



NOTICE

DES PLAINES PUBLIC LIBRARY REGULAR MEETING OF THE BOARD OF TRUSTEES

**THURSDAY, APRIL 17, 2025
7:00 P.M. IN MEETING ROOM B**

AGENDA

- Removal of retiring Library Director Jo Bonell from, and the addition of Laurie Papadourakis to, all financial accounts for the Des Plaines Public Library.
- Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [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 847-376-2776 to allow the Library to make reasonable accommodations.



DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES

Agenda for the Regular Meeting Thursday, April 17, 2025 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 2025.
 - B. Acceptance of Financial Reports for March 2025.
Acceptance of Reports.
 - 1. Statistics Report for March 2025.
 - 2. Director's Report for March 2025.
- VIII. New Business. (7:20 p.m.)
 - A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$246,841.11. [Action Item]
 - B. Authorize the removal of retiring Library Director Jo Bonell from all financial accounts for the Des Plaines Public Library, as of February 14, 2025, and authorize the addition of Laurie Papadourakis to all financial accounts for the Des Plaines Public Library beginning March 21, 2025, when she was appointed the new Library Director. [Action Item]
 - C. Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body. [Action Item]
- IX. Announcements.
- X. Correspondence.
- XI. Adjournment. (7:30 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 20, 2025

I. Call to Order.

The meeting was called to order at 5:04 p.m.

II. Roll Call.

Roll call indicated the following trustees were PRESENT: Dr. Gregory Sarlo, Kristen Graack, Denise Hudec, Robert Flinn, Christine Halblander, Nick Harkovich, Rachel Rice, Michelle Shimon-Hutchison. ABSENT: Lisa DuBrock. ALSO PRESENT: DPPL Staff Laurie Papadourakis, Heather Imhoff, Joanie Sebastian, Michelle Meyer-Edley, Lauren Wolf. Friends of the Library President John Leach.

III. Pledge of Allegiance.

IV. Vote to invoke the Remote Participation Policy.

N/A

V. Consideration of the Agenda.

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

VI. Public Comments and Questions.

None.

VII. Consent Agenda.

- A. Approval of the Minutes of the Regular Board Meeting - February 2025.
- B. Acceptance of Financial Reports for February 2025.
 - Acceptance of Reports.
 - 1. Statistics Report for February 2025.
 - 2. Director's Report for February 2025.

Hudec asked that B1 be pulled from the Consent Agenda.

MOTION by Graack, seconded by Hudec, to accept the Agenda, minus B1. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

Hudec asked about insurance premium credits in February, as shown on the financial statements. Papadourakis said she would investigate and report back.

MOTION by Hudec, seconded by Graack to accept B1. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

VIII. New Business.

- A. Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$234,883.26.

MOTION by Hudec, seconded by Graack to Approve Payment of Vendor Checks Report and ACH Payments in the amount of \$234,883.26 as listed on the vendor checks report of February 2025 and authorize Acting Interim Director Laurie Papadourakis to transfer the amount required to the Library's operating account. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

- B. Review and Approval of proposals for DPPL's internet service provider.

Papadourakis recommended Comcast, the Library's current provider, and the lowest bid submitted for a 3-year contract.

MOTION by Graack, seconded by Shimon-Hutchison to approve a contract with Comcast. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

IX. Announcements.

Papadourakis reported that DPPL proudly came in third place in the DPCC Annual Food Fight benefitting the Self-Help Closet and Pantry of Des Plaines, and thanked all that contributed. She reminded all board members to file their annual EEOC statement, and invited all to join DPPL in the lobby on Thursday, April 10th, during National Library Week, for a celebration (with cake) of DPPL trustees and Friends of the Library.

X. Correspondence.

None.

XI. Executive Session.

Executive Session for The Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the public body.

MOTION by Rice, seconded by Shimon-Hutchison to enter Executive Session. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The Board entered Executive Session at 7:24 p.m.

MOTION by Rice, seconded by Halblander to exit Executive Session. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

The Board exited Executive Session at 8:16 p.m.

MOTION by Halblander, seconded by Hudec to make the job offer, as determined in session, to the selected Director candidate. AYES: Graack, Flinn, Halblander, Harkovich, Hudec, Rice, Sarlo, Shimon-Hutchison. NAYS: none. MOTION CARRIED.

XII. Adjournment.

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

The meeting adjourned at 8:17 p.m.



Des Plaines Public Library

Monthly Financial Report For the Month Ended March 31, 2025

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

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Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of March 31, 2025

	General Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 7,483,879.74	\$ 686,787.85	\$ 8,170,667.59
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,251,585.00	-	6,251,585.00
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	<u>\$ 13,735,464.74</u>	<u>\$ 686,787.85</u>	<u>\$ 14,422,252.59</u>
LIABILITIES			
Accounts Payable	\$ 189,834.41	\$ 425.00	\$ 190,259.41
Accrued Payroll	86,765.97	-	86,765.97
Due to other funds	<u>95,082.67</u>	<u>-</u>	<u>95,082.67</u>
Total Liabilities	<u>371,683.05</u>	<u>425.00</u>	<u>372,108.05</u>
Deferred Inflows of Resources			
Property Taxes	<u>6,251,585.00</u>	<u>-</u>	<u>6,251,585.00</u>
Total Liabilities and Deferred Inflows of Resources	<u>6,623,268.05</u>	<u>425.00</u>	<u>6,623,693.05</u>
FUND BALANCE			
Fund Balance - Unreserved	7,112,196.69	686,362.85	7,798,559.54
Total Fund Balance	<u>7,112,196.69</u>	<u>686,362.85</u>	<u>7,798,559.54</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 13,735,464.74</u>	<u>\$ 686,787.85</u>	<u>\$ 14,422,252.59</u>

Des Plaines Public Library

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

For the 3 Months Ended March 31, 2025

	General Fund	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 2,795,249.30	\$ -	\$ 2,795,249.30
Intergovernmental	-	-	-
Fines & Fees	10,639.18	-	10,639.18
Interest	60,760.16	8,440.43	69,200.59
Special Events and Programs	2,656.00	-	2,656.00
Miscellaneous	5,666.90	-	5,666.90
Total Revenues	2,874,971.54	8,440.43	2,883,411.97
EXPENDITURES			
Personnel	\$ 795,143.66	\$ -	\$ 795,143.66
Operating	660,912.85	-	660,912.85
Library Materials	231,667.77	-	231,667.77
Capital Outlay	42,716.87	30,890.12	73,606.99
Other Expenditures	19,806.79	-	19,806.79
Total Expenditures	1,750,247.94	30,890.12	1,781,138.06
Net Change in Fund Balances	1,124,723.60	(22,449.69)	1,102,273.91
FUND BALANCES			
Beginning of the year	5,987,473.09	708,812.54	6,696,285.63
End of the period	\$ 7,112,196.69	\$ 686,362.85	\$ 7,798,559.54

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of March 31, 2025

Cash Account	Invested
201-1101000 - Petty Cash	500.00
201-1101100 - Cash in Registers	150.00
201-1102030 - Village B&T Donation #6718	7,376.83
201-1102040 - Village B&T Donation #9878	237,858.70
201-1102060 - Village B&T Checking #0289	416,017.96
201-1102050 - Wintrust Brokerage	33,086.83
201-1102079 - Illinois Funds # 2591	6,788,010.79
202-1102079 - Illinois Funds # 2591	<u>686,362.85</u>
	7,474,373.64
201-1102070 - INB E-Pay	878.63
Total Invested	<u>\$ 8,170,667.59</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
General Fund			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1101100 - Cash in Registers	150.00	0.00	150.00
1102030 - Village B&T Donation #6718	8,700.42	(1,323.59)	7,376.83
1102040 - Village B&T Donation #9878	236,965.95	892.75	237,858.70
1102050 - Wintrust Brokerage	31,873.03	1,213.80	33,086.83
1102060 - Village B&T Checking #0289	1,414,589.68	(998,571.72)	416,017.96
1102070 - INB E-Pay	1,000.00	(121.37)	878.63
1102079 - Illinois Funds # 2591	4,266,590.04	2,521,420.75	6,788,010.79
1102080 - Village B&T Donation #9821	521.57	(521.57)	0.00
1118000 - Receivable - Property Taxes	6,251,585.00	0.00	6,251,585.00
1119200 - Receivable - Miscellaneous	79,698.83	(79,698.83)	0.00
	<u>12,292,174.52</u>	<u>1,443,290.22</u>	<u>13,735,464.74</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	148,232.82	41,601.59	189,834.41
2430707 - Due to Library Comp Abs	95,082.67	0.00	95,082.67
2450040 - Accrued Payroll	86,765.97	0.00	86,765.97
2470000 - Deferred Revenue - Property Tax	<u>6,251,585.00</u>	<u>0.00</u>	<u>6,251,585.00</u>
	<u>6,581,666.46</u>	<u>41,601.59</u>	<u>6,623,268.05</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
	<u>5,987,473.09</u>	<u>0.00</u>	<u>5,987,473.09</u>
 Total Liabilities and Fund Balance	 <u>12,569,139.55</u>	 <u>41,601.59</u>	 <u>12,610,741.14</u>
 Excess Revenues Over Expenses	 <u>(276,965.03)</u>	 <u>1,401,688.63</u>	 <u>1,124,723.60</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102060 - Village B&T Checking #0289	0.00	425.00	425.00
1102079 - Illinois Funds # 2591	<u>684,466.56</u>	<u>1,896.29</u>	<u>686,362.85</u>
	<u>684,466.56</u>	<u>2,321.29</u>	<u>686,787.85</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	<u>0.00</u>	<u>425.00</u>	<u>425.00</u>
	<u>0.00</u>	<u>425.00</u>	<u>425.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>708,812.54</u>	<u>0.00</u>	<u>708,812.54</u>
Total Liabilities and Fund Balance	<u>708,812.54</u>	<u>425.00</u>	<u>709,237.54</u>
Excess Revenues Over Expenses	<u>(24,345.98)</u>	<u>1,896.29</u>	<u>(22,449.69)</u>
 Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
 <u>Fund Balance</u>			
Total Liabilities and Fund Balance	<u>95,082.67</u>	<u>0.00</u>	<u>95,082.67</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Des Plaines Public Library
Balance Sheet as of March 31, 2025

