



NOTICE

**DES PLAINES PUBLIC LIBRARY
BOARD OF TRUSTEES**

**REGULAR BOARD MEETING
THURSDAY APRIL 18, 2024
7:00 p.m. in MEETING ROOM B**

AGENDA

- **Review of vendor quotes for the replacement of AV equipment in public Meeting Room C. [Action Item]**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2789 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

**Agenda for the Regular Meeting
Thursday April 18, 2024
7:00 p.m. in Meeting Room B**

- I. Call to Order. (7:00 p.m.)
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Consent Agenda. [Action Item] (7:15 p.m.)
 - A. Approval of the Minutes of the Regular Board Meeting – March 2024.
 - B. Acceptance of Financial Reports for March 2024.
Acceptance of Reports.
 - 1. Statistics Report for March 2024.
 - 2. Director’s Report for March 2024.
- VIII. New Business. (7:25 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$283,433.06 [Action Item]
 - B. Review of vendor quotes for the replacement of AV equipment in public meeting Room C. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Adjournment. (8:00 p.m.)

This meeting will be video recorded, and available on the Library’s website.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the Regular Meeting Thursday March 21, 2024

I. Call to Order.

The meeting was called to order at 7:04 p.m.

II. Roll Call.

Roll call indicated the following trustees were PRESENT: Kristen Graack, Denise Hudec, Lisa DuBrock, Christine Halblander, Nick Harkovich, Rachel Rice, Michelle Shimon-Hutchison. ABSENT: Dr. Gregory Sarlo. ALSO PRESENT: DPPL Staff Jo Bonell, Laurie Papadourakis, Heather Imhoff, Michelle Meyer-Edley and Lauren Wolf; John Leach; OSG employees Drew Langlie, Bhru Patel, Mike Ruter.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

MOTION by Rice, seconded by Halblander to invoke the Remote Participation Policy. VOTE: AYES Graack, Hudec, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

V. Consideration of the Agenda.

MOTION by DuBrock seconded by Hudec to accept the Agenda. VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

VI. Public Comments and Questions.

N/A

VII. Consent Agenda.

- A. Approval of the Minutes of the Regular Board Meeting – February 2024.
- B. Acceptance of Financial Reports for February 2024.
- C. Acceptance of Reports.
 1. Statistics Report for February 2024.

2. Director's Report for February 2024.

MOTION by Halblander, seconded by Shimon-Hutchison to accept the Agenda.
VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$403,087.60

MOTION by Hudec, seconded by Halblander to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$403,087.60 as listed on the vendor checks report of March 2024, and authorize Library Director Jo Bonell to transfer the amount required to the library's operating account.

VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

- B. Review and Approval of contract for IT Managed Services.

MOTION by Hudec, seconded by Shimon-Hutchison to accept the proposal for IT Managed Services from Outsource Solutions Group. VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

- C. Review and Approval of purchase of security cameras.

MOTION by Hudec, seconded by Shimon-Hutchison to accept the lowest bid proposal and approve the purchase security cameras from NetBase Systems Solutions. VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

- D. Review and Approval of purchase of patron PCs.

MOTION by Hudec, seconded by Shimon-Hutchison to accept the lowest bid proposal and approve the purchase of PCs from ConRes. VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

IX. Announcements

- A. Announcement about Food Fight.

Head of Patron Accounts, Michelle Meyer-Edley, announced that DPPL raised/donated 1,781 pounds of food benefitting the Self-Help Closet & Pantry of Des Plaines in the annual drive, placing DPPL in 4th place citywide.

Director Bonell announced that the Friends of the Library's ongoing Book Nook sale on the first floor of the library generated \$1,600 in sales in February 4

- a record high. She congratulated and thanked them for their support.

Bonell announced that 2,009 individuals voted early in the 2024 election at DPPL.

X. Correspondence.

None

XI. Adjournment.

MOTION by Hudec, seconded by Rice to adjourn. VOTE: AYES Graack, Hudec, DuBrock, Halblander, Harkovich, Rice, Shimon-Hutchison. NAYS none. MOTION CARRIED.

The meeting adjourned at 7:37 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended March 31, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP
668 N. River Road, Naperville, IL 60563
Phone: 630.393.1483 www.lauterbachamen.com

Des Plaines Public Library

Table of Contents

	Page
Financial Statements	
Governmental Funds - Balance Sheet.....	2-1
Governmental Funds - Income Statement.....	3-1
Supplementary Information	
Treasurers Report.....	4-1
Balance Sheet.....	5-x
Revenue Report.....	6-x
Expenditures Report.....	7-x
Check Register.....	8-x
Vendor Check Report.....	9-x
ACH Payments.....	10-x
Cash Flow Summary.....	11-x

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of March 31, 2024

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 6,278,730.27	\$ 1,451,984.01	\$ 7,730,714.28
Prepays	36,960.21	0.00	36,960.21
Receivables			
Receivable - Property Taxes	7,043,694.55	-	7,043,694.55
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 13,359,385.03	\$ 1,451,984.01	\$ 14,811,369.04
LIABILITIES			
Accounts Payable	\$ 184,001.50	\$ 58,660.79	\$ 242,662.29
Accrued Payroll	50,188.96	-	50,188.96
Due to other funds	90,421.46	-	90,421.46
Total Liabilities	324,611.92	58,660.79	383,272.71
Deferred Inflows of Resources			
Property Taxes	6,251,585.00	-	6,251,585.00
Total Liabilities and Deferred Inflows of Resources	6,576,196.92	58,660.79	6,634,857.71
FUND BALANCE			
Fund Balance - Unreserved	6,783,188.11	1,393,323.22	8,176,511.33
Total Fund Balance	6,783,188.11	1,393,323.22	8,176,511.33
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 13,359,385.03	\$ 1,451,984.01	\$ 14,811,369.04

Des Plaines Public Library

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 3 Months Ended March 31, 2024

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 3,313,558.27	\$ -	\$ 3,313,558.27
Intergovernmental	-	-	-
Fines & Fees	9,824.31	-	9,824.31
Interest	32,382.74	21,535.92	53,918.66
Special Events and Programs	928.38	-	928.38
Miscellaneous	169,881.16	-	169,881.16
Total Revenues	<u>3,526,574.86</u>	<u>21,535.92</u>	<u>3,548,110.78</u>
EXPENDITURES			
Personnel	\$ 758,516.31	\$ -	\$ 758,516.31
Operating	599,843.82	-	599,843.82
Library Materails	244,739.56	-	244,739.56
Capital Outlay	30,852.92	299,868.41	330,721.33
Other Expenditures	61,067.82	-	61,067.82
Total Expenditures	<u>1,695,020.43</u>	<u>299,868.41</u>	<u>1,994,888.84</u>
Net Change in Fund Balances	<u>1,831,554.43</u>	<u>(278,332.49)</u>	<u>1,553,221.94</u>
FUND BALANCES			
Beginning of the year	<u>4,951,633.68</u>	<u>1,671,655.71</u>	<u>6,623,289.39</u>
End of the period	<u>\$ 6,783,188.11</u>	<u>\$ 1,393,323.22</u>	<u>\$ 8,176,511.33</u>

Supplementary Information

Des Plaines Public Library
 Treasurer's Report as of March 31, 2024

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - Old National Operating # 92260	<u>0.17</u>
201-1102080 - Village B&T Donation #9821	<u>64,000.00</u>
201-1102030 - Village B&T Donation #6718	<u>99,471.33</u>
201-1102040 - Village B&T Donation #9878	<u>226,241.28</u>
201-1102060 - Village B&T Checking #0289	641,333.35
202-1102060 - Village B&T Checking #0289	<u>6,491.79</u>
	<u>647,825.14</u>
201-1102050 - Wintrust Brokerage	<u>326,398.28</u>
201-1102079 - Illinois Funds # 2591	4,920,213.88
202-1102079 - Illinois Funds # 2591	<u>1,445,492.22</u>
	<u>6,365,706.10</u>
201-1102070 - INB E-Pay	<u>571.98</u>
 Total Invested	 <u><u>7,730,714.28</u></u>

Des Plaines Public Library
Balance Sheet as of March 31, 2024

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - Old National Operating # 92260	0.17	0.00	0.17
1102030 - Village B&T Donation #6718	100,971.33	(1,500.00)	99,471.33
1102040 - Village B&T Donation #9878	225,207.71	1,033.57	226,241.28
1102050 - Wintrust Brokerage	336,363.13	(9,964.85)	326,398.28
1102060 - Village B&T Checking #0289	704,018.14	(62,684.79)	641,333.35
1102070 - INB E-Pay	299.27	272.71	571.98
1102079 - Illinois Funds # 2591	2,894,101.18	2,026,112.70	4,920,213.88
1102080 - Village B&T Donation #9821	0.00	64,000.00	64,000.00
1118000 - Receivable - Property Taxes	7,043,694.55	0.00	7,043,694.55
1119301 - Prepaid Expense	36,960.21	0.00	36,960.21
	<u>11,342,115.69</u>	<u>2,017,269.34</u>	<u>13,359,385.03</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	305,324.50	(121,323.00)	184,001.50
2430707 - Due to Library Comp Abs	90,421.46	0.00	90,421.46
2450040 - Accrued Payroll	50,208.96	0.00	50,208.96
2470000 - Deferred Revenue - Property Tax	6,251,585.00	0.00	6,251,585.00
2471000 - Deferred Revenue - Other	(20.00)	0.00	(20.00)
	<u>6,697,519.92</u>	<u>(121,323.00)</u>	<u>6,576,196.92</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	4,951,633.68	0.00	4,951,633.68
	<u>4,951,633.68</u>	<u>0.00</u>	<u>4,951,633.68</u>
 Total Liabilities and Fund Balance	<u>11,649,153.60</u>	<u>(121,323.00)</u>	<u>11,527,830.60</u>
 Excess Revenues Over Expenses	<u>(307,037.91)</u>	<u>2,138,592.34</u>	<u>1,831,554.43</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2024

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	47,257.70	(40,765.91)	6,491.79
1102079 - Illinois Funds # 2591	1,444,878.16	614.06	1,445,492.22
	1,492,135.86	(40,151.85)	1,451,984.01
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	47,257.70	11,403.09	58,660.79
	47,257.70	11,403.09	58,660.79
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,671,655.71	0.00	1,671,655.71
Total Liabilities and Fund Balance	1,718,913.41	11,403.09	1,730,316.50
Excess Revenues Over Expenses	(226,777.55)	(51,554.94)	(278,332.49)

Compensated Absences Fund

<u>Assets</u>			
1120201 - Due From Library	90,421.46	0.00	90,421.46
	90,421.46	0.00	90,421.46
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	90,421.46	0.00	90,421.46
	90,421.46	0.00	90,421.46
<u>Fund Balance</u>			
Total Liabilities and Fund Balance	90,421.46	0.00	90,421.46
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library
Balance Sheet as of March 31, 2024

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,507,716.00	0.00	2,507,716.00
1204201 - Fixed Assets - Library Equipment	1,682,001.65	0.00	1,682,001.65
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	95,151.37	0.00	95,151.37
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,834,741.00)</u>	<u>0.00</u>	<u>(1,834,741.00)</u>
	<u>2,475,082.41</u>	<u>0.00</u>	<u>2,475,082.41</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,475,082.41</u>	<u>0.00</u>	<u>2,475,082.41</u>
	<u>2,475,082.41</u>	<u>0.00</u>	<u>2,475,082.41</u>
Total Liabilities and Net Capital Assets	<u>2,475,082.41</u>	<u>0.00</u>	<u>2,475,082.41</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Long Term Liability Fund</u>			
<u>Assets</u>			
1805920 - Deferred Outflows - IMRF	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2812092 - OPEB Liability	1,906,984.00	0.00	1,906,984.00
2973920 - Deferred Inflows - IMRF	<u>145,812.00</u>	<u>0.00</u>	<u>145,812.00</u>
	<u>2,052,796.00</u>	<u>0.00</u>	<u>2,052,796.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
	<u>297,019.00</u>	<u>0.00</u>	<u>297,019.00</u>
Total Liabilities and Net LT Liabilities	<u>2,349,815.00</u>	<u>0.00</u>	<u>2,349,815.00</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2024**

