GAIL BORDEN PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 9, 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 May 12, 2026 Regular Board Meeting	2
5. Action: Treasurer's Report and Payment of Bills Payment of bills for June 9, 2026, including the list of bills to be paid between June 9, 2026 and July 14, 2026, and all bills over $10,000.	4
6. Correspondence	
7. Reports:	
A. Foundation	
B. Chief Executive Officer	36
8. Review: Gail Borden Public Library District's Action Plan 2026-2027	44
9. Action: Approval of Helm Services proposal for 2 Heat-Pump Mini-Split systems for Rakow Branch.	45
10. Review: Operating Budget Draft for FY 2026-2027	47
11. Action: Federal Grant Policies Approval Lobbying Restrictions Program Income and Interest Property Single Audit Sole Source Time and Effort Reporting	51
12. Action: Non-Resident Card Participation RAILS requires the Board to decide annually if the Library will participate in the State's Non-Resident Fee Program under Public Act 92-1066	
13. Action: Ordinance No. 2026-6-1: Public Meeting Ordinance Annual Adoption of Board Meeting Dates for FY 2026-2027	70
14. Other	
15. Adjournment	

GAIL BORDEN PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting Minutes
270 N. Grove Ave., Elgin, Il
May 12, 2026
7:00 p.m.

President Bednar was physically present as well as Vice President Garcia, Trustees Low and Symonds. Trustees Bedolla, Henderson and Lara 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. There were no objections. Trustee Bedolla entered the meeting at 7:03 p.m.

There were no public comments.

Comments for the Good of the Organization were read.

Symonds motioned to approve the minutes of the April 14, 2026, Board meeting; seconded by Garcia. There was no discussion. Roll call resulted in 5ayes (Bednar, Bedolla, Garcia, Low, Symonds), 0 nays, 2 absent (Henderson, Lara).

Treasurer Bedolla moved to approve the payment of bills including the bills over $10,000 as presented totaling $556,047.16 and the revised list of bills to be paid prior to the next board meeting; seconded by Symonds. There were two questions: one about a bill from Commers Custom Jewelers for staff service pins, and another about an Uber charge for a staff member traveling to a conference. Roll call resulted in 5ayes (Bednar, Bedolla, Garcia, Low, Symonds), 0 nays, 2 absent (Henderson, Lara).

Correspondence
A thank-you note and certificate were shared, thanking us for supporting the 300 P.L.U.S. student vocational program for the 2025–26 school year.

CEO Report
Installation of the Earth Matters exhibit is underway. The exhibit will officially open on May 18 with a ribbon-cutting ceremony. It aligns perfectly with this year's summer reading challenge theme, "Plant a Seed, Read!" During National Library Week, Natalie Kiburg, Division Chief of Public Relations and Development, appeared on CBS Chicago's morning news to highlight library initiatives. The Rakow Monument now features a new electric open-close sign. At the South Elgin Branch, Laura Espinosa, Director of Graphics and Visual Arts, created a custom cityscape mural featuring well-known South Elgin landmarks for the Business Center wall. A highly successful passport fair was held in partnership with Congressman Raja Krishnamoorthi's office. The library issued 55 passports, representing a 112% increase over May 2024, and generated over $2,400 in revenue. Miriam Lytle, Director of Grants, is retiring after 22 years of

service. Throughout her career, she developed new services, championed innovative ideas, and played a key role in securing major funding. Her work on the HUD grant has now come to fruition: the library has been awarded the full $2,391,407 for the South Elgin Branch expansion project. Andrew Kolba, Director of Maintenance, reported that for Memorial Day weekend and the parking lot project, the lot will close on Saturday, May 23 to prepare for work scheduled on Sunday. He will be on-site Monday morning to reopen the lot and ensure everything is ready for the Veterans Park event. This year, signage indicating the Monday reopening will be posted earlier in the week.

Trustee Lara entered the meeting at 7:19 p.m.

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

Martha Martinez, Social Services Manager, gave a presentation on the variety of services the Social Services Department offers.

Garcia motioned to approve the purchase of two Lyngsoe lockers with maintenance in the amount of $65,096.30. Following an explanation from Chief Executive Officer, Carole Medal, roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays, 1 absent (Henderson).

Garcia motioned to approve the purchase of a Lyngsoe sorting system for the South Elgin Branch in the amount of $43,494.00; seconded by Bedolla. Following a short explanation from Chief Executive Officer, Carole Medal, roll call resulted in 6 ayes (Bednar, Bedolla, Garcia, Lara, Low, Symonds), 0 nays, 1 absent (Henderson).

There was no other.

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

Meeting adjourned at 7:59 p.m.

Approved June 9, 2026

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

GAIL BORDEN PUBLIC LIBRARY DISTRICT

ESTIMATED BILLS ANTICIPATED TO BE PAID PRIOR TO 7/14/2026

DESCRIPTION	ACCOUNT NUMBER		AMOUNT
1150 DAVIS ROAD			
LEASE	10-42-204-9	$	12,000.00
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
BERNA			
EXHIBITS & DISPLAYS	10-43-335-0	$	3,000.00
BLUE CROSS BLUE SHIELD			
HEALTH & DENTAL INSURANCE	10-41-110-0	$	130,000.00
CITY OF ELGIN			
WATER & SEWER	10-42-202-*	$	9,000.00
COMCAST/COMCAST BUSINESS			
ONLINE COMPUTER SERVICES	10-42-255-1	$	10,000.00
COMED/NEXTERA			
ELECTRICITY	10-42-201-*	$	52,000.00
CRAIG ELLIOTT PIAN0 TUNING			
SMALL EQUIP. MAINT: AV	10-42-270-3	$	300.00
DEARBORN FINANCIAL			
LIFE INSURANCE	10-41-111-0	$	2,500.00
INFOBIP			
TELEPHONE / LINE CHARGES	10-42-203-1	$	2,500.00
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
LRS			
REPAIR./MAINT. OF BUILDING	60-42-200-9	$	1,500.00
MIDWEST TAPE/HOOPLA			
EBOOKS	10-44-435-*	$	40,000.00
NEWSBANK			
ELECTRONIC RESOURCES: DATABASES	10-44-435-0	$	20,000.00
NICOR/CONSTELLATION ENERGY			
NATURAL GAS	10-42-200-*	$	50,000.00
OTIS ELEVATOR			
REPAIR/MAINT. OF BUILDING	60-42-200-0	$	2,000.00
ROSE BRAND			
PRAD: OTHER	10-42-222-2	$	200.00
SPECTRUM VOIP			
TELEPHONE MAINT. & SERVICE	10-42-203-3	$	2,000.00
T-MOBILE			
COMPUTER MAINTENANCE	10-42-255-2	$	2,500.00
TEAM WORLDWIDE			
EXHIBITS & DISPLAYS	10-43-335-0	$	6,000.00
UNITED STATES TREASURY			
HEALTH INSURANCE	10-41-110-0	$	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 7/14/2026

DESCRIPTION	ACCOUNT NUMBER	AMOUNT	
1000 BULBS			
ELECTRICAL SUPPLIES/BULBS	10-43-380-0	$	444.09
4IMPRINT			
PRAD:OTHER	10-42-222-2	$	526.19
ALL WINDOW CLEANING			
REPAIR/MAINT OF BUILDING	60-42-200-0	$	3,500.00
AMERICAN LIBRARY ASSOCIATION			
DUES & MEMBERSHIPS	10-42-280-0	$	230.00
CDW			
OFFICE SUPPLES: COMPUTER	10-43-300-2	$	262.90
COMPUTER EQUIPMENT	10-45-500-0	$	143.99
CINTAS			
JANITORIAL SUPPLIES	10-43-370-0	$	5,206.29
GENERAL CLEANING	10-42-235-0	$	280.33
COMPLETE CLEANING			
GENERAL CLEANING	10-42-235-0	$	2,964.00
E.NORMAN			
RISK MANAGEMENT: FACILITIES	50-42-210-0	$	1,016.91
RISK MANAGEMENT: PROJECTS	50-42-210-2	$	3,960.00
ENGBERG ANDERSON			
CAPITAL PROJECTS	10-49-900-0	$	4,004.50
HELM			
REPAIR/MAINT. OF BUILDING	60-42-200-0	$	650.00
REPAIR/MAINT. HVAC	60-42-220-0	$	688.42
LASER PRO			
OFFICE SUPPLES: COMPUTER	10-43-300-2	$	525.50
LYNGSOE			
CAPITAL PROJECTS	10-49-900-0	$	31,548.16
MAGANA, LAUREN			
DIGITAL LITERACY CLASSES	10-42-230-5	$	210.00
MIDWEST FIRST AID & SAFETY			
RISK MANAGEMENT: FACILITIES	50-42-210-0	$	159.18
ORACLE			
COMPUTER MAINT. ACCESS SERVICES	10-42-255-4	$	2,675.00
PARAGON MICRO			
COMPUTER MAINTENANCE	10-42-255-2	$	620.60
ROLL N DONUT			
FOOD & BEVERAGE	10-43-360-2	$	189.00
SAM'S CLUB			
PUBLIC PROGRAMMING: HISPANIC SERVICES	10-42-230-1	$	47.96
FOOD & BEVERAGE: OTHER	10-43-360-6	$	27.96
TODAY'S UNIFORMS			
WORK APPAREL	10-43-301-0	$	897.75
TRANE			
REPAIR/MAINT HVAC	60-42-220-0	$	11,753.00
UNIQUE MANAGEMENT			
COLLECTION AGENCY	10-42-215-0	$	1,290.35
WEBER, JOANNE			
DIGITAL LITERACY CLASSES	10-42-230-5	$	210.00
WILD GOOSE CHASE			
REPAIR/MAINT. OF GROUNDS	60-42-210-0	$	1,303.00
ZIEGLER'S ACE HARDWARE			
BUILDING & GROUNDS SUPPLIES	60-43-320-0	$	34.55

GAIL BORDEN PUBLIC LIBRARY DISTRICT

BILLS OVER $10,000 6/9/2026

DESCRIPTION	CHECK NUMBER		AMOUNT
1150 DAVIS RD	152886	$	10,106.67
RENT			
COMPLETE CLEANING	152902	$	26,106.00
GENERAL CLEANING			
HELM	152932	$	16,998.81
REPAIR/MAINTENANCE OF HVAC			
INGRAM LIBRARY SERVICES	152937	$	55,896.31
BOOKS & MATERIALS			
INJECTION & WATERPROOFING	152938	$	14,500.00
REPAIR/MAINT. OF BUILDING			
JUST RITE ACOUSTICS	152939	$	10,100.00
FURNITURE & FIXTURES			
NEDROW DECORATING	152954	$	14,419.00
CAPITAL PROJECTS			
OVERDRIVE	152958	$	11,908.18
EBOOKS			
ROSE PAVING	152964	$	27,200.00
REPAIR/MAINTENANCE OF GROUNDS			
NUMBER OF CHECKS	99	$	368,364.06

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
1150 DAVIS RD, LLC (6735)	06/09/26 CK# 152886		$10,353.87
070126C/D LEASE: DAVIS ROAD		10-42-204-9	10,353.87
ABC WILDLIFE (5898)	06/09/26 CK# 152907		$600.00
901139 CC PYMT (6419) FOR REPAIR/MAINT. OF GROUNDS		60-42-210-0	150.00
906853 CC PYMT (6419) FOR REPAIR/MAINT. OF GROUNDS		60-42-210-0	150.00
908204 CC PYMT (6419) FOR REPAIR/MAINT. OF GROUNDS		60-42-210-0	150.00
909347 CC PYMT (6419) FOR REPAIR/MAINT. OF GROUNDS		60-42-210-0	150.00
ADVANTAGE ARCHIVES, LLC (6039)	06/09/26 CK# 152887		$9,788.02
45143 DIGITIZATION AND PRESERVATION		10-44-430-0	8,800.00
45144 DIGITIZATION AND PRESERVATION		10-44-430-0	988.02
ALL WINDOW CLEANING SERVICE, INC. (172)	06/09/26 CK# 152888		$550.00
49247 REPAIR/MAINT. OF GRDS: SOUTH ELGIN		60-42-210-7	550.00
ALYSSA JEWELL LA LA LIBRARIAN, LLC (7067)	06/09/26 CK# 152889		$750.00
06252026 PUBLIC PROGRAMMING:YOUTH		10-42-230-2	750.00
AMAZON (4156)	06/09/26 CK# 152914		$300.00
4822663 CC PYMT (6427) FOR ELECTRONIC RESOURCES: EBOOKS/AUDIO		10-44-435-2	300.00
AMAZON CAPITAL SERVICES (6460)	06/09/26 CK# 152890		$1,558.73
11DM-3JFV-34JQ PUBLIC PROGRAMMING:HISPANIC SVCS		10-42-230-1	30.20
11DM-3JFV-34JQ OFFICE SUPPLIES/GENERAL		10-43-300-1	93.52
11DM-3JFV-34JQ COMPUTER EQUIPMENT		10-45-500-0	322.99
11DM-3JFV-34JQ BUILDING & GROUNDS SUPPLIES		60-43-320-0	20.99
1J6V-MKPD-1TM4 GRAPHICS SUPPLIES		10-43-330-0	77.26
1K37-JG3Y-1MQW PUBLIC PROGRAMMING:YOUTH		10-42-230-2	401.70
1K37-JG3Y-1MQW TOYS & KITS: KIDSPACE		10-44-440-0	493.50
1RDY-MGW9-3RYF BOOKS: ADULT		10-44-400-1	88.59
1RDY-MGW9-3RYF BOOKS: YOUTH		10-44-400-2	29.98
AMAZON CAPITAL SERVICES (6460)	06/09/26 CK# 152891		$2,445.88
14KR-J6WL-33C6 PUBLIC PROGRAMMING:MOBILE SVCS		10-42-230-9	139.20
1CNM-DL3V-1HHM PUBLIC PROGRAMMING:YOUTH		10-42-230-2	687.32
1CNM-DL3V-1HHM ARTS & CRAFTS SUPPLIES: YOUTH		10-43-330-1	249.95
1CNM-DL3V-1HHM TOYS & KITS: KIDSPACE		10-44-440-0	336.41
1GWM-1H1M-1FNN OFFICE SUPPLIES/GENERAL		10-43-300-1	4.98
1GWM-1H1M-1FNN ARTS & CRAFTS SUPPLIES: COMM SVCS		10-43-330-3	24.98
1GWM-1H1M-1FNN FOOD & BEVERAGE: ADMIN		10-43-360-0	53.96
1GWM-1H1M-1FNN COMPUTER EQUIPMENT		10-45-500-0	53.99
1GWM-1H1M-1FNN BUILDING & GROUNDS SUPPLIES		60-43-320-0	324.64
1JJC-RW1M-1WC1 GRAPHICS SUPPLIES		10-43-330-0	335.95
1N9N-F1RQ-1PYT MISCELLANEOUS		10-43-399-0	3.97
1N9N-F1RQ-1PYT BOOKS: ADULT		10-44-400-1	14.99
1N9N-F1RQ-1PYT BOOKS: YOUTH		10-44-400-2	66.18
1N9N-F1RQ-1PYT BOOKS: BRANCH YOUTH		10-44-400-6	8.51
1N9N-F1RQ-1PYT AUDIO-VISUAL: YOUTH		10-44-420-2	87.67
1VDX-GRUV-1LNM COMPUTER EQUIPMENT		10-45-500-0	15.19
1W9W-GPQH-1MMR OFFICE SUPPLIES/GENERAL		10-43-300-1	37.99
AMAZON CAPITAL SERVICES (6460)	06/09/26 CK# 152892		$975.97
14MP-39MC-NDF3 PUBLIC PROGRAMMING:YOUTH		10-42-230-2	238.89
14MP-39MC-NDF3 ARTS & CRAFTS SUPPLIES: YOUTH		10-43-330-1	21.29
14MP-39MC-NDF3 TOYS & KITS: KIDSPACE		10-44-440-0	96.58
14MP-39MC-P7WY BOOKS: ADULT		10-44-400-1	11.39
1Q4P-JTRH-PVTY JANITORIAL SUPPLIES		10-43-370-0	24.74

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
1Q4P-JTRH-PVTY OFFICE EQUIPMENT		10-45-520-0	129.99
1Q4P-JTRH-PVTY BUILDING & GROUNDS SUPPLIES		60-43-320-0	107.98
1QTK-1YLC-6T4N PUBLIC PROGRAMMING:MOBILE SVCS		10-42-230-9	137.68
1QTK-1YLC-6T4N TOYS & KITS: COMMUNITY SVCS FY25		10-44-440-2	132.89
1QTK-1YLC-6XC7 GRAPHICS SUPPLIES		10-43-330-0	74.54
AMERICAN BUTTON (6749)	06/09/26 CK# 152903		$479.64
164110 CC PYMT (6415) FOR COMPUTER EQUIPMENT		10-45-500-0	479.64
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152893		$255.00
1779451 SS CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
M1007894 AM DUES & MEMBERSHIPS		10-42-280-0	215.00
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152903		$160.00
1725127 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
1743216 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
1744654 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
1748756 CC PYMT (6415) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152905		$80.00
1725006 EH CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
172834 DC CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	-140.00
172834 DC CC PYMT (6417) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	180.00
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152910		$40.00
1735711 MF CC PYMT (6423) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152912		$40.00
1739507 EL CC PYMT (6425) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
AMERICAN LIBRARY ASSOCIATION (242)	06/09/26 CK# 152913		$40.00
1740155 TV CC PYMT (6426) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	40.00
APPLE INC. (5203)	06/09/26 CK# 152904		$3,090.00
MC6948833 CC PYMT (6416) FOR COMPUTER EQUIPMENT		10-45-500-0	2,745.00
MC6948833 B CC PYMT (6416) FOR COMPUTER EQUIPMENT		10-45-500-0	345.00
APPLE INC. (5203)	06/09/26 CK# 152906		$216.99
5292026 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	216.99
AUTO DOOR (7168)	06/09/26 CK# 152910		$495.60
40799 CC PYMT (6423) FOR BUILDING & GROUNDS SUPPLIES		60-43-320-0	495.60
B & H PHOTO-VIDEO (5191)	06/09/26 CK# 152903		$-67.83
917088829 CR CC PYMT (6415) FOR COMPUTER EQUIPMENT		10-45-500-0	-67.83
B & H PHOTO-VIDEO (5191)	06/09/26 CK# 152910		$-519.01
5082026 CC PYMT (6423) FOR COMPUTER EQUIPMENT		10-45-500-0	-519.01
BAMBU LABS (7171)	06/09/26 CK# 152903		$399.00
70529 CC PYMT (6415) FOR COMPUTER EQUIPMENT		10-45-500-0	399.00
BARBOSA JOCELYN (7110)	06/09/26 CK# 152894		$200.00
06202026 PUBLIC PROGRAMMING:HISPANIC SVCS		10-42-230-1	200.00
BEEF VILLA (7175)	06/09/26 CK# 152906		$107.65
23500003 CC PYMT (6418) FOR FOOD & BEVERAGE: PRAD		10-43-360-3	107.65
BIBLIOTHECA, LLC (5448)	06/09/26 CK# 152895		$1,393.00
INV-US86208 COMPUTER EQUIPMENT		10-45-500-0	1,393.00
BIG APPLE BAGEL (467)	06/09/26 CK# 152896		$126.97
721467 FOOD & BEVERAGE: ADMIN		10-43-360-0	126.97

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
BLAIN'S FARM & FLEET (6251)	06/09/26 CK# 152903		$6.28
35627120 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: PUBLIC SVCS		10-43-330-2	6.28
BLEDSOE LETRA (7105)	06/09/26 CK# 152897		$140.00
06142026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	140.00
BOOK PAGE (4591)	06/09/26 CK# 152898		$510.00
S88586 PERIODICALS		10-44-410-0	510.00
BOWMAN DISPLAYS (7173)	06/09/26 CK# 152906		$696.80
266994 CC PYMT (6418) FOR SIGNAGE		60-43-370-0	696.80
BRITTAIN'S EXPRESS OIL & LUBE (4669)	06/09/26 CK# 152899		$79.19
519242 VEHICLE MAINTENANCE: FACILITIES		10-42-270-1	79.19
CDW GOVERNMENT, INC. (842)	06/09/26 CK# 152900		$1,329.39
AJ2373M OFFICE SUPPLIES/COMPUTER		10-43-300-2	788.22
AJ2538E COMPUTER EQUIPMENT		10-45-500-0	178.29
AJ2YL9H OFFICE SUPPLIES/COMPUTER		10-43-300-2	362.88
CHIPOTLE (7167)	06/09/26 CK# 152910		$321.25
110026 CC PYMT (6423) FOR VOLUNTEERS		10-43-305-0	321.25
CINTAS CORPORATION LOC. #355 (4662)	06/09/26 CK# 152901		$4,889.51
4268827258 JANITORIAL SUPPLIES		10-43-370-0	1,769.53
4268910387 JANITORIAL SUPPLIES		10-43-370-0	69.44
4268911552 GENERAL CLEANING SVC: SOUTH ELGIN		10-42-235-7	306.71
4269492733 JANITORIAL SUPPLIES		10-43-370-0	267.60
4269492777 JANITORIAL SUPPLIES		10-43-370-0	564.97
4269494388 JANITORIAL SUPPLIES		10-43-370-0	1,491.35
4269655532 JANITORIAL SUPPLIES		10-43-370-0	69.44
4270260620 JANITORIAL SUPPLIES		10-43-370-0	147.38
4270554296 JANITORIAL SUPPLIES		10-43-370-0	69.44
4271208575 JANITORIAL SUPPLIES		10-43-370-0	133.65
CITY OF ELGIN (776)	06/09/26 CK# 152909		$35.00
778473 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	35.00
COMPLETE CLEANING COMPANY, INC. (835)	06/09/26 CK# 152902		$26,106.00
AW19001 GENERAL CLEANING SERVICE		10-42-235-0	744.00
AW19013 GENERAL CLEANING SERVICE		10-42-235-0	2,220.00
AW19296 REPAIR/MAINT. OF BLDG: RAKOW		60-42-200-5	965.00
AW19406 REPAIR/MAINT. OF BUILDING		60-42-200-0	5,320.00
C33327 GENERAL CLEANING SERVICE: RAKOW		10-42-235-5	3,047.00
C33328 GENERAL CLEANING SERVICE		10-42-235-0	9,555.00
C33506 GENERAL CLEANING SVC: SOUTH ELGIN		10-42-235-7	4,255.00
CONFERENCE FOOD & BEVERAGE (6685)	06/09/26 CK# 152909		$253.16
04292026 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	253.16
COSTCO (6866)	06/09/26 CK# 152910		$40.67
30460 CC PYMT (6423) FOR VOLUNTEERS		10-43-305-0	40.67
COUNTRY DONUTS (6375)	06/09/26 CK# 152915		$100.72
16179 FOOD & BEVERAGE: ADMIN		10-43-360-0	100.72
CRICUT (6530)	06/09/26 CK# 152903		$349.00
5152026 CC PYMT (6415) FOR COMPUTER EQUIPMENT		10-45-500-0	378.67
5152026 CR CC PYMT (6415) FOR COMPUTER EQUIPMENT		10-45-500-0	-29.67
CROSBY CINDY LYNN (6338)	06/09/26 CK# 152916		$305.44
06112026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	305.44