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,444,605.00	0.00	2,444,605.00
1204201 - Fixed Assets - Library Equipment	2,132,156.60	0.00	2,132,156.60
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1207000 - Fixed Assets - Construction In Progress	810,577.37	0.00	810,577.37
1209900 - Fixed Assets - Accumulated Depreciation	<u>(1,784,364.00)</u>	<u>0.00</u>	<u>(1,784,364.00)</u>
	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
	<u>3,627,929.36</u>	<u>0.00</u>	<u>3,627,929.36</u>
 Total Liabilities and Net Capital Assets	 <u>3,627,929.36</u>	 <u>0.00</u>	 <u>3,627,929.36</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>
 Long Term Liability Fund			
<u>Assets</u>			
1805920 - Deferred Outflows - IMRF	<u>1,779,032.00</u>	<u>0.00</u>	<u>1,779,032.00</u>
	<u>1,779,032.00</u>	<u>0.00</u>	<u>1,779,032.00</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2812092 - OPEB Liability	761,735.00	0.00	761,735.00
2973920 - Deferred Inflows - IMRF	<u>66,424.00</u>	<u>0.00</u>	<u>66,424.00</u>
	<u>828,159.00</u>	<u>0.00</u>	<u>828,159.00</u>
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>950,873.00</u>	<u>0.00</u>	<u>950,873.00</u>
	<u>950,873.00</u>	<u>0.00</u>	<u>950,873.00</u>
 Total Liabilities and Net LT Liabilities	 <u>1,779,032.00</u>	 <u>0.00</u>	 <u>1,779,032.00</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, 2025

	M.T.D. <u>Collected</u>	Y.T.D. <u>Collected</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Collected</u>
<u>General Fund</u>					
<u>Taxes</u>					
201-4810036 - Property Taxes 2024	<u>1,941,812.47</u>	<u>2,795,249.30</u>	<u>6,100,000.00</u>	<u>3,304,750.70</u>	<u>45.82</u>
	<u>1,941,812.47</u>	<u>2,795,249.30</u>	<u>6,100,000.00</u>	<u>3,304,750.70</u>	<u>45.82</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	(79,698.83)	0.00	800,000.00	800,000.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	90,102.00	90,102.00	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>(79,698.83)</u>	<u>0.00</u>	<u>900,102.00</u>	<u>900,102.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	3,922.05	6,283.83	15,000.00	8,716.17	41.89
201-4850201 - Copying Fees	844.60	3,418.00	15,000.00	11,582.00	22.79
201-4850203 - Lost Materials	0.00	131.85	0.00	(131.85)	0.00
201-4850207 - Non-Res Cards	245.25	490.50	1,400.00	909.50	35.04
201-4850208 - Meeting Room Fees	<u>15.00</u>	<u>315.00</u>	<u>1,500.00</u>	<u>1,185.00</u>	<u>21.00</u>
	<u>5,026.90</u>	<u>10,639.18</u>	<u>32,900.00</u>	<u>22,260.82</u>	<u>32.34</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
	<u>0.00</u>	<u>2,656.00</u>	<u>5,000.00</u>	<u>2,344.00</u>	<u>53.12</u>
<u>Interest</u>					
201-4830010 - Gain/Loss on Investments	1,213.80	1,706.11	0.00	(1,706.11)	0.00
201-4890010 - Interest Income	<u>20,880.25</u>	<u>59,054.05</u>	<u>150,000.00</u>	<u>90,945.95</u>	<u>39.37</u>
	<u>22,094.05</u>	<u>60,760.16</u>	<u>150,000.00</u>	<u>89,239.84</u>	<u>40.51</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	0.00	244.20	70,000.00	69,755.80	0.35
201-4899910 - Vending Machine Revenue	91.18	195.75	500.00	304.25	39.15
201-4899920 - Library Donations	2,135.57	2,160.67	125,000.00	122,839.33	1.73
201-4899940 - Friends Book Sale	<u>1,092.51</u>	<u>3,066.28</u>	<u>14,000.00</u>	<u>10,933.72</u>	<u>21.90</u>
	<u>3,319.26</u>	<u>5,666.90</u>	<u>209,500.00</u>	<u>203,833.10</u>	<u>2.70</u>
Total General Fund	<u>1,892,553.85</u>	<u>2,874,971.54</u>	<u>7,397,502.00</u>	<u>4,522,530.46</u>	<u>38.86</u>

Des Plaines Public Library
Revenue Report
For the 3 Months Ended March 31, 2025

	M.T.D. <u>Collected</u>	Y.T.D. <u>Collected</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>3,208.17</u>	<u>8,440.43</u>	<u>75,000.00</u>	<u>66,559.57</u>	<u>11.25</u>
	<u>3,208.17</u>	<u>8,440.43</u>	<u>75,000.00</u>	<u>75,000.00</u>	<u>0.00</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>3,208.17</u>	<u>8,440.43</u>	<u>575,000.00</u>	<u>(566,559.57)</u>	<u>(1.47)</u>
 Total of All Funds	 <u>1,895,762.02</u>	 <u>2,883,411.97</u>	 <u>7,972,502.00</u>	 <u>5,089,090.03</u>	 <u>36.17</u>

Des Plaines Public Library

Expense Report

For the 3 Months Ended March 31, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
General Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	184,581.80	604,995.01	2,922,134.00	2,317,138.99	20.70
5910200 - Part-time Salaries	<u>67,745.24</u>	<u>190,148.65</u>	<u>1,042,061.00</u>	<u>851,912.35</u>	<u>18.25</u>
	<u>252,327.04</u>	<u>795,143.66</u>	<u>3,964,195.00</u>	<u>3,169,051.34</u>	<u>20.06</u>
 <u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	18,381.68	58,066.75	287,498.00	229,431.25	20.20
5918021 - Employer Contribution - IMRF	12,706.73	34,724.01	165,761.00	131,036.99	20.95
5918040 - Life Insurance Premiums	132.06	384.84	2,000.00	1,615.16	19.24
5918050 - PPO Insurance Premiums	39,721.43	115,753.21	624,436.00	508,682.79	18.54
5918051 - HMO Insurance Premiums	13,062.57	38,065.96	230,993.00	192,927.04	16.48
5918055 - Dental Insurance Premiums	2,107.40	6,141.22	33,161.00	27,019.78	18.52
5918070 - Workers Compensation	<u>0.00</u>	<u>12,214.00</u>	<u>16,000.00</u>	<u>3,786.00</u>	<u>76.34</u>
	<u>86,111.87</u>	<u>265,349.99</u>	<u>1,374,849.00</u>	<u>1,109,499.01</u>	<u>19.30</u>
 <u>Contractual Services</u>					
5920100 - Legal Fees	375.00	375.00	10,000.00	9,625.00	3.75
5920110 - Professional Services	41,660.99	155,538.26	492,775.00	337,236.74	31.56
5920120 - Communication Services	3,165.69	9,335.60	47,500.00	38,164.40	19.65
5920140 - Integrated Library System	0.00	20,901.25	89,000.00	68,098.75	23.48
5920202 - Conferences	805.97	1,843.17	20,000.00	18,156.83	9.22
5920204 - Training	450.00	2,445.00	8,000.00	5,555.00	30.56
5920210 - Marketing	6,581.76	18,858.58	61,900.00	43,041.42	30.47
5920220 - Membership Dues	0.00	825.00	7,500.00	6,675.00	11.00
5920230 - Publication of Notices	0.00	0.00	200.00	200.00	0.00
5920990 - Property/Liability Insurance	0.00	53,816.72	70,000.00	16,183.28	76.88
5930010 - R&M Equipment	1,193.76	5,366.03	63,460.00	58,093.97	8.46
5930020 - R&M Buildings & Structures	8,431.00	29,330.43	119,849.00	90,518.57	24.47
5930030 - R&M Vehicles	0.00	1,876.83	4,500.00	2,623.17	41.71
5930210 - Rental of Equipment	4,080.00	7,543.30	22,820.00	15,276.70	33.06
5930320 - Cleaning/Custodial Services	4,892.50	19,570.00	78,500.00	58,930.00	24.93
5930490 - Refuse Contract	759.73	2,129.19	8,300.00	6,170.81	25.65
5930491 - Hazard Materials Disposal	0.00	0.00	1,000.00	1,000.00	0.00
5960040 - Pre-Employment Testing	89.70	89.70	3,500.00	3,410.30	2.56
5960065 - Bank Fees	0.00	20.61	300.00	279.39	6.87
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	4,579.67	17,220.05	66,000.00	48,779.95	26.09
5960990 - Misc. Contractual Services	<u>8,970.06</u>	<u>48,478.14</u>	<u>136,405.00</u>	<u>87,926.86</u>	<u>35.54</u>
	<u>86,035.83</u>	<u>395,562.86</u>	<u>1,312,009.00</u>	<u>916,446.14</u>	<u>30.15</u>