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<u>Taxes</u>					
201-4810034 - Property Taxes 2023	<u>2,521,448.72</u>	<u>3,313,558.27</u>	<u>6,100,000.00</u>	<u>2,786,441.73</u>	<u>54.32</u>
	<u>2,521,448.72</u>	<u>3,313,558.27</u>	<u>6,100,000.00</u>	<u>2,786,441.73</u>	<u>54.32</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	306,052.00	306,052.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	89,496.00	89,496.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>405,548.00</u>	<u>405,548.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	2,067.62	4,779.42	10,000.00	5,220.58	47.79
201-4850201 - Copying Fees	1,116.30	3,817.32	10,000.00	6,182.68	38.17
201-4850203 - Lost Materials	303.57	303.57	0.00	(303.57)	0.00
201-4850207 - Non-Res Cards	339.00	339.00	200.00	(139.00)	169.50
201-4850208 - Meeting Room Fees	<u>60.00</u>	<u>585.00</u>	<u>1,000.00</u>	<u>415.00</u>	<u>58.50</u>
	<u>3,886.49</u>	<u>9,824.31</u>	<u>21,200.00</u>	<u>11,375.69</u>	<u>46.34</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>928.38</u>	<u>928.38</u>	<u>20,000.00</u>	<u>19,071.62</u>	<u>4.64</u>
	<u>928.38</u>	<u>928.38</u>	<u>20,000.00</u>	<u>19,071.62</u>	<u>4.64</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	(9,964.85)	(14,832.84)	0.00	14,832.84	0.00
201-4890010 - Interest Income	<u>19,154.48</u>	<u>47,215.58</u>	<u>75,000.00</u>	<u>27,784.42</u>	<u>62.95</u>
	<u>9,189.63</u>	<u>32,382.74</u>	<u>75,000.00</u>	<u>42,617.26</u>	<u>43.18</u>
<u>Other Revenue</u>					
201-4830020 - Makerspace Donation	0.00	100,000.00	0.00	(100,000.00)	0.00
201-4899900 - Miscellaneous Revenue	0.15	65.15	965,000.00	964,934.85	0.01
201-4899910 - Vending Machine Revenue	0.00	176.17	1,000.00	823.83	17.62
201-4899920 - Library Donations	65,617.26	65,617.26	150,000.00	84,382.74	43.74
201-4899940 - Friends Book Sale	<u>1,238.19</u>	<u>4,022.58</u>	<u>14,000.00</u>	<u>9,977.42</u>	<u>28.73</u>
	<u>66,855.60</u>	<u>169,881.16</u>	<u>1,130,000.00</u>	<u>960,118.84</u>	<u>15.03</u>
Total Library Fund	<u><u>2,602,308.82</u></u>	<u><u>3,526,574.86</u></u>	<u><u>7,751,748.00</u></u>	<u><u>4,225,173.14</u></u>	<u><u>45.49</u></u>

Des Plaines Public Library
 Revenue Report
 For the 3 Months Ended March 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>8,605.85</u>	<u>21,535.92</u>	<u>75,000.00</u>	<u>53,464.08</u>	<u>28.71</u>
	<u>8,605.85</u>	<u>21,535.92</u>	<u>75,000.00</u>	<u>53,464.08</u>	<u>28.71</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u><u>8,605.85</u></u>	<u><u>21,535.92</u></u>	<u><u>575,000.00</u></u>	<u><u>553,464.08</u></u>	<u><u>3.75</u></u>
Total of All Funds	<u><u>2,610,914.67</u></u>	<u><u>3,548,110.78</u></u>	<u><u>8,326,748.00</u></u>	<u><u>4,778,637.22</u></u>	<u><u>42.61</u></u>

Des Plaines Public Library

Expense Report

For the 3 Months Ended March 31, 2024

Library Fund _____	<u>M.T.D.</u> <u>Expended</u>	<u>Y.T.D.</u> <u>Expended</u>	<u>Budgeted</u> <u>Amount</u>	<u>Budgeted</u> <u>Remain.</u>	<u>Prct.</u> <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	188,743.37	578,282.66	2,672,875.00	2,094,592.34	21.64
5910200 - Part-time Salaries	<u>64,292.96</u>	<u>180,233.65</u>	<u>992,439.00</u>	<u>812,205.35</u>	<u>18.16</u>
	<u>253,036.33</u>	<u>758,516.31</u>	<u>3,665,314.00</u>	<u>2,906,797.69</u>	<u>20.69</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,734.00	15,000.00	13,266.00	11.56
5918020 - Employer Contribution - FICA	18,436.71	55,308.02	276,105.00	220,796.98	20.03
5918021 - Employer Contribution - IMRF	9,687.95	29,317.83	209,869.00	180,551.17	13.97
5918040 - Life Insurance Premiums	0.00	0.00	1,978.00	1,978.00	0.00
5918050 - PPO Insurance Premiums	(12,158.38)	98,162.03	602,154.00	503,991.97	16.30
5918051 - HMO Insurance Premiums	(6,059.46)	54,318.56	198,005.00	143,686.44	27.43
5918055 - Dental Insurance Premiums	0.00	0.00	31,958.00	31,958.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>11,447.00</u>	<u>14,000.00</u>	<u>2,553.00</u>	<u>81.76</u>
	<u>9,906.82</u>	<u>250,287.44</u>	<u>1,349,069.00</u>	<u>1,098,781.56</u>	<u>18.55</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5920110 - Professional Services	35,455.59	145,512.36	442,380.00	296,867.64	32.89
5920120 - Communication Services	895.15	6,568.65	46,300.00	39,731.35	14.19
5920140 - Integrated Library System	0.00	21,550.52	87,000.00	65,449.48	24.77
5920202 - Conferences	1,539.24	4,294.91	28,400.00	24,105.09	15.12
5920204 - Training	50.00	2,649.00	2,600.00	(49.00)	101.88
5920210 - Marketing	2,027.68	3,280.44	61,265.00	57,984.56	5.35
5920220 - Membership Dues	997.00	1,806.00	7,000.00	5,194.00	25.80
5920990 - Property/Liability Insurance	(4,229.00)	45,401.52	70,000.00	24,598.48	64.86
5930010 - R&M Equipment	1,589.41	9,312.98	81,660.00	72,347.02	11.40
5930020 - R&M Buildings & Structures	14,672.53	55,228.83	116,512.00	61,283.17	47.40
5930030 - R&M Vehicles	0.00	7.00	4,500.00	4,493.00	0.16
5930210 - Rental of Equipment	2,720.00	4,301.67	25,620.00	21,318.33	16.79
5930320 - Cleaning/Custodial Services	0.00	0.00	90,900.00	90,900.00	0.00
5930490 - Refuse Contract	684.73	1,944.82	6,300.00	4,355.18	30.87
5960040 - Pre-Employment Testing	341.95	135.25	3,500.00	3,364.75	3.86
5960065 - Bank Fees	64.14	172.02	300.00	127.98	57.34
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	3,019.62	14,858.34	63,500.00	48,641.66	23.40
5960990 - Misc. Contractual Services	<u>8,309.16</u>	<u>32,532.07</u>	<u>133,225.00</u>	<u>100,692.93</u>	<u>24.42</u>
	<u>68,137.20</u>	<u>349,556.38</u>	<u>1,281,462.00</u>	<u>931,905.62</u>	<u>27.28</u>
<u>Commodities</u>					
5970100 - Supplies	5,446.36	19,135.25	113,000.00	93,864.75	16.93
5970110 - Meals	752.51	914.22	3,000.00	2,085.78	30.47
5970170 - Janitorial	1,302.56	3,064.77	19,965.00	16,900.23	15.35
5970260 - Postage & Parcel	1,077.00	4,104.00	16,000.00	11,896.00	25.65
5970500 - Water Bill	0.00	1,154.07	7,000.00	5,845.93	16.48
5970600 - Ebooks/Books	27,201.74	65,791.52	382,000.00	316,208.48	17.22

**Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2024**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	1,732.74	13,297.46	69,000.00	55,702.54	19.27
5970620 - E-Subscriptions/Subscriptions	1,264.36	16,649.81	51,430.00	34,780.19	32.37
5970630 - Visual Materials	23,597.01	52,291.47	194,900.00	142,608.53	26.83
5970640 - Databases	5,644.62	54,028.27	170,000.00	115,971.73	31.78
5970810 - Natural Gas	5,037.72	8,961.51	28,000.00	19,038.49	32.01
5970850 - Gasoline	0.00	0.00	800.00	800.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>5,347.21</u>	<u>13,900.00</u>	<u>8,552.79</u>	<u>38.47</u>
	<u>73,056.62</u>	<u>244,739.56</u>	<u>1,068,995.00</u>	<u>824,255.44</u>	<u>22.89</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	20,000.00	20,000.00	0.00
5980410 - Computer Hardware	0.00	7,164.98	10,000.00	2,835.02	71.65
5980420 - Computer Software	6,149.48	23,392.06	105,611.00	82,218.94	22.15
5980600 - Furniture & Fixtures	<u>22.84</u>	<u>295.88</u>	<u>54,500.00</u>	<u>54,204.12</u>	<u>0.54</u>
	<u>6,172.32</u>	<u>30,852.92</u>	<u>190,111.00</u>	<u>159,258.08</u>	<u>16.23</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	52,169.00	57,045.24	93,760.00	36,714.76	60.84
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,238.19</u>	<u>4,022.58</u>	<u>0.00</u>	<u>(4,022.58)</u>	<u>0.00</u>
	<u>53,407.19</u>	<u>61,067.82</u>	<u>593,760.00</u>	<u>532,692.18</u>	<u>10.28</u>
 Total Library Fund Expenditures	 <u>463,716.48</u>	 <u>1,695,020.43</u>	 <u>8,148,711.00</u>	 <u>6,453,690.57</u>	 <u>20.80</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	650,000.00	650,000.00	0.00
5980400 - Equipment	0.00	234,500.00	369,500.00	135,000.00	63.46
5980410 - Computer Hardware	53,639.05	55,236.67	246,800.00	191,563.33	22.38
5980420 - Computer Software	5,021.74	5,021.74	0.00	(5,021.74)	0.00
5980430 - Makerspace Donation Expenses	1,500.00	5,110.00	0.00	(5,110.00)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>0.00</u>
	<u>60,160.79</u>	<u>299,868.41</u>	<u>1,316,300.00</u>	<u>1,016,431.59</u>	<u>22.78</u>
 Total Capital Projects Fund Expenditures	 <u>60,160.79</u>	 <u>299,868.41</u>	 <u>1,316,300.00</u>	 <u>1,016,431.59</u>	 <u>22.78</u>
 Total of All Funds	 <u>523,877.27</u>	 <u>1,994,888.84</u>	 <u>9,465,011.00</u>	 <u>7,470,122.16</u>	 <u>21.08</u>