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
CROSBY CINDY LYNN (6338)	06/09/26 CK# 152917		$305.44
06182026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	305.44
CROSBY CINDY LYNN (6338)	06/09/26 CK# 152918		$305.44
06252026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	305.44
DASHER PRINTING SERVICES, INC. (4516)	06/09/26 CK# 152919		$4,895.00
1685 PRINTING: OUTSIDE		10-42-240-0	4,895.00
DAVEY TREE EXPERT COMPANY (975)	06/09/26 CK# 152920		$369.00
920558646 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	369.00
DEMCO (1000)	06/09/26 CK# 152921		$4,238.55
7807073 FURNITURE AND FIXTURES		10-45-510-0	324.50
7810707 FURNITURE AND FIXTURES		10-45-510-0	3,303.41
7812418 FURNITURE AND FIXTURES		10-45-510-0	610.64
DIGITAL OCEAN (6303)	06/09/26 CK# 152908		$53.61
543999459 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS		10-42-255-3	53.61
DISCOUNT SCHOOL SUPPLY (4536)	06/09/26 CK# 152905		$778.67
W9940624 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	520.33
W9944112 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH		10-42-230-2	173.35
W9944112 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	84.99
DOLLAR TREE (6171)	06/09/26 CK# 152905		$15.00
12081 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH		10-42-230-2	15.00
DOLLAR TREE (6171)	06/09/26 CK# 152906		$6.78
23087 CC PYMT (6418) FOR MISCELLANEOUS		10-43-399-0	6.78
DOMINOES (6285)	06/09/26 CK# 152903		$118.84
50 CC PYMT (6415) FOR FOOD & BEVERAGE: PUBLIC SVCS		10-43-360-1	118.84
DUO SECURITY, LLC (6066)	06/09/26 CK# 152904		$360.00
5032026 CC PYMT (6416) FOR ONLINE COMPUTER SERVICES		10-42-255-1	360.00
E. NORMAN SECURITY SYSTEMS, INC. 3 (4093)	06/09/26 CK# 152922		$3,114.00
18119 RISK MANAGEMENT: PROJECTS		50-42-210-2	3,114.00
ETHIC ROOFING CO (6025)	06/09/26 CK# 152923		$2,100.00
1759 REPAIR/MAINT. OF BUILDING		60-42-200-0	700.00
1759 REPAIR/MAINT. OF BLDG: RAKOW		60-42-200-5	700.00
1759 REPAIR/MAINT. OF BLDG: SOUTH ELGIN		60-42-200-7	700.00
EVEREST PAVING, LLC (7147)	06/09/26 CK# 152924		$7,246.00
0001260 CAPITAL IMPROVEMENTS		10-49-900-0	7,246.00
FACEBOOK (6067)	06/09/26 CK# 152909		$461.28
NJWCYPV6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	200.00
PN75VQV6P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	200.00
SKWNQNH7P2 CC PYMT (6421) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	61.28
FAIRYTALE ENTERTAINMENT (7149)	06/09/26 CK# 152925		$345.00
07012026 PUBLIC PROGRAMMING:YOUTH		10-42-230-2	345.00
FOX VALLEY FIRE & SAFETY (1329)	06/09/26 CK# 152926		$3,643.95
IN00860579 RISK MANAGEMENT: FACILITIES		50-42-210-0	50.00
IN00860633 RISK MANAGEMENT: FACILITIES		50-42-210-0	54.00
IN00860668 RISK MANAGEMENT: FACILITIES		50-42-210-0	574.30
IN00860669 RISK MANAGEMENT: FACILITIES		50-42-210-0	172.65
IN00861210 RISK MANAGEMENT: FACILITIES		50-42-210-0	1,393.00
IN00862179 RISK MANAGEMENT: FACILITIES		50-42-210-0	1,400.00

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
FRANK & SONS ENTERPRISES, INC (4545)	06/09/26 CK# 152927		$2,260.00
3578 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	700.00
3579 REPAIR/MAINT. OF GROUNDS		60-42-210-0	1,560.00
GAIL BORDEN PUBLIC LIBRARY FOUNDATION (3848)	06/09/26 CK# 152928		$630.00
05142026 CONTINUING ED: REGISTRATION/FEES		10-42-290-1	630.00
GENO PIZZA (6269)	06/09/26 CK# 152906		$107.98
051201 CC PYMT (6418) FOR FOOD & BEVERAGE: PRAD		10-43-360-3	107.98
GILPATRICK, KAREN (5886)	06/09/26 CK# 152929		$675.00
081 CONSULT. & PROF. FEES:OTHER		10-42-225-2	675.00
GRASSHOPPER (6074)	06/09/26 CK# 152904		$20.44
5272026 CC PYMT (6416) FOR COMPUTER MAINTENANCE		10-42-255-2	20.44
GUTIERREZ FERNANDO M (6468)	06/09/26 CK# 152930		$1,400.00
MAY DIGITAL LITERACY CLASSES		10-42-230-5	1,400.00
HD SUPPLY FACILITIES MAINTENANCE, LTD (6777)	06/09/26 CK# 152931		$85.06
9247342354 BUILDING & GROUNDS SUPPLIES		60-43-320-0	85.06
HELM SERVICE (5979)	06/09/26 CK# 152932		$16,998.81
CHI148835C REPAIR/MAINT. OF HVAC		60-42-220-0	3,278.25
CHI148836C REPAIR/MAINT. HVAC: RAKOW		60-42-220-5	268.75
CHI148837C REPAIR/MAINT. OF HVAC		60-42-220-0	4,861.75
CHI148838C REPAIR/MAINT. HVAC: SOUTH ELGIN		60-42-220-7	800.00
CHI209279 REPAIR/MAINT. HVAC: SOUTH ELGIN		60-42-220-7	19.32
CHI209280 REPAIR/MAINT. HVAC: RAKOW		60-42-220-5	1,771.74
CHI209457 REPAIR/MAINT. OF HVAC		60-42-220-0	5,999.00
HILTON (6590)	06/09/26 CK# 152909		$539.26
3320545556 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	539.26
HMART (7169)	06/09/26 CK# 152905		$61.89
4984 CC PYMT (6417) FOR FOOD & BEVERAGE: PUBLIC SVCS		10-43-360-1	61.89
HOBBY LOBBY (6133)	06/09/26 CK# 152903		$44.31
18324 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: YOUTH		10-43-330-1	44.31
HOBBY LOBBY (6133)	06/09/26 CK# 152911		$70.50
19096 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS		10-42-230-9	40.05
19715 CC PYMT (6424) FOR ARTS & CRAFTS SUPPLIES: COMM SVCS		10-43-330-3	30.45
HOME DEPOT (6340)	06/09/26 CK# 152911		$109.89
7512992 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS		10-42-230-9	109.89
HOME DEPOT CREDIT SERVICES (7102)	06/09/26 CK# 152933		$337.26
5062277 MAINTENANCE EQUIPMENT: UNDER $1000		60-45-500-2	337.26
HR SOURCE (5857)	06/09/26 CK# 152934		$225.00
25056 CONSULT. & PROF. FEES:OTHER		10-42-225-2	225.00
ILLINOIS LIBRARY ASSOCIATION (3822)	06/09/26 CK# 152935		$750.00
332863 GL DUES & MEMBERSHIPS		10-42-280-0	150.00
332881 JM DUES & MEMBERSHIPS		10-42-280-0	150.00
332897 JB DUES & MEMBERSHIPS		10-42-280-0	250.00
333153 SR DUES & MEMBERSHIPS		10-42-280-0	200.00
ILLINOIS LIFT RENTALS, LLC (6641)	06/09/26 CK# 152936		$1,000.00
260317-3186-001 EXHIBITS AND DISPLAYS		10-43-335-0	1,000.00
INGRAM (1734)	06/09/26 CK# 152937		$55,896.31
96352905 BOOKS: ADULT		10-44-400-1	19.95

D E S C R I P T I O N	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96370645 BOOKS: YOUTH	10-44-400-2	5.22
96370646 BOOKS: YOUTH	10-44-400-2	9.83
96370646 BOOKS: BRANCH YOUTH	10-44-400-6	26.22
96370647 BOOKS: ADULT	10-44-400-1	19.31
96370648 BOOKS: ADULT	10-44-400-1	12.06
96370649 BOOKS: YOUTH	10-44-400-2	12.53
96370650 BOOKS: ADULT	10-44-400-1	42.73
96370651 BOOKS: YOUTH	10-44-400-2	32.44
96370652 BOOKS: YOUTH	10-44-400-2	19.75
96370652 BOOKS: BRANCH YOUTH	10-44-400-6	9.87
96370653 BOOKS: YOUTH	10-44-400-2	12.55
96370654 BOOKS: YOUTH	10-44-400-2	14.22
96370655 BOOKS: ADULT	10-44-400-1	77.71
96370656 BOOKS: YOUTH	10-44-400-2	10.83
96370657 BOOKS: YOUTH	10-44-400-2	10.83
96370658 BOOKS: YOUTH	10-44-400-2	22.62
96370659 MATERIAL PROCESSING SERVICES	10-42-265-0	63.50
96370660 BOOKS: YOUTH	10-44-400-2	12.02
96370661 BOOKS: YOUTH	10-44-400-2	11.87
96370661 BOOKS: BRANCH YOUTH	10-44-400-6	11.86
96370662 MATERIAL PROCESSING SERVICES	10-42-265-0	7.62
96370663 BOOKS: ADULT	10-44-400-1	27.34
96370663 BOOKS: BRANCH ADULT	10-44-400-5	34.14
96370664 BOOKS: ADULT	10-44-400-1	51.38
96370665 BOOKS: ADULT	10-44-400-1	16.49
96370666 BOOKS: ADULT	10-44-400-1	51.22
96370666 BOOKS: BRANCH ADULT	10-44-400-5	34.15
96370668 BOOKS: ADULT	10-44-400-1	17.60
96370669 BOOKS: ADULT	10-44-400-1	25.31
96370669 BOOKS: BRANCH ADULT	10-44-400-5	25.32
96370670 BOOKS: ADULT	10-44-400-1	53.37
96370670 BOOKS: BRANCH ADULT	10-44-400-5	19.30
96370671 BOOKS: ADULT	10-44-400-1	288.03
96370671 BOOKS: BRANCH ADULT	10-44-400-5	139.76
96370672 BOOKS: ADULT	10-44-400-1	81.90
96370672 BOOKS: BRANCH ADULT	10-44-400-5	40.96
96370673 BOOKS: YOUTH	10-44-400-2	17.05
96370674 BOOKS: ADULT	10-44-400-1	17.06
96430141 BOOKS: YOUTH	10-44-400-2	26.63
96430142 BOOKS: YOUTH	10-44-400-2	14.46
96430143 BOOKS: YOUTH	10-44-400-2	14.17
96430144 BOOKS: YOUTH	10-44-400-2	43.07
96430144 BOOKS: BRANCH YOUTH	10-44-400-6	21.54
96430145 BOOKS: YOUTH	10-44-400-2	32.87
96430145 BOOKS: BRANCH YOUTH	10-44-400-6	22.67
96430146 BOOKS: YOUTH	10-44-400-2	207.74
96430146 BOOKS: BRANCH YOUTH	10-44-400-6	79.32
96430147 BOOKS: ADULT	10-44-400-1	159.73
96430147 BOOKS: YOUTH	10-44-400-2	186.54
96430148 MATERIAL PROCESSING SERVICES	10-42-265-0	195.58
96430149 BOOKS: YOUTH	10-44-400-2	7.92
96430150 BOOKS: YOUTH	10-44-400-2	11.59

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96430150 BOOKS: BRANCH YOUTH	10-44-400-6	23.17
96430151 MATERIAL PROCESSING SERVICES	10-42-265-0	10.16
96430152 BOOKS: YOUTH	10-44-400-2	13.73
96430153 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96430154 BOOKS: ADULT	10-44-400-1	35.44
96430154 BOOKS: BRANCH ADULT	10-44-400-5	34.28
96430155 BOOKS: YOUTH	10-44-400-2	11.46
96430156 BOOKS: ADULT	10-44-400-1	12.09
96430157 BOOKS: YOUTH	10-44-400-2	9.88
96430157 BOOKS: BRANCH ADULT	10-44-400-5	18.33
96430160 BOOKS: ADULT	10-44-400-1	17.00
96430161 BOOKS: ADULT	10-44-400-1	33.08
96430162 BOOKS: ADULT	10-44-400-1	34.78
96430163 BOOKS: ADULT	10-44-400-1	171.19
96430163 BOOKS: BRANCH ADULT	10-44-400-5	68.48
96430164 BOOKS: ADULT	10-44-400-1	14.22
96430165 BOOKS: ADULT	10-44-400-1	54.09
96430165 AUDIO-VISUAL: YOUTH	10-44-420-2	16.26
96447976 BOOKS: YOUTH	10-44-400-2	9.11
96447977 BOOKS: ADULT	10-44-400-1	28.23
96447977 BOOKS: BRANCH YOUTH	10-44-400-6	9.12
96447978 BOOKS: ADULT	10-44-400-1	14.40
96447979 BOOKS: ADULT	10-44-400-1	21.78
96447980 BOOKS: ADULT	10-44-400-1	263.26
96447981 BOOKS: YOUTH	10-44-400-2	11.25
96447982 BOOKS: YOUTH	10-44-400-2	32.84
96447983 BOOKS: ADULT	10-44-400-1	88.77
96447983 BOOKS: YOUTH	10-44-400-2	351.24
96447984 BOOKS: ADULT	10-44-400-1	11.97
96447985 MATERIAL PROCESSING SERVICES	10-42-265-0	165.10
96461157 BOOKS: YOUTH	10-44-400-2	39.08
96461157 BOOKS: BRANCH YOUTH	10-44-400-6	14.46
96461158 BOOKS: YOUTH	10-44-400-2	11.32
96461158 BOOKS: BRANCH YOUTH	10-44-400-6	11.32
96461159 BOOKS: YOUTH	10-44-400-2	12.00
96461160 BOOKS: YOUTH	10-44-400-2	13.60
96461161 BOOKS: YOUTH	10-44-400-2	14.16
96461162 BOOKS: YOUTH	10-44-400-2	22.58
96461163 BOOKS: ADULT	10-44-400-1	29.31
96461164 BOOKS: ADULT	10-44-400-1	11.40
96461165 BOOKS: YOUTH	10-44-400-2	47.66
96461165 BOOKS: BRANCH YOUTH	10-44-400-6	14.14
96461166 BOOKS: YOUTH	10-44-400-2	21.50
96461167 BOOKS: ADULT	10-44-400-1	46.66
96461168 BOOKS: ADULT	10-44-400-1	22.80
96461169 BOOKS: YOUTH	10-44-400-2	20.93
96461169 BOOKS: BRANCH YOUTH	10-44-400-6	10.75
96461170 BOOKS: YOUTH	10-44-400-2	22.52
96461171 BOOKS: BRANCH YOUTH	10-44-400-6	11.31
96461172 BOOKS: BRANCH ADULT	10-44-400-5	45.65
96461173 BOOKS: ADULT	10-44-400-1	199.82
96461173 BOOKS: YOUTH	10-44-400-2	824.00

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96461173 BOOKS: BRANCH ADULT	10-44-400-5	10.79
96461173 BOOKS: BRANCH YOUTH	10-44-400-6	160.92
96461174 BOOKS: YOUTH	10-44-400-2	19.22
96461174 BOOKS: BRANCH YOUTH	10-44-400-6	9.61
96461175 BOOKS: YOUTH	10-44-400-2	29.41
96461176 BOOKS: ADULT	10-44-400-1	11.21
96461177 MATERIAL PROCESSING SERVICES	10-42-265-0	360.68
96461178 BOOKS: ADULT	10-44-400-1	20.60
96461178 BOOKS: BRANCH ADULT	10-44-400-5	20.60
96461179 BOOKS: YOUTH	10-44-400-2	10.60
96461180 BOOKS: ADULT	10-44-400-1	11.53
96461181 BOOKS: ADULT	10-44-400-1	23.60
96461182 BOOKS: ADULT	10-44-400-1	19.40
96461183 BOOKS: ADULT	10-44-400-1	51.32
96461184 BOOKS: ADULT	10-44-400-1	44.25
96461185 BOOKS: ADULT	10-44-400-1	18.13
96461185 BOOKS: BRANCH ADULT	10-44-400-5	18.13
96461186 BOOKS: ADULT	10-44-400-1	24.04
96465346 BOOKS: YOUTH	10-44-400-2	-10.20
96480438 BOOKS: ADULT	10-44-400-1	19.79
96480439 BOOKS: ADULT	10-44-400-1	32.98
96480440 BOOKS: BRANCH ADULT	10-44-400-5	5.26
96480441 BOOKS: ADULT	10-44-400-1	208.03
96480441 BOOKS: YOUTH	10-44-400-2	1,333.08
96480441 BOOKS: BRANCH YOUTH	10-44-400-6	105.35
96480442 MATERIAL PROCESSING SERVICES	10-42-265-0	213.36
96496016 BOOKS: YOUTH	10-44-400-2	14.61
96496017 BOOKS: YOUTH	10-44-400-2	13.27
96496018 MATERIAL PROCESSING SERVICES	10-42-265-0	5.08
96496019 BOOKS: ADULT	10-44-400-1	234.63
96496019 BOOKS: BRANCH ADULT	10-44-400-5	106.54
96496020 BOOKS: ADULT	10-44-400-1	57.33
96496020 BOOKS: BRANCH ADULT	10-44-400-5	57.31
96496021 BOOKS: YOUTH	10-44-400-2	33.78
96496023 BOOKS: ADULT	10-44-400-1	18.16
96496024 BOOKS: ADULT	10-44-400-1	153.13
96496025 BOOKS: ADULT	10-44-400-1	11.43
96496026 BOOKS: ADULT	10-44-400-1	172.30
96496026 BOOKS: YOUTH	10-44-400-2	11.35
96496026 BOOKS: BRANCH ADULT	10-44-400-5	65.76
96496026 AUDIO-VISUAL: YOUTH	10-44-420-2	7.51
96496026 AUDIO-VISUAL: BRANCH YOUTH	10-44-420-6	10.19
96529240 BOOKS: YOUTH	10-44-400-2	9.78
96529241 BOOKS: ADULT	10-44-400-1	32.54
96529242 BOOKS: BRANCH YOUTH	10-44-400-6	27.44
96529243 BOOKS: YOUTH	10-44-400-2	36.74
96529243 BOOKS: BRANCH YOUTH	10-44-400-6	43.95
96529244 BOOKS: ADULT	10-44-400-1	24.23
96529245 BOOKS: YOUTH	10-44-400-2	34.03
96529246 BOOKS: YOUTH	10-44-400-2	11.45
96529247 BOOKS: ADULT	10-44-400-1	15.16
96529248 BOOKS: BRANCH YOUTH	10-44-400-6	9.67

D E S C R I P T I O N	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96529249 BOOKS: YOUTH	10-44-400-2	45.98
96529249 BOOKS: BRANCH YOUTH	10-44-400-6	43.30
96529250 BOOKS: YOUTH	10-44-400-2	11.42
96529251 BOOKS: YOUTH	10-44-400-2	11.40
96529252 MATERIAL PROCESSING SERVICES	10-42-265-0	81.28
96529253 BOOKS: YOUTH	10-44-400-2	12.60
96529254 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96529255 BOOKS: YOUTH	10-44-400-2	21.27
96529255 BOOKS: BRANCH YOUTH	10-44-400-6	21.27
96529256 BOOKS: YOUTH	10-44-400-2	11.99
96529256 BOOKS: BRANCH YOUTH	10-44-400-6	5.99
96529257 BOOKS: BRANCH ADULT	10-44-400-5	16.98
96529258 BOOKS: YOUTH	10-44-400-2	19.52
96529259 BOOKS: YOUTH	10-44-400-2	19.95
96529259 BOOKS: BRANCH YOUTH	10-44-400-6	12.44
96529260 BOOKS: YOUTH	10-44-400-2	16.27
96529261 BOOKS: YOUTH	10-44-400-2	47.60
96529261 BOOKS: BRANCH YOUTH	10-44-400-6	27.08
96529262 BOOKS: ADULT	10-44-400-1	29.43
96529263 BOOKS: YOUTH	10-44-400-2	15.00
96529264 BOOKS: BRANCH ADULT	10-44-400-5	9.65
96529265 BOOKS: YOUTH	10-44-400-2	14.16
96529266 BOOKS: YOUTH	10-44-400-2	1,015.51
96529266 BOOKS: BRANCH YOUTH	10-44-400-6	182.81
96529267 MATERIAL PROCESSING SERVICES	10-42-265-0	358.14
96529268 BOOKS: YOUTH	10-44-400-2	13.73
96529269 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96529270 BOOKS: ADULT	10-44-400-1	369.83
96561935 BOOKS: YOUTH	10-44-400-2	12.02
96561935 BOOKS: BRANCH YOUTH	10-44-400-6	6.01
96561936 BOOKS: BRANCH YOUTH	10-44-400-6	9.04
96561937 BOOKS: YOUTH	10-44-400-2	21.54
96561938 BOOKS: YOUTH	10-44-400-2	17.67
96561939 BOOKS: YOUTH	10-44-400-2	11.36
96561939 BOOKS: BRANCH YOUTH	10-44-400-6	11.36
96561940 BOOKS: YOUTH	10-44-400-2	10.20
96561941 BOOKS: YOUTH	10-44-400-2	24.83
96561942 BOOKS: YOUTH	10-44-400-2	32.36
96561943 BOOKS: YOUTH	10-44-400-2	11.31
96561944 BOOKS: YOUTH	10-44-400-2	16.43
96561945 BOOKS: YOUTH	10-44-400-2	37.02
96561946 BOOKS: YOUTH	10-44-400-2	137.05
96561946 BOOKS: BRANCH YOUTH	10-44-400-6	66.23
96561947 MATERIAL PROCESSING SERVICES	10-42-265-0	104.14
96561948 BOOKS: YOUTH	10-44-400-2	23.46
96561948 BOOKS: BRANCH YOUTH	10-44-400-6	11.73
96561949 MATERIAL PROCESSING SERVICES	10-42-265-0	7.62
96561950 BOOKS: ADULT	10-44-400-1	17.17
96561950 BOOKS: BRANCH ADULT	10-44-400-5	34.34
96561951 BOOKS: ADULT	10-44-400-1	12.14
96561952 BOOKS: ADULT	10-44-400-1	17.10
96561954 BOOKS: ADULT	10-44-400-1	17.77

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96561955 BOOKS: ADULT	10-44-400-1	10.93
96591357 BOOKS: YOUTH	10-44-400-2	18.22
96591357 BOOKS: BRANCH YOUTH	10-44-400-6	9.11
96591358 BOOKS: YOUTH	10-44-400-2	19.32
96591358 BOOKS: BRANCH YOUTH	10-44-400-6	19.32
96591359 BOOKS: YOUTH	10-44-400-2	29.00
96591360 BOOKS: YOUTH	10-44-400-2	18.44
96591360 BOOKS: BRANCH YOUTH	10-44-400-6	18.43
96591361 BOOKS: YOUTH	10-44-400-2	9.82
96591362 BOOKS: YOUTH	10-44-400-2	11.45
96591363 BOOKS: YOUTH	10-44-400-2	11.42
96591364 BOOKS: ADULT	10-44-400-1	35.11
96591365 BOOKS: YOUTH	10-44-400-2	15.83
96591366 BOOKS: YOUTH	10-44-400-2	72.29
96591367 BOOKS: YOUTH	10-44-400-2	16.68
96591367 BOOKS: BRANCH YOUTH	10-44-400-6	8.34
96591368 MATERIAL PROCESSING SERVICES	10-42-265-0	73.66
96591369 BOOKS: YOUTH	10-44-400-2	12.23
96591369 BOOKS: BRANCH YOUTH	10-44-400-6	12.23
96591370 MATERIAL PROCESSING SERVICES	10-42-265-0	5.08
96591371 BOOKS: ADULT	10-44-400-1	18.94
96591371 BOOKS: BRANCH ADULT	10-44-400-5	37.87
96591372 BOOKS: ADULT	10-44-400-1	16.82
96591373 BOOKS: ADULT	10-44-400-1	15.92
96591374 BOOKS: ADULT	10-44-400-1	111.36
96591374 BOOKS: YOUTH	10-44-400-2	8.50
96591375 BOOKS: ADULT	10-44-400-1	193.41
96591375 BOOKS: YOUTH	10-44-400-2	22.12
96591375 BOOKS: BRANCH ADULT	10-44-400-5	119.44
96609008 BOOKS: ADULT	10-44-400-1	25.98
96609009 BOOKS: YOUTH	10-44-400-2	19.69
96609010 BOOKS: ADULT	10-44-400-1	69.04
96609011 BOOKS: ADULT	10-44-400-1	31.97
96609012 BOOKS: ADULT	10-44-400-1	24.25
96609013 BOOKS: YOUTH	10-44-400-2	88.66
96609013 BOOKS: BRANCH YOUTH	10-44-400-6	29.03
96609014 MATERIAL PROCESSING SERVICES	10-42-265-0	66.04
96609015 BOOKS: ADULT	10-44-400-1	110.59
96609015 BOOKS: BRANCH ADULT	10-44-400-5	80.44
96609016 BOOKS: YOUTH	10-44-400-2	15.19
96609018 BOOKS: ADULT	10-44-400-1	15.23
96609019 BOOKS: ADULT	10-44-400-1	11.42
96609020 BOOKS: ADULT	10-44-400-1	45.80
96609020 BOOKS: BRANCH ADULT	10-44-400-5	52.69
96637792 BOOKS: YOUTH	10-44-400-2	4.50
96637792 BOOKS: BRANCH YOUTH	10-44-400-6	4.49
96637793 BOOKS: YOUTH	10-44-400-2	13.52
96637793 BOOKS: BRANCH YOUTH	10-44-400-6	13.51
96637794 BOOKS: YOUTH	10-44-400-2	11.06
96637795 BOOKS: YOUTH	10-44-400-2	11.32
96637796 BOOKS: ADULT	10-44-400-1	16.22
96637797 BOOKS: ADULT	10-44-400-1	16.28

