digital literacy.

Studio 270 hosted **seven class visits** this month, welcoming **83 students and teachers** for an immersive introduction to the Library's offerings. We had a great time coloring, making crafts, playing games and more. We also **forged a new relationship** with a new educator from South Elgin High School who immediately scheduled a follow-up session after witnessing the high level of student engagement with our makerspace crafts and collaborative games.

Promoting Popularity & Preserving Progress

Top Titles & Trending Transfers: We successfully launched our annual, highly-anticipated list of **Top 10 Checkouts** for the year across multiple categories, including Adult Fiction, Children's Books, Spanish titles and more. This data-driven promotion proved highly effective, as it was included in media coverage from BookRiot summarizing popular titles of 2025, and the web page generated nearly 500 views, with over 368 direct clicks from GailMail and social media, highlighting our community's strong interest in trending collections.



Preserving Past Pages: The Library's **multi-decade newspaper digitization project** reached a new milestone this month. Microfilm conversion is currently underway to **provide 24/7 online access** to three additional years of local history, extending our searchable digital archive through August 1915.

Mobile Maintenance & Modernization: To ensure the longevity of our outreach fleet, the Bookmobile transitioned into a scheduled maintenance phase after completing its December routes. The vehicle is currently undergoing essential body repairs and vinyl removal in preparation for a fresh, high-impact exterior wrap to be installed in January.

Accessibility & Advancement

Web Applications Specialist Matthew Yoon has been nominated to the **Aspen Usability and Accessibility Committee**. His expertise will help shape the future of our online catalog and mobile app, ensuring seamless, accessible account management and material discovery for every member of our community.

KidSpace Reimagined has successfully transitioned from planning stages to active renovation, with critical infrastructure and navigation milestones met this month. This renovation represents a vital investment in our youngest users, modernizing our physical and technological infrastructure to create a fantastic learning environment while maintaining uninterrupted, high-quality service throughout the transition.

Infrastructure & Site Preparation: Teams are busy overseeing the initial construction phase, including the removal of shelving and drywall, floor grinding and the relocation of collections. The Request for Proposal for comprehensive audio-visual upgrades was issued, with technical tours provided to prospective bidders to ensure a state-of-the-art result.

Seamless Service Navigation: To maintain a welcoming environment throughout construction, staff designed and installed custom "bay topper" signage and directional messaging. This ensures families can easily navigate the temporary relocation of the children's collection to the Sally Lee Rooms without disruption to their Library experience.

We continue to work internally and with partners on **America 250 celebrations** while also highlighting Elgin over the past 250 years. Plans are underway for a 250 Elgin-focused exhibit, America 250 exhibit, exciting historical program offerings and more. This February will kick off the Elgin-focused exhibit as we host **Project 2-3-1** at the Main Library, along with a **historical milk wagon** in the center rotunda, educating visitors on Elgin's strong dairy expertise and history.



Snow, Safety & Systems



Proactive Emergency Management: In response to record-breaking snowfall this December, our facilities team and external partners executed a high-capacity clearing job. To maintain safe and uninterrupted access for everyone, we deployed heavy-duty front-end loaders to manage rapid accumulation on Ann Street, ensuring the Library remained a safe and accessible destination despite weather conditions.

Pristine Public Places: Our team, volunteers and vendors executed a comprehensive deep-cleaning project this month, including high-traffic carpet shampooing, a floor-to-ceiling detail of the Rakow Branch and the sanitization of all community room furniture. These steps provide critical preventative maintenance and extend asset lifespans while ensuring a safe and healthy environment for all.

IT Infrastructure & Innovation: Key Accomplishments

Restoring Public Service Continuity: Technical teams performed critical hardware "surgery" on Main Library MediaBanks 1 and 2, replacing grabbers and system boards to eliminate frequent service interruptions. By leveraging on-hand inventory for these repairs, IT restored high-demand self-service functionality and minimized downtime for users.

System Resilience: The procurement of a new virtual host server is underway. We concluded the year with the arrival of a new Paragon Micro virtual host server³⁶, which will secure the Library's overall digital stability and computing power for 2026.

Comments for the Good of the Organization

The Library received 2 new 5-star Google reviews.

A customer, while registering for a library card, said,

"Everyone here is so helpful."

A customer commented,

"I love that the dinosaurs wear Christmas hats and scarves! It looks adorable!"