Des Plaines Public Library
Expense Report
For the 3 Months Ended March 31, 2025

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remaining</u>	Prct. <u>Expend.</u>
<u>Commodities</u>					
5970100 - Supplies	3,168.03	17,268.36	105,770.00	88,501.64	16.33
5970110 - Meals	320.09	320.09	3,000.00	2,679.91	10.67
5970170 - Janitorial	1,291.10	3,543.51	18,800.00	15,256.49	18.85
5970260 - Postage & Parcel	2,012.60	4,381.22	16,500.00	12,118.78	26.55
5970500 - Water Bill	0.00	1,416.24	8,400.00	6,983.76	16.86
5970600 - Ebooks/Books	14,383.04	47,904.60	304,898.00	256,993.40	15.71
5970610 - E-audio/Audio	2,526.77	13,564.87	57,800.00	44,235.13	23.47
5970620 - E-Subscriptions/Subscriptions	1,078.42	18,270.61	53,930.00	35,659.39	33.88
5970630 - Visual Materials	13,160.16	50,506.45	200,900.00	150,393.55	25.14
5970640 - Databases	6,342.10	60,742.51	160,000.00	99,257.49	37.96
5970810 - Natural Gas	3,866.76	13,749.31	28,000.00	14,250.69	49.10
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>4,800.00</u>	<u>4,800.00</u>	<u>0.00</u>
	<u>48,149.07</u>	<u>231,667.77</u>	<u>963,398.00</u>	<u>731,730.23</u>	<u>24.05</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,271.48	12,000.00	10,728.52	10.60
5980400 - Equipment	0.00	829.84	14,400.00	13,570.16	5.76
5980410 - Computer Hardware	4,900.64	9,786.94	16,200.00	6,413.06	60.41
5980420 - Computer Software	8,461.05	29,318.90	92,250.00	62,931.10	31.78
5980600 - Furniture & Fixtures	<u>51.57</u>	<u>1,509.71</u>	<u>76,800.00</u>	<u>75,290.29</u>	<u>1.97</u>
	<u>13,413.26</u>	<u>42,716.87</u>	<u>211,650.00</u>	<u>168,933.13</u>	<u>20.18</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	3,735.64	16,740.51	90,102.00	73,361.49	18.58
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5999940 - Friends Books Sale	<u>1,092.51</u>	<u>3,066.28</u>	<u>0.00</u>	<u>(3,066.28)</u>	<u>0.00</u>
	<u>4,828.15</u>	<u>19,806.79</u>	<u>590,102.00</u>	<u>570,295.21</u>	<u>3.36</u>
Total General Fund Expenditures	<u>490,865.22</u>	<u>1,750,247.94</u>	<u>8,491,203.00</u>	<u>6,740,955.06</u>	<u>20.61</u>
Capital Projects Fund					
<u>Capital Expenditures</u>					
5980300 - Improvements	425.00	425.00	310,000.00	309,575.00	0.14
5980400 - Equipment	886.88	886.88	171,000.00	170,113.12	0.52
5980410 - Computer Hardware	0.00	0.00	0.00	0.00	0.00
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980430 - Makerspace Donation Expenses	0.00	29,578.24	0.00	(29,578.24)	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>1,311.88</u>	<u>30,890.12</u>	<u>481,000.00</u>	<u>(30,890.12)</u>	<u>0.00</u>
Total Capital Projects Fund Expenditures	<u>1,311.88</u>	<u>30,890.12</u>	<u>481,000.00</u>	<u>450,109.88</u>	<u>6.42</u>
Total of All Funds	<u>492,177.10</u>	<u>1,781,138.06</u>	<u>8,972,203.00</u>	<u>7,191,064.94</u>	<u>19.85</u>

Des Plaines Public Library

Check List

All Bank Accounts

March 21, 2025 - April 17, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
20581	03/31/25	TEA LULA	(385.00)
20684	04/17/25	A R M Electric Company, Inc.	700.00
20685	04/17/25	ANDERSON LOCK CO LTD	22.08
20686	04/17/25	AQUARIUM ADVENTURE	640.00
20687	04/17/25	Assential Therapies Inc	75.00
20688	04/17/25	AUTOMATED LOGIC, INC.	408.00
20689	04/17/25	BACKGROUND SCREENING CONSULTANTS LLC	89.70
20690	04/17/25	BAKER & TAYLOR	13,906.86
20691	04/17/25	Chicago Hearing Society	438.00
20692	04/17/25	CHILDREN'S PLUS, INC.	2,624.28
20693	04/17/25	Chinese Intercultural, LLC	280.00
20694	04/17/25	COLLEY ELEVATOR COMPANY	698.00
20695	04/17/25	CRYSTAL MAINTENANCE SERVICES CORP	4,892.50
20696	04/17/25	D&Z HOUSE OF BOOKS	1,111.36
20697	04/17/25	EISENHOWER PUBLIC LIBRARY DISTRICT	31.00
20698	04/17/25	Festival Five Records, LLC	462.50
20699	04/17/25	FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES	759.73
20700	04/17/25	GARVEY'S OFFICE PRODUCTS	1,291.10
20701	04/17/25	HR SOURCE	4,550.40
20702	04/17/25	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.	1,193.76
20703	04/17/25	JOHN G DONAHUE	200.00
20704	04/17/25	LAUTERBACH & AMEN, LLP.	1,655.00
20705	04/17/25	LAW OFFICES OF ANCEL GLINK, P.C.	375.00
20706	04/17/25	LIMRICC	66,206.97
20707	04/17/25	Matt Peterson	350.00
20708	04/17/25	MENARDS	13.99
20709	04/17/25	MIDWEST TAPE	4,635.75
20710	04/17/25	MIDWEST TAPE	9,914.25
20711	04/17/25	OAKBROOK MECHANICAL SERVICES	7,050.00
20712	04/17/25	OUTSOURCE SOLUTIONS GROUP, INC.	47,458.29
20713	03/31/25	PEAC Solutions	(4,080.00)
20713	04/17/25	PEAC Solutions	4,080.00
20714	04/17/25	Susan Szeszol	150.00
20715	04/17/25	THE NEW YORK TIMES	6,240.00
20716	04/17/25	THOMAS KLISE/CRIMSON MULTIMEDIA	1,039.49
20717	04/17/25	THOMSON REUTERS-WEST	30.30
20718	04/17/25	VAHE GHAZARIAN	150.00
20719	04/17/25	VISOGRAPHIC	6,536.10
20720	04/17/25	Marlin Leasing Corp	4,080.00
50201	03/31/25	IMRF	27,320.54
50202	03/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,092.51
50203	03/31/25	COMCAST CABLE	39.03
50204	03/31/25	VERIZON WIRELESS	1,024.67
50205	03/31/25	COMCAST CABLE	1,376.53
50206	03/31/25	COMCAST CABLE	725.46
50207	03/31/25	NICOR GAS	3,866.76
50208	03/31/25	ADP	1,725.87
50209	03/31/25	NEOFUNDS BY NEOPOST	2,000.00
50210	03/31/25	BANKCARD SERVICES	17,795.33
Vendor Check Total			<u>246,841.11</u>
Check List Total			<u><u>246,841.11</u></u>