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96637798 BOOKS: YOUTH	10-44-400-2	11.31
96637799 BOOKS: YOUTH	10-44-400-2	26.36
96637800 BOOKS: YOUTH	10-44-400-2	10.41
96637801 BOOKS: YOUTH	10-44-400-2	6.75
96637802 BOOKS: YOUTH	10-44-400-2	898.34
96637802 BOOKS: BRANCH YOUTH	10-44-400-6	112.42
96637803 MATERIAL PROCESSING SERVICES	10-42-265-0	266.70
96637804 BOOKS: YOUTH	10-44-400-2	12.96
96637804 BOOKS: BRANCH YOUTH	10-44-400-6	6.48
96637805 BOOKS: BRANCH YOUTH	10-44-400-6	5.38
96637806 BOOKS: YOUTH	10-44-400-2	12.12
96637807 MATERIAL PROCESSING SERVICES	10-42-265-0	12.70
96637808 BOOKS: ADULT	10-44-400-1	19.95
96669907 BOOKS: YOUTH	10-44-400-2	762.47
96669908 BOOKS: YOUTH	10-44-400-2	27.13
96669908 BOOKS: BRANCH YOUTH	10-44-400-6	6.03
96669909 MATERIAL PROCESSING SERVICES	10-42-265-0	86.36
96692147 BOOKS: YOUTH	10-44-400-2	8.25
96692148 BOOKS: ADULT	10-44-400-1	9.09
96692149 BOOKS: YOUTH	10-44-400-2	11.30
96692150 BOOKS: YOUTH	10-44-400-2	19.49
96692151 BOOKS: YOUTH	10-44-400-2	10.74
96692152 BOOKS: YOUTH	10-44-400-2	7.50
96692153 BOOKS: ADULT	10-44-400-1	1,452.45
96692153 BOOKS: BRANCH ADULT	10-44-400-5	413.76
96692154 BOOKS: ADULT	10-44-400-1	2,077.46
96692154 BOOKS: BRANCH ADULT	10-44-400-5	655.89
96692155 BOOKS: ADULT	10-44-400-1	1,130.07
96692155 BOOKS: YOUTH	10-44-400-2	99.05
96692155 IN-HOUSE REFERENCE	10-44-400-4	99.05
96692156 MATERIAL PROCESSING SERVICES	10-42-265-0	807.72
96692157 BOOKS: YOUTH	10-44-400-2	10.77
96692158 BOOKS: YOUTH	10-44-400-2	17.05
96692159 BOOKS: YOUTH	10-44-400-2	23.93
96692160 BOOKS: YOUTH	10-44-400-2	25.02
96692161 BOOKS: YOUTH	10-44-400-2	22.72
96692162 BOOKS: YOUTH	10-44-400-2	49.04
96692162 BOOKS: BRANCH YOUTH	10-44-400-6	31.92
96692163 BOOKS: YOUTH	10-44-400-2	11.36
96692163 BOOKS: BRANCH YOUTH	10-44-400-6	11.31
96692164 BOOKS: YOUTH	10-44-400-2	10.76
96692165 BOOKS: ADULT	10-44-400-1	17.01
96692166 BOOKS: YOUTH	10-44-400-2	191.61
96692167 MATERIAL PROCESSING SERVICES	10-42-265-0	83.82
96692168 BOOKS: YOUTH	10-44-400-2	14.52
96692169 BOOKS: YOUTH	10-44-400-2	49.49
96692170 BOOKS: YOUTH	10-44-400-2	85.39
96692170 BOOKS: BRANCH YOUTH	10-44-400-6	34.16
96692171 BOOKS: YOUTH	10-44-400-2	33.23
96692172 BOOKS: YOUTH	10-44-400-2	12.04
96692173 BOOKS: YOUTH	10-44-400-2	11.46
96692174 MATERIAL PROCESSING SERVICES	10-42-265-0	40.64

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96692175 BOOKS: ADULT	10-44-400-1	306.23
96692175 BOOKS: BRANCH ADULT	10-44-400-5	102.08
96692176 BOOKS: ADULT	10-44-400-1	18.69
96692177 BOOKS: ADULT	10-44-400-1	37.38
96692177 BOOKS: BRANCH ADULT	10-44-400-5	74.78
96692178 AUDIO-VISUAL: YOUTH	10-44-420-2	10.18
96692180 BOOKS: ADULT	10-44-400-1	16.97
96692181 BOOKS: ADULT	10-44-400-1	74.77
96692182 BOOKS: ADULT	10-44-400-1	102.05
96692182 BOOKS: BRANCH ADULT	10-44-400-5	16.45
96692183 BOOKS: ADULT	10-44-400-1	111.04
96692184 BOOKS: ADULT	10-44-400-1	42.30
96692184 BOOKS: BRANCH ADULT	10-44-400-5	42.30
96709434 BOOKS: ADULT	10-44-400-1	16.39
96709435 BOOKS: ADULT	10-44-400-1	17.06
96709435 BOOKS: YOUTH	10-44-400-2	52.29
96709436 BOOKS: YOUTH	10-44-400-2	168.23
96709437 MATERIAL PROCESSING SERVICES	10-42-265-0	48.26
96709438 BOOKS: ADULT	10-44-400-1	13.85
96709439 BOOKS: ADULT	10-44-400-1	14.45
96709440 BOOKS: ADULT	10-44-400-1	490.69
96709440 BOOKS: BRANCH ADULT	10-44-400-5	43.72
96709441 BOOKS: ADULT	10-44-400-1	164.24
96709441 BOOKS: BRANCH ADULT	10-44-400-5	27.09
96709442 BOOKS: ADULT	10-44-400-1	110.16
96709443 MATERIAL PROCESSING SERVICES	10-42-265-0	91.44
96722714 BOOKS: ADULT	10-44-400-1	71.51
96722714 BOOKS: BRANCH ADULT	10-44-400-5	55.75
96722715 BOOKS: BRANCH ADULT	10-44-400-5	12.10
96722717 BOOKS: ADULT	10-44-400-1	17.10
96722718 BOOKS: BRANCH ADULT	10-44-400-5	17.12
96722719 BOOKS: BRANCH ADULT	10-44-400-5	11.48
96722720 BOOKS: ADULT	10-44-400-1	102.24
96722720 BOOKS: BRANCH ADULT	10-44-400-5	79.58
96722721 BOOKS: ADULT	10-44-400-1	35.11
96722721 BOOKS: BRANCH ADULT	10-44-400-5	35.10
96722722 BOOKS: ADULT	10-44-400-1	17.54
96751366 BOOKS: YOUTH	10-44-400-2	5.99
96751366 BOOKS: BRANCH YOUTH	10-44-400-6	5.99
96751367 BOOKS: YOUTH	10-44-400-2	10.74
96751368 BOOKS: YOUTH	10-44-400-2	71.63
96751369 BOOKS: YOUTH	10-44-400-2	34.23
96751369 BOOKS: BRANCH YOUTH	10-44-400-6	22.35
96751370 BOOKS: ADULT	10-44-400-1	11.97
96751371 BOOKS: YOUTH	10-44-400-2	31.64
96751371 BOOKS: BRANCH YOUTH	10-44-400-6	11.29
96751372 BOOKS: ADULT	10-44-400-1	76.48
96751373 BOOKS: YOUTH	10-44-400-2	11.29
96751374 BOOKS: YOUTH	10-44-400-2	22.01
96751375 BOOKS: YOUTH	10-44-400-2	19.49
96751376 BOOKS: ADULT	10-44-400-1	16.96
96751376 BOOKS: BRANCH ADULT	10-44-400-5	16.95

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96751377 BOOKS: ADULT	10-44-400-1	16.96
96751378 BOOKS: ADULT	10-44-400-1	3,843.42
96751378 BOOKS: BRANCH ADULT	10-44-400-5	1,015.28
96751379 MATERIAL PROCESSING SERVICES	10-42-265-0	782.32
96751380 BOOKS: YOUTH	10-44-400-2	53.24
96751381 BOOKS: YOUTH	10-44-400-2	17.09
96751382 BOOKS: YOUTH	10-44-400-2	352.65
96751382 BOOKS: BRANCH YOUTH	10-44-400-6	106.49
96751383 BOOKS: ADULT	10-44-400-1	184.54
96751383 BOOKS: YOUTH	10-44-400-2	50.28
96751384 MATERIAL PROCESSING SERVICES	10-42-265-0	180.34
96751385 BOOKS: YOUTH	10-44-400-2	45.48
96751386 MATERIAL PROCESSING SERVICES	10-42-265-0	5.08
96780179 BOOKS: YOUTH	10-44-400-2	11.01
96780180 BOOKS: YOUTH	10-44-400-2	30.06
96780181 BOOKS: YOUTH	10-44-400-2	22.70
96780182 MATERIAL PROCESSING SERVICES	10-42-265-0	12.70
96797948 BOOKS: YOUTH	10-44-400-2	10.49
96797949 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96818070 BOOKS: YOUTH	10-44-400-2	14.29
96818071 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96818072 BOOKS: YOUTH	10-44-400-2	10.74
96818073 BOOKS: YOUTH	10-44-400-2	10.74
96818074 BOOKS: ADULT	10-44-400-1	19.52
96818075 BOOKS: YOUTH	10-44-400-2	22.03
96818076 BOOKS: ADULT	10-44-400-1	16.19
96818077 BOOKS: YOUTH	10-44-400-2	53.05
96818077 BOOKS: BRANCH YOUTH	10-44-400-6	22.60
96818078 BOOKS: YOUTH	10-44-400-2	14.11
96818079 BOOKS: ADULT	10-44-400-1	3,905.10
96818079 BOOKS: BRANCH ADULT	10-44-400-5	941.08
96818080 BOOKS: YOUTH	10-44-400-2	485.16
96818080 BOOKS: BRANCH YOUTH	10-44-400-6	108.30
96818081 MATERIAL PROCESSING SERVICES	10-42-265-0	833.12
96818082 BOOKS: ADULT	10-44-400-1	34.32
96818083 BOOKS: ADULT	10-44-400-1	23.46
96818084 BOOKS: ADULT	10-44-400-1	16.25
96818085 BOOKS: BRANCH ADULT	10-44-400-5	20.51
96818086 BOOKS: ADULT	10-44-400-1	12.04
96818087 BOOKS: YOUTH	10-44-400-2	12.52
96818088 BOOKS: ADULT	10-44-400-1	11.51
96818089 BOOKS: ADULT	10-44-400-1	115.74
96818089 BOOKS: YOUTH	10-44-400-2	22.78
96818089 BOOKS: BRANCH YOUTH	10-44-400-6	8.53
96818090 BOOKS: ADULT	10-44-400-1	105.37
96818090 BOOKS: BRANCH ADULT	10-44-400-5	16.49
96827643 BOOKS: ADULT	10-44-400-1	57.10
96827644 BOOKS: YOUTH	10-44-400-2	30.44
96827645 BOOKS: YOUTH	10-44-400-2	62.88
96827645 BOOKS: BRANCH YOUTH	10-44-400-6	13.13
96827646 BOOKS: YOUTH	10-44-400-2	38.03
96827646 BOOKS: BRANCH YOUTH	10-44-400-6	30.42

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...		
96827647 BOOKS: ADULT	10-44-400-1	110.25
96827647 BOOKS: YOUTH	10-44-400-2	34.44
96827648 MATERIAL PROCESSING SERVICES	10-42-265-0	73.66
96827649 BOOKS: ADULT	10-44-400-1	80.41
96827650 BOOKS: ADULT	10-44-400-1	20.70
96827651 BOOKS: ADULT	10-44-400-1	172.68
96827652 BOOKS: ADULT	10-44-400-1	25.28
96827653 BOOKS: ADULT	10-44-400-1	350.41
96827654 MATERIAL PROCESSING SERVICES	10-42-265-0	68.58
96858106 BOOKS: ADULT	10-44-400-1	37.68
96858106 BOOKS: BRANCH ADULT	10-44-400-5	75.37
96858107 BOOKS: ADULT	10-44-400-1	17.15
96858107 BOOKS: BRANCH ADULT	10-44-400-5	34.31
96858108 BOOKS: ADULT	10-44-400-1	18.30
96858109 BOOKS: ADULT	10-44-400-1	18.28
96858109 BOOKS: BRANCH ADULT	10-44-400-5	36.57
96858110 BOOKS: ADULT	10-44-400-1	17.14
96858112 BOOKS: ADULT	10-44-400-1	18.49
96888814 BOOKS: YOUTH	10-44-400-2	10.79
96888815 MATERIAL PROCESSING SERVICES	10-42-265-0	2.54
96888816 BOOKS: ADULT	10-44-400-1	93.64
96888817 BOOKS: YOUTH	10-44-400-2	32.18
96888818 BOOKS: YOUTH	10-44-400-2	11.41
96888819 BOOKS: YOUTH	10-44-400-2	15.20
96888820 BOOKS: YOUTH	10-44-400-2	11.41
96888821 BOOKS: YOUTH	10-44-400-2	9.87
96888822 BOOKS: YOUTH	10-44-400-2	21.91
96888822 BOOKS: BRANCH YOUTH	10-44-400-6	19.78
96888823 MATERIAL PROCESSING SERVICES	10-42-265-0	45.72
96921023 BOOKS: YOUTH	10-44-400-2	22.91
96921023 BOOKS: BRANCH YOUTH	10-44-400-6	24.12
96921024 MATERIAL PROCESSING SERVICES	10-42-265-0	10.16
96921025 BOOKS: ADULT	10-44-400-1	24.97
96921026 BOOKS: ADULT	10-44-400-1	11.23
96921027 BOOKS: YOUTH	10-44-400-2	9.91
96921028 BOOKS: ADULT	10-44-400-1	9.88
96921029 BOOKS: YOUTH	10-44-400-2	10.36
96921029 BOOKS: BRANCH YOUTH	10-44-400-6	10.35
96921030 BOOKS: ADULT	10-44-400-1	10.96
96921030 BOOKS: YOUTH	10-44-400-2	20.63
96921031 BOOKS: YOUTH	10-44-400-2	11.60
96921032 BOOKS: ADULT	10-44-400-1	13.70
96921033 MATERIAL PROCESSING SERVICES	10-42-265-0	30.48
96921035 BOOKS: ADULT	10-44-400-1	33.81
96921036 BOOKS: ADULT	10-44-400-1	156.91
96921036 BOOKS: BRANCH ADULT	10-44-400-5	158.55
96937993 BOOKS: ADULT	10-44-400-1	9.68
96937994 BOOKS: ADULT	10-44-400-1	16.32
96937995 BOOKS: ADULT	10-44-400-1	29.95
96937997 BOOKS: ADULT	10-44-400-1	33.92
96937998 BOOKS: ADULT	10-44-400-1	50.85
96937999 BOOKS: ADULT	10-44-400-1	17.28

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
INGRAM (1734) CONTINUED ...			
96938000 BOOKS: ADULT		10-44-400-1	21.86
96961383 BOOKS: ADULT		10-44-400-1	16.97
96961383 BOOKS: BRANCH ADULT		10-44-400-5	33.93
96961384 BOOKS: ADULT		10-44-400-1	16.93
96961385 BOOKS: ADULT		10-44-400-1	16.96
96961385 BOOKS: BRANCH ADULT		10-44-400-5	33.93
96961386 BOOKS: ADULT		10-44-400-1	15.83
96961387 BOOKS: ADULT		10-44-400-1	16.96
96961387 BOOKS: BRANCH ADULT		10-44-400-5	16.96
96961388 BOOKS: ADULT		10-44-400-1	11.30
96961389 BOOKS: ADULT		10-44-400-1	16.96
96961390 BOOKS: ADULT		10-44-400-1	16.96
96961391 BOOKS: ADULT		10-44-400-1	22.62
96961392 BOOKS: ADULT		10-44-400-1	3,894.52
96976566 BOOKS: ADULT		10-44-400-1	19.58
96976566 BOOKS: BRANCH ADULT		10-44-400-5	19.58
97000326 MATERIALS PROCESSING SUPPLIES		10-43-310-0	7,380.00
97004782 BOOKS: YOUTH		10-44-400-2	10.75
97004783 BOOKS: YOUTH		10-44-400-2	13.07
97004783 BOOKS: BRANCH YOUTH		10-44-400-6	13.06
97004784 BOOKS: YOUTH		10-44-400-2	11.36
97004785 BOOKS: ADULT		10-44-400-1	27.26
97004786 BOOKS: YOUTH		10-44-400-2	12.03
97004786 BOOKS: BRANCH YOUTH		10-44-400-6	6.01
97004787 BOOKS: YOUTH		10-44-400-2	16.19
97004788 BOOKS: ADULT		10-44-400-1	11.25
97004789 BOOKS: YOUTH		10-44-400-2	425.02
97004789 BOOKS: BRANCH YOUTH		10-44-400-6	79.74
97004790 MATERIAL PROCESSING SERVICES		10-42-265-0	147.32
97004791 BOOKS: ADULT		10-44-400-1	11.48
97004792 BOOKS: ADULT		10-44-400-1	16.57
97004792 BOOKS: BRANCH ADULT		10-44-400-5	16.58
97004793 BOOKS: ADULT		10-44-400-1	207.50
97004793 BOOKS: YOUTH		10-44-400-2	13.34
INJECTION & WATERPROOFING SYSTEMS, INC. (4154)	06/09/26 CK# 152938		$14,500.00
051126-D REPAIR/MAINT. OF BUILDING		60-42-200-0	14,500.00
JEWEL-OSCO (1632)	06/09/26 CK# 152905		$43.44
12234 CC PYMT (6417) FOR FOOD & BEVERAGE: PUBLIC SVCS		10-43-360-1	43.44
JIMMY JOHNS (6988)	06/09/26 CK# 152910		$2,456.19
5152026 CC PYMT (6423) FOR FOOD & BEVERAGE: ADMIN		10-43-360-0	2,456.19
JUST RITE ACOUSTICS (6977)	06/09/26 CK# 152939		$10,100.00
55472 FURNITURE AND FIXTURES		10-45-510-0	10,100.00
KAGI.COM (7029)	06/09/26 CK# 152904		$20.00
5082026 CC PYMT (6416) FOR COMPUTER MAINTENANCE		10-42-255-2	20.00
KAPLAN EARLY LEARNING COMPANY (1871)	06/09/26 CK# 152905		$823.53
W9198591 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	823.53
KD REPAIR (6042)	06/09/26 CK# 152940		$577.88
35782 VEHICLE MAINTENANCE: MOBILE SVCS		10-42-270-0	577.88

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
KOKORIS JOHN (6912)	06/09/26 CK# 152941		$250.00
07012026 PUBLIC PROGRAMMING:COMMUNITY ENGAGE		10-42-230-3	250.00
KOKORIS JOHN (6912)	06/09/26 CK# 152942		$250.00
06222026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	250.00
KONA ICE (7166)	06/09/26 CK# 152943		$1,012.50
00195 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	1,012.50
LAKESHORE LEARNING MATERIALS (1957)	06/09/26 CK# 152905		$822.55
50039753770 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	329.57
785281 CC PYMT (6417) FOR PUBLIC PROGRAMMING:YOUTH		10-42-230-2	284.02
785281 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	208.96
LASER PRO CO., INC. (1983)	06/09/26 CK# 152944		$1,734.05
143368 OFFICE SUPPLIES/COMPUTER		10-43-300-2	662.00
143387 OFFICE SUPPLIES/COMPUTER		10-43-300-2	754.05
143465 OFFICE SUPPLIES/COMPUTER		10-43-300-2	318.00
LENOX (7170)	06/09/26 CK# 152903		$95.43
L917170 CC PYMT (6415) FOR MISCELLANEOUS		10-43-399-0	95.43
LIBRARYWORKS, INC. (6021)	06/09/26 CK# 152903		$49.00
25822 CC PYMT (6415) FOR CONTINUING ED: REGISTRATION/FEES		10-42-290-1	49.00
LITGEN CONCRETE CUTTING & CORING CO (7142)	06/09/26 CK# 152945		$6,350.00
215016 REPAIR/MAINT. OF GROUNDS		60-42-210-0	6,350.00
LYNGSOE SYSTEMS, INC. (4910)	06/09/26 CK# 152946		$8,698.80
008581 CAPITAL IMPROVEMENTS		10-49-900-0	8,698.80
M13 GRAPHICS (6283)	06/09/26 CK# 152906		$566.04
1126492 CC PYMT (6418) FOR PUBLIC RELATIONS: PROMOTIONS		10-42-222-3	265.38
1129295 CC PYMT (6418) FOR PUBLIC RELATIONS: PROMOTIONS		10-42-222-3	300.66
MAILGUN TECHNOLOGIES, INC (6058)	06/09/26 CK# 152908		$80.00
88710983 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS		10-42-255-3	80.00
MARTINEZ, BETTY 2 (4305)	06/09/26 CK# 152947		$420.00
MAY PUBLIC PROGRAMMING:HISPANIC SVCS		10-42-230-1	420.00
MAUL ENTERPRISES, INC. (4903)	06/09/26 CK# 152948		$4,440.00
2026-3848 REPAIR/MAINT. OF GROUNDS		60-42-210-0	4,440.00
MENARDS (2224)	06/09/26 CK# 152906		$673.92
15703 CC PYMT (6418) FOR PUBLIC RELATIONS: GENERAL		10-42-222-2	673.92
MGS RENTALS, LLC (6834)	06/09/26 CK# 152949		$335.00
06122026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	335.00
MICHELLE GIBBONS PRESENTS (7176)	06/09/26 CK# 152950		$350.00
06152026 PUBLIC PROGRAMMING:YOUTH		10-42-230-2	350.00
MIDWEST FIRST AID & SAFETY LLC (6609)	06/09/26 CK# 152951		$172.92
3085 RISK MANAGEMENT: FACILITIES		50-42-210-0	56.80
3086 RISK MANAGEMENT: FACILITIES		50-42-210-0	116.12
MIDWEST TAPE (2256)	06/09/26 CK# 152952		$5,054.61
508819639 AUDIO-VISUAL: ADULT		10-44-420-1	44.98
508819639 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	68.97
508819639 AUDIO-VISUAL: BRANCH YOUTH		10-44-420-6	53.98
508825191 AUDIO-VISUAL: ADULT		10-44-420-1	166.96
508825192 AUDIO-VISUAL: ADULT		10-44-420-1	131.94
508825192 AUDIO-VISUAL: YOUTH		10-44-420-2	107.96