A customer said,

"The scavenger hunt is so fun. You guys did a great job with this."

"Gail Borden is the nicest library I've visited. The children's section has a lot of great play areas and boom selection. They always have an interesting display out as well."

The BEST library in the state of Illinois. ❤️ Thank you for all you do and offer to the citizens of Elgin and beyond.

Have always loved this library. You guys do amazing things. Happy New Year!! 🥰

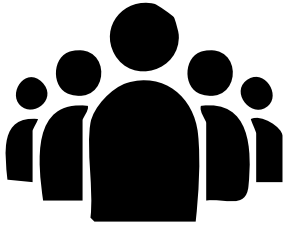
A customer traveling from Hawaii visited our library and was astonished by our incredible exhibit—especially considering our "small" city. Since Hawaii has a state-run library system and their museum currently features a dinosaur exhibit, this visitor was particularly impressed with what our library has to offer!

While purchasing a copy of the 150th Anniversary book, a customer commented,

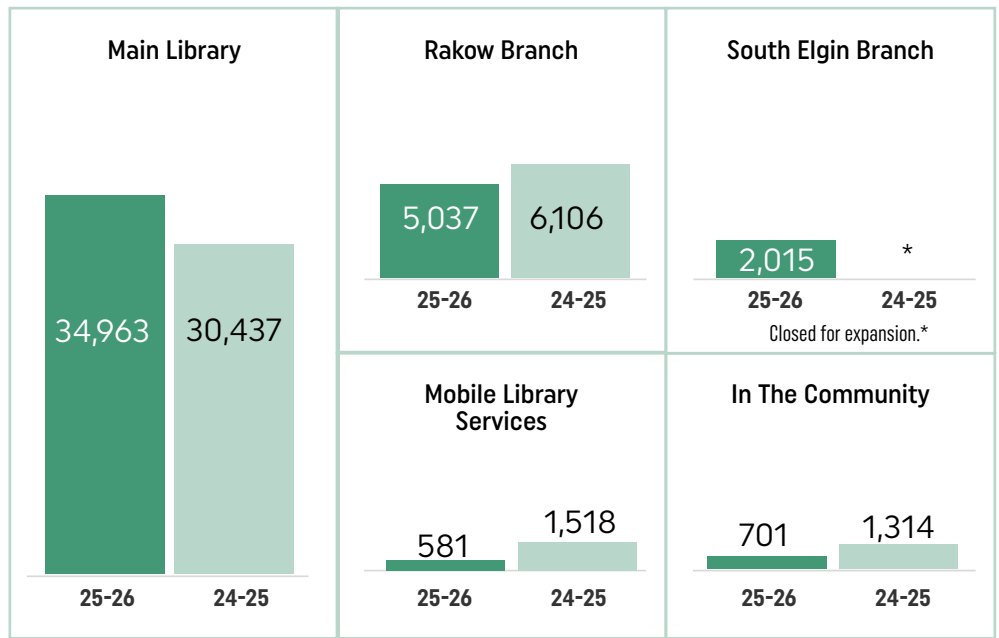
"This is my very favorite place to visit! I just love it here."

You all do a great job and make us proud that we have a world class library in Elgin, IL! Merry Christmas!