Des Plaines Public Library

Check List

All Bank Accounts

March 22, 2024 - April 18, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
4001	04/18/24	LIBRARY FURNITURE INTERNTL	52,169.00
20148	04/18/24	AMERICAN LIBRARY ASSOCIATION	247.00
20149	04/18/24	ANDERSON LOCK CO LTD	17.73
20150	04/18/24	ANDREW TROTTER	225.00
20151	04/18/24	AQUARIUM ADVENTURE HOFFMAN ESTATES	320.00
20152	04/18/24	BACKGROUND SCREENING CONSULTANTS LLC	341.95
20153	04/18/24	BAKER & TAYLOR	16,592.59
20154	04/18/24	CENGAGE LEARNING/GALE	1,350.01
20155	04/18/24	CHILDREN'S PLUS, INC.	1,647.81
20156	04/18/24	Christine Huynh	175.00
20157	04/18/24	CITY OF DES PLAINES	240.00
20158	04/18/24	COLLEY ELEVATOR COMPANY	678.00
20159	04/18/24	Continental Resources, Inc.	4,563.74
20160	04/18/24	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20161	04/18/24	EILEEN MIDDLETON	180.95
20162	04/18/24	FIRST SECURITY SYSTEMS, INC.	2,839.15
20163	04/18/24	FITTLE, LLC	2,720.00
20164	04/18/24	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	684.73
20165	04/18/24	FOX VALLEY FIRE & SAFETY	2,295.15
20166	04/18/24	GARVEY'S OFFICE PRODUCTS	1,302.56
20167	04/18/24	GIUSEPPE'S PIZZERIA AND CATERING	330.00
20168	04/18/24	HIGHLAND PARK PUBLIC LIBRARY	275.00
20169	04/18/24	ILLINOIS LIBRARY ASSOCIATION	750.00
20170	04/18/24	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,239.41
20171	04/18/24	J&S PLUMBING, INC.	675.00
20172	04/18/24	John G. Donahue	180.00
20173	04/18/24	KANOPY	8,000.00
20174	04/18/24	KIMBERLY HARTMANN	250.00
20175	04/18/24	LATITUDE SIGNAGE AND DESIGN	2,383.00
20176	04/18/24	MIDWEST TAPE	9,000.00
20177	04/18/24	MIDWEST TAPE	6,361.97
20178	04/18/24	MONICA GIL	150.00
20179	04/18/24	NETBASE SYSTEMS SOLUTIONS PLLC	50,917.05
20180	04/18/24	OAKBROOK MECHANICAL SERVICES	3,135.00
20181	04/18/24	OUTSOURCE SOLUTIONS GROUP, INC.	42,543.43
20182	04/18/24	OVERDRIVE, INC.	9,353.15
20183	04/18/24	Playaway Products LLC	1,233.79
20184	04/18/24	RAINBOW BOOK COMPANY	15.58
20185	04/18/24	RECORD INFORMATION SERVICES INC	652.00
20186	04/18/24	SCHOOL OUTFITTERS	22.84
20187	04/18/24	STAN KOTECKI PHOTO INC	500.00
20188	04/18/24	THE STATE FIRE MARSHALL	140.00
20189	04/18/24	THOMSON REUTERS-WEST	27.80
20190	04/18/24	TODAY'S BUSINESS SOLUTIONS INC	3,180.00
20191	04/18/24	VALUE LINE PUBLISHING, LLC.	4,900.00
52069	03/31/24	NICOR GAS	5,037.72
52070	03/31/24	NEOFUNDS BY NEOPOST	1,050.00
52071	03/31/24	NATIONWIDE RETIREMENT	300.00
52072	03/31/24	BANKCARD SERVICES	14,107.53
52073	03/31/24	ADP	1,658.15
52074	03/31/24	IMRF	17,948.43
52075	03/31/24	COMCAST CABLE	34.49
52076	03/31/24	VERIZON WIRELESS	860.66
52077	03/31/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,238.19
60003	03/31/24	Lohan Architecture	1,500.00
Vendor Check Total			283,433.06

Check count = 55

Check List Total 283,433.06

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
LIBRARY FURNITURE INTERNTL				4001	04/18/24	<u>52,169.00</u>
201-5990900	Per Capita Grant Expenditures	Inv # 9186	52,169.00			
AMERICAN LIBRARY ASSOCIATION				20148	04/18/24	<u>247.00</u>
201-5920220	Membership Dues	ALA # 1083808	247.00			
ANDERSON LOCK CO LTD				20149	04/18/24	<u>17.73</u>
201-5930020	R&M Buildings & Structures	Inv # 1143864	17.73			
ANDREW TROTTER				20150	04/18/24	<u>225.00</u>
201-5960210	Special Event Programming	Teen Dungeons and Dragons; Dec 23 - Apr 24	225.00			
AQUARIUM ADVENTURE HOFFMAN ESTATES				20151	04/18/24	<u>320.00</u>
201-5960990	Misc. Contractual Services	Inv # 16318	320.00			
BACKGROUND SCREENING CONSULTANTS LLC				20152	04/18/24	<u>341.95</u>
201-5960040	Pre-Employment Testing	Inv # 23414	341.95			
BAKER & TAYLOR				20153	04/18/24	<u>16,592.59</u>
201-5960990	Misc. Contractual Services	Inv # 2038179184	64.53			
201-5970600	Ebooks/Books	Inv # 2038179184	300.42			
201-5960990	Misc. Contractual Services	Inv # 2038180289	72.63			
201-5970600	Ebooks/Books	Inv # 2038180289	418.37			
201-5960990	Misc. Contractual Services	Inv # 2038174755	4.64			
201-5970600	Ebooks/Books	Inv # 2038174755	20.63			
201-5960990	Misc. Contractual Services	Inv # 2038180832	41.62			
201-5970600	Ebooks/Books	Inv # 2038180832	165.84			
201-5960990	Misc. Contractual Services	Inv # 2038171957	8.84			
201-5970600	Ebooks/Books	Inv # 2038171956	116.24			
201-5960990	Misc. Contractual Services	Inv # 2038194140	100.70			
201-5970600	Ebooks/Books	Inv # 2038194139	625.58			
201-5960990	Misc. Contractual Services	Inv # 2038174448	6.96			
201-5970600	Ebooks/Books	Inv # 2038174448	20.73			
201-5960990	Misc. Contractual Services	Inv # 2038189429	23.22			
201-5970600	Ebooks/Books	Inv # 2038189429	95.60			
201-5960990	Misc. Contractual Services	Inv # 2038189648	64.45			
201-5970600	Ebooks/Books	Inv # 2038189648	578.60			
201-5960990	Misc. Contractual Services	Inv # 2038189406	20.91			
201-5970600	Ebooks/Books	Inv # 2038189406	100.80			
201-5960990	Misc. Contractual Services	Inv # 2038177758	10.95			
201-5970600	Ebooks/Books	Inv # 2038177758	56.31			
201-5970600	Ebooks/Books	Inv # 2038188343	723.47			
201-5960990	Misc. Contractual Services	Inv # 2038188344	90.00			
201-5970600	Ebooks/Books	Inv # 2038170331	419.88			
201-5960990	Misc. Contractual Services	Inv # 2038170332	48.35			
201-5960990	Misc. Contractual Services	Inv # 2038152733	11.94			
201-5970600	Ebooks/Books	Inv # 2038152733	42.17			
201-5960990	Misc. Contractual Services	Inv # 2038165347	37.12			
201-5970600	Ebooks/Books	Inv # 2038165347	87.36			
201-5960990	Misc. Contractual Services	Inv # 2038157239	72.45			
201-5970600	Ebooks/Books	Inv # 2038157239	453.29			
201-5960990	Misc. Contractual Services	Inv # 2038152702	79.91			
201-5970600	Ebooks/Books	Inv # 2038152702	442.83			
201-5960990	Misc. Contractual Services	Inv # 2038144594	4.84			
201-5970600	Ebooks/Books	Inv # 2038144594	19.37			

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	Inv # 2038163530	1,595.27			
201-5960990	Misc. Contractual Services	Inv # 2038163531	209.01			
201-5960990	Misc. Contractual Services	Inv # 2038165121	26.45			
201-5970600	Ebooks/Books	Inv # 2038165121	116.30			
201-5960990	Misc. Contractual Services	Inv # 2038142560	8.26			
201-5970600	Ebooks/Books	Inv # 2038142560	16.97			
201-5960990	Misc. Contractual Services	Inv # 2038153457	116.84			
201-5970600	Ebooks/Books	Inv # 2038153457	705.19			
201-5960990	Misc. Contractual Services	Inv # 2038144773	19.35			
201-5970600	Ebooks/Books	Inv # 2038144773	84.71			
201-5960990	Misc. Contractual Services	Inv # 2038144700	13.60			
201-5970600	Ebooks/Books	Inv # 2038144700	52.17			
201-5960990	Misc. Contractual Services	Inv # 2038145228	2.10			
201-5970600	Ebooks/Books	Inv # 2038145228	123.29			
201-5970600	Ebooks/Books	Inv # 2038153462	498.53			
201-5970600	Ebooks/Books	Inv # 2038149082	617.46			
201-5960990	Misc. Contractual Services	Inv # 2038153463	85.89			
201-5960990	Misc. Contractual Services	Inv # 2038149083	92.59			
201-5970600	Ebooks/Books	Inv # 2038145549	116.24			
201-5960990	Misc. Contractual Services	Inv # 2038145550	8.84			
201-5960990	Misc. Contractual Services	Inv # 2038140880	15.09			
201-5970600	Ebooks/Books	Inv # 2038140880	39.43			
201-5960990	Misc. Contractual Services	Inv # 2038141264	18.04			
201-5970600	Ebooks/Books	Inv # 2038141264	83.32			
201-5960990	Misc. Contractual Services	Inv # 2038140818	48.40			
201-5970600	Ebooks/Books	Inv # 2038140818	94.64			
201-5960990	Misc. Contractual Services	Inv # 2038140864	39.28			
201-5970600	Ebooks/Books	Inv # 2038140864	103.67			
201-5960990	Misc. Contractual Services	Inv # 2038141193	27.09			
201-5970600	Ebooks/Books	Inv # 2038141193	116.94			
201-5960990	Misc. Contractual Services	Inv # 2038130524	9.36			
201-5970600	Ebooks/Books	Inv # 2038130524	19.41			
201-5960990	Misc. Contractual Services	Inv # 2038130787	3.48			
201-5970600	Ebooks/Books	Inv # 2038130787	10.36			
201-5960990	Misc. Contractual Services	Inv # 2038134549	34.53			
201-5970600	Ebooks/Books	Inv # 2038134549	127.82			
201-5960990	Misc. Contractual Services	Inv # 2038130492	22.23			
201-5970600	Ebooks/Books	Inv # 2038130492	96.76			
201-5960990	Misc. Contractual Services	Inv # 2038124141	8.46			
201-5970600	Ebooks/Books	Inv # 2038124141	51.14			
201-5960990	Misc. Contractual Services	Inv # 2038124106	42.26			
201-5970600	Ebooks/Books	Inv # 2038124106	134.76			
201-5960990	Misc. Contractual Services	Inv # 2038136043	2.49			
201-5970600	Ebooks/Books	Inv # 2038136043	23.93			
201-5960990	Misc. Contractual Services	Inv # 2038141267	2.49			
201-5970600	Ebooks/Books	Inv # 2038141267	11.46			
201-5960990	Misc. Contractual Services	Inv # 2038144823	82.88			
201-5970600	Ebooks/Books	Inv # 2038144823	424.93			
201-5960990	Misc. Contractual Services	Inv # 2038174697	98.84			
201-5970600	Ebooks/Books	Inv # 2038174697	602.08			
201-5960990	Misc. Contractual Services	Inv # 2038159338	147.40			
201-5970600	Ebooks/Books	Inv # 2038159338	745.32			
201-5960990	Misc. Contractual Services	Inv # 2038167189	82.21			
201-5970600	Ebooks/Books	Inv # 2038167189	415.56			
201-5960990	Misc. Contractual Services	Inv # 2038162036	23.20			
201-5970600	Ebooks/Books	Inv # 2038162036	117.19			