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
MIDWEST TAPE (2256) CONTINUED ...			
508825193 AUDIO-VISUAL: ADULT		10-44-420-1	26.23
508825195 AUDIO-VISUAL: ADULT		10-44-420-1	69.72
508825195 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	23.24
508847231 AUDIO-VISUAL: ADULT		10-44-420-1	17.24
508847231 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	128.19
508858176 AUDIO-VISUAL: ADULT		10-44-420-1	427.30
508858176 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	40.48
508858177 AUDIO-VISUAL: ADULT		10-44-420-1	88.98
508858178 AUDIO-VISUAL: ADULT		10-44-420-1	27.13
508858230 AUDIO-VISUAL: ADULT		10-44-420-1	232.42
508858230 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	52.48
508858231 AUDIO-VISUAL: YOUTH		10-44-420-2	157.43
508885176 AUDIO-VISUAL: ADULT		10-44-420-1	398.86
508885176 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	482.07
508891047 AUDIO-VISUAL: ADULT		10-44-420-1	36.72
508891049 AUDIO-VISUAL: ADULT		10-44-420-1	196.41
508891049 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	47.23
508891490 AUDIO-VISUAL: ADULT		10-44-420-1	20.24
508891491 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	53.98
508891492 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	32.24
508917053 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	91.46
508917053 AUDIO-VISUAL: BRANCH YOUTH		10-44-420-6	145.45
508924229 AUDIO-VISUAL: YOUTH		10-44-420-2	765.46
508924260 AUDIO-VISUAL: ADULT		10-44-420-1	322.38
508924260 AUDIO-VISUAL: YOUTH		10-44-420-2	134.95
508924260 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	41.98
508924261 AUDIO-VISUAL: ADULT		10-44-420-1	113.98
508924263 AUDIO-VISUAL: YOUTH		10-44-420-2	128.96
508924264 AUDIO-VISUAL: YOUTH		10-44-420-2	150.37
508930533 AUDIO-VISUAL: BRANCH ADULT		10-44-420-5	26.24
MOBILE BEACON (5646)	06/09/26 CK# 152914		$2,760.00
5212026 CC PYMT (6427) FOR AUDIO-VISUAL: ADULT		10-44-420-1	2,760.00
MOKENA LOT CLEANERS LLC (6955)	06/09/26 CK# 152953		$1,750.00
24578 REPAIR/MAINT. OF BUILDING		60-42-200-0	1,750.00
NEDROW DECORATING INC. (5182)	06/09/26 CK# 152954		$14,419.00
26039 CAPITAL IMPROVEMENTS		10-49-900-0	14,419.00
OFF THE RECORD, LLC (7071)	06/09/26 CK# 152955		$306.25
11 CONSULT. & PROF. FEES:OTHER		10-42-225-2	306.25
OTIS ELEVATOR COMPANY (4788)	06/09/26 CK# 152956		$262.50
D10000281142 RISK MANAGEMENT: FACILITIES		50-42-210-0	262.50
OTIS ELEVATOR COMPANY (4788)	06/09/26 CK# 152957		$1,272.24
100402326566 REPAIR/MAINT. OF BUILDING		60-42-200-0	1,272.24
OVERDRIVE, INC. (4535)	06/09/26 CK# 152958		$11,908.18
16706CP26185081 ELECTRONIC RESOURCES: EBOOKS/AUDIO		10-44-435-2	7,498.28
16706MA26180324 ELECTRONIC RESOURCES: EBOOKS/AUDIO		10-44-435-2	336.51
16706MA26182185 ELECTRONIC RESOURCES: EBOOKS/AUDIO		10-44-435-2	4,073.39
PARAGON MICRO INC. (4877)	06/09/26 CK# 152959		$819.99
S5268538 COMPUTER MAINTENANCE		10-42-255-2	819.99

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
PAYPAL, INC (6059)	06/09/26 CK# 152908		$19.95
170880030 CC PYMT (6420) FOR ONLINE COMPUTER SVCS: ACCESS SVCS		10-42-255-3	19.95
PDQ/SMART DEPLOY (6595)	06/09/26 CK# 152960		$972.00
PDQ-80248 COMPUTER MAINTENANCE		10-42-255-2	972.00
PETTY CASH - SARA JOHNSON (4777)	06/09/26 CK# 152961		$212.55
05 2026 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	16.20
05 2026 CONTINUING EDUCATION:TRAVEL & MEALS		10-42-290-2	162.33
05 2026 FOOD & BEVERAGE: COMMUNITY SVCS		10-43-360-2	34.02
PRIES NELLI (7088)	06/09/26 CK# 152962		$331.20
SPRING 2026 CONTINUING ED: TAP		10-42-290-4	331.20
RENT RITE (7174)	06/09/26 CK# 152906		$134.40
268250 CC PYMT (6418) FOR EXHIBITS AND DISPLAYS		10-43-335-0	134.40
REVERSO (6822)	06/09/26 CK# 152903		$9.99
052026 CC PYMT (6415) FOR ELECTRONIC RESOURCES: IN-HOUSE		10-44-435-1	9.99
ROLL N DONUT/DOUANGCHAY'S KITCHEN (6088)	06/09/26 CK# 152963		$132.30
82 FOOD & BEVERAGE: ADMIN		10-43-360-0	132.30
ROSE BRAND (7172)	06/09/26 CK# 152906		$3,194.73
762173 CC PYMT (6418) FOR GRAPHICS SUPPLIES		10-43-330-0	3,194.73
ROSE PAVING CO. (5212)	06/09/26 CK# 152964		$27,200.00
PS-INV172484 REPAIR/MAINT. OF GROUNDS		60-42-210-0	21,000.00
PS-INV172485 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	6,200.00
SAFEGARD EXTERMINATING CO. (2958)	06/09/26 CK# 152965		$407.00
06-4234 REPAIR/MAINT. OF BUILDING		60-42-200-0	197.00
06-4235 REPAIR/MAINT. OF BLDG: DAVIS ROAD		60-42-200-9	76.00
06-4236 REPAIR/MAINT. OF BLDG: RAKOW		60-42-200-5	67.00
06-4237 REPAIR/MAINT. OF BLDG: SOUTH ELGIN		60-42-200-7	67.00
SAM'S CLUB DIRECT (5057)	06/09/26 CK# 152966		$411.98
001089 GWVHOK FOOD & BEVERAGE: ADMIN		10-43-360-0	26.26
003225 GWVJAI PUBLIC PROGRAMMING:HISPANIC SVCS		10-42-230-1	68.96
004877 GWUFMX FOOD & BEVERAGE: ADMIN		10-43-360-0	243.75
004877 GWUFMX FOOD & BEVERAGE: OTHER		10-43-360-6	51.14
GWVGHU FOOD & BEVERAGE: ADMIN		10-43-360-0	21.87
SEBERT LANDSCAPING (6199)	06/09/26 CK# 152967		$7,326.80
S620256 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	1,185.60
S620257 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	4,825.60
S620258 REPAIR/MAINT. OF GRDS: RAKOW		60-42-210-5	1,315.60
SECURITY METRICS, INC. (5768)	06/09/26 CK# 152904		$8,648.00
4165893 CC PYMT (6416) FOR COMPUTER MAINTENANCE		10-42-255-2	8,648.00
SENTRUM MARKETING, LLC (6560)	06/09/26 CK# 152968		$658.00
9030226B0070R-1 BOOKS: YOUTH		10-44-400-2	619.80
9030226B0070R-3 BOOKS: YOUTH		10-44-400-2	38.20
SHALES MC NUTT CONSTRUCTION (4170)	06/09/26 CK# 152969		$7,333.00
80-578-01 CAPITAL IMPROVEMENTS		10-49-900-0	4,333.00
MISC 03 CAPITAL IMPROVEMENTS		10-49-900-0	3,000.00
SHOWCASES (3071)	06/09/26 CK# 152970		$151.20
332025 MATERIALS PROCESSING SUPPLIES		10-43-310-0	151.20
SIGNS BY TOMORROW (3081)	06/09/26 CK# 152971		$4,720.41
32855 SIGNAGE		60-43-370-0	1,546.42

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
SIGNS BY TOMORROW (3081) CONTINUED ...			
32896 SIGNAGE		60-43-370-0	576.56
32927 SIGNAGE		60-43-370-0	150.00
32929 CAPITAL IMPROVEMENTS		10-49-900-0	725.00
32956 SIGNAGE		60-43-370-0	1,722.43
SKYWARE INVENTORY (7015)	06/09/26 CK# 152906		$6.00
5222026 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS		10-44-435-5	6.00
SOCIAL MEDIA EXAMINER (6821)	06/09/26 CK# 152909		$1,394.00
137824 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	1,394.00
SOUTH ELGIN PROF CTR PHASE 2 CONDO (5393)	06/09/26 CK# 152972		$3,014.46
JUNE 2026 COMMON AREA MAINT: SO ELGIN		10-42-204-0	3,014.46
SPOTIFY (6086)	06/09/26 CK# 152911		$21.99
4292026 CC PYMT (6424) FOR PUBLIC PROGRAMMING:MOBILE SVCS		10-42-230-9	21.99
STAPLES (3180)	06/09/26 CK# 152910		$755.82
9937414560 CC PYMT (6423) FOR DUPLICATING: PAPER/COPY SHOP SUPPL		10-43-320-0	419.90
9937414601 CC PYMT (6423) FOR DUPLICATING: PAPER/COPY SHOP SUPPL		10-43-320-0	335.92
STAPLES (3180)	06/09/26 CK# 152973		$783.64
6064470668 DUPLICATING: PAPER/COPY SHOP SUPPL		10-43-320-0	615.60
6064470670 OFFICE SUPPLIES/GENERAL		10-43-300-1	103.70
6064470672 OFFICE SUPPLIES/GENERAL		10-43-300-1	64.34
TARGET (6108)	06/09/26 CK# 152903		$473.00
6971 CC PYMT (6415) FOR PUBLIC PROGRAMMING:COMMUNITY ENGAGE		10-42-230-3	473.00
TARGET (6108)	06/09/26 CK# 152905		$206.63
751469 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	206.63
TARGET (6108)	06/09/26 CK# 152911		$7.58
20786 CC PYMT (6424) FOR OFFICE SUPPLIES/GENERAL		10-43-300-1	7.58
TARGET (6108)	06/09/26 CK# 152914		$27.99
482829 CC PYMT (6427) FOR AUDIO-VISUAL: BRANCH YOUTH		10-44-420-6	27.99
TONIES (6276)	06/09/26 CK# 152974		$36.00
PSI10892086 AUDIO-VISUAL: YOUTH		10-44-420-2	36.00
TRANE (3371)	06/09/26 CK# 152975		$1,129.00
990515453 REPAIR/MAINT. OF HVAC		60-42-220-0	1,129.00
U S POSTMASTER (4528)	06/09/26 CK# 152976		$6,900.00
06012026 PUBLIC RELATIONS: NEWSLETTER		10-42-222-1	6,900.00
UBER (6158)	06/09/26 CK# 152909		$175.70
4282026 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	14.44
4282026 B CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	8.70
5012026 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	79.10
5032026 CC PYMT (6421) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	73.46
ULINE (4778)	06/09/26 CK# 152907		$91.50
51824430 CC PYMT (6419) FOR JANITORIAL SUPPLIES		10-43-370-0	91.50
ULINE (4778)	06/09/26 CK# 152977		$5,133.89
206479732 MATERIALS PROCESSING SUPPLIES		10-43-310-0	502.67
208655988 FURNITURE AND FIXTURES		10-45-510-0	4,631.22
UNITED STATES POSTAL SERVICE (3445)	06/09/26 CK# 152904		$26.25
26332 CC PYMT (6416) FOR POSTAGE & SHIPPING		10-42-210-0	26.25

DESCRIPTION		ACCOUNT NUMBER	AMOUNT
UNIVERSITY OF ILLINOIS EXTENSION KANE (5273)	06/09/26 CK# 152978		$150.00
0602 PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	150.00
VAUGHAN PLANTSCAPES, INC. (4296)	06/09/26 CK# 152979		$243.76
66675 REPAIR/MAINT. OF GROUNDS		60-42-210-0	243.76
VERDE ENERGY EFFICIENCY EXPERTS (5795)	06/09/26 CK# 152980		$6,769.78
INV25467 REPAIR/MAINT. OF BUILDING		60-42-200-0	6,769.78
VILLAGE OF ROSEMONT (6394)	06/09/26 CK# 152911		$20.00
10422903 CC PYMT (6424) FOR CONFERENCES: ALL EXPENSES		10-42-290-3	20.00
WALMART (6075)	06/09/26 CK# 152903		$102.03
11764 CC PYMT (6415) FOR ARTS & CRAFTS SUPPLIES: PUBLIC SVCS		10-43-330-2	56.13
78671623 CC PYMT (6415) FOR AUDIO-VISUAL: ADULT		10-44-420-1	21.68
78671623 CC PYMT (6415) FOR AUDIO-VISUAL: YOUTH		10-44-420-2	24.22
WALMART (6075)	06/09/26 CK# 152905		$131.02
67543899 CC PYMT (6417) FOR TOYS & KITS: KIDSPACE		10-44-440-0	131.02
WALMART (6075)	06/09/26 CK# 152912		$10.78
6737 CC PYMT (6425) FOR PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	10.78
WALMART (6075)	06/09/26 CK# 152913		$47.32
8436 CC PYMT (6426) FOR PUBLIC PROGRAMMING:BRANCH SVCS		10-42-230-0	47.32
WEST SIDE ELECTRIC (6178)	06/09/26 CK# 152981		$1,701.01
1166387 ELECTRICAL SUPPLIES/BULBS		10-43-380-0	1,701.01
WEX BANK (5012)	06/09/26 CK# 152982		$824.02
112925512 FUEL/GASOLINE: FACILITES		10-43-350-0	480.22
112925512 FUEL/GASOLINE: MOBILE SERVICES		10-43-350-1	343.80
WIN IT SERVICES, LLC (7070)	06/09/26 CK# 152983		$491.10
218304 ONLINE COMPUTER SERVICES		10-42-255-1	491.10
YUMPU (6301)	06/09/26 CK# 152906		$239.40
683084 CC PYMT (6418) FOR ELECT RESOURCES: PUBLIC RELATIONS		10-44-435-5	239.40
ZIEGLER MERCEDES BENZ (6148)	06/09/26 CK# 152911		$3,414.05
502 CC PYMT (6424) FOR VEHICLE MAINTENANCE: MOBILE SVCS		10-42-270-0	3,414.05
ZIEGLER'S ACE HARDWARE (111)	06/09/26 CK# 152984		$208.65
181869/A GRAPHICS SUPPLIES		10-43-330-0	18.98
181935/A BUILDING & GROUNDS SUPPLIES		60-43-320-0	40.44
181954/A MATERIALS PROCESSING SUPPLIES		10-43-310-0	13.87
182003/A GRAPHICS SUPPLIES		10-43-330-0	42.97
182084/A JANITORIAL SUPPLIES		10-43-370-0	7.59
182084/A BUILDING & GROUNDS SUPPLIES		60-43-320-0	84.80

GAIL BORDEN PUBLIC LIBRARY DISTRICT
BILLS PAID REPORT FOR JUNE, 2026
SUMMARY ALL FUNDS

BANK ACCOUNT	BANK	DESCRIPTION	AMOUNT	
10-10-0	01	GENERAL FUND-CASH - GENERAL FUND	254,430.32	*
50-10-0	01	LIABILITY INS. FUND-CASH - LIAB. & RISK FUND	7,193.37	*
60-10-0	01	BUILDING & EQUIPMENT FUND-CASH - B & E FUND	106,740.37	*
		TOTAL ALL FUNDS	368,364.06	**

GAIL BORDEN PUBLIC LIBRARY DISTRICT

EXPENDITURES FOR APRIL, 2026

NT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	GENERAL FUND							
	SALARIES & BENEFITS							
10-41-100-0	SALARIES & WAGES/ADMINISTRATION	146,568.16	1,381,075.20	78.47	1,760,000	378,924.80	69.75	1,980,000
10-41-101-0	SALARIES & WAGES/LIBR. & SUPERV.	358,180.15	3,583,165.15	82.85	4,325,000	741,834.85	73.88	4,850,000
10-41-102-0	SALARIES & WAGES/SUPPORT	345,842.07	3,310,256.63	80.54	4,110,000	799,743.37	73.56	4,500,000
10-41-103-0	SALARIES & WAGES/MAINTENANCE	39,511.50	379,952.37	71.69	530,000	150,047.63	55.88	680,000
10-41-110-0	HEALTH, DENTAL & VISION INSURANCE	93,984.08	999,579.28	78.95	1,266,100	266,520.72	66.64	1,500,000
10-41-111-0	LIFE INSURANCE	847.88	9,109.65	91.10	10,000	890.35	70.07	13,000
*TOTAL	SALARIES & BENEFITS	984,933.84	9,663,138.28	80.52	12,001,100	2,337,961.72	71.46	13,523,000
	CONTRACTUAL SERVICES							
10-42-200-0	NATURAL GAS	11,513.19	98,076.47	96.15	102,000	3,923.53	80.13	122,400
10-42-200-5	NATURAL GAS: RAKOW	593.06	2,864.22	57.28	5,000	2,135.78	47.74	6,000
10-42-200-7	NATURAL GAS: SOUTH ELGIN	121.99	1,943.98	46.29	4,200	2,256.02	38.12	5,100
10-42-200-9	NATURAL GAS: DAVIS ROAD	746.54	6,411.91	125.72	5,100	-1,311.91	105.11	6,100
10-42-201-0	ELECTRICITY	26,732.08	300,925.53	81.33	370,000	69,074.47	67.78	444,000
10-42-201-5	ELECTRICITY: RAKOW	0.00	28,680.96	63.74	45,000	16,319.04	53.11	54,000
10-42-201-7	ELECTRICITY: SOUTH ELGIN	948.51	12,428.52	27.62	45,000	32,571.48	23.02	54,000
10-42-201-9	ELECTRICITY: DAVIS ROAD	468.06	5,145.93	85.77	6,000	854.07	71.47	7,200
10-42-202-0	WATER & SEWER	2,027.83	18,152.94	95.54	19,000	847.06	79.62	22,800
10-42-202-5	WATER & SEWER: RAKOW	0.00	5,185.49	94.28	5,500	314.51	78.57	6,600
10-42-202-7	WATER & SEWER: SOUTH ELGIN	361.82	3,441.90	62.58	5,500	2,058.10	52.15	6,600
10-42-202-9	WATER & SEWER: DAVIS ROAD	43.62	361.36	15.06	2,400	2,038.64	12.46	2,900
10-42-203-1	TELEPHONE/LINE CHARGES	927.15	13,683.33	78.64	17,400	3,716.67	65.47	20,900
10-42-203-3	TELEPHONE/MAINTENANCE & SERVICE	9,887.60	36,716.52	81.05	45,300	8,583.48	67.49	54,400
10-42-203-4	TELEPHONE: MOBILE	1,453.74	5,115.30	59.48	8,600	3,484.70	49.66	10,300
10-42-204-0	COMMON AREA MAINT: SO ELGIN	3,014.46	30,144.60	75.36	40,000	9,855.40	62.80	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	101,066.70	82.17	123,000	21,933.30	68.47	147,600
10-42-205-0	BANKING FEES	1,948.93	18,455.50	90.03	20,500	2,044.50	75.02	24,600
10-42-206-0	DEBT CERT PRINCIPAL	0.00	130,000.00	100.00	130,000	0.00	92.86	140,000
10-42-206-5	DEBT CERT INTEREST	0.00	3,793.38	63.22	6,000	2,206.62	37.93	10,000
10-42-209-0	STORAGE/MOVING	0.00	3,067.50	102.25	3,000	-67.50	73.04	4,200
10-42-210-0	POSTAGE & SHIPPING	2,471.20	14,168.61	78.71	18,000	3,831.39	65.60	21,600
10-42-215-0	COLLECTION AGENCY	2,020.75	14,077.15	78.21	18,000	3,922.85	65.17	21,600
10-42-220-2	LEGAL PUBLICATIONS	0.00	1,530.65	61.23	2,500	969.35	51.02	3,000
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	6,900.00	90,185.00	57.04	158,100	67,915.00	50.10	180,000
10-42-222-2	PUBLIC RELATIONS: GENERAL	16.98	4,152.40	22.45	18,500	14,347.60	18.70	22,200
10-42-222-3	PUBLIC RELATIONS: PROMOTIONS	2,002.50	14,959.02	81.74	18,300	3,340.98	68.31	21,900
10-42-225-1	CONSULT. & PROF. FEES:LEGAL	78.00	9,298.50	74.39	12,500	3,201.50	61.99	15,000
10-42-225-2	CONSULT. & PROF. FEES:OTHER	10,718.75	39,252.00	48.04	81,700	42,448.00	40.05	98,000
10-42-230-0	PUBLIC PROGRAMMING:BRANCH SVCS	978.99	10,265.93	39.95	25,700	15,434.07	33.33	30,800
10-42-230-1	PUBLIC PROGRAMMING:HISPANIC SVCS	1,167.90	13,107.20	71.62	18,300	5,192.80	59.85	21,900
10-42-230-2	PUBLIC PROGRAMMING:YOUTH	2,707.81	13,229.05	45.62	29,000	15,770.95	38.01	34,800
10-42-230-3	PUBLIC PROGRAMMING:COMMUNITY ENGAGI	1,571.50	25,180.50	100.72	25,000	-180.50	83.94	30,000
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	0.00	600.00	24.00	2,500	1,900.00	20.00	3,000
10-42-230-5	DIGITAL LITERACY CLASSES	1,330.00	2,800.00	35.00	8,000	5,200.00	29.17	9,600
10-42-230-6	PUBLIC PROGRAMMING: TEEN-INFO SVCS	0.00	23.97	3.00	800	776.03	2.40	1,000
10-42-230-7	DIGITAL LIT CLASSES BILINGUAL	0.00	4,760.00	71.04	6,700	1,940.00	59.50	8,000
10-42-230-8	DIGITAL LIT CLASSES BRANCHES	650.00	2,000.00	30.77	6,500	4,500.00	25.64	7,800
10-42-230-9	PUBLIC PROGRAMMING:MOBILE SVCS	154.69	2,682.24	81.28	3,300	617.76	68.78	3,900
10-42-235-0	GENERAL CLEANING SERVICE	25,801.00	173,328.82	86.66	200,000	26,671.18	72.22	240,000
10-42-235-5	GENERAL CLEANING SERVICE: RAKOW	0.00	23,729.00	47.46	50,000	26,271.00	39.55	60,000
10-42-235-7	GENERAL CLEANING SVC: SOUTH ELGIN	1,480.00	40,325.00	76.08	53,000	12,675.00	63.40	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