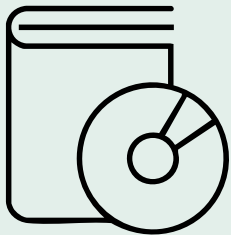
Visits 43,297



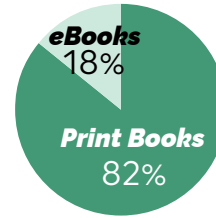
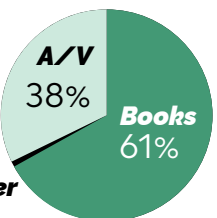
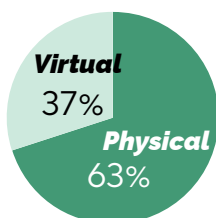
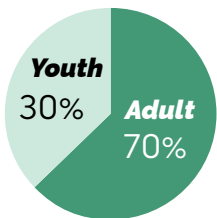
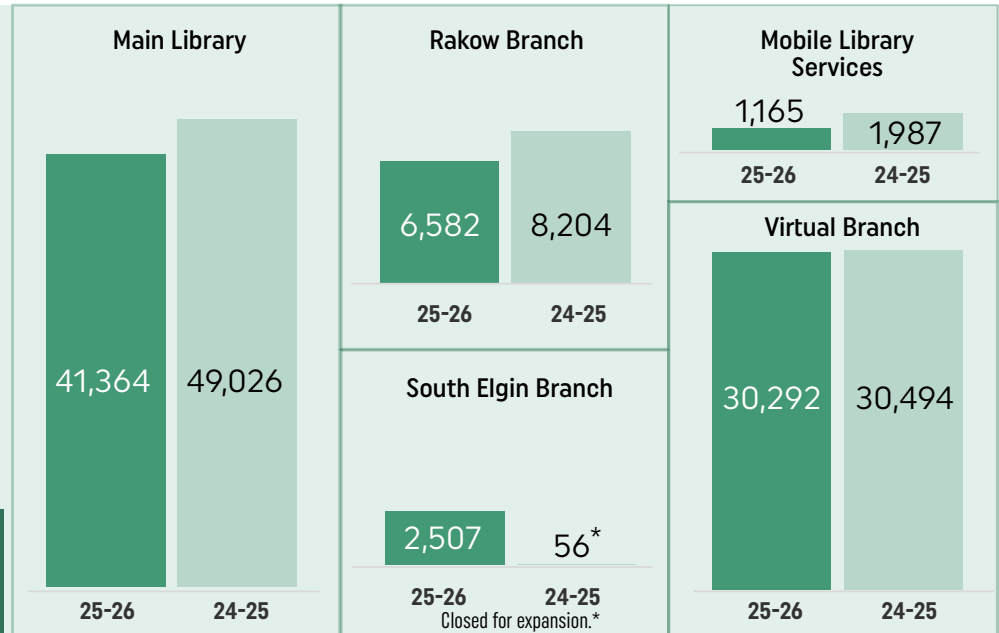
Total Visits FY YTD
335,017



Circulation 81,910



Total Circulation FY YTD
554,543



What impacted numbers this month?

December 4 (Main)
Santa Photo Op

December 29 (Main)
Great Big Bubble Show

December 6 (Main)
Posada

December 24, 35 & 31
(All Facilities)
Closed for Holidays

December 20 (Main)
Parranda

38

New Library Cards

	New to District	District Total	District+RBs Total
FY25-26	340	84,617	90,387
FY24-25	348	80,003	85,165
% Change	-2%	6%	6%