Check count = 49

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
TEA LULA				20581	03/31/25	<u>(385.00)</u>
201-5960210	Special Event Programming	To Void Check 20581	-385.00			
A R M Electric Company, Inc.				20684	04/17/25	<u>700.00</u>
201-5930020	R&M Buildings & Structures	INV 7685	275.00			
202-5980300	Improvements	INV 7683	425.00			
ANDERSON LOCK CO LTD				20685	04/17/25	<u>22.08</u>
201-5970100	Supplies	INV 1167079	22.08			
AQUARIUM ADVENTURE				20686	04/17/25	<u>640.00</u>
201-5960990	Misc. Contractual Services	INV 18088	160.00			
201-5960990	Misc. Contractual Services	INV 17944	480.00			
Assential Therapies Inc				20687	04/17/25	<u>75.00</u>
201-5960210	Special Event Programming	Language Development Playgroup: 4/24/25	75.00			
AUTOMATED LOGIC, INC.				20688	04/17/25	<u>408.00</u>
201-5930020	R&M Buildings & Structures	INV 565890	408.00			
BACKGROUND SCREENING CONSULTANTS LLC				20689	04/17/25	<u>89.70</u>
201-5960040	Pre-Employment Testing	INV 25296	89.70			
BAKER & TAYLOR				20690	04/17/25	<u>13,906.86</u>
201-5960990	Misc. Contractual Services	INV 2038969497	31.81			
201-5970600	Ebooks/Books	INV 2038969497	146.79			
201-5960990	Misc. Contractual Services	INV 2038967266	28.72			
201-5970600	Ebooks/Books	INV 2038967266	103.12			
201-5960990	Misc. Contractual Services	INV 2038955227	2.69			
201-5970600	Ebooks/Books	INV 2038955227	12.99			
201-5960990	Misc. Contractual Services	INV 2038963259	24.56			
201-5970600	Ebooks/Books	INV 2038963259	96.82			
201-5960990	Misc. Contractual Services	INV 2038965956	44.40			
201-5970600	Ebooks/Books	INV 2038965956	638.31			
201-5960990	Misc. Contractual Services	INV 2038967339	24.62			
201-5970600	Ebooks/Books	INV 2038967339	105.52			
201-5960990	Misc. Contractual Services	INV 2038909983	4.70			
201-5970600	Ebooks/Books	INV 2038909982	46.51			
201-5960990	Misc. Contractual Services	INV 2038918317	97.50			
201-5970600	Ebooks/Books	INV 2038918316	598.96			
201-5960990	Misc. Contractual Services	INV 2038918321	31.01			
201-5970600	Ebooks/Books	INV 2038918321	138.99			
201-5960990	Misc. Contractual Services	INV 2038942808	21.22			
201-5970600	Ebooks/Books	INV 2038942808	46.09			
201-5960990	Misc. Contractual Services	INV 2038938660	8.30			
201-5970600	Ebooks/Books	INV 2038938660	33.41			
201-5960990	Misc. Contractual Services	INV 2038942606	20.72			
201-5970600	Ebooks/Books	INV 2038942606	46.11			
201-5960990	Misc. Contractual Services	INV 2038938736	12.45			
201-5970600	Ebooks/Books	INV 2038938736	51.87			
201-5960990	Misc. Contractual Services	INV 2038938629	11.47			
201-5970600	Ebooks/Books	INV 2038938629	74.52			
201-5960990	Misc. Contractual Services	INV 2038939136	3.74			
201-5970600	Ebooks/Books	INV 2038939136	12.99			
201-5960990	Misc. Contractual Services	INV 2038940970	113.70			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970600	Ebooks/Books	INV 2038948969	131.78			
201-5960990	Misc. Contractual Services	INV 2038961273	28.86			
201-5970600	Ebooks/Books	INV 2038961273	91.02			
201-5960990	Misc. Contractual Services	INV 2038963348	137.86			
201-5970600	Ebooks/Books	INV 2038963348	814.19			
201-5960990	Misc. Contractual Services	INV 2038963265	66.40			
201-5970600	Ebooks/Books	INV 2038963265	289.56			
201-5960990	Misc. Contractual Services	INV 2038942874	16.26			
201-5970600	Ebooks/Books	INV 2038942874	68.00			
201-5960990	Misc. Contractual Services	INV 2038939885	17.72			
201-5970600	Ebooks/Books	INV 2038939885	66.76			
201-5970600	Ebooks/Books	INV 2038956236	727.28			
201-5960990	Misc. Contractual Services	INV 2038956237	116.85			
201-5970600	Ebooks/Books	INV 2038959214	528.31			
201-5960990	Misc. Contractual Services	INV 2038959215	81.00			
201-5960990	Misc. Contractual Services	INV 2038948970	28.72			
201-5970600	Ebooks/Books	INV 2038951955	343.08			
201-5960990	Misc. Contractual Services	INV 2038945229	78.11			
201-5970600	Ebooks/Books	INV 2038945229	451.96			
201-5960990	Misc. Contractual Services	INV 2038951956	83.55			
201-5960990	Misc. Contractual Services	INV 2038926110	20.75			
201-5970600	Ebooks/Books	INV 2038926110	87.01			
201-5970600	Ebooks/Books	INV 2038935093	310.37			
201-5960990	Misc. Contractual Services	INV 2038935094	36.85			
201-5970600	Ebooks/Books	INV 2038931994	594.03			
201-5960990	Misc. Contractual Services	INV 2038931995	106.17			
201-5960990	Misc. Contractual Services	INV 2038945385	32.59			
201-5970600	Ebooks/Books	INV 2038945385	100.08			
201-5960990	Misc. Contractual Services	INV 2038942539	48.78			
201-5970600	Ebooks/Books	INV 2038942539	172.56			
201-5960990	Misc. Contractual Services	INV 2038939061	22.44			
201-5970600	Ebooks/Books	INV 2038939061	103.16			
201-5960990	Misc. Contractual Services	INV 2038940980	18.49			
201-5970600	Ebooks/Books	INV 2038940980	124.31			
201-5960990	Misc. Contractual Services	INV 2038923496	10.44			
201-5970600	Ebooks/Books	INV 2038923496	23.65			
201-5960990	Misc. Contractual Services	INV 2038932151	38.15			
201-5970600	Ebooks/Books	INV 2038932151	168.82			
201-5960990	Misc. Contractual Services	INV 2038917195	25.56			
201-5970600	Ebooks/Books	INV 2038917195	56.42			
201-5960990	Misc. Contractual Services	INV 2038915756	4.13			
201-5970600	Ebooks/Books	INV 2038915756	18.20			
201-5960990	Misc. Contractual Services	INV 2038920256	33.50			
201-5970600	Ebooks/Books	INV 2038920256	163.94			
201-5960990	Misc. Contractual Services	INV 2038909196	5.04			
201-5970600	Ebooks/Books	INV 2038909196	12.98			
201-5960990	Misc. Contractual Services	INV 2038924639	50.40			
201-5970600	Ebooks/Books	INV 2038924639	164.88			
201-5960990	Misc. Contractual Services	INV 2038931122	97.24			
201-5970600	Ebooks/Books	INV 2038931122	472.75			
201-5960990	Misc. Contractual Services	INV 2038914931	12.52			
201-5970600	Ebooks/Books	INV 2038914931	49.88			
201-5960990	Misc. Contractual Services	INV 2038909093	87.35			
201-5970600	Ebooks/Books	INV 2038909093	436.31			
201-5970600	Ebooks/Books	INV 2308924640	515.40			
201-5970640	Databases	INV 2308924640	66.00			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV 2038924641	93.85			
201-5960990	Misc. Contractual Services	INV 2038917194	27.14			
201-5970600	Ebooks/Books	INV 2038917194	118.21			
201-5960990	Misc. Contractual Services	INV 2038906909	13.29			
201-5970600	Ebooks/Books	INV 2038906909	36.39			
201-5960990	Misc. Contractual Services	INV 2038918303	62.50			
201-5970600	Ebooks/Books	INV 2038918303	265.95			
201-5960990	Misc. Contractual Services	INV 2038923627	121.61			
201-5970600	Ebooks/Books	INV 2038923627	958.77			
201-5960990	Misc. Contractual Services	INV 2038917176	37.35			
201-5970600	Ebooks/Books	INV 2038917176	164.22			
201-5960990	Misc. Contractual Services	INV 2038905351	32.34			
201-5970600	Ebooks/Books	INV 2038905351	69.18			
201-5960990	Misc. Contractual Services	INV 2038881896	2.69			
201-5970600	Ebooks/Books	INV 2038881896	4.58			
201-5960990	Misc. Contractual Services	INV 2308878317	2.69			
201-5970600	Ebooks/Books	INV 2308878317	12.99			
201-5970600	Ebooks/Books	INV 2038915420	697.33			
201-5960990	Misc. Contractual Services	INV 2038915421	92.75			
Chicago Hearing Society				20691	04/17/25	<u>438.00</u>
201-5960210	Special Event Programming	ASL Programming 4/30/25	438.00			
CHILDREN'S PLUS, INC.				20692	04/17/25	<u>2,624.28</u>
201-5990900	Per Capita Grant Expenditures	INV 257686	429.23			
201-5990900	Per Capita Grant Expenditures	INV 258101	392.34			
201-5990900	Per Capita Grant Expenditures	INV 257828	312.15			
201-5990900	Per Capita Grant Expenditures	INV 257582	76.58			
201-5990900	Per Capita Grant Expenditures	INV 257685	456.68			
201-5990900	Per Capita Grant Expenditures	INV 257431	15.49			
201-5990900	Per Capita Grant Expenditures	INV 257684	235.49			
201-5990900	Per Capita Grant Expenditures	INV 257215	92.90			
201-5990900	Per Capita Grant Expenditures	INV 257151	160.10			
201-5990900	Per Capita Grant Expenditures	INV 257220	203.19			
201-5990900	Per Capita Grant Expenditures	INV 257211	250.13			
Chinese Intercultural, LLC				20693	04/17/25	<u>280.00</u>
201-5960210	Special Event Programming	INV 0438	280.00			
COLLEY ELEVATOR COMPANY				20694	04/17/25	<u>698.00</u>
201-5930020	R&M Buildings & Structures	INV 277452	698.00			
CRYSTAL MAINTENANCE SERVICES CORP				20695	04/17/25	<u>4,892.50</u>
201-5930320	Cleaning/Custodial Services	INV 32653	4,892.50			
D&Z HOUSE OF BOOKS				20696	04/17/25	<u>1,111.36</u>
201-5990900	Per Capita Grant Expenditures	INV 2025/I001269	1,111.36			
EISENHOWER PUBLIC LIBRARY DISTRICT				20697	04/17/25	<u>31.00</u>
201-5970600	Ebooks/Books	Lost ILL Material - 3/5/25	31.00			
Festival Five Records, LLC				20698	04/17/25	<u>462.50</u>
201-5960210	Special Event Programming	Musical Mondays 6/23/25	462.50			
FLOOD BROTHERS DISPOSAL & RECYCLING SERVICES				20699	04/17/25	<u>759.73</u>
201-5930490	Refuse Contract	INV 8063802	759.73			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
GARVEY'S OFFICE PRODUCTS				20700	04/17/25	<u>1,291.10</u>
201-5970170	Janitorial	INV # WO-656011-1	745.07			
201-5970170	Janitorial	INV # WO-648268-1	546.03			
HR SOURCE				20701	04/17/25	<u>4,550.40</u>
201-5920110	Professional Services	INV 21652	4,275.00			
201-5920110	Professional Services	INV 21612	275.40			
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC.				20702	04/17/25	<u>1,193.76</u>
201-5930010	R&M Equipment	INV 416663	1,193.76			
JOHN G DONAHUE				20703	04/17/25	<u>200.00</u>
201-5960210	Special Event Programming	INV 132	200.00			
LAUTERBACH & AMEN, LLP.				20704	04/17/25	<u>1,655.00</u>
201-5920110	Professional Services	INV 103071	1,655.00			
LAW OFFICES OF ANCEL GLINK, P.C.				20705	04/17/25	<u>375.00</u>
201-5920100	Legal Fees	Statement # 109758	375.00			
LIMRICC				20706	04/17/25	<u>66,206.97</u>
201-2401002	Payroll Liabilities	March 2025	66,206.97			
Matt Peterson				20707	04/17/25	<u>350.00</u>
201-5960210	Special Event Programming	Pianist for Grand Opening 04/27/25	350.00			
MENARDS				20708	04/17/25	<u>13.99</u>
201-5970100	Supplies	INV 48770	13.99			
MIDWEST TAPE				20709	04/17/25	<u>4,635.75</u>
201-5970630	Visual Materials	Hoopla INV 506968261	4,635.75			
MIDWEST TAPE				20710	04/17/25	<u>9,914.25</u>
201-5960990	Misc. Contractual Services	INV 506972207	29.38			
201-5970610	E-audio/Audio	INV 506972207	527.87			
201-5970630	Visual Materials	INV 506950764	20.24			
201-5960990	Misc. Contractual Services	INV 506877017	8.26			
201-5970610	E-audio/Audio	INV 506877017	26.98			
201-5960990	Misc. Contractual Services	INV 506877016	176.89			
201-5970630	Visual Materials	INV 506877016	743.59			
201-5960990	Misc. Contractual Services	INV 506877015	20.34			
201-5970610	E-audio/Audio	INV 506877015	426.91			
201-5960990	Misc. Contractual Services	INV 506877014	173.56			
201-5970630	Visual Materials	INV 506877014	821.64			
201-5970630	Visual Materials	INV 506937736	119.97			
201-5970630	Visual Materials	INV 506937737	124.46			
201-5970630	Visual Materials	INV 506937739	56.98			
201-5970630	Visual Materials	INV 506937738	28.49			
201-5970630	Visual Materials	INV 506937740	21.74			
201-5960990	Misc. Contractual Services	INV 506910320	42.94			
201-5970610	E-audio/Audio	INV 506910320	929.81			
201-5960990	Misc. Contractual Services	INV 506910322	37.17			
201-5970610	E-audio/Audio	INV 506910322	125.91			
201-5960990	Misc. Contractual Services	INV 506910321	76.28			
201-5970630	Visual Materials	INV 506910321	284.10			