NT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
10-42-245-0	COPIER LEASES	462.05	7,699.18	114.91	6,700	-999.18	95.05	8,100
10-42-245-1	COPIER LEASES: PRAD	1,619.64	14,900.68	76.41	19,500	4,599.32	63.68	23,400
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	563.25	6,451.02	63.87	10,100	3,648.98	52.88	12,200
10-42-245-3	COPIER MAINTENANCE: PRAD	-409.87	7,835.50	37.14	21,100	13,264.50	30.97	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	181.20	340.14	22.68	1,500	1,159.86	18.90	1,800
10-42-255-1	ONLINE COMPUTER SERVICES	7,526.43	85,088.01	90.42	94,100	9,011.99	75.37	112,900
10-42-255-2	COMPUTER MAINTENANCE	26,964.29	141,173.04	56.49	249,900	108,726.96	47.07	299,900
10-42-255-3	ONLINE COMPUTER SVCS: ACCESS SVCS	33,288.64	64,494.91	100.15	64,400	-94.91	83.43	77,300
10-42-255-4	COMPUTER MAINT: ACCESS SVCS	96,876.41	148,210.95	98.81	150,000	1,789.05	82.34	180,000
10-42-260-0	COMPUTER CATALOG SERVICE	0.00	32,479.98	103.77	31,300	-1,179.98	86.61	37,500
10-42-265-0	MATERIAL PROCESSING SERVICES	2,370.01	33,902.34	29.48	115,000	81,097.66	24.57	138,000
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SVCS	2,260.13	57,275.18	100.48	57,000	-275.18	84.23	68,000
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	4,052.34	15,052.62	100.35	15,000	-52.62	83.63	18,000
10-42-270-2	SMALL EQUIP MAINT.: OFFICE	947.61	2,473.13	91.60	2,700	226.87	74.94	3,300
10-42-270-3	SMALL EQUIP MAINT: A-V	270.00	2,094.50	56.61	3,700	1,605.50	46.54	4,500
10-42-275-0	PAYROLL PROCESSING	3,736.36	40,199.48	87.39	46,000	5,800.52	72.83	55,200
10-42-280-0	DUES & MEMBERSHIPS	2,802.00	16,546.83	82.73	20,000	3,453.17	68.95	24,000
10-42-290-1	CONTINUING ED: REGISTRATION/FEES	4,862.05	14,170.51	45.71	31,000	16,829.49	38.09	37,200
10-42-290-2	CONTINUING EDUCATION:TRAVEL & MEALS	681.67	5,340.61	66.76	8,000	2,659.39	55.63	9,600
10-42-290-3	CONFERENCES: ALL EXPENSES	5,148.30	36,798.35	52.57	70,000	33,201.65	43.81	84,000
10-42-290-4	CONTINUING ED: TAP	0.00	3,699.20	43.52	8,500	4,800.80	36.27	10,200
10-42-290-5	TELECOMMUTING EXPENSES	60.00	360.00	40.00	900	540.00	32.73	1,100
10-42-299-0	CONTINGENCY	100.00	4,260.68	85.21	5,000	739.32	71.01	6,000
*TOTAL	CONTRACTUAL SERVICES	325,307.83	2,175,645.92	74.50	2,920,400	744,754.08	62.49	3,481,800
	SUPPLIES							
10-43-300-1	OFFICE SUPPLIES/GENERAL	316.75	4,871.04	54.12	9,000	4,128.96	45.10	10,800
10-43-300-2	OFFICE SUPPLIES/COMPUTER	4,527.45	32,632.90	80.97	40,300	7,667.10	67.56	48,300
10-43-300-4	PASSPORT SERVICES SUPPLIES	0.00	1,881.67	64.89	2,900	1,018.33	53.76	3,500
10-43-300-5	DIGITAL SERVICES MERCHANDISE	0.00	592.11	53.83	1,100	507.89	42.29	1,400
10-43-301-0	SUPPLIES: WORK APPAREL	677.59	5,570.17	85.69	6,500	929.83	71.41	7,800
10-43-305-0	VOLUNTEERS	2,255.00	3,675.88	52.51	7,000	3,324.12	43.76	8,400
10-43-310-0	MATERIALS PROCESSING SUPPLIES	4,136.17	15,193.59	69.06	22,000	6,806.41	57.55	26,400
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPL	614.85	9,011.37	58.52	15,400	6,388.63	48.97	18,400
10-43-330-0	GRAPHICS SUPPLIES	791.18	6,419.08	49.38	13,000	6,580.92	41.15	15,600
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	267.27	1,376.23	34.41	4,000	2,623.77	28.67	4,800
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	1,177.74	2,475.55	50.52	4,900	2,424.45	42.68	5,800
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	36.64	1,299.40	34.19	3,800	2,500.60	28.88	4,500
10-43-335-0	EXHIBITS AND DISPLAYS	1,037.00	15,844.60	44.01	36,000	20,155.40	36.68	43,200
10-43-350-0	FUEL/GASOLINE: FACILITES	452.61	3,286.86	50.57	6,500	3,213.14	42.14	7,800
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	325.47	2,924.93	36.56	8,000	5,075.07	30.47	9,600
10-43-360-0	FOOD & BEVERAGE: ADMIN	365.67	2,476.74	36.97	6,700	4,223.26	30.58	8,100
10-43-360-1	FOOD & BEVERAGE: PUBLIC SVCS	185.55	2,124.30	78.68	2,700	575.70	66.38	3,200
10-43-360-2	FOOD & BEVERAGE: COMMUNITY SVCS	27.14	668.70	41.79	1,600	931.30	35.19	1,900
10-43-360-3	FOOD & BEVERAGE: PRAD	0.00	693.41	99.06	700	6.59	86.68	800
10-43-360-5	FOOD & BEVERAGE: ACCESS	0.00	0.00	0.00	300	300.00	0.00	400
10-43-360-6	FOOD & BEVERAGE: OTHER	0.00	29.42	1.73	1,700	1,670.58	1.40	2,100
10-43-370-0	JANITORIAL SUPPLIES	9,960.75	99,454.89	96.56	103,000	3,545.11	80.47	123,600
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	858.37	3,343.03	33.43	10,000	6,656.97	27.86	12,000
10-43-399-0	MISCELLANEOUS	927.37	1,838.02	36.76	5,000	3,161.98	30.63	6,000
*TOTAL	SUPPLIES	28,940.57	217,683.89	69.75	312,100	94,416.11	58.14	374,400

NT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	MATERIALS							
10-44-400-1	BOOKS: ADULT	9,254.35	92,696.65	44.14	210,000	117,303.35	36.78	252,000
10-44-400-2	BOOKS: YOUTH	8,833.95	48,920.96	50.96	96,000	47,079.04	42.47	115,200
10-44-400-4	IN-HOUSE REFERENCE	53.97	139.04	11.59	1,200	1,060.96	9.27	1,500
10-44-400-5	BOOKS: BRANCH ADULT	3,178.49	27,601.64	46.78	59,000	31,398.36	38.99	70,800
10-44-400-6	BOOKS: BRANCH YOUTH	739.50	13,341.95	71.35	18,700	5,358.05	59.56	22,400
10-44-410-0	PERIODICALS	1,000.80	5,954.94	54.14	11,000	5,045.06	45.11	13,200
10-44-410-5	PERIODICALS: BRANCH	992.06	2,931.20	58.62	5,000	2,068.80	48.85	6,000
10-44-420-1	AUDIO-VISUAL: ADULT	4,237.61	54,450.42	60.84	89,500	35,049.58	50.70	107,400
10-44-420-2	AUDIO-VISUAL: YOUTH	2,207.82	9,237.83	54.34	17,000	7,762.17	45.28	20,400
10-44-420-5	AUDIO-VISUAL: BRANCH ADULT	1,696.59	20,545.06	85.60	24,000	3,454.94	71.34	28,800
10-44-420-6	AUDIO-VISUAL: BRANCH YOUTH	875.48	3,761.88	41.80	9,000	5,238.12	34.83	10,800
10-44-430-0	DIGITIZATION AND PRESERVATION	0.00	9,676.72	56.92	17,000	7,323.28	47.43	20,400
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	900.00	117,977.28	98.31	120,000	2,022.72	73.74	160,000
10-44-435-1	ELECTRONIC RESOURCES: IN-HOUSE	289.63	11,612.16	55.30	21,000	9,387.84	44.66	26,000
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS/AUDIO	27,900.05	257,303.44	93.56	275,000	17,696.56	77.97	330,000
10-44-435-3	ELECTRONIC RESOURCES: STREAMING	29,666.27	298,749.63	104.71	285,300	-13,449.63	87.25	342,400
10-44-435-4	ELECT RESOURCES: PLATFORM FEES	0.00	43,212.50	95.18	45,400	2,187.50	79.29	54,500
10-44-435-5	ELECT RESOURCES: PUBLIC RELATIONS	480.00	29,981.77	88.70	33,800	3,818.23	74.03	40,500
10-44-440-0	TOYS & KITS: KIDSPACE	437.26	7,580.43	63.17	12,000	4,419.57	52.64	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	35.01	2,167.86	41.69	5,200	3,032.14	34.97	6,200
*TOTAL	MATERIALS	92,778.84	1,058,421.67	78.06	1,355,900	297,478.33	64.38	1,643,900
	EQUIPMENT							
10-45-500-0	COMPUTER EQUIPMENT	26,055.66	145,535.46	47.18	308,500	162,964.54	39.31	370,200
10-45-510-0	FURNITURE AND FIXTURES	18,778.32	77,070.78	43.10	178,800	101,729.22	35.03	220,000
10-45-520-0	OFFICE EQUIPMENT	479.00	872.03	5.52	15,800	14,927.97	4.59	19,000
10-45-530-0	AUDIO-VISUAL EQUIPMENT	0.00	5,356.95	41.85	12,800	7,443.05	35.01	15,300
10-45-540-0	SMALL LIBRARY EQUIPMENT	2,665.90	7,577.03	108.24	7,000	-577.03	90.20	8,400
10-45-599-0	CONTINGENCY	158.79	319.37	6.39	5,000	4,680.63	5.32	6,000
*TOTAL	EQUIPMENT	48,137.67	236,731.62	44.84	527,900	291,168.38	37.05	638,900
	CAPITAL IMPROVEMENTS							
10-49-900-0	CAPITAL IMPROVEMENTS	432,457.82	1,130,546.24	74.85	1,510,500	379,953.76	51.39	2,200,000
10-49-930-0	SE EXPANSION	0.00	505,813.39	77.82	650,000	144,186.61	67.44	750,000
*TOTAL	CAPITAL IMPROVEMENTS	432,457.82	1,636,359.63	75.74	2,160,500	524,140.37	55.47	2,950,000
**TOTAL	GENERAL FUND	1912,556.57	14,987,981.01	77.75	19,277,900	4,289,918.99	66.28	22,612,000
	I.M.R.F. FUND							
	SALARIES & BENEFITS							
20-41-100-0	LIBRARY'S CONTRIBUTION TO IMRF	83,419.87	795,275.14	81.99	970,000	174,724.86	72.30	1,100,000
*TOTAL	SALARIES & BENEFITS	83,419.87	795,275.14	81.99	970,000	174,724.86	72.30	1,100,000
**TOTAL	I.M.R.F. FUND	83,419.87	795,275.14	81.99	970,000	174,724.86	72.30	1,100,000
	SOCIAL SECURITY FUND							
	SALARIES & BENEFITS							
30-41-100-0	LIBRARY'S CONTRIBUTION TO FICA	66,852.26	650,795.96	81.55	798,000	147,204.04	70.74	920,000
*TOTAL	SALARIES & BENEFITS	66,852.26	650,795.96	81.55	798,000	147,204.04	70.74	920,000
**TOTAL	SOCIAL SECURITY FUND	66,852.26	650,795.96	81.55	798,000	147,204.04	70.74	920,000

‌NT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	AUDIT FUND							
	CONTRACTUAL SERVICES							
40-42-200-0	AUDIT EXPENSES	0.00	16,400.00	100.00	16,400	0.00	88.65	18,500
*TOTAL	CONTRACTUAL SERVICES	0.00	16,400.00	100.00	16,400	0.00	88.65	18,500
**TOTAL	AUDIT FUND	0.00	16,400.00	100.00	16,400	0.00	88.65	18,500
	LIABILITY INS. FUND							
	SALARIES & BENEFITS							
50-41-100-0	WORKERS COMPENSATION INSURANCE	21,030.00	21,030.00	91.43	23,000	1,970.00	75.11	28,000
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANC	0.00	2,790.91	23.26	12,000	9,209.09	19.38	14,400
*TOTAL	SALARIES & BENEFITS	21,030.00	23,820.91	68.06	35,000	11,179.09	56.18	42,400
	CONTRACTUAL SERVICES							
50-42-200-0	GENERAL INSURANCE	161,745.00	161,795.00	89.89	180,000	18,205.00	70.35	230,000
50-42-210-0	RISK MANAGEMENT: FACILITIES	2,102.67	31,665.54	46.09	68,700	37,034.46	38.43	82,400
50-42-210-1	RISK MANAGEMENT: HR	568.00	13,704.00	86.73	15,800	2,096.00	72.13	19,000
50-42-210-2	RISK MANAGEMENT: PROJECTS	1,062.25	23,843.43	41.11	58,000	34,156.57	34.31	69,500
*TOTAL	CONTRACTUAL SERVICES	165,477.92	231,007.97	71.63	322,500	91,492.03	57.62	400,900
**TOTAL	LIABILITY INS. FUND	186,507.92	254,828.88	71.28	357,500	102,671.12	57.48	443,300
	BUILDING & EQUIPMENT FUND							
	CONTRACTUAL SERVICES							
60-42-200-0	REPAIR/MAINT. OF BUILDING	16,421.81	130,815.14	49.46	264,500	133,684.86	38.48	340,000
60-42-200-5	REPAIR/MAINT. OF BLDG: RAKOW	7,833.60	42,125.57	90.59	46,500	4,374.43	75.49	55,800
60-42-200-7	REPAIR/MAINT. OF BLDG: SOUTH ELGIN	2,895.99	11,006.47	35.50	31,000	19,993.53	29.67	37,100
60-42-200-9	REPAIR/MAINT. OF BLDG: DAVIS ROAD	975.64	6,103.58	93.90	6,500	396.42	78.25	7,800
60-42-210-0	REPAIR/MAINT. OF GROUNDS	-31,329.68	119,913.25	64.82	185,000	65,086.75	54.01	222,000
60-42-210-5	REPAIR/MAINT. OF GRDS: RAKOW	7,030.00	40,757.00	54.34	75,000	34,243.00	45.29	90,000
60-42-210-7	REPAIR/MAINT. OF GRDS: SOUTH ELGIN	0.00	12,219.17	244.38	5,000	-7,219.17	203.65	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	15,537.15	88,977.70	53.93	165,000	76,022.30	44.94	198,000
60-42-220-5	REPAIR/MAINT. HVAC: RAKOW	268.75	8,077.25	25.24	32,000	23,922.75	20.19	40,000
60-42-220-7	REPAIR/MAINT. HVAC: SOUTH ELGIN	0.00	3,914.83	12.23	32,000	28,085.17	9.79	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	1,462.89	2,148.06	34.10	6,300	4,151.94	28.64	7,500
60-42-299-0	CONTINGENCY	19,275.00	41,000.00	82.00	50,000	9,000.00	68.33	60,000
*TOTAL	CONTRACTUAL SERVICES	40,371.15	507,708.02	56.39	900,300	392,591.98	45.90	1,106,000
	SUPPLIES							
60-43-320-0	BUILDING & GROUNDS SUPPLIES	1,322.86	12,487.47	49.95	25,000	12,512.53	41.62	30,000
60-43-340-0	CHEMICALS/WATER TREATMENT	0.00	449.55	29.97	1,500	1,050.45	24.98	1,800
60-43-370-0	SIGNAGE	2,860.96	7,394.93	25.50	29,000	21,605.07	21.13	35,000
60-43-399-0	MISCELLANEOUS	423.80	2,131.80	42.64	5,000	2,868.20	35.53	6,000
*TOTAL	SUPPLIES	4,607.62	22,463.75	37.13	60,500	38,036.25	30.86	72,800
	EQUIPMENT							
60-45-500-2	MAINTENANCE EQUIPMENT: UNDER $1000	1,217.33	2,097.04	41.94	5,000	2,902.96	32.26	6,500
60-45-599-0	MISCELLANEOUS	98.76	98.76	9.88	1,000	901.24	6.58	1,500
*TOTAL	EQUIPMENT	1,316.09	2,195.80	36.60	6,000	3,804.20	27.45	8,000
**TOTAL	BUILDING & EQUIPMENT FUND	46,294.86	532,367.57	55.06	966,800	434,432.43	44.86	1,186,800

NT NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
	BUILDING RESERVE FUND							
	CONTRACTUAL SERVICES							
90-42-205-0	INVESTMENT FEES	58.88	569.18	0.00	0	-569.18	37.95	1,500
*TOTAL	CONTRACTUAL SERVICES	58.88	569.18	0.00	0	-569.18	37.95	1,500
	CAPITAL IMPROVEMENTS							
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	58.88	569.18	0.00	0	-569.18	0.16	349,800
	GIFT FUND							
	SUPPLIES							
98-43-399-0	GIFT FUND EXPENSES	0.00	895.70	0.00	0	-895.70	0.17	518,400
*TOTAL	SUPPLIES	0.00	895.70	0.00	0	-895.70	0.17	518,400
**TOTAL	GIFT FUND	0.00	895.70	0.00	0	-895.70	0.17	518,400
	FUND SUMMARY							
10	GENERAL	1912,556.57	14,987,981.01	77.75	19,277,900	4,289,918.99	66.28	22,612,000
20	I.M.R.F	83,419.87	795,275.14	81.99	970,000	174,724.86	72.30	1,100,000
30	SOCIAL SECURITY	66,852.26	650,795.96	81.55	798,000	147,204.04	70.74	920,000
40	AUDIT	0.00	16,400.00	100.00	16,400	0.00	88.65	18,500
50	LIABILITY INS.	186,507.92	254,828.88	71.28	357,500	102,671.12	57.48	443,300
60	BUILDING & EQUIPMENT	46,294.86	532,367.57	55.06	966,800	434,432.43	44.86	1,186,800
90	SPECIAL/BUILDING RESERVE	58.88	569.18	0.00	0	-569.18	0.16	349,800
98	GIFT	0.00	895.70	0.00	0	-895.70	0.17	518,400
	TOTALS ALL FUNDS	2295,690.36	17,239,113.44	77.01	22,386,600	5,147,486.56	63.50	27,148,800

GAIL BORDEN PUBLIC LIBRARY DISTRICT

REVENUE ACCUM FOR APRIL, 2026

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
	GENERAL FUND					
10-30	PROPERTY TAXES	1,918,157.48	11,278,791.35	63.53	17,752,800	6,474,008.65
10-31	REPLACEMENT TAXES	18,637.57	174,560.07	76.09	229,400	54,839.93
10-32	INTEREST EARNED	35,926.27	425,705.85	113.52	375,000	-50,705.85
10-33	FINES AND FEES	19,513.52	194,373.94	79.83	243,500	49,126.06
10-34	MISCELLANEOUS INCOME	0.00	2,104.59	110.77	1,900	-204.59
10-35	DEVELOPER FEES	67,491.73	97,920.68	81.60	120,000	22,079.32
10-36	GRANTS	0.00	222,935.83	30.92	721,100	498,164.17
10-39	MISCELLANEOUS	5,044.28	184,208.34	283.40	65,000	-119,208.34
**TOTAL	GENERAL FUND	2,064,770.85	12,580,600.65	64.49	19,508,700	6,928,099.35
	I.M.R.F. FUND					
20-30	PROPERTY TAXES	83,969.35	493,840.31	63.55	777,100	283,259.69
20-31	REPLACEMENT TAXES	661.97	6,200.06	76.54	8,100	1,899.94
**TOTAL	I.M.R.F. FUND	84,631.32	500,040.37	63.68	785,200	285,159.63
	SOCIAL SECURITY FUND					
30-30	PROPERTY TAXES	76,621.40	450,696.62	63.56	709,100	258,403.38
**TOTAL	SOCIAL SECURITY FUND	76,621.40	450,696.62	63.56	709,100	258,403.38
	AUDIT FUND					
40-30	PROPERTY TAXES	1,575.16	9,257.94	63.41	14,600	5,342.06
**TOTAL	AUDIT FUND	1,575.16	9,257.94	63.41	14,600	5,342.06
	LIABILITY INS. FUND					
50-30	PROPERTY TAXES	34,636.73	203,691.67	63.53	320,600	116,908.33
**TOTAL	LIABILITY INS. FUND	34,636.73	203,691.67	63.53	320,600	116,908.33
	BUILDING & EQUIPMENT FUND					
60-30	PROPERTY TAXES	89,218.49	524,621.12	63.53	825,800	301,178.88
**TOTAL	BUILDING & EQUIPMENT FUND	89,218.49	524,621.12	63.53	825,800	301,178.88
	BUILDING RESERVE FUND					
90-32	INTEREST EARNED	763.09	8,974.62	128.21	7,000	-1,974.62
**TOTAL	BUILDING RESERVE FUND	763.09	8,974.62	128.21	7,000	-1,974.62
	GIFT FUND					
98-39	MISCELLANEOUS	50.00	550.00	0.11	500,000	499,450.00
**TOTAL	GIFT FUND	50.00	550.00	0.11	500,000	499,450.00
	GRAND TOTAL	2,352,267.04	14,278,432.99	62.98	22,671,000	8,392,567.01

GAIL BORDEN PUBLIC LIBRARY DISTRICT
REVENUE ACCUM FOR APRIL, 2026
RECAP BY FUND

NUMBER	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	BUDGET AMOUNT	REMAINING
	FUND SUMMARY					
10	GENERAL	2,064,770.85	12,580,600.65	64.49	19,508,700	6,928,099.35
20	I.M.R.F	84,631.32	500,040.37	63.68	785,200	285,159.63
30	SOCIAL SECURITY	76,621.40	450,696.62	63.56	709,100	258,403.38
40	AUDIT	1,575.16	9,257.94	63.41	14,600	5,342.06
50	LIABILITY INS.	34,636.73	203,691.67	63.53	320,600	116,908.33
60	BUILDING & EQUIPMENT	89,218.49	524,621.12	63.53	825,800	301,178.88
90	SPECIAL/BUILDING RESERVE	763.09	8,974.62	128.21	7,000	-1,974.62
98	GIFT	50.00	550.00	0.11	500,000	499,450.00
	TOTALS ALL FUNDS	2,352,267.04	14,278,432.99	62.98	22,671,000	8,392,567.01

GAIL BORDEN PUBLIC LIBRARY DISTRICT FY26
JUNE 2026 BOARD MEETING

REVENUES	Working Budget	Actual		
Taxes	$ 20,737,500	$ 13,842,396		66.8%
Fines and Fees	$ 243,500	$ 194,374		79.8%
Misc Income	$ 626,686	$ 612,019		97.7%
Developer Fees	$ 120,000	$ 97,921		81.6%
Grants	$ 321,100	$ 222,936		69.4%
Total Revenues	$ 22,048,786	$ 14,969,646	*	67.9%

EXPENDITURES	Working Budget	Actual		
Personnel	$ 13,804,100	$ 11,712,012	^	84.8%
Contractual Services	$ 4,159,600	$ 3,378,449		81.2%
Supplies	$ 372,600	$ 320,797		86.1%
Materials	$ 1,355,900	$ 1,237,548		91.3%
Equipment	$ 533,900	$ 321,484		60.2%
Capital Improvements	$ 2,160,500	$ 1,880,882		87.1%
Total Expenditures	$ 22,386,600	$ 18,851,172	**	84.2%

***tax receipts only through 06/04/26**
^payroll posted through 05/15/26
****invoices posted through 06/04/26**

Personnel
FY 2025 2026

MAY	**Full Time**	**Part Time**	**Total**	**FTE**
	99	140	**239**	158.02
New Hires	1	2	**3**	1.90
Separations	2	1	**3**	2.43
Current	**98**	**141**	**239**	**157.49**

MAY	**Hours**	**# of Vol**		
	648	105		**3.97**
YTD (Jan-Dec 2026)	4,046	176	4.97	**5.21**
YTD Value of Volunteer Hours				**$ 142,564**

CEO Report

May 2026

Gail Borden Public Library District

May served as a powerful month of launching summer initiatives such as Summer Reading and world-class exhibits, key partnership and outreach opportunities, and essential Library growth.

Blossoming Minds: Groundbreaking Summer Growth

We officially launched the **Earth Matters: Rethink the Future exhibition** alongside the **Plant a Seed—Read! 2026 Summer Reading Challenge**, planting the seeds for multi-generational literacy with environmental, interactive learning to drive community engagement across all demographics.

Earthy Excitement - The installation and grand opening of the **Earth Matters exhibition** was a highlight of May. The Grand Opening drew nearly 100 community members, including Board President Jean Bednar and Trustee Ling Low for a celebratory ribbon-cutting. Visitors also enjoyed an educational scavenger hunt, where participants explored key areas of the exhibit and received an earthy giveaway.

Guest book entries immediately showed residents praising the exhibit as a fun, deeply educational resource and calling Gail Borden **"the best library."**

To maximize the exhibition's educational footprint, teams developed specialized Earth Matters book crates, directly placing subject-related reading materials in high visibility locations within the exhibit. We also automated our statistical reporting to track real-time response. Early circulation metrics reveal an immediate impact of this initiative, reflected by an **18% surge in subject-related circulation the first week** compared to the same period last year.

This combination of world-class educational experiences with immersive, hands-on learning and targeted collection curation continues to elevate the Library's role as a premier destination for family-centered discovery.

Planting the Seeds of Literacy - We successfully debuted **2026 Summer Reading Challenge** across the Library District, immediately driving daily registrations and generating excitement. A high-visibility kick-off party elevated our locations into festive, welcoming literacy hubs designed to help celebrate reading as a shared family journey.

We conducted **Gold Star Partner school visits** to nearly **400 local students**—including Burhan Academy, a newly opened Islamic school—and embedded resources into neighborhood literacy nights.

To entice young readers, a massive **reading goal** backdrop and **prize display case** was installed in the Youth Gateway.

A **comprehensive marketing campaign** anchors the project, including: two promotional videos (English and Spanish), high-visibility Avenue banners along the Bike Path, a large outdoor banner above the Main Library entrance, thousands of reading logs, and branded stickers and giveaways. Webpage optimizations and promotions helped drive the Summer Reading webpage to become one of the month's top visited pages.