340

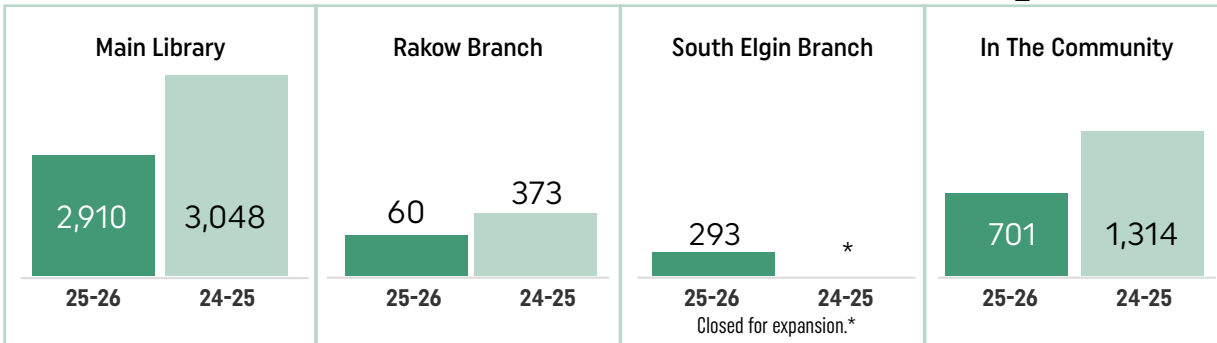


Total New Cards
FY YTD

3,695

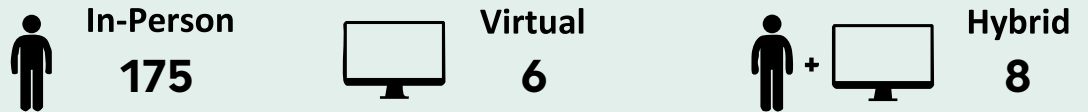
Program Attendance

3,964



Total Attendance
FY YTD
38,624

Program Sessions



General Statistics

6,929
Reference Questions

183 Passports
215 Passport Photos

93 License Plate Renewals

729 Volunteer Hours

6,864 Material Requests Processed in 2025

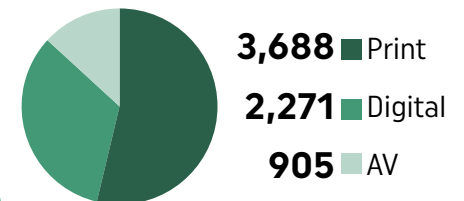
62,327 Website Views
13% ↑ from 2024

Social Media (Facebook | Instagram | YouTube)

458,000+ Post Views
7% ↑ from previous month
6,616+ Engagements

1,700 Facebook Link Clicks
37% ↑ from previous month
779 YouTube Total Watch Hours

22% ↑ Increase in community-driven purchase suggestions





Gail Borden Public Library District

www.gailborden.info

Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

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

Security Report						
#	Incident Date	Type of Incident	Location	Recommended Susp. Term	Police Called	Susp. Thru
259	12/13/2025	Failure to Follow Staff Directives Violation of Smoke Free Campus Alarming and Disturbing Behavior Resulting In Police Intervention	South Elgin	1 Year	Yes	12/13/2026

MINUTES OF EXECUTIVE SESSION
GAIL BORDEN PUBLIC LIBRARY DISTRICT
270 N. Grove Avenue
Elgin, IL 60120
Grove Room

DATE: June 11, 2024

TIME: 8:00 pm

MEMBERS	PRESENT	ABSENT	MEMBERS	PRESENT	ABSENT
Ms. Bednar	<u> X </u>	<u> </u>	Ms. Lara	<u> X </u>	<u> </u>
Ms. Bedolla	<u> X </u>	<u> </u>	Ms. Prochot	<u> X </u>	<u> </u>
Ms. Garcia	<u> X </u>	<u> </u>	Ms. Symonds	<u> </u>	<u> X </u>
Ms. Henderson	<u> X </u>	<u> </u>	Ms. Symonds entered the meeting at 8:17pm		

NON- MEMBERS IN ATTENDANCE: Carole Medal until 8:40 pm

APPLICABLE STATUTORY SECTION: Section 5 ILCS 120/2 (c) 2 – Personnel

SUBJECT MATTER DISCUSSED: CEO Performance

RECORD OF VOTE:

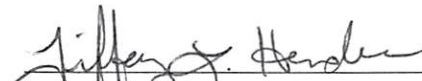
Elisa Lara motioned to return to open session: seconded by Laura Bedolla

Roll Call: Bednar Y Bedolla Y Garcia Y Henderson Y

Lara Y Prochot Y Symonds Y

Returned to open session at 9:42 pm.

Approved July 9, 2024


Secretary

EXECUTIVE SUMMARY: Audio-Visual Equipment Upgrade 2026

BACKGROUND & HISTORY:

This Executive Summary covers two separate projects, which were both put into one bid request to take advantage of potential savings for including in one purchase. The first project is the replacement of existing audio-visual (AV) equipment in our Main Library Community Rooms. The Community Rooms are the premier location for holding programs for both staff and the community and having feature rich and reliable equipment is a necessity. The existing equipment was last upgraded in 2009 and has reached an effective end-of-life. When we determined that it was necessary to upgrade this equipment, our intention was to design such a system that would integrate with our existing lighting controls system, install a wide-screen for enhanced projection and provide more options to divide programs into Community Rooms B and C. Right now, we are limited to the types of programs we can offer by dividing the rooms. This project will give us far greater options for the future.

The second project is the design and installation of AV equipment in the Main Library KidSpace. As part of the KidSpace (Phase 2) construction, the proposed Creation Station area will have AV equipment for providing a wide variety of programs. This includes presentations and demonstrations, streaming audio and video and movies. Also, since this is not an enclosed room, a special speaker design needed to be included. This design encompasses all these options.

Jim Chambers from Information Technology worked closely with 22tones, who have been our AV integrator on several recent projects, and they provided recommendations on the type of equipment for use on each separate project. Jim also included our PRAD Department in these discussions, to ensure that we have the features and functionality they may need in the Community Rooms. 22tones provided us with a working estimate, as well as the technical specifications and drawings which would be necessary for the bid process. Gail Borden Library paid 22tones directly for this work.