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5960990	Misc. Contractual Services	INV 506910324	40.35			
201-5970630	Visual Materials	INV 506910324	191.73			
201-5970630	Visual Materials	INV 506867065	64.48			
201-5970630	Visual Materials	INV 506888189	89.21			
201-5960990	Misc. Contractual Services	INV 506872237	12.39			
201-5970610	E-audio/Audio	INV 506872237	43.17			
201-5960990	Misc. Contractual Services	INV 506872235	179.08			
201-5970630	Visual Materials	INV 506872235	724.14			
201-5960990	Misc. Contractual Services	INV 506872239	4.52			
201-5970610	E-audio/Audio	INV 506872239	111.98			
201-5970630	Visual Materials	INV 506888183	92.78			
201-5970630	Visual Materials	INV 506888185	53.98			
201-5970630	Visual Materials	INV 506888188	224.94			
201-5970630	Visual Materials	INV 506888186	53.98			
201-5970630	Visual Materials	INV 506888184	71.98			
201-5960990	Misc. Contractual Services	INV 506872236	190.21			
201-5970630	Visual Materials	INV 506872236	895.89			
201-5970630	Visual Materials	INV 506854538	270.63			
201-5970610	E-audio/Audio	INV 506821897	49.95			
201-5970610	E-audio/Audio	INV 506821899	67.99			
201-5970630	Visual Materials	INV 506822050	191.20			
201-5970630	Visual Materials	INV 506822051	33.74			
201-5970630	Visual Materials	INV 506822052	98.97			
201-5960990	Misc. Contractual Services	INV 506843960	2.26			
201-5970610	E-audio/Audio	INV 506843960	63.99			
201-5960990	Misc. Contractual Services	INV 506843799	61.05			
201-5970630	Visual Materials	INV 506843799	275.29			
201-5960990	Misc. Contractual Services	INV 506843798	139.60			
201-5970630	Visual Materials	INV 506843798	626.00			
201-5960990	Misc. Contractual Services	INV 506843796	33.04			
201-5970610	E-audio/Audio	INV 506843796	132.22			
OAKBROOK MECHANICAL SERVICES				20711	04/17/25	<u>7,050.00</u>
201-5930020	R&M Buildings & Structures	INV 42417	3,820.00			
201-5930020	R&M Buildings & Structures	INV 42484	3,230.00			
OUTSOURCE SOLUTIONS GROUP, INC.				20712	04/17/25	<u>47,458.29</u>
201-5920110	Professional Services	INV 83309	35,455.59			
201-5980420	Computer Software	INV 83311	653.40			
201-5960990	Misc. Contractual Services	INV 83310	2,318.00			
201-5980420	Computer Software	INV 83310	4,417.90			
201-5980410	Computer Hardware	INV 83308	4,613.40			
PEAC Solutions				20713	04/17/25	<u>4,080.00</u>
201-5930210	Rental of Equipment	INV 40347648	4,080.00			
PEAC Solutions				20713	03/31/25	<u>(4,080.00)</u>
201-5930210	Rental of Equipment	To VOID Check 20713	-4,080.00			
Susan Szeszol				20714	04/17/25	<u>150.00</u>
201-5960210	Special Event Programming	Presenter Fee - 4/30/25	150.00			
THE NEW YORK TIMES				20715	04/17/25	<u>6,240.00</u>
201-5970640	Databases	INV 367AB77A2510	6,240.00			
THOMAS KLISE/CRIMSON MULTIMEDIA				20716	04/17/25	<u>1,039.49</u>

Des Plaines Public Library

Vendor Checks Report

All Bank Accounts
March 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
201-5970630	Visual Materials	INV 019858	201.03			
201-5970630	Visual Materials	INV 019855	516.32			
201-5970630	Visual Materials	INV 019856	142.03			
201-5970630	Visual Materials	INV 019450	35.00			
201-5970630	Visual Materials	INV 019372	145.11			
THOMSON REUTERS-WEST				20717	04/17/25	<u>30.30</u>
201-5970640	Databases	INV 851645290	30.30			
VAHE GHAZARIAN				20718	04/17/25	<u>150.00</u>
201-5960990	Misc. Contractual Services	Piano Tuning - 3/27/25	150.00			
VISOGRAPHIC				20719	04/17/25	<u>6,536.10</u>
201-5920210	Marketing	INV 245174	6,536.10			
Marlin Leasing Corp				20720	04/17/25	<u>4,080.00</u>
201-5930210	Rental of Equipment	Marlin Leasing Corp	4,080.00			
Check List Total						<u><u>189,874.41</u></u>