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	Inv # 2038159065	15.16			
201-5970600	Ebooks/Books	Inv # 2038159065	70.29			
201-5960990	Misc. Contractual Services	Inv # 2038179517	70.66			
201-5960990	Misc. Contractual Services	Inv # 2038159207	3.16			
201-5970600	Ebooks/Books	Inv # 2038159207	10.94			
201-5960990	Misc. Contractual Services	Inv # 2038162048	30.18			
201-5970600	Ebooks/Books	Inv # 2038162048	75.98			
201-5960990	Misc. Contractual Services	Inv # 2038153700	4.34			
201-5970600	Ebooks/Books	Inv # 2038153700	26.50			
201-5960990	Misc. Contractual Services	Inv # 2038155298	13.92			
201-5970600	Ebooks/Books	Inv # 2038155298	47.32			
201-5960990	Misc. Contractual Services	Inv # 2038167155	22.90			
201-5970600	Ebooks/Books	Inv # 2038167155	97.39			
201-5960990	Misc. Contractual Services	Inv # 2038163538	43.28			
201-5970600	Ebooks/Books	Inv # 2038163538	97.20			
201-5960990	Misc. Contractual Services	Inv # 2038162126	4.71			
201-5970600	Ebooks/Books	Inv # 2038162126	10.91			
201-5960990	Misc. Contractual Services	Inv # 2038157234	165.20			
201-5970600	Ebooks/Books	Inv # 2038157234	608.10			
201-5960990	Misc. Contractual Services	Inv # 2038167003	20.88			
201-5970600	Ebooks/Books	Inv # 2038167003	65.67			
201-5960990	Misc. Contractual Services	Inv # 2038165119	9.68			
201-5970600	Ebooks/Books	Inv # 2038165119	22.45			
201-5970600	Ebooks/Books	Inv # 2038179516	493.80			
201-5960990	Misc. Contractual Services	Inv # 2038162094	7.15			
201-5970600	Ebooks/Books	Inv # 2038162094	22.15			
201-5960990	Misc. Contractual Services	Inv # 2038168420	33.04			
201-5970600	Ebooks/Books	Inv # 2038168420	83.24			
201-5960990	Misc. Contractual Services	Inv # 2038168447	87.68			
201-5970600	Ebooks/Books	Inv # 2038168447	356.25			
201-5960990	Misc. Contractual Services	Inv # 2038171037	18.56			
201-5970600	Ebooks/Books	Inv # 2038171037	66.84			
CENGAGE LEARNING/GALE				20154	04/18/24	<u>1,350.01</u>
201-5970620	E-Subscriptions/Subscriptions	Inv # 84103314	1,350.01			
CHILDREN'S PLUS, INC.				20155	04/18/24	<u>1,647.81</u>
201-5970600	Ebooks/Books	Inv # 237713	1,032.02			
201-5970600	Ebooks/Books	Inv # 242491	82.36			
201-5970600	Ebooks/Books	Inv # 242292	39.16			
201-5970600	Ebooks/Books	Inv # 242830	14.24			
201-5970600	Ebooks/Books	Inv # 242236	396.08			
201-5970600	Ebooks/Books	Inv # 243158	83.95			
Christine Huynh				20156	04/18/24	<u>175.00</u>
201-5960990	Misc. Contractual Services	Board Meeting Recording	175.00			
CITY OF DES PLAINES				20157	04/18/24	<u>240.00</u>
201-5920210	Marketing	4th of July Parade	240.00			
COLLEY ELEVATOR COMPANY				20158	04/18/24	<u>678.00</u>
201-5930020	R&M Buildings & Structures	Inv # 257067	678.00			
Continental Resources, Inc.				20159	04/18/24	<u>4,563.74</u>
202-5980410	Computer Hardware	Inv # 91158704	2,722.00			
202-5980420	Computer Software	Inv # 91158231	34.43			

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
202-5980420	Computer Software	Inv # 91157789	1,807.31			
CRYSTAL MAINTENANCE SERVICES CORP				20160	04/18/24	<u>4,892.50</u>
201-5930020	R&M Buildings & Structures	Inv # 31766	4,892.50			
EILEEN MIDDLETON				20161	04/18/24	<u>180.95</u>
201-5970600	Ebooks/Books	Refund of Lost Items Fee	180.95			
FIRST SECURITY SYSTEMS, INC.				20162	04/18/24	<u>2,839.15</u>
201-5930020	R&M Buildings & Structures	Inv # S95238	2,839.15			
FITTLE, LLC				20163	04/18/24	<u>2,720.00</u>
201-5930210	Rental of Equipment	Inv # 5589238	2,720.00			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20164	04/18/24	<u>684.73</u>
201-5930490	Refuse Contract	Inv # 7363995	684.73			
FOX VALLEY FIRE & SAFETY				20165	04/18/24	<u>2,295.15</u>
201-5930020	R&M Buildings & Structures	Inv # 00676274	2,295.15			
GARVEY'S OFFICE PRODUCTS				20166	04/18/24	<u>1,302.56</u>
201-5970170	Janitorial	Inv # 2549437	601.67			
201-5970170	Janitorial	Inv # 2544824	700.89			
GIUSEPPE'S PIZZERIA AND CATERING				20167	04/18/24	<u>330.00</u>
201-5970110	Meals	April 9th and 10th	330.00			
HIGHLAND PARK PUBLIC LIBRARY				20168	04/18/24	<u>275.00</u>
201-5960210	Special Event Programming	An Evening With Adam Kinzinger	275.00			
ILLINOIS LIBRARY ASSOCIATION				20169	04/18/24	<u>750.00</u>
201-5920220	Membership Dues	Membership Renewals	750.00			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20170	04/18/24	<u>1,239.41</u>
201-5930010	R&M Equipment	Inv # 396489	1,239.41			
J&S PLUMBING, INC.				20171	04/18/24	<u>675.00</u>
201-5930020	R&M Buildings & Structures	Inv # 231749	675.00			
John G. Donahue				20172	04/18/24	<u>180.00</u>
201-5960210	Special Event Programming	Inv # 123	180.00			
KANOPY				20173	04/18/24	<u>8,000.00</u>
201-5970630	Visual Materials	Inv # 22157	8,000.00			
KIMBERLY HARTMANN				20174	04/18/24	<u>250.00</u>
201-5960210	Special Event Programming	Adding Color with Annuals	250.00			
LATITUDE SIGNAGE AND DESIGN				20175	04/18/24	<u>2,383.00</u>
201-5970100	Supplies	DPPL Trustee Wall Lettering	2,383.00			
MIDWEST TAPE				20176	04/18/24	<u>9,000.00</u>
201-5970630	Visual Materials	Inv # 505208479	9,000.00			
MIDWEST TAPE				20177	04/18/24	<u>241.97</u>
201-5960990	Misc. Contractual Services	Inv # 505219448	7.88			

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970610	E-audio/Audio	Inv # 505219448	29.23			
201-5960990	Misc. Contractual Services	Inv # 505219451	108.45			
201-5970630	Visual Materials	Inv # 505219451	533.11			
201-5960990	Misc. Contractual Services	Inv # 505219450	202.52			
201-5970630	Visual Materials	Inv # 505219450	763.87			
201-5960990	Misc. Contractual Services	Inv # 505252428	6.78			
201-5970610	E-audio/Audio	Inv # 505252428	154.97			
201-5970630	Visual Materials	Inv # 505206338	37.49			
201-5970630	Visual Materials	Inv # 505206339	119.96			
201-5960990	Misc. Contractual Services	Inv # 505154692	40.68			
201-5970610	E-audio/Audio	Inv # 505154692	842.82			
201-5960990	Misc. Contractual Services	Inv # 505154694	53.69			
201-5970610	E-audio/Audio	Inv # 505154694	156.62			
201-5960990	Misc. Contractual Services	Inv # 505190938	139.96			
201-5970630	Visual Materials	Inv # 505190938	594.46			
201-5960990	Misc. Contractual Services	Inv # 505190939	77.70			
201-5970630	Visual Materials	Inv # 505190939	354.36			
201-5960990	Misc. Contractual Services	Inv # 505190936	24.86			
201-5970610	E-audio/Audio	Inv # 505190936	538.89			
201-5970630	Visual Materials	Inv # 505171766	76.48			
201-5970630	Visual Materials	Inv # 505171765	104.96			
201-5970630	Visual Materials	Inv # 505144365	179.94			
201-5960990	Misc. Contractual Services	Inv # 505154693	199.52			
201-5970630	Visual Materials	Inv # 505154693	881.62			
201-5970630	Visual Materials	Inv # 505144364	23.99			
201-5970630	Visual Materials	Inv # 505144367	149.96			
201-5960990	Misc. Contractual Services	Inv # 505154696	34.80			
201-5970630	Visual Materials	Inv # 505154696	206.94			
201-5970610	E-audio/Audio	Inv # 283561780	-6.78			
201-5970630	Visual Materials	Inv # 283561780	-277.76			
MONICA GIL				20178	04/18/24	<u>150.00</u>
201-5960210	Special Event Programming	SRC 2024 Theme Song Commission	150.00			
NETBASE SYSTEMS SOLUTIONS PLLC				20179	04/18/24	<u>50,917.05</u>
202-5980410	Computer Hardware	50% of Video System Surveillance Upgrades	50,917.05			
OAKBROOK MECHANICAL SERVICES				20180	04/18/24	<u>3,135.00</u>
201-5930020	R&M Buildings & Structures	Inv # 38202	3,135.00			
OUTSOURCE SOLUTIONS GROUP, INC.				20181	04/18/24	<u>42,543.43</u>
201-5980420	Computer Software	Inv # 78293	80.50			
201-5980420	Computer Software	Inv # 78458	284.20			
201-5930010	R&M Equipment	Inv # 78582	350.00			
201-5920110	Professional Services	Inv # 78582	35,455.59			
201-5960990	Misc. Contractual Services	Inv # 78582	1,980.00			
201-5980420	Computer Software	Inv # 78582	4,393.14			
OVERDRIVE, INC.				20182	04/18/24	<u>9,353.15</u>
201-5970600	Ebooks/Books	Inv # 01018CP24098554	457.60			
201-5970600	Ebooks/Books	Inv # 01018MA24064249	274.98			
201-5970600	Ebooks/Books	Inv # 01018CP24065069	492.13			
201-5970600	Ebooks/Books	Inv # 01018MA24067234	3,924.28			
201-5970600	Ebooks/Books	Inv # 01018MA24100401	4,204.16			

Des Plaines Public Library Vendor Checks Report

Village B&T Donation #6718, Village B&T Checking #0289
March 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Playaway Products LLC				20183	04/18/24	<u>1,233.79</u>
201-5970600	Ebooks/Books	Inv # 454738	1,119.81			
201-5970600	Ebooks/Books	Inv # 453875	113.98			
RAINBOW BOOK COMPANY				20184	04/18/24	<u>15.58</u>
201-5970600	Ebooks/Books	Inv # 234714	15.58			
RECORD INFORMATION SERVICES INC				20185	04/18/24	<u>652.00</u>
201-5970640	Databases	Inv # 54710	652.00			
SCHOOL OUTFITTERS				20186	04/18/24	<u>22.84</u>
201-5980600	Furniture & Fixtures	Inv # 14109778	22.84			
STAN KOTECKI PHOTO INC				20187	04/18/24	<u>500.00</u>
201-5960990	Misc. Contractual Services	Photographer for Canvas Project	500.00			
THE STATE FIRE MARSHALL				20188	04/18/24	<u>140.00</u>
201-5930020	R&M Buildings & Structures	Inv # 9692774	140.00			
THOMSON REUTERS-WEST				20189	04/18/24	<u>27.80</u>
201-5970640	Databases	Inv # 849881539	27.80			
TODAY'S BUSINESS SOLUTIONS INC				20190	04/18/24	<u>3,180.00</u>
202-5980420	Computer Software	Inv # 16044	3,180.00			
VALUE LINE PUBLISHING, LLC.				20191	04/18/24	<u>4,900.00</u>
201-5970640	Databases	Inv # KF-687809-244	4,900.00			
Check List Total						<u><u>239,697.89</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

March 1, 2024 - March 31, 2024

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
52069	03/31/24	NICOR GAS	5,037.72
52070	03/31/24	NEOFUNDS BY NEOPOST	1,050.00
52071	03/31/24	NATIONWIDE RETIREMENT	300.00
52072	03/31/24	BANKCARD SERVICES	14,107.53
52073	03/31/24	ADP	1,658.15
52074	03/31/24	IMRF	17,948.43
52075	03/31/24	COMCAST CABLE	34.49
52076	03/31/24	VERIZON WIRELESS	860.66
52077	03/31/24	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,238.19
60003	03/31/24	Lohan Architecture	1,500.00
Vendor Check Total			<u>43,735.17</u>
Check List Total			<u><u>43,735.17</u></u>

Check count = 10

DES PLAINES PUBLIC LIBRARY

**CASH FLOW SUMMARY
For the Year Ended December 31, 2024**

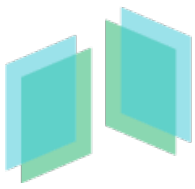
	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 5,407,213	5,753,298	7,730,714									
Revenue (M-T-D)												
Property Taxes	-	792,110	2,521,449									
Other Revenue	121,322	23,764	89,466									
	121,322	815,874	2,610,915	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	342,607	403,253	262,943									
Other Expense	477,947	247,204	260,934									
Change in A/P & AJE's	(236,146)	(180,668)	109,621									
	584,408	469,790	633,498	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	(463,086)	346,084	1,977,416	-	-	-	-	-	-	-	-	-