BID PROCESS:

Since the amount would be well over the \$25,000.00 limit, we put together a bid document which included the recommended equipment and part numbers for these projects. As stressed in the bid document, we want to continue to use the same type of equipment in the Community Rooms and KidSpace as we used in South Elgin, the Main Library Elgin and Grove Rooms and Studio 270. Having the same type of equipment allows us to obtain better pricing, help with warranty repairs, and makes it easier to train staff on how to use the equipment. Each bidder was encouraged to come onsite to view each of the equipment locations, and a copy of all parts was provided in the bid document. The technical specifications and drawings were also provided for those that requested it. The bid documents were published on Thursday, December 11, 2025, and due on Monday, January 5, 2026. The following bids were received:

<u>COMPANY / ORGANIZATION</u>	<u>LOCATION</u>	<u>MEADOWS ROOMS</u>	<u>KIDSPACE</u>	<u>TOTAL BID</u>
Mesa Electronics, Inc.	Lombard, IL	\$140,259.82	\$35,729.90	\$175,989.72
E-Logic, Inc.	Washington, DC	\$128,662.90	\$39,369.97	\$168,032.87
Advanced Communications, Inc.	Michigan City, IN	\$131,156.00	\$30,485.00	\$161,641.00
INA LED US, Inc. dba INA Display	Norwalk, CA	\$111,050.33	\$32,628.32	\$143,678.65
22tones / BIP66 LLC	Ingleside, IL	\$102,020.00	\$20,023.00	\$122,043.00

REQUEST:

The work for the KidSpace Project and the Community Rooms will both be completed in March 2026. The KidSpace installation will be done in conjunction with the construction work prior to reopening (pending receipt of equipment) and the Community Rooms have been booked from March 2, 2026, through March 20, 2026 for installation.

22tones / BIP66 LLC was the lowest bidder, and we have been very happy with their work and support. Therefore, I respectfully request that the Library Board approve awarding the work to 22tones for the Community Room and KidSpace AV projects in the amount of \$122,043.00. A total of \$125,000.00 was included in the 2025 – 2026 Capital Projects budget. Thank you for your consideration.

Respectfully submitted:

Brian P. Hoeg

Division Chief – Facilities & Building Operations

1/13/2026

Production Lead Time: 12-14 Weeks

LFI QT-6154 Proposal For:

Gail Borden South Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
Tjps #230301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-1	8	Biblo XPO	Apex	A Frame Shelving-Double Sided	\$ 2,681.00	\$ 21,448.00
				DF 54"H x 36"W x 10"/10"D 4 rows high 10"D shelf with L-shaped book support 2-1/2"D face out display shelf		
			base-row 3 row 4			
			STEEL COLOR:	Arctic White		
			SIGNAGE:	6" high		
			CASTERS:	Yes		
			BACK PANELS:	Wilsonart Vapor Strandz		
			END PANELS	Yes, EP-1		
			CANOPY TOPS	N/A		
	8			STARTER		
	16			LAMINATE BACK PANEL		
EP-1	8			End Panel	\$ 609.00	\$ 4,872.00
	8			55"H x 32"W @base, 16"W @top x 1" Wilsonart Vapor Strandz with Klearvue edge		
MISC		BibloXPO		TARIFF SURCHARGE		\$ 1,265.00
TOTAL FOB FACTORY						\$ 27,585.00

INSTALLATION + FREIGHT
* prevailing wage *

TOTAL \$ 34,649.00

50% DEPOSIT \$ 17,324.50

QUOTATION TERMS

* quotes are valid for 30 days from date at top of this page

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* Drawings, if applicable, will also require customer signature approval prior to the order entering production.

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

1/13/2026

Production Lead Time: 12-14 Weeks

LFI QT-6154 Proposal For:

Gail Borden South Library

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
Tipe #250301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>PAYMENT TERMS 50% deposit; balance due upon substantial completion *</p> <p>* If a mutually agreed upon punchlist exists after substantial completion, customer may withhold the cost of said punchlist from payment of final invoice until resolved.</p> <p>* If a projected is delayed due to customer's site not being ready for installation, LFI reserves the right to assess a storage charge and invoice for product received at the installer's warehouse</p> <p>TO ACCEPT THIS QUOTE: * sign and date below as formal acknowledgement of the quote terms * please forward a deposit if one is required per the quote terms * please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact * LFI will coordinate and schedule in-bound freight of your order. * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims. * Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature _____ Date _____		
				TOTAL	\$	34,649.00

**BY-LAWS OF THE BOARD OF TRUSTEES OF THE
GAIL BORDEN PUBLIC LIBRARY DISTRICT**

ARTICLE I. NAME

The name of this organization shall be the Board of Trustees of the Gail Borden Public Library District.