Each component has been strategically implemented to encourage everyone in the community to participate and grow their reading journeys.

1,700 participants already registered in Beanstack (excludes paper logs)

4,000 Summer Reading Web Page views **15%** ↑ from 2025

12 Earth & Nature Programs in May drew **422 attendees**

Key Projects

District-Wide Standardization - We concluded the final remote drop box wrap installation at the South Elgin Branch. This completes a three-phase project that modernizes and protects our 24/7 return points , ensuring the return process is instantly recognizable and accessible for all customers.

Inclusive Digital Engineering & Design - Our team researched and integrated accessible color combinations and semantic tokens into our new web design system. Full implementation will maximize website accessibility, ensuring screen readers and assistive technologies can perform seamlessly.

Action Plan 2026–2027 Formulation - Teams collaborated to discuss and finalize a draft of the Library's upcoming Action Plan. This strategic framework will unify staff initiatives to maximize community impact through highly actionable, measurable goals across five core focus areas.

Engaging Everyone Everywhere

By embedding vital resources, cross-cultural celebrations and free healthcare access directly into our community, the Library continues to serve as an indispensable lifeline that bridges socioeconomic divides and fosters community belonging.

Partnering with Library Trustee Ling Low and other local leaders, the Thai Temple, and cultural groups, we hosted an immersive **Asian American Pacific Islander Heritage Month Celebration** with music, dance and food, providing a vital platform for deep cross-cultural connection.

We hosted a high-demand **Passport Fair** in collaboration with Congressman Raja Krishnamoorthi's office. Staff processed **55 applications** and **took 57 photos** — about **one week's worth of service done in just 4 hours**, and double the number of applications compared to the previous Passport Fair in 2024!

Community Health & Wellness Equity -

In partnership with Alpha Kappa Alpha Sorority, Inc., the Library began the month with a **Mental Health Awareness Month Forum** that connected the community with trusted, specialized wellness information.

We coordinated and partnered to host expert-led **Bilingual Health & Wellness programs**, equipping many residents with new strategies, resources and takeaways on nutrition, self-care and more. The **Bloom Bilingual Pilates** session alone engaged **57 people** of all fitness levels outdoors in the sunshine.

Continuing on last year's succesful event, the collaborative **Happy Healthy Summer Fun Fair** brought together over **600 attendees** this year! The Vituity Foundation and Advocate Sherman Hospital provided free sports physicals, vision exams and medical consultations.

The Bookmobile concluded an **exceptional year of Student Success visits**, spending approximately **100 hours on-site** and welcoming **2,308 student visitors** to foster consistent academic engagement throughout the school year.

Engaging Everyone Everywhere Continued...

Preservation Month added depth to the adult program calendar. Rebecca Hunter's **Yes, Virginia, Sears DID Sell Barns!** introduced attendees to a lesser-known piece of architectural and agricultural history. The **Dairies to Prairies** program, presented by the Elgin History Museum and Genealogy & Local History Librarian James, connected patrons with Elgin's dairy legacy, prairie restoration and the newly digitized **Elgin Dairy Reports**. These programs supported lifelong learning while also highlighting local history and preservation.

Our Volunteer Services and Life Enrichment staff teamed up to present resource information and volunteer opportunities directly to **Journey of Hope Church**, and answer Library service questions. Additionally, a new standing **monthly presentation at Senior Services** was launched to connect residents with library cards and resources. These efforts help remove geographic barriers to Library access and promote major initiatives within the community.

Visitors of all ages engaged in various **Mother's Day activities**, including tea with Mom, creative KidSpace craft offerings, a dedicated bilingual Cafecito entre Amigos (Coffee Among Friends) for older caregivers with a picture frame craft, ive music and several photo opportunities.

To support homebound and vulnerable residents, the Library successfully expanded its array of hybrid and virtual programs. Hybrid programs such as **Brush Piles, Burning, & Butterflies: 40 Years of Habitat Restoration at Bluff Spring Fen**, along with recurring hybrid groups like the German Conversation Group and Poetry Writers Workshop, allow the Library programs to be more accessible while still supporting in-person engagement.

The Library debuted its first biannual **Play Together Workshop** as part of our new Family Place Library status, connecting parents and young children with local developmental, speech and nutrition experts in an informal setting.

Staff conducted interactive **resource presentations for ESL students** at Elgin Community College, and participated in Taco 'Bout It with a Cop and the Elgin Fox Trot Race. Both events resulted in **multiple new card registrations** and **addressed high-interest questions** regarding the upcoming Mexican Consulate visit in August.

Staff partnered with the Coalition of Artists and Leaders at **VivaLa Fest**. Attendees enjoyed live painting demos, hands-on origami activities, music, lowrider car displays and luchadores (wrestlers). The event provided a vibrant platform **to promote library offerings**, support local artists and strengthen community engagement.

Our **Read to Rover** program created a deeply memorable moment of dignity and inclusion when a resident registered her father, a retired firefighter, to read to Trucker, embracing multi-generational literacy opportunities.

Staff managed a **high volume of reference and readers' advisory inquiries**, guiding families through personalized reading recommendations and resource discovery. Visitors continue to marvel at our modernized footprint, highlighted by a young visitor entering the play area and exclaiming, **"WOW! This is AMAZING!"**

Curating Collections

The Library continues to enrich its collection strategies to help eliminate barriers, and deliver high-quality, equitable resources that reflect our diverse cultural landscape and historical stories within our community.

We expanded our presence in the Illinois Digital Archives by adding the **1933 Elgin High School graduation program** and the **1935 Elgin Centennial documents**, preserving local history and removing geographic barriers to vital heritage materials.

We expanded our digital offerings by adding the **MHz Choice TV Shows BingePass** to the Hoopla collection. MHz Networks operates as a global media company that specializes in presenting international programming to American and Canadian audiences. This addition delivers high-quality, equitable and responsive digital service experiences that satisfy diverse cultural interests.

Grant Growth

By leveraging state and national grant funding, the Library successfully secures critical external resources to preserve Elgin's unique historical legacy and pilot tailored outreach that integrates emerging immigrant populations into our civic fabric.

The **Illinois State Historical Records Advisory Board (ISHRAB) grant-funded Elgin Dairy Report digitization** project is nearing successful completion. The reports have been digitized and promotion has begun. We hosted a targeted local history program and **a site visit** from the Director of the Illinois State Archives.

Strategic development continues under the **Califa grant for new-immigrant outreach**, marked by our first cross-cultural informational summit with local leaders to build trusted pathways and resource access for Elgin's Uzbek community.

Funding the Future

Staff continues to assist the Gail Borden Library Foundation as they successfully secure critical funding that expands Library offerings and its reach, and directly impacts our community's wellness and literacy initiatives.

The Rakows and the Hoffers, major family donors, were recognized at the **Foundation Donor Luncheon** for their transformative community contributions that led to the establishment of the Rakow Branch and South Elgin Branch. Several other donors showed up to support the event, and we received significant positive feedback.

Full promotional efforts are underway for June's ticketed fundraiser staged-reading play, **Aging with Humor and Grace,** written and performed by Sylvia Grady and Cherie Murphy, and also performed by prominant community leaders Karen Fox, Terry Turnquist and Mark Seigle.

Momentum has picked up for the fall **El Trote de las Calacas 5K race/walk**, which has **already surpassed previous benchmarks** by securing 137 early registrations—more than doubling the volume at this exact time last year.

Operational Excellence & Enhancements

By modernizing district infrastructure and optimizing our civic spaces, our facilities team ensures that all Library environments remain safe, highly accessible, and technically advanced hubs for public gathering and community connection.

Advanced A/V Engineering - Staff underwent technical training on the newly upgraded Meadows Room audio-visual system, mastering touch-panel routing, customizable lighting scenes and advanced projector configurations. Technicians also deployed phantom power to the stage XLR inputs, guaranteeing crystal-clear acoustics and professional-grade production abilities for future events.

District-Wide Infrastructure & Safety Compliance -

Maintenance teams completed comprehensive parking lot repairs, including concrete work, crack filling and seal coating at the Main and Rakow branches to preserve our lots and ensure safe, slip-free navigation.

All facilities successfully passed annual fire extinguisher inspections.

Critical sprinkler system repairs and certifications were finalized at the Rakow Branch.

We completed an additional phase of site work at the South Elgin Branch by widening the main entrance to help pedestrian flow and replacing worn brick pathways with new walkways. A new structural connection was also added to provide easy access to the outdoor patio area.

Propelling Professionalism

By investing in advanced leadership development and empowering staff to present at conferences, the Library elevates its institutional reputation as a regional benchmark while translating staff expertise into direct benefits for District residents.

At our annual **Staff Training Day**, **16 Library employees** celebrated anniversary milestones this year, totaling an incredible **295 years** of GBPL service!

Public Library Association (PLA) -

Staff from multiple departments attended the **Reaching Forward** conference.

Staff gained advanced insights into designing inclusive learning environments and executing community-centered programming and outreach.

Jazmin Duran Villagomez and Anita Rufino presented **Lotería as an Outreach Tool**, drawing rave reviews from peer institutions who hailed it as a premier highlight of the conference.

Staff successfully coordinated with the Illinois State Treasurer's Office to secure the **"iCash" unclaimed property recovery program**, directly bringing an impactful financial asset resource to our community members.

Community Leadership Graduation -

Crissy, Customer Relations Director, successfully completed and graduated from the prestigious **Elgin Area Leadership Academy**, an intensive ten-month program sponsored by the Elgin Area Chamber.

This elite training **embeds local administrative insights directly into our frontline staff**, sharpening our capacity to design responsive, empathetic services that align perfectly with Elgin's unique socio-economic landscape.

Comments for the Good of the Organization

The Library received 25 new 5-star Google reviews.

Facebook Comment

"Fantastic library!!!! I've got to tell my grandkids about this exhibit!"

Google 5-Star Review:

"Very amazing. I have kids and I take them here for most of all the programs. Amazing coordinators very helpful."

Voicemail

"I am grateful for what you are doing with hybrid programs and reaching out to the Branches to include some of their programs so they are more accessible to people like me who can't go to the library."

Exhibit guestbook comment:

"We have the best library! Wow!!"

Exhibit guestbook comment:

"These displays are the G.O.A.T."

Facebook Comment

"Very creative video! Keep it up guys. This is our family's favorite library. We moved out of the state two years ago but my kids continue to talk about Gail Borden as their favorite place. We have found no library like Gail Borden. Thank you for being such a treasure."

Google 5-Star Review

(Translated by Google)

Always a fun place to read. Clean and the staff are very polite and professional.

(Original)

Siempre un lugar de diversión en lectura. Limpio y el personal muy educado y profesional.

Google 5-Star Review:

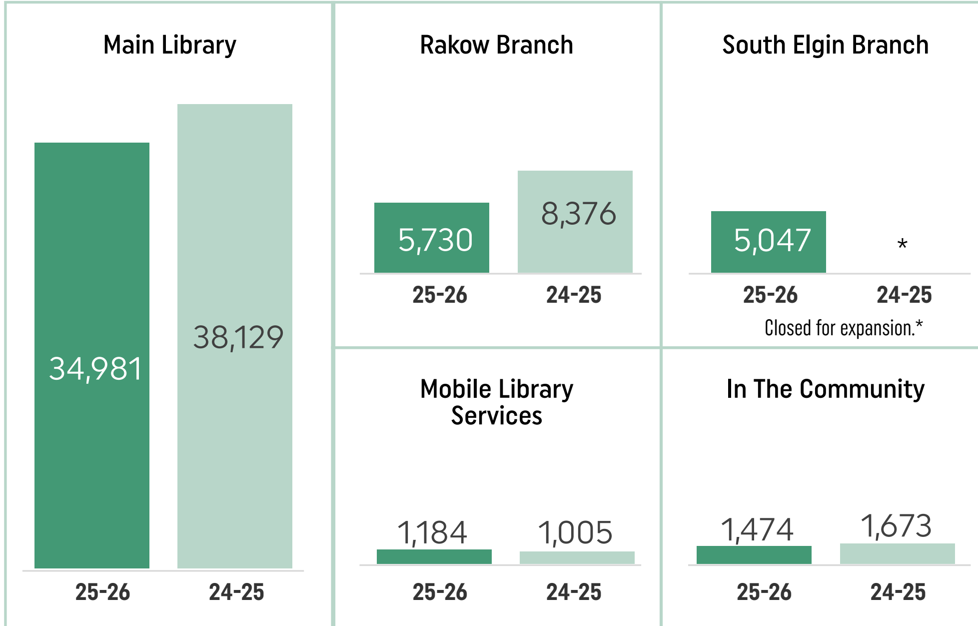
"This is a small but well put together library. The staff is usually very nice. The classes they offer are interesting. They have children's, activities that are nice."

(Rakow Branch)

Visits

48,416

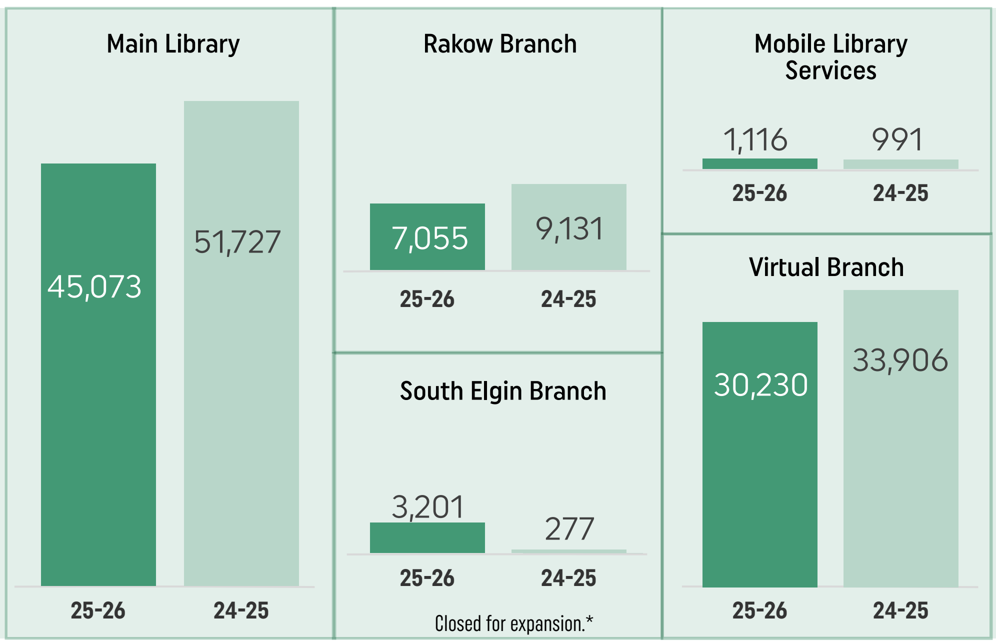
Total Visits FY YTD
585,632

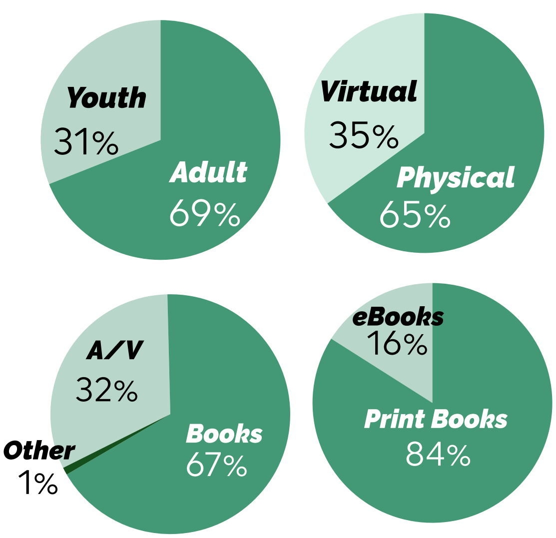


Circulation

86,675

Total Circulation FY YTD
985,868





What impacted numbers this month?

- May 5 — ITC — **Burnham Academy Visit**
- May 15 — All — **Closed for Staff Training**
- May 16 — Main — **Health Fair**
- May 18-31 — Main — **Earth Matters Exhibit**
- May 24-25 — All — **Closed for Memorial Day**
- May 28-31 — Main — **Pop-Up Book Sale**

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New Library Cards

	New to District	District Total	District+RBs Total
FY25-26	**600**	**59,750**	**64,252**
FY24-25	487	80,721	85,899
% Change	**23%**	**-26%**	**-25%**

600

Total New Cards FY YTD **6,678**

Program Attendance **4,697**

	25-26	24-25
Main Library	2,892	2,578
Rakow Branch	82	879
South Elgin Branch	249	*
In The Community	1,474	1,673

Closed for expansion.*

Total Attendance FY YTD **63,529**

Program Sessions

In-Person **150**

Virtual **7**

Hybrid **9**

General Statistics

10,607 Reference Questions

228 Passports

55 Applications accepted at Passport Fair

243 Passport Photos

License Plate Renewals **139**

648 Volunteer Hours

67,541 Website Views

Social Media (Facebook I Instagram I YouTube)

Overall Post Views **493,013+**

Overall Engagements **10,297+**

67 Social Services Appointments

767 Computer Center Interactions

DRAFT
June 2026

GAIL BORDEN PUBLIC LIBRARY DISTRICT

Action Plan

June 2026 - December 2027

Gail Borden LIBRARY

5 Strategic Pillars

Mission: The library where imagination & transformation flourish, fueled by the power of community.

Unifying Operations

Improving coordination, consistency and shared understanding across divisions and departments.

Objectives

1. Standardize service delivery
2. Strengthen training & leadership development

Owners
Division Chiefs
Stacy Rausch &
Melissa Bernasek

Engaging Our Members

Deliver high-quality, equitable and responsive service experiences.

Objectives

1. Improve coordination & efficiency
2. Enhance program quality & impact
3. Increase engagement & interactivity
4. Improve exhibit planning & evaluation

Owners
Division Chiefs
Natalie Kiburg &
Robert Moffett

Ensuring Accessibility

Eliminate barriers to deliver inclusive, easy-to-use services

Objectives

1. Achieve full digital accessibility compliance
2. Ensure inclusive digital experiences
3. Improve efficiency of material processing
4. Expand access to materials

Owners
Division Chiefs
Natalie Kiburg &
Robert Moffett

Strengthening Community Impact

Eliminate barriers to deliver inclusive, easy-to-use services

Objectives

1. Clarify service models & improve effectiveness
2. Deepen community relationships & inclusivity
3. Align marketing with strategic goals
4. Improve outreach efficacy

Owners
Division Chiefs
Natalie Kiburg &
Robert Moffett

Maintaining Our Excellent Facilities

Continue high standards and practices of preventative maintenance on all buildings

Objectives

1. Ensure safe, functional & welcoming spaces

Owners
Division Chief
Brian Hoeg

EXECUTIVE SUMMARY
This project will isolate the Staff Break Room and Back Office at the Rakow Branch from the rooftop unit (RTU) currently serving these areas and install two (2) independent heat-pump mini-split systems, one (1) in each space.

BACKGROUND
The Back Office and Staff Break Room at the Rakow Branch have historically been colder than the rest of the facility due to their location within the building and the limited benefit they receive from the main HVAC system's airflow and temperature distribution. As a result, these areas are more susceptible to temperature fluctuations, creating reduced comfort for staff during colder months and inconsistent conditions throughout the year.

NECESSARY REPAIR
Installing a 1.5-ton Carrier heat-pump mini-split system in each space will provide dedicated heating and cooling, allowing temperatures to be controlled independently from the remainder of the branch. This solution will improve occupant comfort, enhance energy efficiency by conditioning only the areas requiring supplemental climate control, and create a more consistent and productive work environment for staff.

EQUALIS GROUP
A proposal was received from Helm Services, our long-term HVAC and Building Automation Systems (BAS) partner. Although the proposal exceeds the $25,000 bid threshold, staff recommends utilizing Helm Services through its participation in the Equalis Group cooperative purchasing program.

Helm Services was accepted into the Equalis Group in 2022. As a reminder, public-sector entities generally have three compliant methods for expending taxpayer funds:

1. Conduct standalone bids, RFPs, or RFQs.
2. Purchase through state term contracts.
3. Purchase through competitively solicited cooperative agreements, such as Equalis Group and other government procurement programs.

The Equalis Group provides compliant, publicly procured cooperative agreements that enable public-sector organizations to a) Obtain needed products and services more efficiently; b) Benefit from improved pricing through collective purchasing power; and c) Reduce administrative time and costs associated with conducting independent solicitations.

Equalis Group issued an RFP for HVAC Installers and Energy Management Services, and Helm Group was selected as an awarded vendor under this competitively procured contract vehicle. After reviewing the Equalis Group program, the Gail Borden Public Library District joined the cooperative to take advantage of these procurement benefits while maintaining compliance and competitive pricing. Helm Services also supports numerous public schools and libraries throughout Illinois through this platform.

Helm Services has submitted a proposal in the amount of $28,639.00. The scope of work includes:

1. Furnishing and installing one (1) 1.5-ton Carrier heat-pump mini-split system in each location.
2. Providing new electrical feeds for condenser connections.
3. Performing required roofing work, including coring through the roof.
4. Installing new condensate drain lines.
5. Starting up, testing, and verifying proper system operation.

RECOMMENDATION
Because Helm Services is the Library's primary HVAC and BAS vendor and an awarded Equalis Group contractor, staff respectfully recommends approval of the Helm Services proposal in the amount of $28,639.00.