DES PLAINES PUBLIC LIBRARY

CASH FLOW SUMMARY

For the Year Ended December 31, 2023

	January	February	March	April	May	June	July	August	September	October	November	December
Balance Sheet												
Cash & Investments	\$ 5,101,587	4,724,431	5,890,856	6,996,454	6,538,381	5,980,333	5,400,464	5,121,066	4,543,713	4,243,378	4,664,048	5,870,299
Revenue (M-T-D)												
Property Taxes	1,224,801	21,502	1,641,098	1,644,862	-	47,571	-	92,107	-	-	957,319	1,799,141
Other Revenue	23,901	23,185	21,551	58,732	42,677	25,599	27,478	139,340	12,896	225,201	52,357	45,284
	1,248,702	44,687	1,662,649	1,703,594	42,677	73,170	27,478	231,447	12,896	225,201	1,009,676	1,844,425
Expenses (M-T-D)												
Payroll & Benefits	268,640	364,909	376,182	322,261	257,776	503,165	312,446	311,272	313,215	264,955	376,710	399,779
Other Expense	285,650	136,716	252,001	166,666	235,697	249,506	202,164	289,929	188,028	224,732	213,967	89,125
Change in A/P & AJE's	2,144	(79,781)	(131,959)	109,070	7,276	(121,452)	92,736	(90,356)	89,007	35,848	(1,671)	149,270
	556,434	421,843	496,224	597,996	500,749	631,219	607,346	510,845	590,249	525,536	589,006	638,174
Net Increase/(Decrease)	692,268	(377,157)	1,166,425	1,105,598	(458,073)	(558,048)	(579,868)	(279,398)	(577,353)	(300,335)	420,670	1,206,251



DIRECTOR'S REPORT

MARCH 2024

DONATIONS



- \$800 for Winter Reading Prizes
- \$128.38 for New Year's Eve at Home Kits
- \$475 for Professional Headshot Program
- \$1000 for SRC seed bookmarks

CELEBRATING WOMEN'S HISTORY MONTH



Women's History Month

Celebrating Women's History Month

March is National Women's History month and we are celebrating in the way we know best! Recommending great books, movies, music and other resources available with your DPPL library card.

Starting off with some of the stellar DPPL staff recommendations and posts from the past:

- Women Who Rocked...and Continue to Rock
- Bad*** Women of Television
- Witch Fix
- Misconceptions of Female Rulers
- 8 Picks for Women's History Month

And don't sleep on all the digital content available, as well:

Access Video on Demand

GRANTS

\$1,617.26 RAILS LLSAP grant (quarterly payment via CCS)

NOTES FROM THE DESK

March 12th
"I just love this library!"
You guys are always so kind and helpful. It warms my heart!"

COMING & GOING

COMING
Kelly Stock - PT YS Assistant

GOING
Bridgid O'Kane - PT RS Assistant
Maureen Bocka - PT RS Assistant
Jennie Cheverette - PT MS Page

AROUND THE LIBRARY



MARCH PROGRAM HIGHLIGHTS

ADULT

TEEN

YOUTH

RUTH E. CARTER


INTERWEAVING TRADITION & IMAGINATION THROUGH COSTUME DESIGN

Wednesday, March 20 | 7:00pm

Join us for a special event with Ruth E. Carter, the first Black woman to win an Oscar for Best Costume Design. Carter will be joined in conversation with Alpha Harris, co-host of NPR's pop culture Happy Hour.

Please Register Virtual Via Zoom

Learn more at [DPPL.ORG](https://www.dppl.org)



Elizabeth Packard


The Woman Who Would Not Be Silenced

Sunday, March 24
2:00pm

A living history portrayal of Elizabeth M. Packard for January 8, 1850 by her husband. After being jailed she dedicated her life to reforming the legal system. Her law address married women to be allowed to acquire their own husbands' estates and a bill to be passed to allow women to sue their husbands. Elizabeth married a Congressman with ADAM Sedgwick Bates (US Senator).

Please Register

Learn more at [DPPL.ORG](https://www.dppl.org)



Cafecito y Libritos

Ven y participa con nosotros en nuestro club de lectura en español. Vamos a hablar de nuestro libro seleccionado este mes. Ven a recoger una copia del libro en el tercer piso para que puedas leerlo antes de venir. Vamos a divertirnos hablando y compartiendo con cafecito y pan!

March 23rd, 2023
10:30am - 11:30am

Learn more at [DPPL.ORG](https://www.dppl.org)

Cuarto piso: Forum



FRIDAY NIGHT FILMS

"The best in international, independent and documentary film"

March 22 at 6:30 PM **Judy Blume Forever**
Documentary Film
17 minutes | Not Rated
Rebroadcast from January 12

April 19 at 6:00 PM **Anatomy of a Fall**
International Film (France)
151 minutes | Rated R
English subtitles

Learn more at [DPPL.ORG](https://www.dppl.org)



DIY SPRING CRAFT

NO SEW FABRIC EGG

March 1 2:30pm-3:30pm

Elevate your spring décor by crafting a whimsical egg using your favorite fabric scraps and the super easy square fold technique.

Learn more at [DPPL.ORG](https://www.dppl.org)

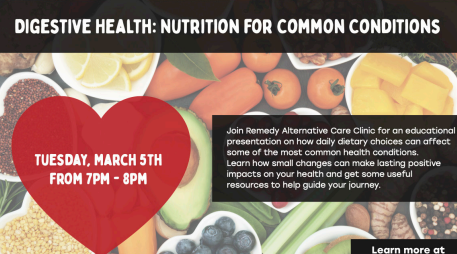


DIGESTIVE HEALTH: NUTRITION FOR COMMON CONDITIONS

Join Remedy Alternative Care Clinic for an educational presentation on how daily dietary choices can affect some of the most common health conditions. Learn how small changes can make lasting positive impacts on your health and get some useful resources to help guide your journey.

TUESDAY, MARCH 5TH
FROM 7PM - 8PM

Learn more at [DPPL.ORG](https://www.dppl.org)



Teen CRAFTERNOONS

WEDNESDAY, MARCH 13TH, 3:30 - 5:30PM

Open maker workshop! Sample our featured technology or bring your own project to work on. For teens in grades 7-12.

MARCH SPOTLIGHT: SAFETY PIN RINGS

Learn more at [DPPL.ORG](https://www.dppl.org)




INTRO TO DUNGEONS & DRAGONS

1:00pm - 3:00pm
Tuesday, March 26th

Registration Required

Teens

Learn more at [DPPL.ORG](https://www.dppl.org)



HAPPY NOTES

Teens grades 7-12

Drop service hours by making gift tags for hospitalized kids! Materials will be provided.

Thursdays in the Commons
January 11th and February 8th 4pm

Learn more at [DPPL.ORG](https://www.dppl.org)



SAT & ACT PRACTICE TESTS

Teens

SATURDAYS | 9:00a - 1:00p

MEETS IN ROOM A, 1ST FLOOR

ACT Practice Test
Jan 12 | Mar 23 | May 11 | Jun 22

SAT Practice Test
Feb 17 | Apr 13 | Jun 8

Learn more at [DPPL.ORG](https://www.dppl.org)



CODE Q

JANUARY 8TH | FEBRUARY 5TH | MARCH 4TH | APRIL 8TH

An LGBTQ SOCIAL CLUB in which teens and their allies can watch movies, do crafts and activities, and read books and graphic novels regarding LGBTQ+ themes while making new friends.

Free snacks for those who come.

For teens in grades 7-12

Learn more at [DPPL.ORG](https://www.dppl.org)



Teen Take & Make

NO SEW SOCK BUNNY

BEGINNING MARCH 4TH

TAKE & MAKE KITS ARE FUN CRAFTS YOU CAN TAKE HOME AND MAKE ON YOUR OWN TIME. PICK UP YOUR KIT FROM THE 3RD FLOOR AT THE BEGINNING OF THE MONTH.

WHILE SUPPLIES LAST

Learn more at [DPPL.ORG](https://www.dppl.org)



GRAPHIC NOVEL CLUB

FEB. 13
MAR. 12
APR. 16
6-7 P.M.

FOR GRADES 4-8

LOVE GRAPHIC NOVELS AND COMICS? JOIN US TO DISCUSS OUR LATEST READ, SHARE ALL ABOUT THE OTHER GRAPHIC NOVELS YOU LOVE, AND MAKE NEW FRIENDS!

Learn more at [DPPL.ORG](https://www.dppl.org)



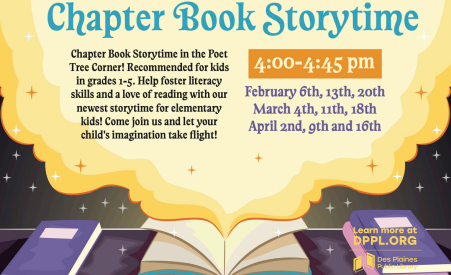
Chapter Book Storytime

Chapter Book Storytime in the Post Tree Corner! Recommended for kids in grades 1-5. Help foster literacy skills and a love of reading with our newest storytime for elementary kids! Come join us and let your child's imagination take flight!

4:00-4:45 pm

February 6th, 13th, 20th
March 4th, 11th, 18th
April 2nd, 9th and 16th

Learn more at [DPPL.ORG](https://www.dppl.org)



Toddler Time

Stories! Songs! Rhymes! Movement!

TUESDAYS @ 10AM
February 6, 13, 20
March 5, 12, 19
April 2, 9, 16

THURSDAYS @ 10AM
February 8, 15, 22
March 7, 14, 21
April 4, 11, 18

Drop by the Post Tree Corner at 10:00am to participate.

Learn more at [DPPL.ORG](https://www.dppl.org)



PLAY PACKS

Saturday 2/3, Saturday 3/2, Saturday 4/6

Hands-on activities to encourage creativity and imagination!

Learn more at [DPPL.ORG](https://www.dppl.org)



LEGO LEAGUE

MONDAYS, 2/5, 3/4, 4/1, 5/6
[A] 6:30 PM

WE SUPPLY LEGOS AND A THEME, YOU SUPPLY THE IMAGINATION!

Grades K-8. Registration opens one week before program.

Learn more at [DPPL.ORG](https://www.dppl.org)



PRE-SCHOOL Storytime

Storytime is a fun and play-filled way to foster a lifelong love of reading and help children get ready for school. Registration required.

Wednesdays @ 1:30PM

February 7, 14, 21
March 6, 13, 20
April 3, 10, 17

Learn more at [DPPL.ORG](https://www.dppl.org)