ARTICLE II. PURPOSE AND DUTIES

The purpose of the Board of Trustees shall be to maintain Gail Borden Public Library District and to provide quality library service to the residents of Gail Borden Public Library District in ~~harmony~~ **compliance** with the spirit and intent of the current Illinois Public Library District Act.

Specific, but not exclusive, duties of the Board shall be the establishment of necessary policies; enactment of necessary ordinances; employment of necessary personnel; supervision of the expenditure of library funds; and to discharge legal responsibilities as determined by law.

ARTICLE III. MEMBERSHIP

Section 1. There shall be seven members of the Board of Trustees, elected biennially, each serving a four year term.

Section 2. The election of Trustees shall be in the manner described by The Illinois Compiled Statutes 75ILCS 16/30-10. The term of each member shall begin as provided by statute.

Section 3. In the case of a vacancy on the Board, the vacancy shall be filled in the manner described by the Illinois Compiled Statutes, 75ILCS 16/30-25.

ARTICLE IV. OFFICERS

Section 1. The officers shall consist of President, Vice President, Secretary and Treasurer.

Section 2. Trustee officers shall be elected as provided by statute. The election will be conducted by the District in accordance with ~~provisions of~~ the Library District Act.

Section 3. ~~The current President or Secretary shall preside and take nominations from the assembled Trustees. Consent must be obtained from the potential nominee before placing that person in nomination.~~ **The current President shall present the proposed slate of officers who have consented to serve. Additional nominations may also be made by the assembled Trustees.** No second to a nomination is needed. Officers shall be elected by a majority of all Trustees present. In the event of a tie, the winner will be determined by seniority of service on the Board. Those elected will begin serving at once.

Section 4. Election by ballot must be made if requested, however, it must comply with the Open Meetings Act. Ballots shall be furnished by the Library's Chief Executive Officer. A teller to read the ballots will be appointed by the President.

Section 5. No Trustee will hold more than one office at a time.

Section 6. Term of office shall be two years or until successors are elected and qualified.

Section 7. A vacancy in any office shall be filled by the Board for the unexpired term.

Article V. DUTIES OF OFFICERS

Section 1. The President shall preside over all meetings; appoint all committees; sign official documents; and assume duties and responsibilities deemed necessary by the Board.

Section 2. The Vice-President shall assume the duties and responsibilities of the President in the absence of the President and perform other such duties as the board may direct.

Section 3. The Treasurer shall direct the maintenance of financial accounts and records of the Library, subject to yearly audit; shall give bond in such amount and by a surety firm approved by the Board **in accordance with the Library District Act**; and perform other such duties as the Board may direct.

Section 4. The Secretary shall sign official documents; preside over meetings in the absence of both the President and Vice President; direct the maintenance of appropriate records; have the power to administer oaths and affirmations for the purpose of the Library Act; and perform other such duties as the Board may direct.

ARTICLE VI. MEETINGS AND QUORUM

Section 1. There shall be twelve monthly regular scheduled Board meetings held the second Tuesday of each month at the library at 7:00 p.m. A meeting time and date may be changed by the request of one Board member and consented to by a majority of the Board members. **Meetings shall not be scheduled or held on any day designated for a general primary, general election, consolidated primary, or consolidated election, in accordance with the Open Meetings Act.**

Section 2. A quorum shall consist of four Trustees and a majority of those present shall determine the vote taken on any question.

Section 3. Special meetings for a stated purpose may be called by the President or the Secretary or by any four Trustees provided that reasonable prior notice be given Board members in accordance with the Illinois Compiled Statutes.

Section 4. The Board may adjourn to Executive Session for the purpose of considering matters of personnel, land acquisition, and other matters as authorized by The Illinois Compiled Statutes and in accordance with the Open Meetings Act. Matters decided in Executive Session shall not be binding unless put into motion and passed at an open meeting.