Respectfully submitted,

Andrew Kolba
Director of Maintenance

GBPLD Operating Budget DRAFT FY27

SJ 06052026

ACCOUNT #s	DESCRIPTION	2025-2026 Budget	2025-2026 Expenditures	2026-2027 Budget	%Change
GENERAL FUND			as of 06/04/26		
10-41-100-0	SALARIES & WAGES: ADMINISTRATION	1,760,000	1,454,057		
10-41-101-0	SALARIES & WAGES: LIBR. & SUPERV.	4,325,000	3,764,349		
10-41-102-0	SALARIES & WAGES: SUPPORT	4,110,000	3,478,832		
10-41-103-0	SALARIES & WAGES: MAINTENANCE	530,000	398,673		
	TOTAL SALARIES	**10,725,000**	**9,095,910**	**11,100,000**	3.50%
10-41-110-0	HEALTH & DENTAL INSURANCE	1,266,100	1,097,172	1,430,100	12.95%
10-41-111-0	LIFE INSURANCE	10,000	9,949	10,500	5.00%
*** TOTAL**	**PERSONNEL EXPENDITURES**	**12,001,100**	**10,203,031**	**12,540,600**	**4.50%**
10-42-200-0	NATURAL GAS	102,000	105,325	119,000	16.67%
10-42-200-5	NATURAL GAS: RAKOW	5,000	4,156	7,500	50.00%
10-42-200-7	NATURAL GAS: SE	4,200	1,944	7,500	78.57%
10-42-200-9	NATURAL GAS: DAVIS ROAD	5,100	6,672	7,500	47.06%
10-42-201-0	ELECTRICITY	370,000	320,863	385,000	4.05%
10-42-201-5	ELECTRICITY: RAKOW	45,000	31,706	45,000	0.00%
10-42-201-7	ELECTRICITY: SE	45,000	12,919	45,000	0.00%
10-42-201-9	ELECTRICITY: DAVIS ROAD	6,000	5,669	7,500	25.00%
10-42-202-0	WATER & SEWER	19,000	20,798	24,000	26.32%
10-42-202-5	WATER & SEWER: RAKOW	5,500	6,626	8,500	54.55%
10-42-202-7	WATER & SEWER: SE	5,500	3,442	6,000	9.09%
10-42-202-9	WATER & SEWER: DAVIS ROAD	2,400	361	2,000	-16.67%
10-42-203-1	TELEPHONE/LINE CHARGES	17,400	14,206	4,200	-75.86%
10-42-203-3	TELEPHONE/MAINT & SERVICE	45,300	37,083	46,100	1.77%
10-42-203-4	TELEPHONE: MOBILE	8,600	6,594	9,600	11.63%
10-42-204-0	COMMON AREA MAINT: SOUTH ELGIN	40,000	36,174	36,200	-9.50%
10-42-204-5	REAL ESTATE TAXES	5,500	5,261	5,500	0.00%
10-42-204-9	LEASE: DAVIS ROAD	123,000	121,527	130,000	5.69%
10-42-205-0	BANKING FEES	20,500	18,456	24,800	20.98%
10-42-206-0	DEBT CERTIFICATE PRINCIPAL	130,000	130,000	135,000	3.85%
10-42-206-5	DEBT CERTIFICATE INTEREST	6,000	5,942	2,600	-56.67%
10-42-209-0	MOVING	3,000	3,068	5,000	66.67%
10-42-210-0	POSTAGE & SHIPPING	18,000	14,384	18,000	0.00%
10-42-215-0	COLLECTION AGENCY	18,000	15,013	19,500	8.33%
10-42-220-2	LEGAL PUBLICATIONS	2,500	1,531	2,500	0.00%
10-42-222-1	PUBLIC RELATIONS: NEWSLETTER	158,100	119,812	199,000	25.87%
10-42-222-2	PUBLIC RELATIONS: OTHER	18,500	8,489	41,500	124.32%
10-42-222-3	PUBLIC RELATIONS: PROMOTIONS	18,300	19,112	28,900	57.92%
10-42-225-1	CONSULT. & PROF. FEES: LEGAL	12,500	9,299	10,000	-20.00%
10-42-225-2	CONSULT. & PROF. FEES: OTHER	81,700	41,172	84,000	2.82%
10-42-230-0	PUBLIC PROGRAMMING: BRANCH SERVICES	25,700	14,831	20,000	-22.18%
10-42-230-1	PUBLIC PROGRAMMING: HISPANIC SERVICES	18,300	16,527	22,000	20.22%
10-42-230-2	PUBLIC PROGRAMMING: YOUTH	29,000	23,077	29,000	0.00%
10-42-230-3	PUBLIC PROGRAMMING: ADULT PROG & EVENTS	25,000	26,125	35,100	40.40%
10-42-230-4	PUBLIC PROGRAMMING: TRANSLATION	2,500	600	2,500	0.00%
10-42-230-5	DIGITAL LITERACY CLASSES	8,000	5,320	18,000	125.00%
10-42-230-6	PUBLIC PROGRAMMING: INFO SVCS/ STUDIO	800	111	800	0.00%
10-42-230-7	DIGITAL LITERACY CLASSES-BILINGUAL	6,700	6,440	-	-100.00%

GBPLD Operating Budget DRAFT FY27

ACCOUNT #s	D E S C R I P T I O N	2025-2026 Budget	2025-2026 Expenditures	2026-2027 Budget	%Change
10-42-230-8	DIGITAL LITERACY CLASSES-BRANCHES	6,500	2,300	4,500	-30.77%
10-42-230-9	PUBLIC PROGRAMMING: MOBILE SERVICES	3,300	3,422	6,000	81.82%
10-42-235-0	GENERAL CLEANING SERVICE	200,000	203,589	221,000	10.50%
10-42-235-5	GENERAL CLEANING SERV: RAKOW	50,000	29,823	56,000	12.00%
10-42-235-7	GENERAL CLEANING SERV: SE	53,000	49,448	56,000	5.66%
10-42-235-9	GENERAL CLEANING SERV: DAVIS ROAD	2,500	800	22,000	780.00%
10-42-240-0	PRINTING: OUTSIDE	10,000	7,475	24,800	148.00%
10-42-245-0	COPIERS-LEASES	6,700	8,161	6,500	-2.99%
10-42-245-1	COPIERS-LEASES: PRAD	19,500	14,901	19,500	0.00%
10-42-245-2	COPIER/VIEWSCAN MAINTENANCE	10,100	7,468	9,000	-10.89%
10-42-245-3	COPIER MAINTENANCE: PRAD	21,100	8,553	15,900	-24.64%
10-42-246-0	SORTER LEASE	106,100	106,102	110,000	3.68%
10-42-250-0	BINDING	1,500	340	1,500	0.00%
10-42-255-1	ON-LINE COMPUTER SVCS	94,100	89,279	108,100	14.88%
10-42-255-2	COMPUTER MAINTENANCE	249,900	162,656	260,000	4.04%
10-42-255-3	ON-LINE COMPUTER SVCS: ACCESS SVCS	64,400	64,802	75,000	16.46%
10-42-255-4	COMPUTER MAINTENANCE: ACCESS SVCS	150,000	148,211	150,300	0.20%
10-42-260-0	COMPUTER CATALOG SERVICE	31,300	32,480	33,300	6.39%
10-42-265-0	MATERIAL PROCESSING SERVICE	115,000	42,281	74,100	-35.57%
10-42-270-0	VEHICLE MAINTENANCE: MOBILE SERVICES	57,000	68,710	25,000	-56.14%
10-42-270-1	VEHICLE MAINTENANCE: FACILITIES	15,000	15,223	16,000	6.67%
10-42-270-2	SMALL EQUIP MAINT: OFFICE	2,700	2,473	3,000	11.11%
10-42-270-3	SMALL EQUIP MAINT: A-V	3,700	2,128	4,600	24.32%
10-42-270-5	**EQUIPMENT MAINTENANCE: OTHER**	*NEW*	*NEW*	2,500	100.00%
10-42-275-0	PAYROLL PROCESSING	46,000	42,087	49,000	6.52%
10-42-280-0	DUES & MEMBERSHIPS	20,000	19,118	20,000	0.00%
10-42-290-1	CONTINUING ED: REGISTRATION & FEES	31,000	15,339	35,000	12.90%
10-42-290-2	CONTINUING ED: TRAVEL & MEALS	8,000	5,984	8,000	0.00%
10-42-290-3	CONFERENCES: ALL EXPENSES	70,000	49,125	70,000	0.00%
10-42-290-4	CONTINUING ED: TAP	8,500	5,530	8,900	4.71%
10-42-290-5	TELECOMMUTING EXPENSES	900	360	900	0.00%
10-42-299-0	CONTINGENCY	5,000	5,198	5,000	0.00%
* TOTAL	**CONTRACTUAL EXPENDITURES**	**2,920,400**	**2,433,999**	**3,095,700**	**6.00%**
10-43-300-1	OFFICE SUPPLIES: GENERAL	9,000	5,734	9,000	0.00%
10-43-300-2	OFFICE SUPPLIES: COMPUTER	40,300	41,698	55,600	37.97%
10-43-300-4	PASSPORT SERVICES SUPPLIES	2,900	2,819	3,400	17.24%
10-43-300-5	DIGITAL SERVICES MERCHANDISE	1,100	1,086	1,100	0.00%
10-43-301-0	SUPPLIES: WORK APPAREL	6,500	5,646	7,000	7.69%
10-43-305-0	VOLUNTEERS	7,000	5,303	8,000	14.29%
10-43-310-0	MATERIALS PROCESSING SUPPLIES	22,000	24,446	21,000	-4.55%
10-43-320-0	DUPLICATING: PAPER/COPY SHOP SUPPLIES	15,400	11,327	14,000	-9.09%
10-43-330-0	GRAPHICS SUPPLIES	13,000	10,842	14,500	11.54%
10-43-330-1	ARTS & CRAFTS SUPPLIES: YOUTH	4,000	1,748	3,500	-12.50%
10-43-330-2	ARTS & CRAFTS SUPPLIES: PUBLIC SVCS	4,900	3,250	4,100	-16.33%
10-43-330-3	ARTS & CRAFTS SUPPLIES: COMM SVCS	3,800	1,443	5,000	31.58%
10-43-335-0	EXHIBITS AND DISPLAYS	36,000	33,095	42,000	16.67%
10-43-350-0	FUEL/GASOLINE: FACILITIES	6,500	4,405	6,500	0.00%

ACCOUNT #s	DESCRIPTION	2025-2026 Budget	2025-2026 Expenditures	2026-2027 Budget	%Change
10-43-350-1	FUEL/GASOLINE: MOBILE SERVICES	8,000	3,809	8,000	0.00%
10-43-360-0	FOOD/BEV/SUPPLIES	13,700	10,434	17,200	25.55%
10-43-370-0	JANITORIAL SUPPLIES	103,000	114,058	120,000	16.50%
10-43-380-0	ELECTRICAL SUPPLIES/BULBS	10,000	6,884	10,000	0.00%
10-43-399-0	MISCELLANEOUS	5,000	3,294	5,000	0.00%
*** TOTAL**	**SUPPLIES EXPENDITURES**	**312,100**	**291,323**	**354,900**	**13.71%**
10-44-400-1	BOOKS: ADULT	210,000	125,331	190,300	-9.38%
10-44-400-2	BOOKS: YOUTH	96,000	69,033	94,500	-1.56%
10-44-400-4	IN-HOUSE REFERENCE	1,200	298	600	-50.00%
10-44-400-5	BOOKS: ADULT BRANCH	59,000	35,152	59,000	0.00%
10-44-400-6	BOOKS: YOUTH BRANCH	18,700	16,658	24,500	31.02%
10-44-410-0	PERIODICALS	11,000	12,444	11,000	0.00%
10-44-410-5	PERIODICALS: BRANCH	5,000	4,268	5,000	0.00%
10-44-420-1	AUDIO-VISUAL: ADULT	89,500	63,857	91,000	1.68%
10-44-420-2	AUDIO-VISUAL: YOUTH	17,000	11,877	20,500	20.59%
10-44-420-5	AUDIO-VISUAL: ADULT BRANCH	24,000	22,869	24,000	0.00%
10-44-420-6	AUDIO-VISUAL: YOUTH BRANCH	9,000	4,529	11,900	32.22%
10-44-430-0	DIGITIZATION AND PRESERVATION	17,000	19,465	17,000	0.00%
10-44-435-0	ELECTRONIC RESOURCES: DATABASES	120,000	125,104	171,000	42.50%
10-44-435-1	ELECTRONIC RESOURCES: IN HOUSE	21,000	11,632	25,000	19.05%
10-44-435-2	ELECTRONIC RESOURCES: EBOOKS	275,000	296,525	525,000	90.91%
10-44-435-3	ELECTRONIC RESOURCES: STREAMING SVCS	285,300	327,375	310,300	8.76%
10-44-435-4	ELECTRONIC RESOURCES: PLATFORM FEES	45,400	43,213	44,000	-3.08%
10-44-435-5	ELECTRONIC RESOURCES: PUBLIC RELATIONS	33,800	30,907	43,900	29.88%
10-44-440-0	TOYS & KITS: YOUTH	12,000	11,754	11,500	-4.17%
10-44-440-1	GAMES: STUDIO	800	578	1,000	25.00%
10-44-440-2	TOYS & KITS: COMM SVCS	5,200	4,680	4,800	-7.69%
*** TOTAL**	**MATERIALS EXPENDITURES**	**1,355,900**	**1,237,548**	**1,685,800**	**24.33%**
10-45-500-0	COMPUTER EQUIPMENT	308,500	183,006	327,900	6.29%
10-45-510-0	FURNITURE AND FIXTURES	178,800	110,498	68,500	-61.69%
10-45-520-0	OFFICE EQUIPMENT	15,800	1,106	23,100	46.20%
10-45-530-0	AUDIO-VISUAL EQUIPMENT	12,800	15,488	62,600	389.06%
10-45-540-0	SMALL LIBRARY EQUIPMENT	7,000	7,683	7,000	0.00%
10-45-599-0	CONTINGENCY	5,000	319	5,000	0.00%
***TOTAL**	**EQUIPMENT EXPENDITURES**	**527,900**	**318,101**	**494,100**	**-6.40%**
10-49-900-0	CAPITAL IMPROVEMENTS	1,510,500	1,375,069	2,278,000	50.81%
10-49-930-0	SE EXPANSION EXPENDITURES	650,000	505,813	-	-100.00%
***TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**	**2,160,500**	**1,880,882**	**2,278,000**	**5.44%**
	GENERAL FUND EXPENDITURES	**19,277,900**	**16,364,885**	**20,449,100**	**6.08%**
20-41-100-0	**I.M.R.F. FUND EXPENDITURES**	**970,000**	**795,275**	**970,000**	**0.00%**
30-41-100-0	**SOCIAL SECURITY FUND EXPENDITURES**	**798,000**	**683,948**	**834,600**	**4.59%**
40-42-200-0	**AUDIT FUND EXPENDITURES**	**16,400**	**16,400**	**16,800**	**2.44%**

GBPLD Operating Budget DRAFT FY27

ACCOUNT #s	DESCRIPTION	2025-2026 Budget	2025-2026 Expenditures	2026-2027 Budget	%Change
LIABILITY INSURANCE FUND					
50-41-100-0	WORKERS COMPENSATION INSURANCE	23,000	21,030	24,000	4.35%
50-41-110-0	UNEMPLOYMENT COMPENSATION INSURANCE	12,000	8,728	9,200	-23.33%
50-42-200-0	GENERAL INSURANCE	180,000	161,795	180,000	0.00%
50-42-210-0	RISK MANAGEMENT: FACILITIES	68,700	47,609	76,700	11.64%
50-42-210-1	RISK MANAGEMENT : HR	15,800	13,725	15,300	-3.16%
50-42-210-2	RISK MANAGEMENT: PROJECTS	58,000	27,226	32,500	-43.97%
	LIABILITY INSURANCE FUND EXPENDITURES	**357,500**	**280,114**	**337,700**	-5.54%
BUILDING & EQUIPMENT FUND					
60-42-200-0	REPAIR/MAINT. OF BUILDING	264,500	180,559	264,500	0.00%
60-42-200-5	REPAIR/MAINT. BLDG RAKOW	46,500	46,984	55,000	18.28%
60-42-200-7	REPAIR/MAINT BLDG: SE	31,000	12,910	55,000	77.42%
60-42-200-9	REPAIR/MAINT BLDG: DAVIS ROAD	6,500	6,638	15,000	130.77%
60-42-210-0	REPAIR/MAINT. OF GROUNDS	185,000	171,882	200,000	8.11%
60-42-210-5	REPAIR/MAINT GROUNDS: RAKOW	75,000	73,630	75,000	0.00%
60-42-210-7	REPAIR/MAINT GROUNDS: SE	5,000	12,769	39,000	680.00%
60-42-210-9	REPAIR/MAINT GROUNDS: DAVIS ROAD	1,000	-	2,500	150.00%
60-42-220-0	REPAIR/MAINT. OF HVAC	165,000	112,386	175,000	6.06%
60-42-220-5	REPAIR/MAINT HVAC: RAKOW	32,000	10,386	35,000	9.38%
60-42-220-7	REPAIR/MAINT HVAC: SE	32,000	4,734	35,000	9.38%
60-42-220-9	REPAIR/MAINT HVAC: DAVIS ROAD	500	650	4,000	700.00%
60-42-230-0	REPAIR/MAINT. OF OTHER MAINT. EQUIP	6,300	2,165	6,300	0.00%
60-42-299-0	CONTINGENCY	50,000	42,000	50,000	0.00%
* TOTAL	**CONTRACTUAL EXPENDITURES**	**900,300**	**677,693**	**1,011,300**	**12.33%**
60-43-320-0	BLDG. & GROUNDS SUPPLIES	25,000	14,806	25,000	0.00%
60-43-340-0	CHEMICALS/WATER TREATMENT	1,500	450	1,500	0.00%
60-43-370-0	SIGNAGE	29,000	12,087	33,000	13.79%
60-43-399-0	MISCELLANEOUS	5,000	2,132	5,000	0.00%
* TOTAL	**SUPPLIES EXPENDITURES**	**60,500**	**29,474**	**64,500**	**6.61%**
60-45-500-1	MAINTENANCE EQUIPMENT: MAJOR	-	-	-	100.00%
60-45-500-2	MAINTENANCE EQUIPMENT:UNDR 1000	5,000	3,284	5,000	0.00%
60-45-599-0	MISCELLANEOUS	1,000	99	1,000	0.00%
* TOTAL	**EQUIPMENT EXPENDITURES**	**6,000**	**3,383**	**6,000**	**0.00%**
TOTAL	**BUILDING & EQUIP. FUND EXPENDITURES**	**966,800**	**710,550**	**1,081,800**	11.89%
TOTAL	**OPERATING BUDGET**	**22,386,600**	**18,851,172**	**23,690,000**	5.82%

Gail Borden Public Library District Sole Source Policy

Gail Borden Public Library District (GBPLD) has established policies and procedures for purchasing conducted with federal funds that conform to applicable federal regulations including 2 CFR 200.318-327. The Gail Borden Public Library District Federal Procurement Policy outlines these policies and procedures. This policy supplements the procurement policy and provides specific criteria and requirements to be followed for noncompetitive procurement using federal funds.

Guidelines

It is GPLD policy to conduct procurement transactions in a manner providing full and open competition as required by federal regulations and the terms and conditions of the award. Noncompetitive procurement is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply, per 2 CFR 200.320:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold ($10,000 including shipping and handling but excluding tax); or
2. The procurement transaction can only be fulfilled by a single source; or
3. The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation; or
4. The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
5. After solicitation of several sources, competition is determined inadequate.

Sole Source Justification Criteria

A sole source justification is required for every proposed noncompetitive purchase over the micro-purchase threshold. The Chief Operating Officer or appropriate Division Chief managing the Project are responsible for providing and certifying as accurate and complete the necessary data to support their recommendation for other than full and open competition. This justification must be in writing, include supporting documentation, and be maintained in the procurement file.

The sole source justification should document the good faith effort made in searching for other suppliers, include a list of the unique technical specifications required of the product, and the companies that were contacted in the search for alternate sources. A sole source justification describes the steps taken to determine that the chosen supplier is the only source available for your product/service. The following list of criteria may be used in determining if a sole source situation exists:

1. Only one manufacturer makes the item meeting required specifications; that manufacturer only sells direct or exclusively through one regional/national distributor; describe the steps taken to determine only one source exists.
2. Item must be identical to equipment already in use to ensure compatibility with existing equipment or systems, and that item is only available from one source. Provide a previous PO number or equipment inventory tag number in your sole source justification.
3. Named in the award: The supplier is specifically named by the funding source award documents. Proposal documents are not considered an "award document".

4. Maintenance or repair by the original equipment manufacturer (OEM) and the manufacturer does not have multiple agents to perform these services.
5. Replacement or spare parts are required from the OEM, and the OEM does not have distributors for those parts.
6. Patented items or copyrighted materials, which are only available from the patent or copyright holder.
7. The chosen consultant has unique expertise, background in a recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination, or talent. The consultant has advanced or specialized knowledge, or expertise gained over an extensive period in a specialized field of experience.
8. A market survey has been conducted to determine whether other suppliers capable of satisfying the requirements exist. A list of all the suppliers contacted, along with the reason why each supplier could not meet the requirements should be provided with the sole source justification.

Procurement through a sole source purchase is not to be used to avoid competition. Administrative delay or lack of adequate advanced planning resulting in urgency does not justify a sole source purchase. Statements that a supplier has the best capability or offers the lowest price are also not bases for a sole source justification. Such determinations can only be made through full and open competitive processes. Rationale that the recommended source is the most highly qualified to perform but does not establish why other sources cannot perform is not an acceptable justification for sole source procurement.

A cost analysis that verifies the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required for all procurements in which price competition is lacking, including contract modifications or change orders, unless price reasonableness can be established on the basis of a catalogue or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation. The cost analysis must be documented in writing and maintained in the procurement file.

Approval of Sole Source Procurement

Sole source justifications must be reviewed and approved by either Chief Executive Officer, the Chief Operating Officer of Facilities or the Chief Operating Officer of Library Services prior to an order being placed. The Director of Grants will consult the award document(s) and the terms and conditions of the award to determine if prior approval from the federal awarding agency is required. If necessary, federal agency approval will be obtained before the purchase is made. This approval will be maintained in the procurement file.

Responsibilities

The Chief Executive Officer or Chief Operating Officers will be responsible for ensuring compliance with all policies outlined above.

Board Approved 6/26

Gail Borden Public Library District (GBPLD) must comply with labor reporting requirements when labor is charged to a federal award source – whether as part of direct costs or as part of an indirect cost pool consistent with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.430 Compensation—personal services.

Federal regulations require charges to federal awards for labor to be based on records that accurately reflect the work performed. For labor costs to be allowed to be charged to a federal award, they must follow the Standards for Documentation of Personnel Expenses located in 2 CFR 200.430(g). These standards require that labor records be:

- Supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
- Incorporated into the official records of the organization.
- Reasonably reflect the total activity for which the employee is compensated.
- Encompass is federally assisted, and the organization compensates all other activities on an integrated basis but may include the use of subsidiary records as defined in the organization's written policy.
- Comply with the established accounting policies and practices of the organization.
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

GBPLD complies with these standards by requiring regular after-the-fact certification of effort by everyone whose salary is charged to a federal award during an effort reporting period. GBPLD's time and effort procedures are part of a system of internal controls that provides reasonable assurance that charges to federally sponsored projects are accurate, allowable, and properly allocated. In addition, the compensation for employees who work with federal funds is consistent with the remuneration of similar work performed for non-grant-funded projects and/or in other comparable organizations.

Definitions

- **Cost Objective:** a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, and capital projects. A cost objective may be a significant function of the organization, a particular service or project, a federal award, or an indirect cost activity.
- **Effort:** Effort is defined as the proportion of time spent on any activity expressed as a percentage of the total activities for which an individual is compensated by GBPLD, regardless of part-time or full-time status and/or number of hours worked. Accordingly, total effort is always 100% whether an employee is full-time or part-time.
- **Time and Effort Reporting:** Time and Effort reporting is the process by which GBPLD confirms and documents that the labor billed is reasonable and accurately reflects the actual

effort expended on projects during each reporting period. The methodology used is an "after-the-fact" certification process. Time and effort reports must be a single, certified document that reflects 100% of an employee's time worked in a given period.

Procedures

The CEO and Director of Grants will identify the positions that are funded by or dedicated as part of a formal matching contribution to every new federal award and ensure that the relevant supervisor and employee are aware of the time and effort reporting requirements.

GBPLD uses Paycom to manage payroll for exempt and non-exempt employees. Employees shall also complete time and effort reporting, certifying time spent on each federal grant program with which they work. Suppose an employee's salary and benefits are funded in part by a federal program. In that case, the employee must spend a proportionate amount of time and effort on activities that benefit the federal program.

The following time and effort reporting procedures will be used for both employees working on a single cost objective and those who work on multiple cost objectives. This includes employees whose time is only partially grant-funded. The proportional time and effort expended on each cost objective is recorded using a Federal Grant Time and Effort Documentation form, which allows the employee to capture their total time and effort monthly. The Federal Grant Time and Effort Documentation must be prepared, signed, and dated by the employee and certified by a supervisor with first-hand knowledge of the employee's work.

The form is then sent by the supervisor to the Director of Grants and the Director of Finance by the seventh working day of the following month. The Director of Finance ensures the Federal Grant Time and Effort Documentation is reconciled to documented payrolls monthly and maintained in the grant records. Employees who are paid from multiple funding sources must report their hours worked according to the activities actually performed during a given period, and not according to how their salary is budgeted.

If effort levels or assignments change substantially, employee supervisors must report deviations from allocation estimates to the Director of Finance and the Director of Grants. The Director of Finance will review and adjust budget estimations to actual effort prior to final financial reporting.

Special Considerations

- **Federal grant compliance management, administration, and technical support** benefiting more than one federal cost objective and for which multiple cost objectives could be charged. Activity in this category may be necessary due to federal award requirements. For example, the development of cross-cutting policies and procedures for grant administration and compliance. Other examples are management meetings to discuss the effectiveness of grant compliance controls, the training of compliance staff regarding grant control activities and procedures, meetings to discuss and train staff regarding the reimbursement of earned interest payable back to federal funds, etc. In this circumstance, time may be allocated to multiple federal cost objectives.

- **Development of new grants.** Time spent working on a new grant for which there is no award cannot be charged to a grant. Time spent on grant development activities is not allocable to a federal award unless earmarked as an allowable cost in the federal grant instructions, request for proposal, or awarded grant agreement.
- **Paid time off**, jury duty, bereavement leave, and other paid time off will be charged to the award proportionate to the level of effort.
- **Cost-share/Matching funds**. Suppose any employee effort under a federal award will be counted as matching funds. In that case, GBPLD will maintain documentation supporting the personnel costs counted as match in the same manner it would for personnel costs charged directly to the grant.