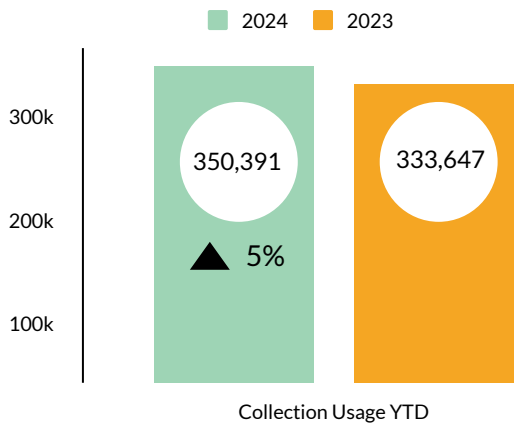




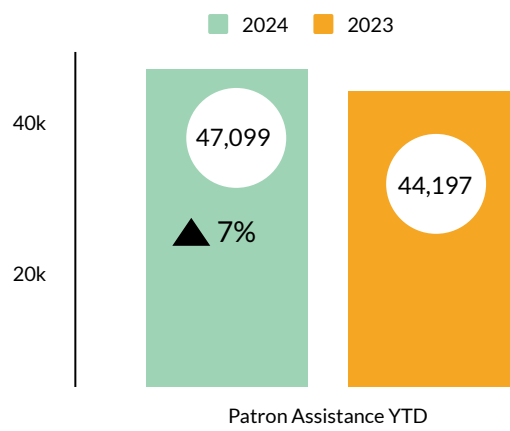
STATISTICS REPORT

On March 2024

Collection Usage YTD

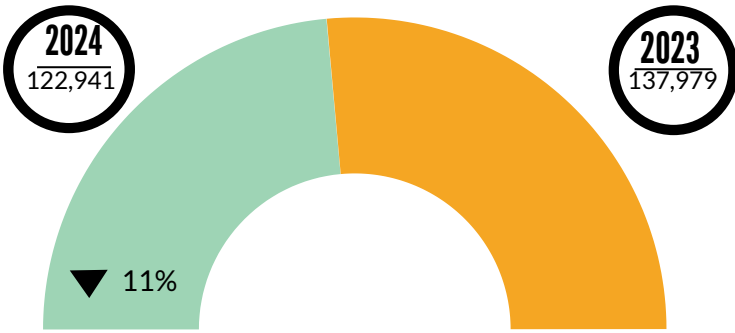


Patron Assistance YTD



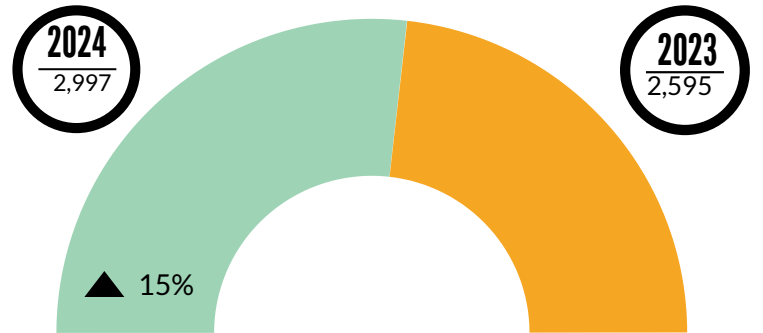
Attendance All - YTD

Events, Programs, Outreach & Classes



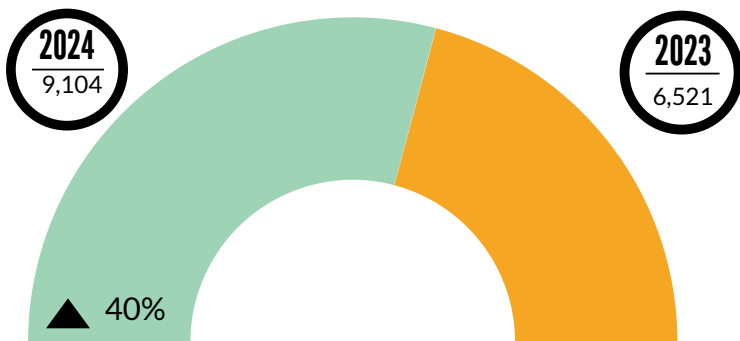
Bookings All - YTD

Events, Programs & Classes



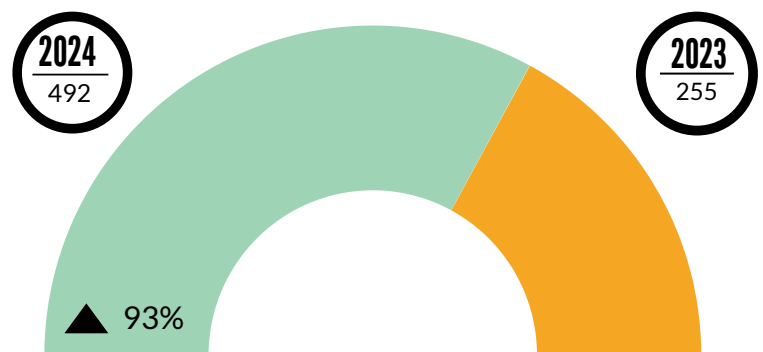
Attendance In Person - YTD

Events, Programs & Classes

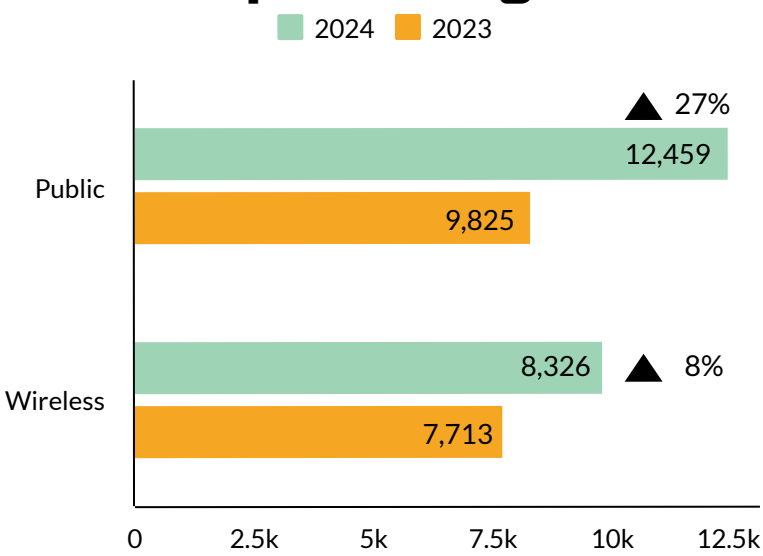


Bookings In Person - YTD

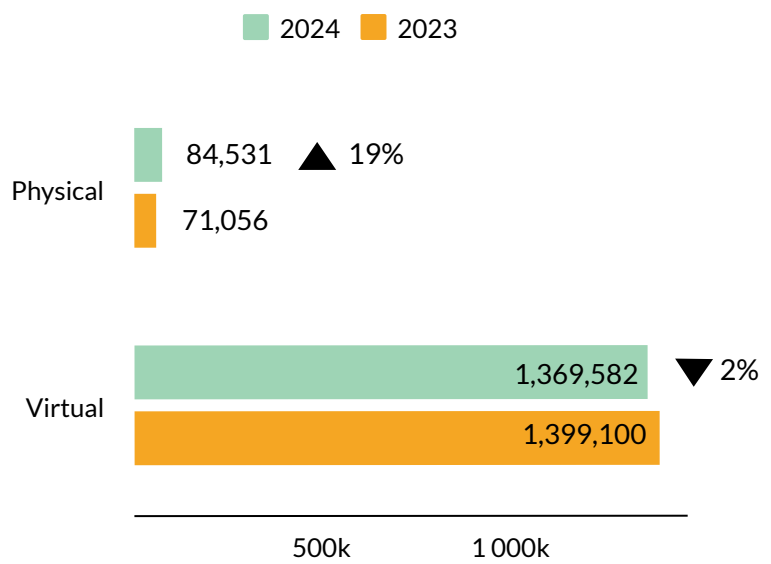
Events, Programs & Classes



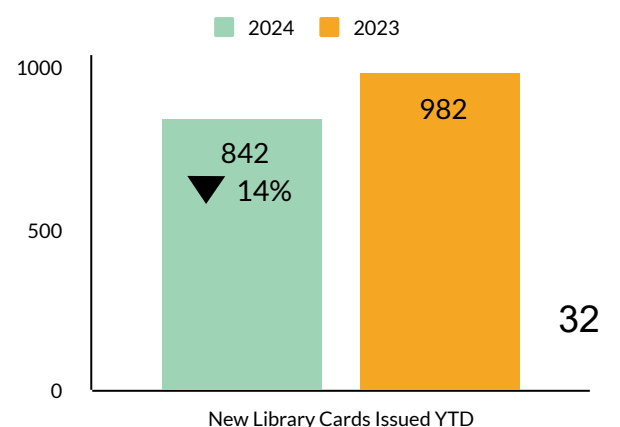
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



New Library Cards Issued YTD

2024 Year to Date Statistics

April 2024

COLLECTION USAGE		
	Year to Date 2024	350,391
	Year to Date 2023	333,647
	% Change	5%
PATRON ASSISTANCE		
	Year to Date 2024	47,099
	Year to Date 2023	44,197
	% Change	7%
EVENTS, PROGRAMS, AND CLASSES- BOOKINGS		
	Year to Date 2024	2,997
	Year to Date 2023	2,595
	% Change	15%
EVENTS, PROGRAMS, OUTREACH, AND CLASSES-ATTENDANCE		
	Year to Date 2024	122,941
	Year to Date 2023	137,979
	% Change	-11%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2024	492
	Year to Date 2023	255
	% Change	93%
	Attendance	
	Year to Date 2024	9,104
	Year to Date 2023	6,521
	% Change	40%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2024	84,531
	Year to Date 2023	71,056
	% Change	19%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2024	1,369,582
	Year to Date 2023	1,399,100
	% Change	-2%
LIBRARY CARD OWNERSHIP		
	Year to Date new library cards 2024	842
	Year to Date new library cards 2023	982
	% Change	-14%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2024	12,459
	Year to Date 2023	9,825
	% Change	27%
	Wireless	
	Year to Date 2024	8,326
	Year to Date 2023	7,713
	% Change	8%

2024 STATISTICS REPORT													
COLLECTION USAGE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
Physical materials	54,066	51,947	55,057										161,070
E-materials	17,525	16,447	17,646										51,618
ILL	775	666	663										2,104
Databases	49,697	46,993	38,909										135,599
2024 Total	122,063	116,053	112,275										350,391
Physical materials	52,685	54,026	62,878										169,589
E-materials	14,973	13,013	14,338										42,324
ILL	639	639	764										2,042
Databases	38,413	35,495	45,784										119,692
2023 Total	106,710	103,173	123,764										333,647
PATRON ASSISTANCE													
Youth Services	2,132	2,700	2,504										7,336
Adult Services	6,299	7,200	6,805										20,304
Patron Accounts	6,263	6,267	6,553										19,083
Security	136	100	140										376
2024 Total	14,830	16,267	16,002										47,099
Youth Services	1,272	1,906	2,086										5,264
Adult Services	6,546	6,066	7,195										19,807
Patron Accounts	5,950	5,433	7,743										19,126
Security	154	143	96										393
2023 Total	13,922	13,548	17,120										44,197
EVENTS, PROGRAMS AND CLASSES-BOOKINGS													
Youth Services In Person	64	133	72										269
Youth Services Virtual	-	0	-										0
Adult Services In Person	64	85	74										223
Adult Services Virtual	10	16	11										37
Outside groups	12	13	18										43
Public study rooms	727	872	826										2,425
2024 Total	877	1,119	1,001	0	0	0	0	0	0	0	0	0	2,997
Youth Services In Person	18	29	19										66
Youth Services Virtual	8		1										9
Adult Services In Person	43	77	69										189
Adult Services Virtual	15	14	16										45
Outside groups	10	16	35										61
Public study rooms	686	744	795										2,225
2023 Total	780	880	935	0	0	0	0	0	0	0	0	0	2,595
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE													
Youth Services In Person	370	1,284	1,035										2,639
Youth Services Virtual	11,624	15,464	8,994										36,082
Adult Services In Person	1,085	1,375	4,005										6,465
Adult Services Virtual	26,140	24,447	17,840										68,427
Outside groups	237	134	229										600
Public study rooms	1,265	1,455	1,348										4,068
Outreach-Youth Services	941	1,542	1,116										3,592
Outreach-Adult Services	162	229	670										1,061
2024 Total	41,774	45,930	35,237	0	0	0	0	0	0	0	0	0	122,941
Youth Services In Person	989	1,314	1,698										4,001
Youth Services Virtual	29,089	11,189	13,750										54,028
Adult Services In Person	370	766	1,384										2,520
Adult Services Virtual	20,187	22,786	20,733										63,706
Outside groups	130	242	1,464										1,836
Public study rooms	1,195	1,315	1,407										3,917
Outreach-Youth Services	1,652	2,547	2,031										6,230
Outreach-Adult Services	134	219	1,388										1,741
2023 Total	53,746	40,378	43,855	0	0	0	0	0	0	0	0	0	137,979

TRAFFIC											
2024	Physical Visits (gate count)	25,115	28,401	31,015							84,531
2023	Physical Visits (gate count)	21,659	22,365	27,032							71,056
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802							1,369,582
2023	Virtual visits (catalog, website, mobile app)	480,735	444,598	473,767							1,399,100
LIBRARY CARDS ISSUED											
2024	Number of new library cards	277	316	249							842
2023	Number of new library cards	259	222	501							982
COMPUTER USAGE											
	Public computers-Youth Services	787	1,196	1,619							3,602
	Public computers-Adult	2,545	3,355	2,957							8,857
2024	Total	3,332	4,551	4,576	0	0	0	0	0	0	12,459
	Public computers-Youth Services	253	248	393							894
	Public computers-Adult	2,688	2,903	3,340							8,931
2023	Total	2,941	3,151	3,733	0	0	0	0	0	0	9,825
	Wireless	2,518	2,904	2,904							8,326
2024	Total	2,518	2,904	2,904	0	0	0	0	0	0	8,326
	Wireless	2,360	2,619	2,734							7,713
2023	Total	2,360	2,619	2,734	0	0	0	0	0	0	7,713



2024 Revamping Audiovisual System for Program Room C

The Program Room C is a frequently used and vital lifeline for engagement with the patrons and staff of the Des Plaines Library. Before the pandemic it hosted numerous programs, and over the past years it has been used to engage with Patrons through in person and remote programs. The Program Room C would benefit from a complete upgrade and revamp of the aging Audio and Visual equipment to allow for Hybrid in-person and remote programs and work in conjointly with Program Room B.