Section 5. Special (AdHoc) Committees may be determined by the Board. The Board President shall appoint Trustees to serve.

Section 6: The customary order of business at a regular Board meeting shall be as follows:

Call to Order
Comments for the Good of the Organization
Minutes
Treasurer's Report and Payment of Bills
Correspondence
Reports
New and Old Business
Other
Adjournment

Public comment must be included at every public meeting although where it appears on the agenda is subject to change.

Changes to the order of business may be made when necessary depending on library business.

ARTICLE VII. PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, when not in conflict with these By-Laws or The Illinois Compiled Statutes, shall govern the proceedings of this organization.

ARTICLE VIII. AMENDMENTS

Amendments to these By-Laws may be made at any public meeting of the Board providing that the proposed amendment has been submitted in writing to each Trustee at a prior Board meeting.

TRUSTEE ELECTRONIC ATTENDANCE AT MEETINGS

1. A quorum of the Board must be physically present throughout the meeting; and
2. A member wishing to attend electronically shall give advance notice to the Chief Executive Officer or designee stating the reason for their inability to physically attend unless advance notice is impractical; and
3. The majority of the Board must vote at that meeting to allow a member to attend the same meeting by electronically; and
4. The approved reasons for attending by electronically are:
 - a. Personal illness or disability
 - b. Employment purposes or business of the Library
 - c. A family or other emergency
 - d. Unexpected childcare obligations
 - e. **Military Service related activity**

All meetings will comply with the provisions of the Illinois Open Meetings Act including 5ILCS 120/7. All Board members attending meetings in person or by electronic participation are entitled to vote on all issues before the Board.

The Secretary will record in the meeting minutes the names of those members who are physically present and those attending electronically.

The President (or President pro tem) must be physically present at any meeting.

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The President (or President pro tem) must be physically present at any meeting.

LIBRARY BOARD OF TRUSTEE E-MAIL COMMUNICATION

It is the goal of the Board of Library Trustees of the Gail Borden Public Library District to keep its Board members, as well as the Library Director, informed about matters affecting the Board's work. However, the Board must be mindful of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communications among Board members outside normal Library Board meetings.

1. Generally, trustees shall not use e-mail to conduct Library business (see Article II, Paragraph 6). E-mail communication to, by and between the Board members is permitted on a limited basis for non-substantive matters such as:
 - Agenda items suggestions;
 - Reminders regarding meeting times, date, and places;
 - Board meeting agenda or public record information concerning agenda items; or
 - Responses to questions posed by the community, administration or staff.

E-mail sent between and among trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by e-mail.

2. The Board finds that electronic "chat rooms" and "bulletin boards" are inherently detrimental to the open meetings process and will not utilize such methods to conduct library business or deliberations.
3. The Library Director may provide information relating to library business to Board members using e-mail. Any response from Board members regarding these communications must be sent only to the Library Director (no "reply to all" responses). An appropriate record of these communications will be maintained in the district files to assure compliance with open records laws.
4. A Board member may send e-mail items to all other Board members with items of passing interest provided that no response is requested or required. Such emails should clearly state that no response should be made. It is required that any such e-mails be copied to the Library Director for storage.
5. A Board member may send e-mail to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.
6. Trustees may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.

7. E-mails from the public to the Board will be copied to all trustees and the Library Director. When e-mails from the public require Board response, the President or his designee will respond, and will copy the other trustees and the Library Director.
8. Any items of business for a Board agenda shall be directed to both the Board President and the Library Director so that is may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library director in accordance with the Board's established procedures.
9. The Library Director shall maintain a separate e-mail address to store official email records as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for such time period as may be established by the State of Illinois.

New Policy

Gail Borden Public Library District Trustee Email Communication

The Board of Trustees of the Gail Borden Public Library District is committed to transparent and lawful governance. In accordance with the **Illinois Open Meetings Act (OMA)** and the **Local Records Act**, the Board aims to ensure appropriate and legally compliant use of email and other electronic communications in the conduct of Library business.

1. General Use of Email

Board members should **not use email to discuss or conduct substantive Library business**. Communications that could be interpreted as deliberation must occur during duly noticed public meetings, as required by OMA.

Email may be used for limited, non-substantive purposes such as:

- Suggesting future agenda items.
- Sharing logistical information (e.g., meeting dates, times, locations).
- Distributing board packets, agendas, or other public records.
- Responding to factual questions from staff, community members, or the Chief Executive Officer.