Des Plaines Public Library

ACH Register

All Bank Accounts

March 1, 2025 - March 31, 2025

ACH Number	ACH Date	Payee	Amount
Vendor Checks			
50201	03/31/25	IMRF	27,320.54
50202	03/31/25	FRIENDS OF THE DES PLAINES PUBLIC LIBRARY	1,092.51
50203	03/31/25	COMCAST CABLE	39.03
50204	03/31/25	VERIZON WIRELESS	1,024.67
50205	03/31/25	COMCAST CABLE	1,376.53
50206	03/31/25	COMCAST CABLE	725.46
50207	03/31/25	NICOR GAS	3,866.76
50208	03/31/25	ADP	1,725.87
50209	03/31/25	NEOFUNDS BY NEOPOST	2,000.00
50210	03/31/25	BANKCARD SERVICES	17,795.33
Vendor Check Total			<u>56,966.70</u>
Check List Total			<u><u>56,966.70</u></u>

Check count = 10

DES PLAINES PUBLIC LIBRARY

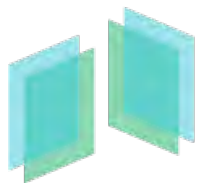
CASH FLOW SUMMARY
For the Year Ended December 31, 2025

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December
Cash & Investments	\$ 7,032,435	6,645,357	8,170,668									
Revenue (M-T-D)												
Property Taxes	-	853,437	1,862,114									
Other Revenue	30,770	107,162	33,648									
	30,770	960,599	1,895,762	-	-	-	-	-	-	-	-	-
Expenses (M-T-D)												
Payroll & Benefits	260,380	300,348	338,439									
Other Expense	341,121	208,246	153,738									
Change in A/P & AJE's	(1,732,867)	839,083	(121,725)									
	(1,131,366)	1,347,677	370,452	-	-	-	-	-	-	-	-	-
Net Increase/(Decrease)	1,162,136	(387,078)	1,525,310	-	-	-	-	-	-	-	-	-

DES PLAINES PUBLIC LIBRARY

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

Balance Sheet	January	February	March	April	May	June	July	August	September	October	November	December
Cash & Investments	\$ 5,407,213	5,753,298	7,730,714	7,205,561	6,723,973	6,667,006	7,571,885	8,668,375	7,875,969	8,007,405	7,612,254	7,032,435
Revenue (M-T-D)												
Property Taxes	-	792,110	2,521,449		(22,984)	10,054	1,211,645	1,415,061		854,843	-	-
Other Revenue	121,322	23,764	89,466	26,800	102,120	529,002	137,671	338,265	38,878	38,359	231,431	30,770
	121,322	815,874	2,610,915	26,800	79,136	539,057	1,349,316	1,753,327	38,878	893,202	231,431	30,770
Expenses (M-T-D)												
Payroll & Benefits	342,607	403,253	262,943	340,863	520,400	340,976	272,926	405,050	272,083	277,587	508,258	354,020
Other Expense	477,947	247,204	260,935	236,783	187,805	114,016	260,701	452,278	371,199	452,150	236,024	247,481
Change in A/P & AJE's	(236,146)	(180,668)	109,621	(25,693)	(147,481)	141,032	(89,190)	(200,491)	188,002	32,029	(117,699)	9,087
	584,408	469,790	633,499	551,953	560,724	596,024	444,437	656,837	831,284	761,766	626,583	610,588
Net Increase/(Decrease)	(463,086)	346,084	1,977,416	(525,153)	(481,588)	(56,967)	904,880	1,096,490	(792,406)	131,436	(395,152)	(579,818)



DIRECTOR'S REPORT

March 2025

DONATIONS



\$5275 for Youth Services "Musical Mondays" programming.

\$2500 for t-shirts prizes for the Children's Summer Reading Challenge.

\$1200 for the Shakespeare Project of Chicago presentation of "King Lear".

\$800 for a performance by the Chris Greene Quartet.

COMINGS & GOINGS

PROMOTION

Laurie Papadourakis to Library Director, from Assistant Director.

Joanie Sebastian to Assistant Director, from Head of Adult Services.

Jordan Ratliff to FT Patron Accounts Assistant, from PT Patron Accounts Assistant.

Julie Horner to PT Patron Accounts Assistant, from PT Page.

COMING

Ulises Pico to PT Creative Space Assistant

DPPL CELEBRATES



\$5,000 GRANT AWARD



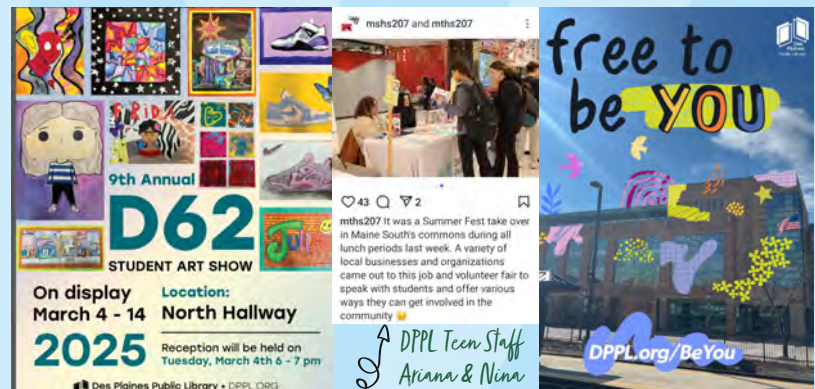
A multi-departmental team of library staff, led by Reference Librarian Annie Li, applied for and were awarded a \$5,000 "My library is..." grant from RAILS. The grant will fund the addition of assistive technology items to DPPL's Library of Things.

The aim of our project is to increase the number and types of collection materials for patrons to use in and out of the library, related to accessibility and assistive technology. These items are often used by and developed for those with disabilities, but they can be helpful for everyone, on a spectrum of physical/sensory limitations and no limitations.

For DPPL, the highest level of service would be incomplete without offerings for users of all abilities. According to the CDC, "more than 1 in 4 (28.7 percent) adults in the United States have some type of disability" and if someone lives a long life, the question isn't 'if' someone will have a disability in the future, but 'when' that would be. Our library's motto is simple: "Work, Learn, Play." We want everyone to have the tools to participate in their work, their own education, as well as in recreation and leisure activities.

- Annie Li, Reference Librarian

AROUND THE LIBRARY



MARCH PROGRAM HIGHLIGHTS

ADULT

TEEN

YOUTH

FILM SCREENING
BANNED TOGETHER
THE FIGHT AGAINST CENSORSHIP

Saturday, March 29
at 1:00 p.m.

A cast of visionary teenagers, public protests, private threats, criminal charges, and drama-filled school board meetings. This documentary film reveals the forces behind the accelerating wave of book bans in the United States.

Pre-Release Screening / Please Register

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

Des Plaines Public Library

Teen Take & Make

PRESSED FLOWER BOOKMARK

BEGINNING MARCH 3RD

TAKE A 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://dppl.org)

Des Plaines Public Library

Toddler Time

TUESDAYS @ 10AM
February 4, 11, 18
March 4, 11, 18
April 1, 8, 15

THURSDAYS @ 10AM
February 6, 13, 20
March 6, 13, 20
April 3, 10, 17

Stories! Songs! Rhymes! Movement!

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

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

Des Plaines Public Library

Add a Little Prairie to Your Garden

Monday, March 31
at 7:00 pm

Include native Illinois prairie plants in your garden and watch the pollinators arrive! Small yard? Big yard? Native prairie plants can make a home garden intriguing and exciting. Learn what Illinois native plants work well in a home garden setting, and how to choose the best plants for your location.

Presented by master gardener Cindy Crosby.

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

Des Plaines Public Library

Teen CRAFTERNOONS
WEDNESDAY, MARCH 26, 4:00PM - 5:00PM

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

MARCH SPOTLIGHT: BEADED PHONE CHARMS

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

Des Plaines Public Library

Tween Movie Night
Thursday, March 27
6:00 - 8:00 pm

Need a break from your break? Come to the library for a movie and pizza.

Grades 7-8.

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

Des Plaines Public Library

Planner & Journaling Meet-Up

Set up your planner, bullet journal, or notebook for the next month. Decide on your collection and share with others, or find new inspiration for your upcoming spreads with fellow planners. We'll have materials on hand to help you create your spreads for April and beyond!

6:30pm - 7:30pm DATE: 3/26/25

Meets in the 4th Floor Forum

Please Register!