Vendor quotes all deliver similar equipment in the same quantity:

- MSI i-7 16gb 1TB Windows11 Pro PC (Video Conferencing)
- BarCo Clickshare Wireless Presentation Device (2 BarCo Clickshare USB Connect Dongle)
- Laser Projector
- HDBaseT HDMI/VGA Transmitter Wallplate
- Sony BluRay 4K Player
- 2 Shure Ceiling Mounted Microphone Array
- Speakers
- 10" On-Wall Touch Screen
- Logitech Bluetooth Keyboard and Mouse (PC)
- 2 Altona Soft Codec PTZ Camera Commercial Installation and Programming
- 4-year warranty

<u>Vendor</u>	<u>Quote</u>
Abt	\$44,432.68
Pace Systems	\$44,782.00
Quest Technology Management	\$53,209.45

Des Plaines Public Library

1501 Ellinwood Street
 Des Plaines, IL. 60016
 Attn: Christine Huynh
 847/376-2827
 chuynh@dppl.org



Commercial Audio/Video
 Preliminary Proposal Version 1.9

ROOM C

Abt will install a new 7,500 Lumen Laser Projector at a pre-determined location within the space. Abt will wire and install a new HDBaseT Receiver at the projector location in order to send the Video Source(s) directly to this display. Abt will also run a control wire to each location in order to handle all power on/off. Abt will install a new HDMI transmitter at a pre-determined location within the space. This wallplate will allow the client to connect any HDMI/VGA compatible device directly to the system. Abt will provide the client with a new 15' HDMI/VGA w/Audio Patch Cable in order for the client to connect directly to the this transmitter. Additional Video Sources for this system will be a new BluRay player as well as a BarCo Wireless Presentation Device that will allow the client to wirelessly present directly to the system. Client to provide one (1) dedicated network connection at the equipment location in order to connect all devices to the clients network. All products will reside in a client provided floor standing equipment rack that will be located at a pre-determined location within the storage room. Client to provide one (1) dedicated 120VAC electrical outlet at the equipment location. Abt will install a new 8x4 Presentation Switcher within the rack. This Presentation Switch will allow the client to send up to eight (8) sources to either display (listed above). The client will have the ability to have each source mirror one another on both displays (Room C and B) and/or have two (2) separate sources, one on each display. Audio Reinforcement will be handled via ten (10) in-ceiling speakers installed throughout this location. All speakers will be wired to work as one (1) large zone within the space. Control will be handled via new 10" touchpanel that will be mounted at a pre-determined location within the room. This touchpanel will handle all Projector Power On/Off, Projection Screen Up/Down/Stop Functionality (if applicable), as well as all video/audio source routing and volume control of the space.

Qty.	Product	Model #	MSRP	Your Price	Ext. Price
Display Breakdown - PROJECTION / SCREEN					
1 Each	Optoma 7,500 Lumen Laser Projector	ZU725T	\$5,299.00	\$5,174.00	\$5,174.00
1 Each	Crimson Universal Ceiling Adaptor Plate	CMA115	\$69.00	\$52.00	\$52.00
1 Each	Crimson 12-18" Extension Pole Mount	EA01218	\$72.99	\$58.00	\$58.00
1 Each	Crimson Universal Ceiling Projector Mount	JR2	\$135.99	\$102.00	\$102.00
1 Each	Atlona HDBaseT HDMI Controller/Scaler	ATUHDEX70CRX	\$369.00	\$317.34	\$317.34
1 Each	Audioquest 1.5M HDMI Cable	HDMIBLUEBERRY 1/5	\$39.95	\$34.36	\$34.36
315 Feet	Liberty Plenum Sheilded Network Cat6 Cable	GENCAT6AWPL	\$1.75	\$1.51	\$475.65
1 Each	Episode IR Emitter	IRF1	\$21.25	\$18.28	\$18.28
1 Each	Client Provided Motorized Projection Screen	OFE	\$0.00	\$0.00	\$0.00
2 Each	Altona Soft Codec PTZ Camera	ATHDVSCAMBK	\$750.00	\$645.00	\$1,290.00
2 Each	Atlona USB Extender Kit	ATUSBEX100KIT	\$590.00	\$507.40	\$1,014.80
2 Each	C2G USB A/B Cable 5M	13401	\$8.99	\$7.73	\$15.46
2 Each	C2G USB A/A Cable 9.8'	54172	\$13.99	\$12.03	\$24.06
175 Feet	Liberty Plenum Sheilded Cat6 Cable	GENCAT6AWPL	\$1.75	\$1.51	\$264.25
Source Breakdown - VIDEO					
1 Each	Atlona HDBaseT HDMI/VGA Transmitter Wallplate	ATHDVS200TXWP	\$800.00	\$688.00	\$688.00
375 Feet	Liberty Plenum Sheilded Network Cat6 Cable	GENCAT6AWPL	\$1.75	\$1.51	\$566.25
1 Each	Liberty 15' HDMI/VGA w/Audio Patch Cable	EHDVAMM15	\$233.00	\$200.38	\$200.38
1 Each	Sony BluRay 4K Player	UBPX800M2	\$328.00	\$297.08	\$297.08
1 Each	Audioquest 2.25M 4K HDMI Cable	HDMIPPEARL482/25	\$64.95	\$55.86	\$55.86
1 Each	Episode IR Emitter	IRF1	\$21.25	\$18.28	\$18.28
1 Each	BarCo Clickshare Wireless Presentation Device	C-5-GEN2	\$850.00	\$824.00	\$824.00
2 Each	BarCo Clickshare USB Connect Dongle	R9861600D01CUS	\$275.00	\$262.00	\$524.00
1 Each	Audioquest 2.25M HDMI Cable	HDMIBLUEBERRY 2/25	\$49.95	\$42.96	\$42.96
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
1 Each	MSI i-7 16gb 1TB Windows11 Pro PC (Video Conferencing)	CUBI512M027	\$929.00	\$870.53	\$870.53
1 Each	Audioquest 2.25M HDMI Cable	HDMIBLUEBERRY 2/25	\$49.95	\$42.96	\$42.96
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
Microphone Breakdown					
2 Each	Shure Ceiling Mounted Microphone Array	MXA920W-S	\$4,732.00	\$4,394.00	\$8,788.00
205 Feet	Liberty Plenum Sheilded Cat6 Cable	GENCAT6AWPL	\$1.75	\$1.51	\$309.55
3 Each	Client Provided Handheld Wireless Microphone(s)	OFE	\$0.00	\$0.00	\$0.00
3 Each	Client Provided Lapel Wireless Microphone(s)	OFE	\$0.00	\$0.00	\$0.00
6 Feet	Liberty Plenum 2-Conductor Audio Wire	MICBPL	\$0.55	\$0.47	\$2.82
Audio Breakdown					
10 Each	Sonance 8" 70v In-Ceiling Speakers	45132	\$330.00	\$283.80	\$2,838.00
695 Feet	Liberty Plenum 16-Gauge Speaker Wire	162WPL	\$0.72	\$0.62	\$430.90
1 Each	LEA 2-Channel 250w/Channel Amplifier	CONNECT352	\$1,746.00	\$1,501.56	\$1,501.56

ROOM C - CONTINUED

<u>Qty.</u>	<u>Product</u>	<u>Model #</u>	<u>MSRP</u>	<u>Your Price</u>	<u>Ext. Price</u>
<u>Control & User Interface Breakdown</u>					
1 Each	Crestron 10" On-Wall Touch Screen	TSW1070WS	\$3,388.00	\$2,983.68	\$2,983.68
1 Each	Crestron POE Injector	PWE4803RU	\$110.00	\$94.60	\$94.60
240 Feet	Liberty Plenum Network Cat6 Cable	GENCAT6BPL	\$1.20	\$1.03	\$247.20
1 Each	Logitech Bluetooth Keyboard and Mouse (PC)	920006481	\$49.99	\$42.99	\$42.99
<u>Equipment Location Breakdown</u>					
1 Each	Client Provided Equipment Rack	OFE	\$0.00	\$0.00	\$0.00
1 Each	Middle Atlantic 1U Abt Blank Panel	SRBPS1ABT	\$0.00	\$0.00	\$0.00
5 Each	Middle Atlantic 1U Blank Panel	EB1	\$15.50	\$13.33	\$66.65
1 Each	Middle Atlantic 1U Vented Rack Shelf	U1V	\$75.50	\$64.93	\$64.93
1 Each	Middle Atlantic Rack Screws	HP	\$41.50	\$35.69	\$35.69
1 Each	Middle Atlantic Thermal Management	IQBP2	\$647.00	\$556.42	\$556.42
1 Each	Client Provided Atlona 8x4 Presentation Switcher	OFE	\$0.00	\$0.00	\$0.00
1 Each	Crestron Control Expansion Module	CENIOIR104	\$408.00	\$350.88	\$350.88
1 Each	Client Provided Network Connection	OFE	\$0.00	\$0.00	\$0.00
1 Each	Client Provided Symetrix Audio DSP Processor	OFE	\$0.00	\$0.00	\$0.00
1 Each	Client Provided Cisco 8-Port POE Ethernet Switch	OFE	\$0.00	\$0.00	\$0.00
1 Each	Panamax 8-Outlet Surge Protector	MR4000	\$299.20	\$257.31	\$257.31
1 Each	Installation Hardware & Supplies	CSUPPLIES	\$250.00	\$250.00	\$250.00

PROJECT NOTES

- 1) A 25% deposit is due upon proposal acceptance.
- 2) Upon delivery of product/services, NET 30 day terms will apply.
- 3) All equipment comes with its standard manufacturer's warranty. Installation and service calls are covered by a 120 day warranty. A complete 4 year warranty is available and is listed below.
- 4) Electrical installation and/or drywall patching services are available for an additional charge.
- 5) Any changes to system scope or layout will be reflected in change orders and will detail additional costs or credits.
- 6) Any equipment being reused is assumed to be in working order until determined otherwise. Abt will then suggest the best course of action to either repair or replace defective equipment for an additional charge.
- 7) If your organization is exempt from sales tax, proper documentation must be provided upon proposal acceptance.
- 8) Supplies included within this proposal will cover all additional parts and/or connectors needed for installation.
- 9) Prior to proposal acceptance, Abt will conduct a formal walk-through of the space to confirm scope of work.
- 9) This proposal is valid for 30 days.

Equipment Total	\$31,791.68
Estimated Commercial Installation Labor	\$5,040.00
Commercial Programming	\$3,612.00
4-Year Custom Warranty	\$3,989.00
<u>Sales Tax</u>	<u>EXEMPT</u>
TOTAL	\$44,432.68

We appreciate the opportunity to provide you with this proposal. If you have any questions or require further information, please do not hesitate to contact us. We look forward to hearing from you.

Yours Truly,

Jason Shapiro

Phone: 847.544.2965

Fax: 847.544.2039

Jason.Shapiro@Abt.com

X _____
Signature of Acceptance

Date _____



A NEW WAY OF THINKING ABOUT INFRASTRUCTURE

March 11, 2024

Bhrugesh Patel
Support Technician
Des Plaines Public Library

RE: Audio Visual Systems – Meeting Room C

The enclosed pricing is to provide labor and materials for the installation of the Audio Visual Systems for Conference Room C. This proposal is based on the site visit, list of requirements, and discussions.