All such emails must be **copied to the Chief Executive Officer**, and no privacy should be expected for any message sent or received using email.

2. Prohibited Digital Communication Platforms **(THIS is the biggest change as the language was so outdated)**

To maintain transparency and comply with the **Illinois Open Meetings Act**, Trustees **shall not use real-time or group-based digital communication platforms** to discuss Library business or engage in deliberation outside of a properly noticed public meeting.

Prohibited platforms include, but are not limited to:

- Group text messaging apps (e.g., GroupMe, WhatsApp, iMessage group chats)
- Real-time chat tools (e.g., Slack, Microsoft Teams, Discord)
- Online forums or message boards
- Social media group messaging features (e.g., Facebook Messenger groups)

These tools pose a high risk of unintentional deliberation or quorum-based discussion, which could be interpreted as violating OMA by constituting an unofficial or unannounced meeting.

Trustees should avoid using these platforms for any purpose related to Library governance. **All official communication must remain within approved channels (e.g., individual emails, Board meetings) and be documented as required by law.**

3. Communication from the Chief Executive Officer

The Chief Executive Officer may use email to provide updates, distribute materials, or share relevant information with Trustees.

Board members must:

- Respond **only to the Chief Executive Officer** (do not "Reply All").
- Avoid adding any comments that could be construed as deliberation with other Trustees.

All official communications will be archived in accordance with state records retention requirements.

4. One-Way Trustee Communication

Trustees may share informational emails with the full Board **only if**:

- The message is clearly labeled "**For Information Only – No Response Requested**".
- It does not include discussion or solicit feedback.
- A copy is sent to the Chief Executive Officer for archiving.

5. Scheduling and Logistics

Trustees may email one another regarding scheduling or availability, provided that:

- The discussion is limited strictly to logistics.
- Communication does not stray into substantive issues.
- Copies are provided to the Chief Executive Officer.

6. Public Correspondence

Emails from the public addressed to the Board will be shared with all Trustees and the Chief Executive Officer.

If a response is required:

- The Board President, or their designee, will respond on behalf of the Board.
- A copy of the response will be shared with all Trustees and the Chief Executive Officer.

7. Submitting Agenda Items

Trustees wishing to place an item on a meeting agenda must email both the **Board President** and the **Chief Executive Officer** in advance, following the library's standard agenda preparation timeline.

All action items will be developed and distributed by the Chief Executive Officer according to Board procedures.

8. Email Records Management

To ensure compliance with the **Local Records Act**:

- The Chief Executive Officer will maintain a designated email account to archive official Trustee communications.
- These records will be preserved in accordance with the State of Illinois records retention schedule.
- If digital systems change, records may be transferred to a paper archive, subject to applicable retention guidelines.

Conclusion

Board members are expected to use email thoughtfully and in compliance with this policy. Questions regarding the appropriate use of email or other electronic communication tools should be directed to the Chief Executive Officer or legal counsel.



Public Programs & Events Division Overview

The **Public Programs & Events** Division is designed to strengthen, coordinate, and support the library district's wide range of public programming while preserving the creativity and subject-matter expertise of individual departments.

Over time, Library programming has expanded in scale, variety, and community impact. Programs now range from small workshops to large-scale community events, partnerships, exhibits, and festivals. While this growth reflects strong staff initiative and public demand, it has also increased the logistical, scheduling, and coordination burden on individual departments.

The purpose of Public Programs & Events is **not to centralize control of programming**, but to provide an umbrella structure that helps departments plan, deliver, and promote programs more effectively. The Division focuses on coordination, logistics, standards, data, and support so that frontline staff can focus on content and community engagement.

A few key functions of the Division include:

- Coordinating shared planning calendars to reduce scheduling conflicts and duplication
- Providing logistical support for complex or large-scale events
- Establishing consistent baseline guidelines for accessibility, safety, registration, and participant experience
- Aligning programming with the Library's strategic priorities and community goals
- Using data to evaluate impact and inform future programming decisions
- Strengthening partnerships with community organizations and external presenters

In summary, the Public Programs & Events Division hopes to create capacity, clarity, and consistency across Library programming, helping the organization scale its impact while maintaining the diverse voices and strengths that make its programs successful.

Respectfully submitted,

Margaret Peebles, Division Chief of Public Programs & Events