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

Des Plaines Public Library

As Seen on TikTok: Bedazzling

Want to give something you already own some new life? Or even make something you love even more fabulous? Come bedazzle with us! Bring in any kind of item you'd like to bedazzle and we'll provide the rest!

Location: The Commons

Teens

MONDAY, MARCH 31
4:00PM - 5:30PM

Check us out on TikTok @dpspllibrary

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

Des Plaines Public Library

THE MAKER'S PLACE

FEB. 11 MARCH 11 APRIL 8
4:00-5:00 PM

YS PROGRAM ROOM

If you are between 9-12, like to make stuff, eat snacks, and hang out, come on into the Maker's Place. We will meet monthly to relax and make something cool!

REGISTRATION REQUIRED

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

Des Plaines Public Library

Gardening with Native Seeds

Thursday, March 13th from 2:30 - 4:30pm
in the 1st Floor Lobby

Garden with a purpose! Natalia from Backyard Prairies and Joanna from Soil & Sprouts will be here to help you get ready for gardening this year by giving away free native plant seeds. Learn how native plants and seeds can enhance your landscaping, help local wildlife, and even save you time and money.

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

Des Plaines Public Library

Teens HAPPY NOTES

Write a note of appreciation to a friend, family member, or teacher. We'll be giving away a special prize to the student who writes the most creative note!

Wednesdays in the Commons
February 26th, March 12th, April 9th / 4pm

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

Des Plaines Public Library

PRESCHOOL 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 5, 12, 19
March 5, 12, 19
April 2, 9, 16

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

Des Plaines Public Library

Celebrating Chopin

Sunday, March 30 at 2:00 pm

Join pianist Matt Peterson for a program of music by composer Frédéric Chopin. The concert will include Fantaisie Impromptu, Minute Waltz, Raindrop Prelude, Nocturne in Eb Major and more. Chopin was a Polish composer and a virtuoso pianist of the Romantic period.

Please Register

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

Des Plaines Public Library

GO AHEAD, BOSS US AROUND!

Thursdays March 20th, April 17th, and May 15th
4:00pm - 5:00pm

Join us for our Teen Advisory Board Meeting where teens plan programs and participate in library events while making new friends. TAB is a great way to earn service hours AND make a difference in your community. We will meet inside our teen space, "The Commons", on the 3rd floor. For teens in grades 7-12.

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

Des Plaines Public Library

Family Storytime

"Build a lifelong love of reading with books, rhymes, music, movement, and more!"

WEDNESDAYS @ 7PM
February 5, 12, 19
March 5, 12, 19
April 2, 9, 16

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

Des Plaines Public Library

FILM SCREENING
WICKED
Saturday, March 22, 2025 / 1:30 p.m.

Wicked / 160 minutes, Rated PG
Cynthia Erivo, Ariana Grande, Jeff Goldblum
Set in the land of Oz before Dorothy Gale's arrival. The story follows Elphaba, the Wicked Witch of the West, and her friendship with her classmate Glinda who becomes Glinda the Good. Nominated for 10 Academy Awards.

Please Register

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

Des Plaines Public Library

happy tails

Wednesdays at 4pm
March 19, April 30, May 21

All furry pets deserve to play in style! Join us as we make a posh nosew fleece tug toy for a pup or feline in need. For teens in grades 7-12.

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

Des Plaines Public Library

LEGO LEAGUE

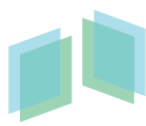
MONDAYS, 2/24, 3/24, 4/21
(A) 6:30 PM

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

Grades 4-8. Registration opens one week before program.

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

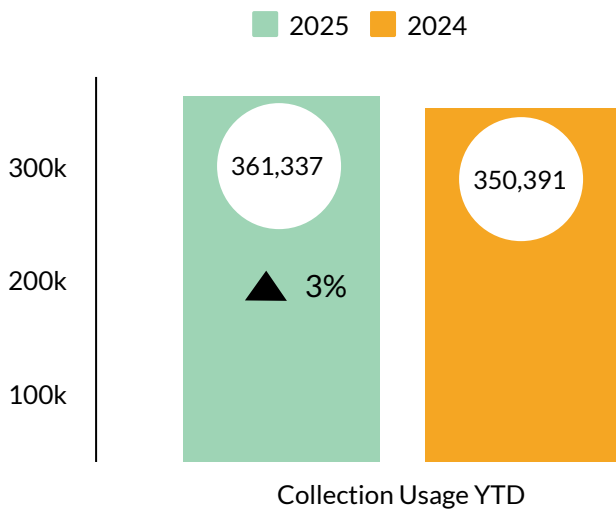
Des Plaines Public Library



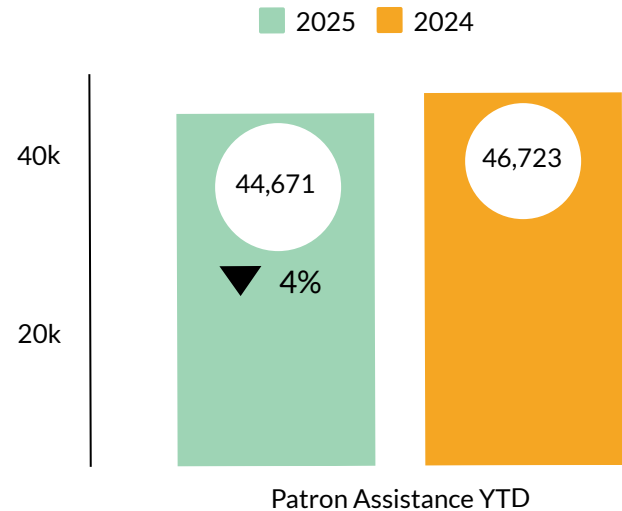
STATISTICS REPORT

March 2025

Collection Usage YTD



Patron Assistance YTD

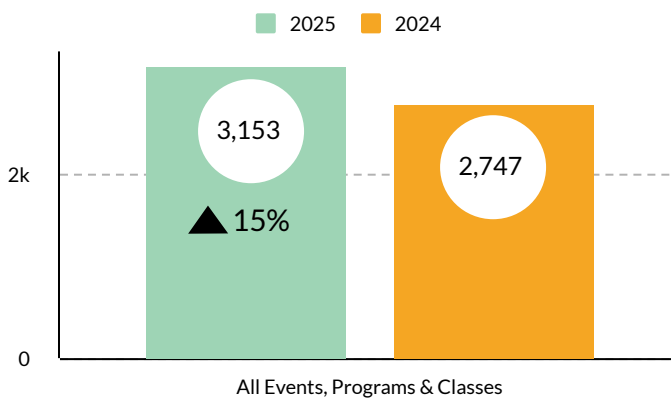


Bookings YTD

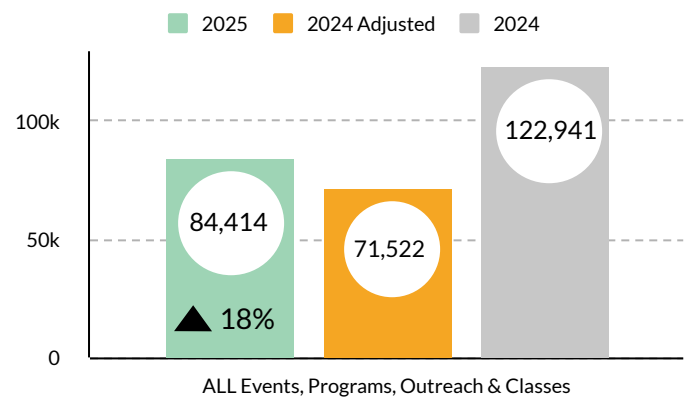
Attendance YTD

NOTE: "Passive" social media stats for "Attendance ALL" have been removed from the count, beginning January 2025 and a 2024 Adjusted column has been added to the chart. Both the Bookings and Attendance ALL stats DO still include Zoom based virtual programs.