Review of this Policy

In the interest of maintaining best practices, the GBPLD Board of Trustees will review this policy annually or as needed according to federal grant awards.

Board Approved 6/26

Gail Borden Public Library District (GBPLD) fully supports federal restrictions on lobbying using federal funds (2 CFR 200.450). This policy establishes that GBPLD will not use federal funding to lobby federal, state, or local officials or their staff to receive additional funding or influence legislation. This policy applies to all employees, officers, and contractors doing business with GBPLD.

Requirements

As a rule, these lobbying restrictions preclude GBPLD from:

- Spending federal funds to influence an officer or employee of any agency of Congressional member/staff regarding federal awards.
- Encouraging the public or other entities to support or oppose specific action proposed or pending before the Federal government, including the US Congress, often referred to as grassroots lobbying.
- Encouraging the public or other entities to support or oppose specific legislation or executive action proposed or pending before the state or local government, often referred to as grassroots lobbying.
- Direct lobbying of the US Congress.
- Direct lobbying of a state or local legislature, other than certain communications during normal executive-legislative relationships.

Responsibilities

- To fully understand and comply with the restrictions on lobbying, the GBPLD Board of Trustees will review all appropriations and programmatic statutes for further limitations and restrictions.
- The GBPLD Board of Trustees will oversee all GBPLD activities and spending to ensure compliance.

Board Approved 6/2026

This policy documents the GBPLD procedures for identifying and handling **program income** generated from activities funded by a federal award. GBPLD accurately identifies, tracks, uses, and reports program income generated, as a result of federal award activities, according to the federal requirements in 2 CFR 200.307.

This policy also documents GBPLD procedures for handling **interest income** earned on federal award funds. GBPLD complies with the requirements for interest income described in 2 CFR 200.305.

Definitions

- **Program Income**- The gross income earned by a recipient or subrecipient that is directly generated by a supported activity or earned as a result of the grant during the grant's period of performance.

- **Interest Income**- Interest earned on advance payments from a federal award.

Program Income

- **Identification**

  The Director of Grants will determine which activities on the award may generate program income and consult with program staff when determining the inclusion of program income in a grant proposal.

  Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees, and royalties on patents and copyrights, and principal and interest on loans made with federal award funds.

  Except as otherwise provided in federal statutes, regulations, or the terms and conditions of the grant, program income **does not include** rebates, credits, discounts, and interest earned on any of them. Proceeds from the sale of real property, equipment, or supplies are also generally not program income. Such proceeds must be handled in accordance with the requirements of federal property standards or as stated in the terms and conditions of the federal award.

- **Tracking**

  The Program Manager is responsible for identifying and reporting program income to GBPLD's Director of Grants who will ensure it meets the terms and conditions of the award as well as applicable federal regulations. Program income will be separately tracked for each federal award.

- **Treatment**

  Program income will be used according to the terms of the federal award. If the federal awarding agency authorizes an **additive** use of program income, GBPLD will add program income to the federal award. The program income will be used for the purposes and under the conditions of the federal award. Program income earned during the project period must be expended prior to requesting reimbursement against the grant and all efforts must be made to expend program income during the award's period of performance.

With prior approval of the federal awarding agency, program income may also be used to **meet a cost sharing or matching requirement** of the federal award. In this case, the amount of the award remains the same.

In the case of an award specifying that a **deduction** method is to be used for program income*,* income will be deducted from total allowable costs to determine the net allowable costs. In this case, program income must be used to reduce the federal award rather than to increase the funds committed to the project.

If authorized by federal regulations or the federal award, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

If there is unexpended program income remaining at the end of the grant, GBPLD will adhere to the requirements of the awarding agency in its handling of the funds including, if required, remitting the funds to the awarding agency.

- **Reporting**

  The Director of Grants will report program income and its use to the awarding agency annually for each federal fiscal year during which the award is active, unless otherwise required by the awarding agency. Program income totals must be reported even if there was no program income generated during the federal fiscal year. If a GBPLD award has subrecipients, the Director of Grants is responsible for collecting program income information from its subrecipients and including those totals in its annual report to the federal awarding agency.

- **Records Retention**

  The Director of Grants will retain appropriate records relating to program income earned during the grant period of performance and for at least three years beyond the date of submission of the grant's final financial report. Minimally, these records must include:

  - Description of the income-generating activities,
  - Approval of awarding agency (if applicable),
  - Method used to calculate the rates and any changes,
  - Revenue generated,
  - Billing records identifying date, budget numbers, and amounts charged or invoiced, and
  - Record of how program income was used by the project (if applicable).

Interest Income

According to the provisions of 2 CFR 200.305, advance payments of federal funds must generally be maintained in interest bearing accounts. Interest earned up to $500 per year may be retained by GBPLD for administrative expenses. Any interest in excess of $500 earned on federal advance payments must be remitted annually to the Department of Health and Human Services (regardless of the award funder) Payment Management System (PMS) through either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Instructions for interest remittance can be found in 2 CFR 200.305.

Board Approved 6/26

Gail Borden Public Library District Property Policy

The Gail Borden Public Library District (GBPLD) complies with all applicable federal property standards for grant funded projects including 2 CFR Part 200 Subpart D, which details post award requirements related to the management of property acquired or updated, in whole or in part, with funds from federal awards. GBPLD also complies with the Public Library District Act 1991,75 ILCS 16/30-55.30 & 55.32 and applicable state regulations related to property.

Definitions

- **Personal property**: Property other than real property. It may be tangible, having physical existence, or intangible.
- **Real property**: Land, including land improvements, structures and appurtenances thereto, and legal interests in land, including fee interest, licenses, rights of way, and easements. Real property excludes moveable machinery and equipment.
- **Equipment**: Tangible personal property (including IT systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000.
- **Supply**: All tangible personal property that is not considered equipment. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by GBPLD for financial statement purposes or $5,000, regardless of the length of its useful life.
- **General purpose equipment**: Equipment that is not limited to research, medical, scientific, or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- **Special purpose equipment**: Equipment which is used only for research, medical, scientific, or other similar technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, spectrometers, and associated software. Special purpose equipment must be identified in property records.
- **Intangible property**: Property having no physical existence, such as trademarks, copyrights, data (including data licenses), websites, IP licenses, trade secrets, patents, patent applications, and property, such as loans, notes and other debt instruments, lease agreements, stocks and other instruments of property ownership of either tangible or intangible property such as intellectual property, software, or software subscriptions or licenses.
- **Capital assets**: Tangible or intangible assets used in operations having a useful life of more than one year and a per unit cost of that equals or exceeds $5,000.
- **Federally-funded property**: Property purchased partially or wholly with funds from a federal award. Title to federally-funded property may vest in GBPLD or in the federal government depending on the terms and conditions of the award.
- **Federally-owned property**: Property purchased with federal funds for which the federal government holds title.

Property Trust Relationship

GBPLD has a responsibility to protect and utilize property acquired or improved with a federal award for the beneficiaries of the program which received the federal award. GBPLD must use, manage, and dispose of federally-funded property according to the terms and conditions of the award and federal guidance contained in 2 CFR 200.310-316. GBPLD must use property purchased or improved with federal funds for authorized purposes during the period of performance, or until the property is no longer needed for the purposes of the project.

Supplies

Title to supplies acquired under a federal award will vest upon acquisition in GBPLD. Supplies purchased with federal funds should not be used by non-federal programs. As long as the federal government retains an interest in the supplies, GBPLD must not use supplies acquired under a federal award to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by federal statute.

If at the completion of a project or program there is a residual inventory of unused supplies exceeding $10,000 in aggregate and the supplies are not needed for another federal award, GBPLD must compensate the federal government for its share according to 2 CFR 200.313(e) unless otherwise instructed by the federal awarding agency.

Equipment

Title to equipment acquired under a federal award will vest upon acquisition in GBPLD subject to the following conditions. GBPLD must:

- Use equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project,
- Not encumber the property without approval of the federal awarding agency or pass-through entity, and
- Use, manage, and dispose of the property in accordance with 2 CFR 200.313.

During the time that equipment is used on the project or program for which it was acquired, GBPLD must also make equipment available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the agency that financed the equipment and second preference must be given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally-funded programs or projects may also be permissible. User fees should be considered if appropriate.

GBPLD must not use equipment acquired with the federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by federal statute for as long as the federal government retains an interest in the equipment.

All equipment that is transferred, stolen, scrapped, traded in, etc., must be reported to the Administration office on the Equipment/Furniture Disposal Form. The disposal of items purchased with grant funds must adhere to requirements of the grant.

When acquiring replacement equipment, GBPLD may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. If GBPLD is authorized or required to sell federally-funded property, sales procedures will be established to ensure the highest possible return. The value of personal property shall be determined by its current resale value. GBPLD will maintain sufficient documentation to support its valuation of property.

When equipment acquired under a federal award is no longer needed for the original project, program, or for other activities currently or previously supported by a federal agency, GBPLD must request disposition instructions from the federal agency or pass-through entity if required by the terms and conditions of the federal award. Disposition of equipment will be made as follows, in accordance with federal agency or pass-through entity disposition instructions:

- Equipment with a current fair market value of $10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the federal agency or pass-through entity.
- Except as provided in 2 CFR 200.312(b), or if the federal agency or pass-through entity fails to provide requested disposition instructions within 120 days, items of equipment with a current fair market value in excess of $10,000 (per-unit) may be retained or sold by GBPLD. However, the federal agency is entitled to an amount calculated by multiplying the percentage of the federal agency's contribution towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, the federal agency or pass-through entity may permit GBPLD to retain, from the federal share, $1,000 of the proceeds to cover expenses associated with the selling and handling of the equipment.
- If GBPLD transfers title to the property to the federal government or to an eligible third party, GBPLD is entitled to compensation for its attributable percentage of the current fair market value of the property.

Real Property

Title to real property acquired or improved under an award will vest upon acquisition in GBPLD. Except as otherwise provided by federal statutes or by the federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose, during which time GBPLD must not dispose of or encumber its title or other interests. When real property is no longer needed for the originally authorized purpose, GBPLD must obtain disposition instructions from the federal awarding agency or pass-through entity and adhere to the requirements contained in 2 CFR 200.311 and the Public Library District Act 1991, 75 ILCS 16/30-55.30 and 16/30-55.32.

Federally-Owned and Exempt Property

Title to federally-owned property remains vested in the federal government. GBPLD must submit annually an inventory listing of federally-owned property in its custody to the federal awarding agency. Upon completion of the federal award or when the property is no longer needed, GBPLD must report the property to the federal awarding agency for further federal agency utilization or disposal.

Exempt property means property acquired under a federal award where the federal awarding agency has chosen to vest title to the property to GBPLD without further responsibility to the federal government, based upon the terms of the federal award. Absent statutory authority and specific terms and conditions of the federal award, title to exempt property acquired under the federal award remains with the federal government.

Intangible Property

GBPLD manages federally-funded intangible property in compliance with 2 CFR 200.315. Title to intangible property acquired under a federal award vests upon acquisition in GBPLD. GBPLD must use that property for the originally-authorized purpose, and must not encumber the property without approval of the federal awarding agency. When no longer needed for the originally authorized purpose, disposition of intangible property will occur in accordance with the provisions in 2 CFR 200.313(e).

GBPLD may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a federal award. The federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work/data for federal purposes, and to authorize others to do so. GBPLD is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.” GBPLD must provide research data relating to published research findings produced under a federal award and that were used by the federal government in developing an agency action that has the force and effect of law if requested by the federal agency in response to a Freedom of Information Act (FOIA) request.

Capital assets

GBPLD will ensure capital asset transactions are properly accumulated, classified, and recorded the accounting records. GBPLD defines capital assets as those assets with an individual cost of more than $5,000 and with a useful life of at least one year. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property or equipment for a period of time under a lease contract. The cost of a capital asset may include additional costs needed to bring an asset into a condition and location necessary for intended use, such as delivery fees, installation costs, and other similar costs. GBPLD records capital assets at historical cost or estimated historical cost in the library's financial records. Capital assets received as donations are reported at their estimated fair market value at the time of donation. Maintenance and repairs that do not improve or extend the lives of capital assets are charged to appropriate expense accounts when incurred.

Depreciation of federally-funded property must follow the requirements outlined in 2 CFR 200.436. GBPLD may be compensated for the use of its buildings, capital improvements, equipment, and software projects capitalized in accordance with Generally Accepted Accounting Principles (GAAP) provided that they are needed and used in GBPLD activities and correctly allocated to federal awards. The compensation must be made by computing the proper depreciation.

The computation of depreciation must be based on the acquisition cost of the assets involved or the fair market value at the time of the donation for donated assets. Donated assets may be depreciated or claimed as cost sharing but not both. When computing depreciation charges, the acquisition cost will exclude:

- The cost of land.
- Any portion of the cost of buildings and equipment borne by or donated by the federal government, irrespective of where the title was originally vested or is presently located.
- Any portion of the cost of buildings and equipment contributed by or for GBPLD that is already claimed as cost sharing or where law or agreement prohibits recovery; and
- Any asset acquired solely for the performance of a non-federal award.

When computing depreciation charges, the following must be observed:

- The period of useful service or useful life established in each case for usable capital assets must take into consideration such factors as the type of construction, nature of the equipment, technological developments in the particular area, historical data, and the renewal and replacement policies followed for the individual items or classes of assets involved.
- The depreciation method used to charge the cost of an asset (or group of assets) to accounting periods must reflect the pattern of consumption of the asset during its useful life. In the absence of clear evidence indicating that the expected consumption of the asset will be significantly greater in the early portions than in the later portions of its useful life, the straight-line method must be presumed to be the appropriate method. Once used, depreciation methods may not be changed unless approved in advance by the cognizant agency for indirect costs. The depreciation methods used to calculate the depreciation amounts for indirect cost rate purposes must be the same methods used by GBPLD for its financial statements.

- The entire building, including the shell and all components, may be treated as a single asset and depreciated over a single useful life. A building may also be divided into multiple components. Each component may be depreciated over its estimated useful life in this case. The building components must be grouped into three general components: building shell (including construction and design costs), building services systems (for example, elevators, HVAC, and plumbing system), and fixed equipment (for example, sterilizers, casework, fume hoods, cold rooms, and glassware/washers). A cognizant agency for indirect costs may authorize GBPLD to use more than these three groupings in exceptional cases.
- No depreciation may be allowed on assets that have outlived their depreciable lives.
- Where the depreciation method is introduced to replace the use allowance method, depreciation must be computed as if the asset had been depreciated over its entire life (meaning, from the date the asset was acquired and ready for use to the date of disposal or withdrawal from service). The total amount of use allowance and depreciation for an asset (including imputed depreciation applicable to periods before the conversion from the use allowance method and depreciation after the conversion) may not exceed the total acquisition cost of the asset.

GBPLD depreciates capital assets over their estimated useful lives using the straight-line method of depreciation with half year in the first year and useful lives of between 7-40 years (as appropriate). Land is not depreciated. Adequate records must support and track depreciation charges. Annual physical inventories ensure that the assets exist and are usable, used, and needed.

Property Records, Inventory, and Identification

Property having a minimum value of $100 and a life expectancy of over one year will be recorded in the GBPLD inventory. It is the responsibility of the Division Chief of that library division purchasing the property to notify the Administration of any purchase or disposal of property. The Division Chief will provide Administration with the necessary information regarding the purchase of the equipment using the attached Equipment/Furniture Purchase/Lease Form. Administration will enter into inventory, assign an ID number to all equipment and engrave it with the ID number and GBPL. Federally owned property must be identified as such. The following information will be maintained in property records:

- Property Type
- Manufacture's name
- Make
- Model Number
- Serial number or another identification number
- Location where property will be kept
- Title holder
- Lease information (if applicable)
- Date of purchase/disposal
- If disposal, method of disposal
- Value at time of disposal/sale price

- Final meter read and date (if applicable)
- Division Chief submitting
- Source of funding- grant, donation, etc. including Federal Award Identification Number (FAIN) if purchased with federal funds
- Acquisition cost and invoice number
- The percentage of the federal agency contribution towards the original purchase
- Name of person to whom the equipment has been assigned
- Description of property
- Description of the use for the property
- Whether an item of equipment is general or special purpose
- Description of the condition of the property
- Vendor (name, full address, phone number)
- Any comments

Administration will conduct a physical inventory of the GBPLD property annually and reconcile to property records to verify accuracy. A complete inventory will be provided to the library insurance carrier annually. GBPLD will provide annually an inventory listing of all federally-owned property in its custody to the federal awarding agency.

Protection of Property

GBPLD implements safeguards to prevent loss, damage, or theft of property. Safeguards include:

- Security cameras providing real-time surveillance through a central monitoring facility.
- Employees lock doors when leaving offices/buildings.
- Security service/guards all hours the library operates.
- Buildings are equipped with alarm systems.

GBPLD investigates any loss, damage, or theft of property. A Theft Report or an Incident Report must be filed with the Administration office whenever an employee has knowledge or reason to believe that any property is lost, stolen, damaged, or destroyed. A written report or police report (in the case of theft or vandalism) will be obtained by the Manager of Administrative Services for records. The loss, theft, and damage of federally owned property in GBPLD custody will be promptly reported to the federal agency by the Chief Operating Officer, Library Services.

Insurance Coverage

Insurance coverage will be based on an assessment of the needs of GBPLD. GBPLD provides insurance coverage to property purchased with award funds at an equivalent level to property purchased with non-federal funds. Federally-owned property is generally self-insured and will not need additional insurance unless required by the terms and conditions of the federal award.

Maintenance

GBPLD is also responsible for ensuring adequate maintenance of property. The person to whom the personal property is assigned will review the manufacturers' maintenance recommendations and establish a schedule of preventative maintenance, as applicable, for property. Adequate maintenance procedures must be implemented to keep equipment in good working condition. The Division Chief of each library division is responsible for overseeing the maintenance of property assigned to their division and ensuring it meets manufacturer and GBPLD standards.

Responsibilities

- Supervisors will ensure that all personnel under the employee's supervision are informed of property control policies and procedures and that the policies and procedures are followed within the department.
- The Chief Operating Officer is responsible for ensuring that personnel who are using equipment acquired under federal awards understand and adhere to its conditions for use.
- The Division Chiefs are to notify the Administration when a capital asset is purchased and received. The Division Chiefs will also notify the Administration when a capital asset is no longer useful.
- The Administration is to record and track the assets according to GBPLD policy and federal and state regulations. This includes obtaining necessary supporting documentation to record the asset information on the capital asset listing. Information recorded should include the asset description, date of acquisition, location, department, cost (or fair value if donated), salvage value, and estimated useful life.
- The Finance Department is responsible for ensuring an annual inventory of assets and reconciling annually the listing of capital assets with the assets account balance(s) recorded in the accounting system (general ledger).
- Director of Security is responsible for investigating any reports of property theft, loss or damage.
- The Chief Operating Officer will determine the disposition of personal property having a unit resale value of $1,000 or less, through sale or donation in compliance with the Public Library District Act 1991, 75 ILCS 16/30-55.30 and 16/30-55.32, 2 CFR Part 200, and this policy.
- The GBPLD Board of Trustees will determine the disposition of any real or personal property owned by GBPLD, having a unit current resale value of more than $1,000 in compliance with the Public Library District Act 1991, 75 ILCS 16/30-55.30 and 16/30-55.32, 2 CFR Part 200, and this policy.

Review of this Policy

In the interests of maintaining best practice, the contents of this policy will be reviewed by the GBPLD Board of Trustees on an annual basis.

Appendices

Equipment/Furniture Purchase or Lease Form
Equipment/Furniture Disposal Form
Theft Report
Incident Report

Board Approved 6/26

Draft

Policy Overview

Grants awarded by the federal government are subject to monitoring. GBPLD complies with any monitoring deemed appropriate by the awarding agency including inspections, reviews, investigations, and audits. This policy details Gail Borden Public Library District's (GBPLD) responsibilities related to 2 CFR 200 Subpart F which outlays the federal requirements for audits for governmental entities and nonprofit organizations receiving federal award funds.

Federal Audit Requirements

If GBPLD expends $1,000,000 or more in federal award funds during its fiscal year, GBPLD must conduct an annual single or program-specific audit, as required by 2 CFR 200 Subpart F. Guidance on the basis for determining federal awards expended is located in 2 CFR 200.502.

In accordance with 2 CFR 200.508, GBPLD must:

- Arrange for the audit in accordance with § 200.509, and ensure it is properly performed and submitted in accordance with § 200.512.
- Prepare financial statements, including the schedule of expenditures of federal awards in accordance with § 200.510.
- Promptly follow up and take corrective action on audit findings. This includes preparing a summary schedule of prior audit findings and a corrective action plan in accordance with § 200.511(b) and (c), respectively.
- Provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit as required.

GBPLD shall submit the data collection form and the reporting package as described in 2 CFR 200.512, within 30 calendar days after the receiving the auditor's report(s) or nine months after the end of the audit period (whichever is earlier) electronically to the Federal Audit Clearinghouse via https://www.fac.gov.

In the event that a subrecipient agency of GBPLD receives an audit with findings that relate to the subaward, GBPLD will be responsible for issuing a management decision as required by 2 CFR 200.521. A management decision is an evaluation of the effectiveness of the audit findings and relevant corrective action plan. This management decision will be issued within six months after the audit is accepted by the Federal Audit Clearinghouse.

Responsibilities

- The Finance Department are responsible for on-going monitoring of GBPLD's use of federal award funds and working to ensure a robust system of internal controls.
- The Chief Executive Officer is responsible for reviewing the terms and conditions of federal awards and communicating requirements to appropriate GBPLD staff.
- The Finance Department is responsible for determining the applicable audit requirements and arranging necessary audits.

- The Finance Director is responsible for working with auditor(s) to provide required statements, policies, and documents for review.
- The Finance Director is responsible for monitoring auditor performance.
- The Finance Directory is responsible for follow-up on any audit findings including coordinating a corrective action plan. The corrective action plan shall provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date.
- The Finance Director is responsible for submitting completed audits as described above.

THE BOARD OF LIBRARY TRUSTEES OF THE
GAIL BORDEN PUBLIC LIBRARY DISTRICT,
KANE AND COOK COUNTIES, ILLINOIS

ORDINANCE NO. 2026-6-1

PUBLIC MEETINGS ORDINANCE FOR
FISCAL YEAR JULY 1, 2026 TO JUNE 30, 2027

WHEREAS, pursuant to Section 30 – 50 of the Illinois Public Library District Act (75 ILCS 16/30-50), the Board of Library Trustees of the Gail Borden Public Library District (the "Board") is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year; and

WHEREAS, pursuant to Section 30-50, the Board is required to comply with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.); and

WHEREAS, pursuant to section 2.02 and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.02 and 120/2.03), the Board is required to give public notice of the schedule of regular meetings at the beginning of each fiscal year and to state the regular dates, times and places of such meetings and to make available a schedule of all such regular meetings listing the times and places of such meetings.

NOW, THEREFORE, BE IT ORDAINED BY the Board of Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois:

SECTION 1: That the regular meetings of the Board shall be held at 270 North Grove Avenue, Elgin, Illinois at 7:00 p.m., as indicated in Section 2 hereof.

SECTION 2: That the regular meetings of the Board shall be held on the following dates: July 14, 2026; August 11, 2026; September 8, 2026; October 13, 2026; November 10, 2026; December 8, 2026; January 12, 2027; February 9, 2027; March 9, 2027; April 13, 2027; May 11, 2027; June 8, 2027; these dates being the second Tuesday of each month.

SECTION 3: That, pursuant to Section 2.02 and Section 2.03 of the Open Meetings Act, a schedule of such meetings shall be posted and made available at all library facilities operated by the District and copies of such schedule shall be supplied to all news media which have filed an annual request for such notice.

SECTION 4: This Ordinance shall be effective upon its approval, posting and, if applicable, its publication, as may be required by law.

Passed by the Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois this day of June 9, 2026, by a vote of:

AYES: 7

NAYS: 0

ABSENT: 0

Approved this 9th day of June, 2026.

APPROVED:

/S/ Jean Bednar
President, The Board of Library Trustees of the Gail Borden Public Library District, Kane and Cook Counties, Illinois

(SEAL)

ATTEST:

/S/ Tiffany Henderson
Secretary