ACKNOWLEDGEMENT OF OBJECTIVES:

PACE Systems will provide:

1. Procurement of AV equipment
2. Installation services AV equipment
3. Cabling specific to the AV systems and to the nearest LAN/IT closet
4. Provide on-site programming, debugging, and quality control to assure a functional system at the time of completion
5. Provide Training Services to client
6. MBE (Minority Business Enterprise) Participation – Pace Systems is a 100% Minority owned company

SCOPE OF WORK/ BILL OF MATERIALS

Manufacturer	Qty	Model #	Description
HP	1	PC	Budget for mid range PC
Barco	1	R9861613USB2	Barco CX-30 GEN2 ClickShare Base Unit Plus 2 Buttons, TAA Compliant -
Epson	1	V11HA30020	PowerLite L520U Full HD WUXGA 3LCD Long-throw Laser Projector
Chief	1	SYSAUW	Suspended Ceiling Projector System
Crestron	1	TSW-1070-W-S	10.1 in. Wall Mount Touch Screen, White Smooth
Crestron	1	RMC4	4-Series™ Control System
Netgear	1	GSM4212PX-100NAS	M4250-10G2XF-POE+ AV SWITCH
Atlona	1	AT-UHD-CLSO-824	4K/UHD 8x2 Multi-Format Matrix Switcher with Dual HDBaseT/Mirrored HDMI
Atlona	1	At-UHD-EX-100CE-RX	HdBaseT Reciver
Atlona	1	AT-HDVS-200-TX-WP	HDMI & VGA Wall Plate Switcher with HDBaseT Ethernet Output
Atlona	2	AT-HDVS-CAM-W	AT-HDVS-CAM PTZ Camera with USB (White)
Sony	1	BDP-S1700	Blu-ray Disc Player
Biamp	1	TesiraFORTÉ AVB AI	Digital audio server with 12 analog inputs and 8 analog outputs,
Biamp	1	TesiraCONNECT TC-5	Central connection point for all Biamp devices
Shure	2	MXA920W-S	Ceiling Array Microphone
QSC	6	AD-C6T-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16Ω bypass, 135° conical
QSC	1	SPA2-200	Two channel amplifier delivers up to 200 watts rms per channel into 4 or 8 ohms;
Logitech	1	K400	PLUS WIRELESS TOUCH KEYBOARD

Excluded Items

- All network infrastructure including data drops, switch gear, and network cables
- Walkway turnstiles, access control, and cameras
- Concrete cutting and patching
- Imaging of PC if applicable
- Plywood backing for displays
- Holidays, Overtime
- Permits/Fees
- Electrical Infrastructure
- Any/all General construction including, but not limited to dry walling, painting, plumbing, flooring, mechanical, ceilings

PRICING

Audio Visual Systems Total **\$44,782.00**

PRICE INCLUDES: Equipment/Material outlined in the above details, Taxes, Freight, Fabrication/Configuration, Labor, Engineering, Programming, Project Management, Quality Control, Training, 1-year workmanship warranty, MBE participation

Todd A. Owen | 312-515-1863 | town@pace-systems.com

We have prepared a quote for you

Room C upgrade

Quote # 018636 Version 1

Prepared for:

**Des Plaines Public
Library**

Prepared by:

Kevin Porsch

Products

Product Details	Qty
Atlona AT-HDVS-CAM PTZ Camera with USB (Black)	2
Logitech Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless, Compact Mouse, 8 Multimedia And Shortcut Keys, For PC, Laptop - Black	1
Square (24") Ceiling Array Microphone, Digitally Steerable C Square (24") Ceiling Array Microphone, Digitally Steerable Coverage, Multi-color LED, Cable Exit Depending On Mount, White	2
Sony BDP-S6700 Blu-Ray Player with 4K Upscaling and Wi-Fi for Streaming Video	1
Long Distance Two Input DTP Transmitter for HDMI and VGA with Audio Embedding - Decorator-Style Wallplate, White - 330 feet (100 m)	1
NEC Display Solutions Sharp NEC NP-P627UL 6200 Lumen WUXGA Laser LCD Projector	1
Barco C-10 GEN 2 ClickShare - 2 BUTTONS, TAA - Black	1
12x8 ProDSP Digital Matrix Processor with AEC	1
Eight Input HDCP-Compliant Scaling Presentation Switcher with DTP Extension	1
Extron XTRA XPA 2001-70V Amplifier - 200 W RMS - 1 Channel - 1 kHz - 45 W	1
SoundField XD Low Profile 6.5" Two-Way Ceiling Speaker with 4.2" Composite Back	3
IP Link Pro Control Processor	1
10" Wall Mount TouchLink® Pro Touchpanel - Black	1
Recessed Wall Mount Kit for 7 inch and 10 inch TouchLink Panels	1
Cisco Business Managed Switch 16 Port GE Full PoE 2x1G SFP Limited Lifetime Protection	1
150' (45.7 m) XTP DTP 24 plenum cable	7
Long Distance HDMI Twisted Pair Receiver - 330 feet (100 m)	1
RS-232 Cable: 9-pin D Male to Female - 12' (3.6 m)	1
Camera Extender System for Video, Control and Power	2
MSI PRO PRODP1013M057 PRO DP10 13M-057US Desktop Computer, Intel Core i7, 16GB RAM, 1TB SSD, Windows 11 Pro	1

Products

Product Details	Qty
6ft (1.8m) Pro-Audio XLR Male to XLR Female Cable	2
6ft (1.8m) Cat6 Snagless Shielded (STP) Ethernet Network Patch Cable - Blue	4
Extron 6' (1.8 m) High Speed - 6 ft HDMI A/V Cable for Audio/Video Device - First End: 1 x 19-pin HDMI Type A Digital Audio/Video - Male - Second End: 1 x 19-pin HDMI Type A Digital Audio/Video - Male - Shielding	4
Extron 12' (3.6 m) High Speed - 12 ft HDMI A/V Cable for Audio/Video Device - First End: 1 x 19-pin HDMI Type A Digital Audio/Video - Male - Second End: 1 x 19-pin HDMI Type A Digital Audio/Video - Male - Shielding	2
16/2 Stranded Plenum Cable, Unshielded, CL3P, FPLP, CMP, FT6, 1000' (304.8m), REELEX Pull Box, Natural White	1
Chief Mfg.Ceiling Projector Hardware Mount White	1
USB Camera Wall Mounts	2
Miscellaneous Installation Parts and Materials	1
Subtotal:	\$35,209.45

Project

Scope of Work	Price
<p>Provide and install (1) new laser projector with mounting hardware.</p> <p>Provide and install (1) new video switcher with DTP input and output. To be installed within a customer provided cabinet enclosure.</p> <p>Provide and install (1) DTP connection from the witcher to the projector using a DTP receiver for video and control.</p> <p>Provide and install (1) DTP Input plate with auto switching between HDMI and VGA.</p> <p>Provide and install (1) Sony DVD/Blu Ray player to be connected to the video switcher.</p> <p>Provide and install (1) 2 button Barco wireless presentation system to be connected to the video switcher.</p> <p>Provide and install (1) mini desktop PC for video conferencing applications to be connected to the video switcher.</p> <p>Provide, install, program and commision (1) audio DSP with AEC and Dante'. The DSP is to be connected to the PC with USB for audio send and return for video conferencing applications as well as to the audio output of the video switcher for playback of program audio. Additionally (2) existing customer provided wireless microphones are to be integrated for voice lift within the room and to transmit to the PC for video calls.</p> <p>Quest is to provide and install (2) Shure ceiling microphone arrays. The microphone arrays are to be used</p>	44

Project

Scope of Work	Price
<p>with the PC for video calls and integrated with the DSP with a Dante' connection.</p> <p>Provide and install (1) Cisco POE Managed Gigabit switch for routing of Dante' audio and IP control.</p> <p>Provide and install (1) audio amplifier to integrate with the DSP.</p> <p>Provide and install (3pr) of in ceiling speakers.</p> <p>Provide, install and program (1) Extron IP Link control system processor.</p> <p>Provide, install and Program (1) Extron IP Link 10" wall mounted touch panel controller for system on/oof, source selection, and audio level control.</p> <p>Provide and install (2) USB video conferencing cameras.</p> <p>Provide and install (2) USB camera extension systems to provide power, video and control to each camera from the PC.</p> <p>Provide and install (2) camera wall mounts.</p> <p>Quest is to provide all bulk and patch cabling.</p> <p>Quest is to provide user orientation and training.</p> <p>Quest is to provide line drawing as built documentation.</p> <p>Quest is to provide all configuration and programming files to the customer upon completion.</p> <p>Out of Scope:</p> <p>Electrical power installation</p> <p>Data installation</p> <p>Equipment rack/enclosure</p> <p>Zoom Room Configuration/MS Teams Room Configuration.</p> <p>Zoom, MS Teams or other UC Licensing. Replacement of ceiling tiles.</p> <p>Replacement of projection screen.</p> <p>Handheld wireless microphone.</p> <p>Lapel wireless microphone.</p>	

Subtotal: **45**
\$18,000.00

Sales Tax

- Sales tax and fees (i.e. e-waste) to be added and calculated per current state and local municipalities rates at time of invoice.

Shipping

Description	Price	Qty	Ext. Price
Freight Charges Shipping will be added at the time of the bill.	\$0.00	1	\$0.00
Subtotal:			\$0.00

Room C upgrade



Prepared by:

Quest
Kevin Porsch
916-549-9866
Kevin_Porsch@questsys.com

Prepared for:

Des Plaines Public Library
,
Bhrugesh Patel
BPatel@dppl.org

Quote Information:

Quote #: 018636
Version: 1
Delivery Date: 03/06/2024
Expiration Date: 04/20/2024

Quote Summary

Description		Amount
Products		\$35,209.45
Project	Use this tab for Scope of Work.	\$18,000.00
Total:		\$53,209.45

Warranty / Standard of Installation


Upon acceptance of this proposal, Quest will require a minimum of 7 business days to assemble materials before beginning any work. Quest will perform labor and installation of materials as per Quest's "Data Communications Standards". As per the guidelines set forth by the State Contractors Association, Quest will provide a one-year warranty covering workmanship and compliance with applicable industry standards. Network cabling, servers, system software installation, network cards, network electronics, configuration of hubs and routers, an internet provider, and any other materials not specifically listed will not be provided. Quest would be privileged to provide you with additional pricing and consulting information upon request. If you have any further questions regarding these services please contact our offices at (916) 338-7070. It is assumed by Quest or Quests' agents, that the above project is clear of any asbestos or any other chemical / biological hazard. Payment terms are NET 30 days from date of invoice.

Terms and Conditions

Quest is hereby authorized to furnish all materials and labor to complete the work specified in this proposal, for which I/we agree to pay the contract price mentioned in this proposal, and according to the terms thereof. In the event that an action at law or in equity is brought in any public court or private dispute resolution forum to enforce or interpret the terms of this agreement, the prevailing party shall be awarded reasonable attorneys' fees, photocopying expenses, etc. I/we have read and agree to the provisions contained herein, and in any attachments that are made a part hereof and are described in the proposal.

Quest

Des Plaines Public Library

Signature: 
Name: Kevin Porsch
Title: Audio Visual Engineer
Date: 03/06/2024

Signature: _____
Name: Bhrugesh Patel
Date: _____

Cheryl,
Thank you so much for visiting
our preschool program this month!
It is such a pleasure having
you in our classrooms! Your visits
are always such a treat for both
the students and teachers!
Each of our classes had

Happy Valentines Day!
Just a small gift to show our
appreciation for providing such
great service, and always with
a smile, to us and the rest of
the community.

Marge & Keith
Coleman

11-14-23
a wonderful time participating
in "Read for the Record". Thank
you for including us in this fabulous
event. Thank you again for everything
that you do! We look forward to
having you return soon!
Sincerely, Creative Corners Preschool
Candice B. & Lizzie ☺



Cards For Hospitalized Kids
7290 W. Devon Avenue,
Chicago, IL 60631

From all of the hospitalized
children whose day will be a little
brighter because of your
kindness~ Thank you! ✨

Donate to CFHK:



Host a FB Fundraiser:



To:

Desplaines P.L.
1501 Ellinwood
Desplaines, IL
60016

www.cardsforhospitalizedkids.com



@cardsforhospitalizedkids @cardsforhospitalizedkids @Cards4HospitalizedKids @cardsforhospitalizedkids