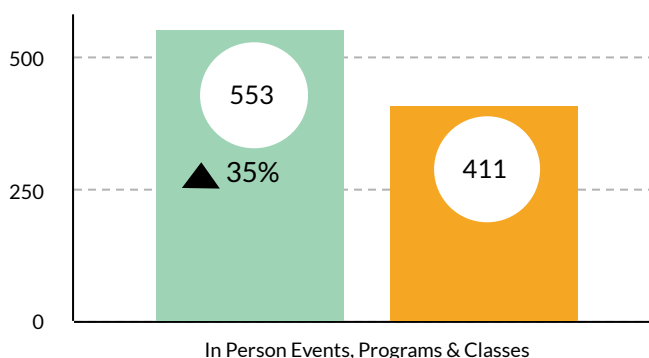
Bookings ALL



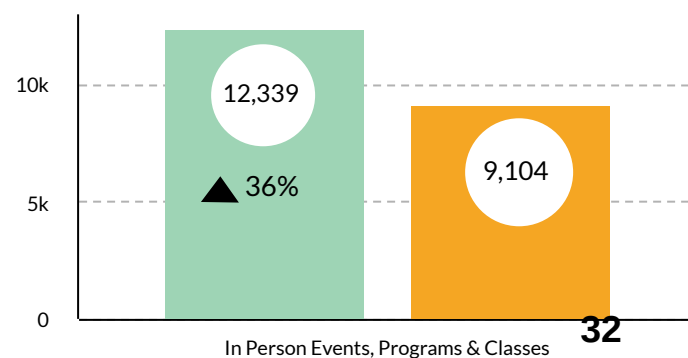
Attendance ALL



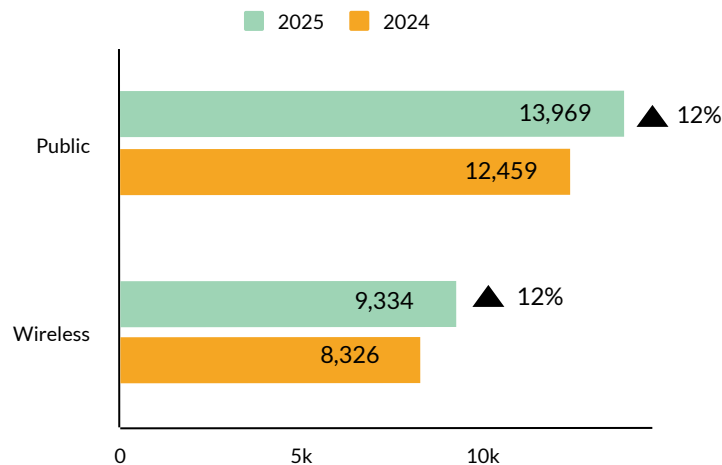
Bookings IN PERSON



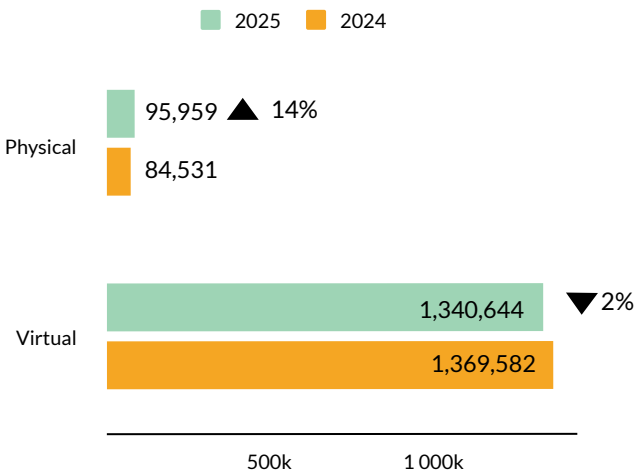
Attendance IN PERSON



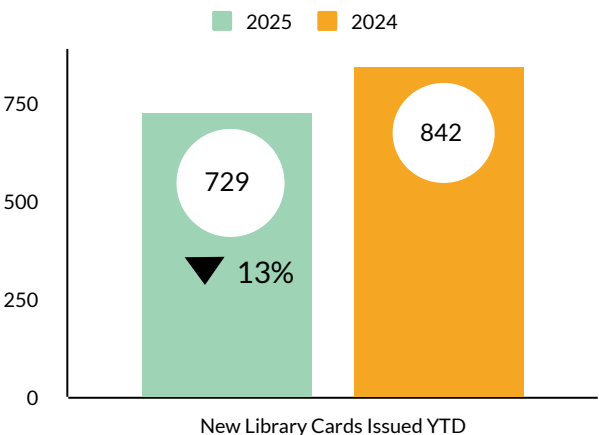
Computer Usage YTD



Traffic YTD



New Library Cards Issued YTD



2025 Year to Date Statistics

AS OF MARCH 2025 ADJUSTED

COLLECTION USAGE		
	Year to Date 2025	361,337
	Year to Date 2024	350,391
	% Change	3%
PATRON ASSISTANCE		
	Year to Date 2025	44,671
	Year to Date 2024	46,723
	% Change	-4%
BOOKINGS YTD - ALL		
	Year to Date 2025	3,153
	Year to Date 2024	2,747
	% Change	15%
ATTENDANCE YTD - ALL		
	Year to Date 2025	84,414
	Year to Date 2024	71,593
	% Change	18%
IN PERSON EVENTS		
	Bookings	
	Year to Date 2025	553
	Year to Date 2024	411
	% Change	35%
	Attendance	
	Year to Date 2025	12,339
	Year to Date 2024	9,104
	% Change	36%
TRAFFIC		
	Physical Visits (gate count)	
	Year to Date 2025	95,959
	Year to Date 2024	84,531
	% Change	14%
	Virtual Visits (catalog, website, mobile app)	
	Year to Date 2025	1,340,644
	Year to Date 2024	1,369,582
	% Change	-2%
LIBRARY CARDS ISSUED		
	Year to Date new library cards 2025	729
	Year to Date new library cards 2024	842
	% Change	-13%
COMPUTER USAGE		
	Public Computers	
	Year to Date 2025	13,969
	Year to Date 2024	12,459
	% Change	12%
	Wireless	
	Year to Date 2025	9,334
	Year to Date 2024	8,326
	% Change	12%

2025 STATISTICS REPORT												
COLLECTION USAGE												
	Physical materials	54,110	45,793	57,980								157,883
	E-materials	18,048	16,261	17,324								51,633
	ILL	605	509	488								1,602
	Databases	50,334	51,932	47,933								150,219
2025	Total	123,097	114,495	123,745								361,337
	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
PATRON ASSISTANCE												
	Youth Services	1,934	2,402	2,205								6,541
	Adult Services	6,160	6,132	7,352								19,644
	Patron Accounts	6,042	5,518	6,659								18,219
	Security	88	97	82								267
2025	Total	14,224	14,149	16,298								44,671
	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								46,723
EVENTS, PROGRAMS AND CLASSES-BOOKINGS												
	Youth Services In Person	92	95	96								283
	Youth Services Virtual	1	2	2								5
	Adult Services In Person	83	80	107								270
	Adult Services Virtual	6	15	11								32
	Outside groups	16	15	15								46
	Public study rooms	744	816	957								2,517
2025	Total	942	1,023	1,188	0	0	0	0	0	0	0	3,153
	Youth Services In Person	4	133	72								209
	Youth Services Virtual	9	0	-								9
	Adult Services In Person	43	85	74								202
	Adult Services Virtual	2	16	11								29
	Outside groups	0	13	18								31
	Public study rooms	569	872	826								2,267
2024	Total	627	1,119	1,001	0	0	0	0	0	0	0	2,747
EVENTS, PROGRAMS, OUTREACH & CLASSES-ATTENDANCE												
	Youth Services In Person	905	1,284	1,542								3,731
	Youth Services Virtual	4,171	4,780	5,831								14,782
	Adult Services In Person	1,629	2,356	4,623								8,608
	Adult Services Virtual	15,388	15,842	17,377								48,607
	Outside groups	260	179	184								623
	Public study rooms	1,201	1,319	1,622								4,142
	Outreach-Youth Services	907	1,271	1,025								3,203
	Outreach-Adult Services	113	64	541								718
2025	Total	24,574	27,095	32,745	0	0	0	0	0	0	0	84,414
	Youth Services In Person	320	1,284	1,035								2,639
	Youth Services Virtual	3,526	4,252	4,419						71		12,268
	Adult Services In Person	1,085	1,375	4,005								6,465
	Adult Services Virtual	14,392	13,235	13,266								40,893
	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								3,599
	Outreach-Adult Services	162	229	670								1,061
2024	Total	21,928	23,506	26,088	0	0	0	0	0	71	0	71,593

TRAFFIC													
2025	Physical Visits (gate count)	29,049	28,126	38,784									95,959
2024	Physical Visits (gate count)	25,115	28,401	31,015									84,531
2025	Virtual visits (catalog, website, mobile app)	436,270	435,076	469,298									1,340,644
2024	Virtual visits (catalog, website, mobile app)	440,017	464,763	464,802									1,369,582
LIBRARY CARDS ISSUED													
2025	Number of new library cards	240	191	298									729
2024	Number of new library cards	277	316	249									842
COMPUTER USAGE													
	Public computers-Youth Services	1,311	1,092	1,577									3,980
	Public computers-Adult	3,476	2,937	3,576									9,989
2025	Total	4,787	4,029	5,153	0	0	0	0	0	0	0	0	13,969
	Public computers-Youth Services	787	1,196	1,619									3,602
	Public computers-Adult	2,545	3,355	2,957									8,557
2024	Total	3,332	4,551	4,576	0	0	0	0	0	0	0	0	12,459
	Wireless	2,823	3,072	3,439									9,334
2025	Total	2,823	3,072	3,439	0	0	0	0	0	0	0	0	9,334
	Wireless	2,518	2,904	2,904									8,326
2024	Total	2,518	2,904	2,904	0	0	0	0	0	0	0	0	8,326